

PowerPoint Presentation

PowerPoint presentation has been the major ways of delivering class lectures these days. In an ICT friendly environment, PowerPoint can really be a powerful tool to combine multimedia and its use in classroom teaching and deliver lecture notes in various platforms such as national and international conference, research/project report sharing and many more. The combination of texts, audio, video, animation and graphics help you to produce a meaningful and impressive presentation and show your caliber to the mass of audience. There are various PowerPoint software programs in the market such as Open Office PowerPoint, Macro Media Flash, Adobe Flash, Microsoft PowerPoint etc.

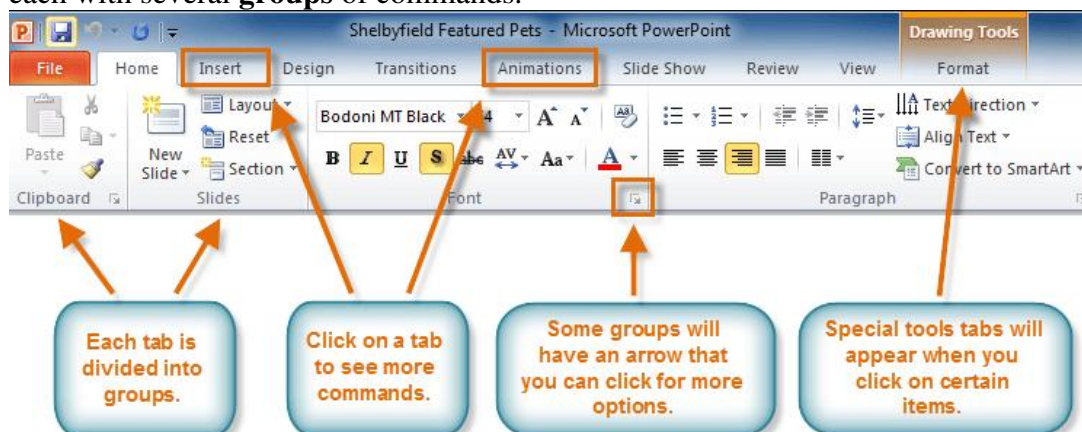
Introduction

Microsoft PowerPoint is most commonly used presentation tool in Nepal. Therefore, this learning module is prepared to practice the major features of MS PowerPoint 2010 to make impressive presentation. This self-learning module desires to help you in preparing your academic presentations about your research work, project work, paper presentation, and many more combining evidences such as audio interviews, video files, meaningful animations, and pictures. Through this module, students can learn special features of PowerPoint 2010. As many basic formatting/editing tools in PowerPoint are similar to the tools available in word, basic skill of preparing PowerPoint is expected as pre-requisite of this section.

At the end of this unit, you will acquire skill to

1. Combine text, audio, video, graphics and prepare simple PowerPoint presentation are
2. Apply design, transition, object animation, action and hyperlink for interactive presentation
3. Develop a simple presentation slides in mathematics, adding equation/pictures/graphics, sound and animations through creating linkage to external and internal files/contents using hyperlink.
4. Use different features of slide show and customize them
5. Set printing options and protect the document

See a screenshot below the MS PowerPoint 2010 interface. The Ribbon contains multiple **tabs**, each with several **groups** of commands.



Activity 1: Combine Text, Audio, Video and Graphics

PowerPoint uses slides to build a **presentation**. In order to create an engaging presentation, PowerPoint allows you to add text, bulleted lists, images, charts, audio, video and more to your slides. You can add or delete the slides as you like to a presentation and at any time you can view or playback your presentation.

Follow the steps given below to complete the process of making slides with texts, graphics, audio and video.


Create a new PowerPoint file and create first slide:

PowerPoint includes all the features you need to produce professional-looking presentations. When you create a PowerPoint presentation, it is made up of a series of **slides**. The slides contain the information you want to communicate with your audience. This information can include text, pictures, charts, video, sound, and more.

- On the desktop, **right click** the mouse to get context menu. Then select **New→Microsoft PowerPoint Presentation**. Rename the file created on the desktop and double click the file to open and work in the file. The file is saved on desktop.

Or


Go to **Start Menu→ All Programs →Microsoft. Office**

You need to click  symbol on left up corner and choose file name and location to save the file if you choose this method of creating file here

Before you begin adding information to slides, you need to know the basics of working with slides. In this lesson, you will learn how to **insert** new slides, modify a **layout**, change your **presentation view**, and more.

- Click **New Slide** from **Slides Group** of the **Home Tab** to insert first slide in your presentation.
- Type the text for title and sub title clicking on the place holder texts of **Title** and **Sub Title**.



You can change the layout of the slide by clicking the icon  **Layout** ▾ and choose appropriate slide layout.

