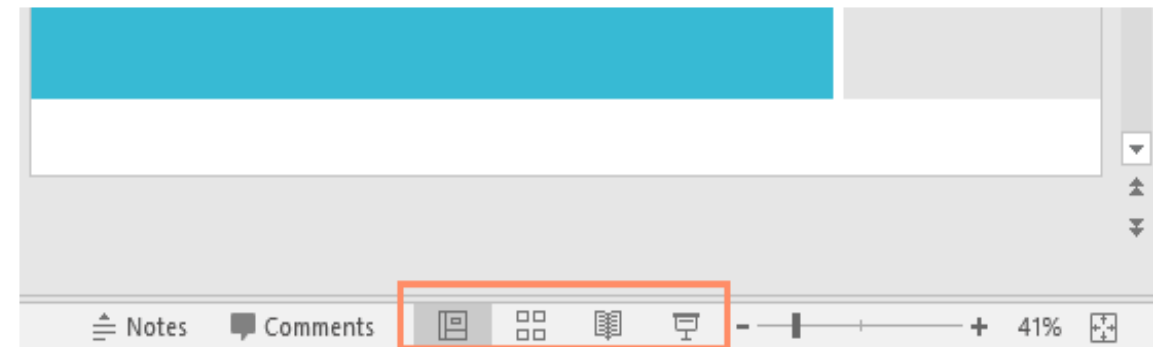


Zoom and other view options

- ❑ PowerPoint has a **variety of viewing options** that change how your presentation is displayed . You can choose to view your presentation in **Normal view** , **Slide Sorted review**, **Reading view**, or **Slide Show view**. You can also zoom in and out to make your presentation easier to read.

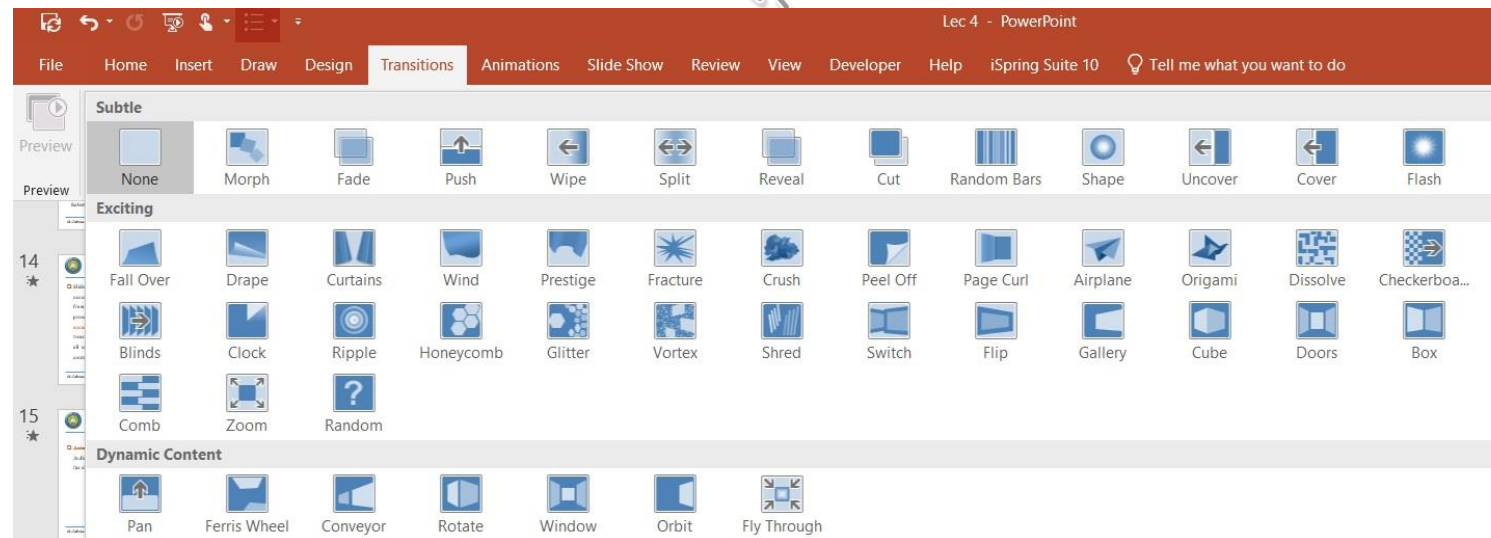
SWITCHING SLIDE VIEWS

Switching between different slide views is easy .Just locate and select the desired slide view command in the bottom-right corner of the PowerPoint window.