- Again, click **New Slide** from **Slides Group** of the **Home Tab** to insert another. Repeat this every time when you want to add new slide in your presentation.
- You can insert table, charts, pictures, clip arts and videos by clicking the corresponding icons (shown in right side) that appears in placeholder of the slide by default.



Note: If you want to add text over picture, movie or other objects use **Insert**→**Text B** method. You also can delete the placeholder and replace your own objects. To delete the placeholder simply click the placeholder and press delete on your keyboard.

Slide Transition

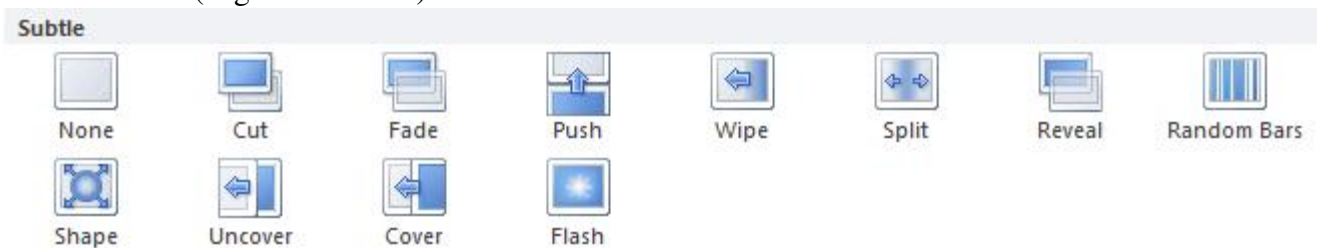
Transitions are motion effects that, when in Slide Show View, add movement to your slides as you advance from one slide to another. There are many transitions to choose from; each one allows you to control the speed, and even add sound.

In this lesson, you will learn how to **apply** and **customize** slide transitions.

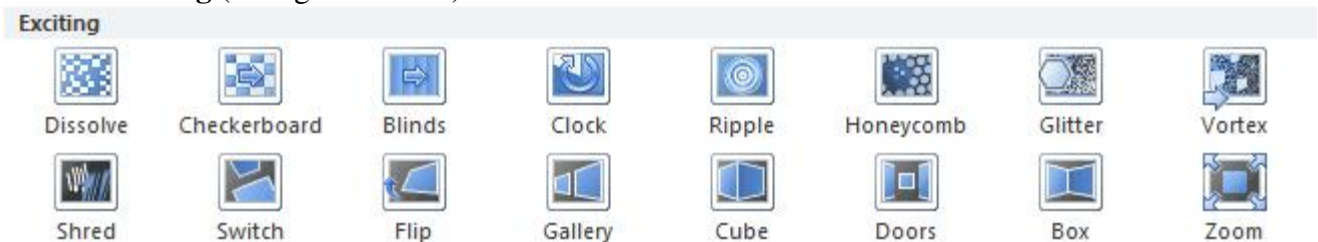
You can apply different transitions to some or all of your slides to give your presentation a polished, professional look. There

are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab:

- **Subtle** (slight transitions)



- **Exciting** (strong transitions)



- **Dynamic Content** (strong transitions that affect only the content, such as text or images)

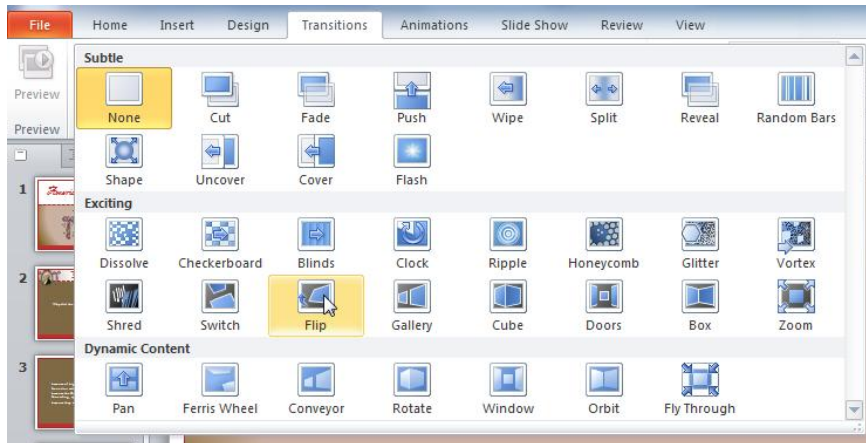


To Apply a Transition: Follow the steps given below

1. Select the **slide** you wish to modify.
2. Click the **Transitions** tab.
3. Locate the **Transition to This Slide** group. By default, **None** is applied to each slide.

Transition to This Slide group

4. Click the **More** drop-down arrow to display all the transitions.
5. Click a **transition** to apply it to the selected slide. This will automatically preview the transition as well.




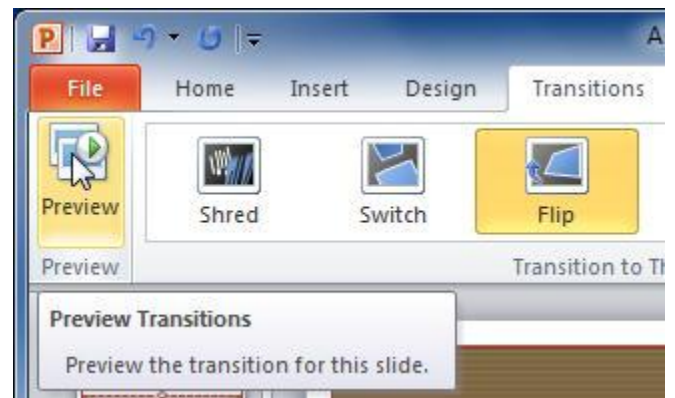
Choosing a transition

When working with transitions, the **Apply To All** command in the **Timing** group can be used at any time to make your presentation uniform. Use this command with caution. Not only does it apply the **same transition** to every slide; it also applies the settings in the **Timing** group, which you may not want to be the same throughout your presentation.

To Preview a Transition:

You can **preview** the transition for a selected slide at any time, using either of these two methods:

- Click the **Preview** command on the **Transitions** tab.
- Click the star  **Play Animations** icon. The icon appears on the **Slides** tab in the **left pane** beside any slide that includes a transition.



Activity Check Point 2

Apply slide transition to each slides prepared for **Activity Check Point1**.

Applying Animation to Text and Objects

In PowerPoint, you can **animate** text and objects such as clip art, shapes, and pictures. Animation, or movement, on the slide can be used to **draw** the **audience's attention** to specific content or to make the slide easier to read.



In this section, you will learn how to add **animation effects** to text and objects and **customize** them.

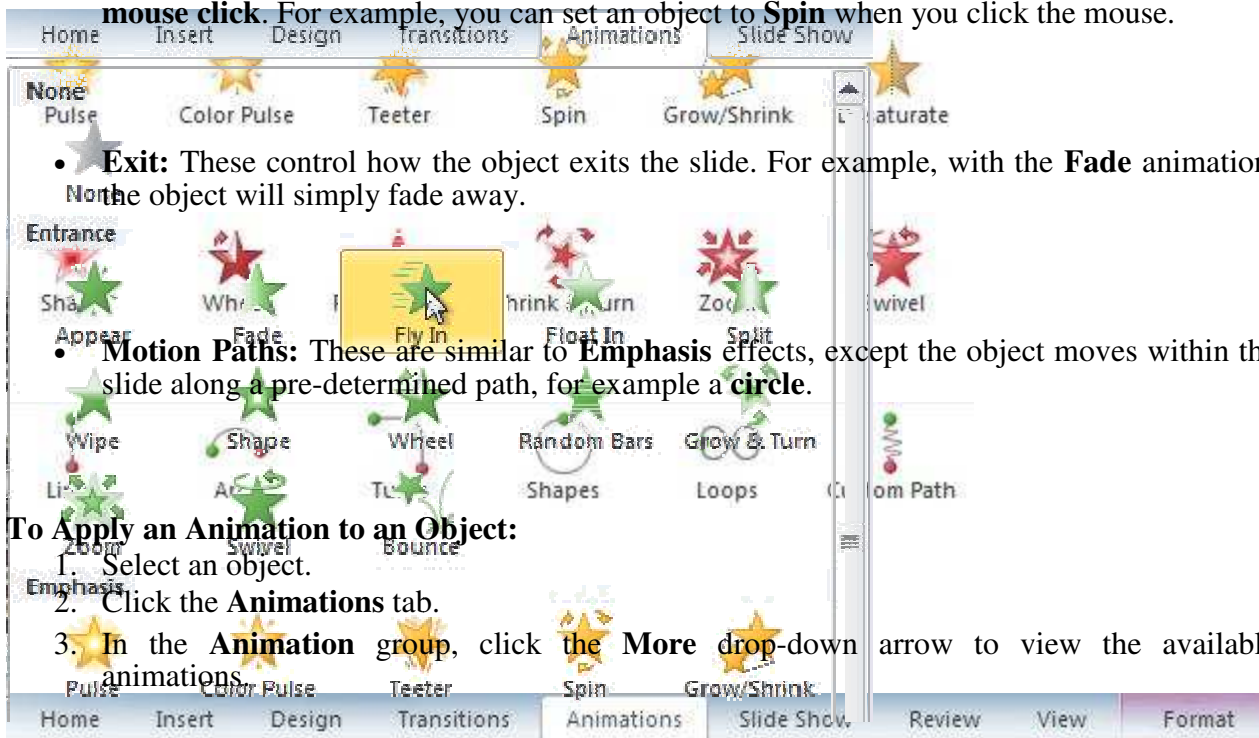
The Four Types of Animations

There are many different animation effects that you can choose from, and they are organized into four types:

- **Entrance:** These control how the object enters the slide. For example, with the **Bounce** animation, the object will "fall" onto the slide and then bounce several times.