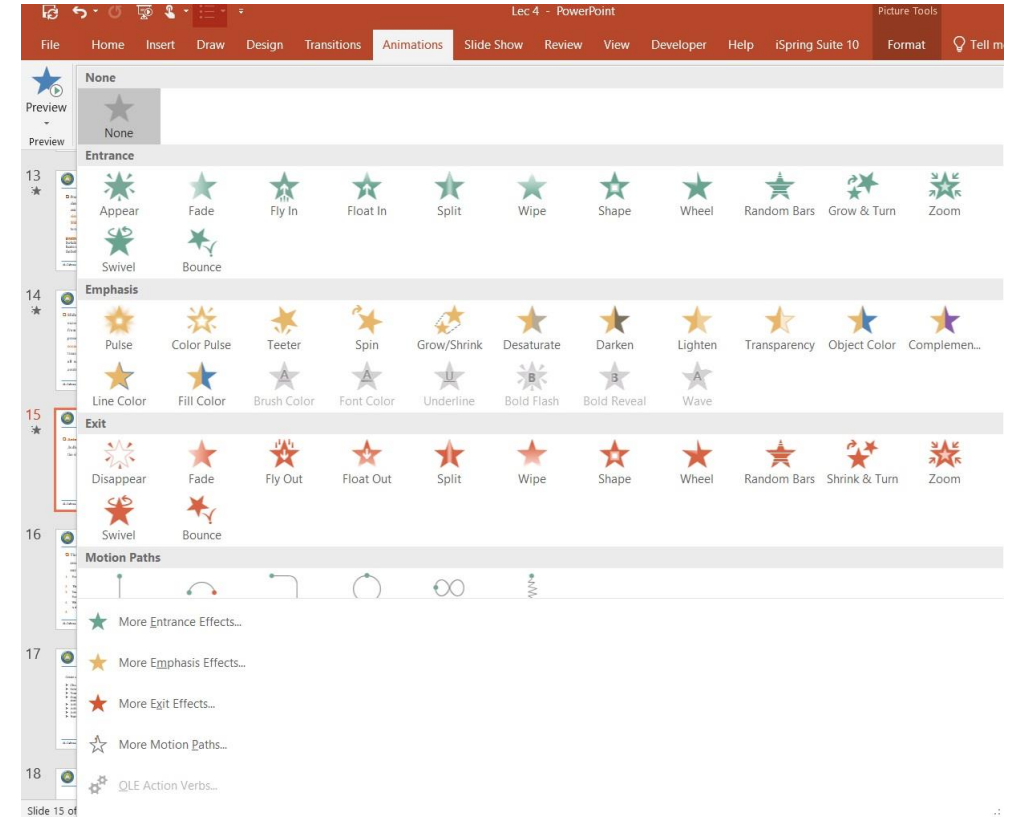
Slide Transitions

□ Slide **transitions** are **motion effects** that occur in Slide Show view when you move from **one slide** to then **another** during a presentation. You can **control the speed**, **add sound**, and even customize the properties of transition effects. To add a transition first of all select a slide in the left hand panel that contains the Slides and Outline tabs.



Animations

□ **Animations** can be applied to text boxes, bullet points, and images so they move on the slide during a slide show.



Questions

□ The following questions are important to assessment yourself in this session try to answer it:

1. PowerPoint automatically opens with Windows (True or False?)
2. The file tab contains basic file commands. (True or False?)
3. You can only create a new presentation by launching the PowerPoint program. (True or False?)
4. When you save a presentation with new name the old presentation is deleted (True or False?)



MS PowerPoint Assignment

MS PowerPoint Assignment

Create a PowerPoint slide show with the contents given at the bottom of the page.

- Choose a topic to present (Your topic should be about the use of computer in Medicine)
- Select a suitable design template and appropriate slide layouts.
- Your first page should include the title and your name
- Graphics that can enhance your presentation may also be inserted. You can replace standard bullet symbols with other graphics.
- Add animation effects to the bullet items.
- Add transition and appropriate sound effects.
- Add a timing to automate your slide show.
- Number of Slides should not exceed 10 slides

Use

- 1. Design Template**
- 2. Slide Layout**
- 3. Text**
- 4. Clipart**
- 5. Bullets**
- 6. Add Animation, Transition &**
- 7. Sound Effects**
- 8. Timings**
- 9. Slide Shows**



POWERPOINT

Thank you