- **Emphasis:** These animations occur while the object is on the slide, often triggered by a **mouse click**. For example, you can set an object to **Spin** when you click the mouse.



- **Exit:** These control how the object exits the slide. For example, with the **Fade** animation, the object will simply fade away.

- **Motion Paths:** These are similar to **Emphasis** effects, except the object moves within the slide along a pre-determined path, for example a **circle**.

To Apply an Animation to an Object:


1. Select an object.
2. Click the **Animations** tab.
3. In the **Animation** group, click the **More** drop-down arrow to view the available animations.



Select the desired animation effect

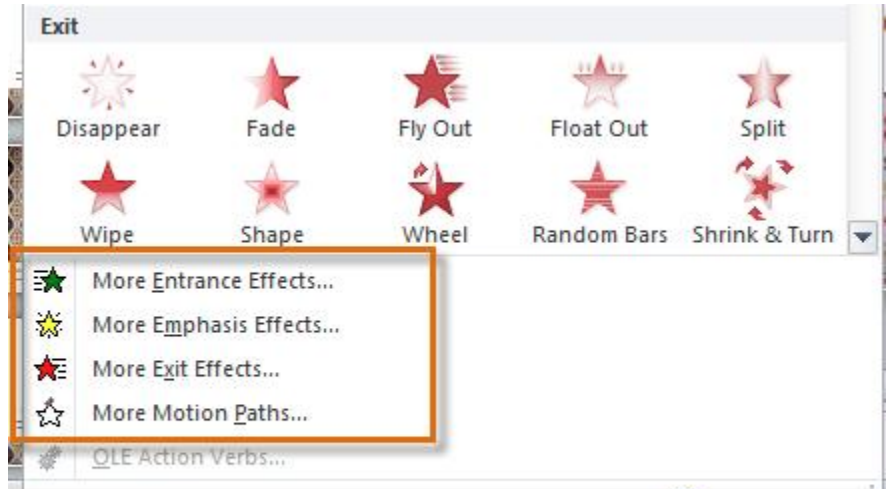
Selecting an effect **Fly In**

- The object will now have a small **number**  next to it to show that it has an animation.

Also, in the Slide pane, the slide will now have a **star**  symbol next to it.

The number and the star indicate that an effect has been added.

At the bottom of the menu, you can access even more effects.



More animation effects →

Effect Options

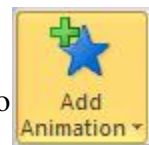
Some effects will have **options** that you can change. For example, with the **Fly In** effect, you can control **which direction** the object comes from. These options can be accessed from the **Effect Options** command in the Animation group. The screenshot is shown in the picture alongside.

Multiple Animations to an Object

If you select a new animation from the menu in the Animation group, it will **replace the object's current animation**. However, you'll sometimes want to place **more than one animation** on an object, for example an **Entrance** and an **Exit** effect. To do this, you'll need to use the **Add**

Animation command, which will allow you to keep your current animations while adding new ones.

- Select the object.
- Click the **Animations** tab.
- In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.
- Select the desired animation effect.
- If the object has more than one effect, it will have a different **number** for each effect.



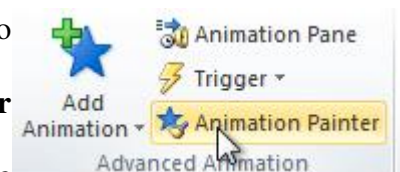
The numbers indicate the **order** in which the effects will occur.



To Copy Animations with the Animation Painter:

In some cases, you may want to apply the same effects to more than one object. You can do that by **copying** the effects from one object to another using the **Animation Painter**.

- Click on the object that has the effects that you want to copy.
- From the **Animations** tab, click the **Animation Painter** command.
- Click on the object that you want to copy the effects to. The effects will be applied to the object.

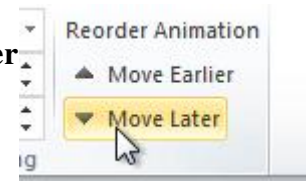


To Reorder the Animations:

1. Select the **number** of the effect adjoined with the object that you want to change.

Selecting an effect

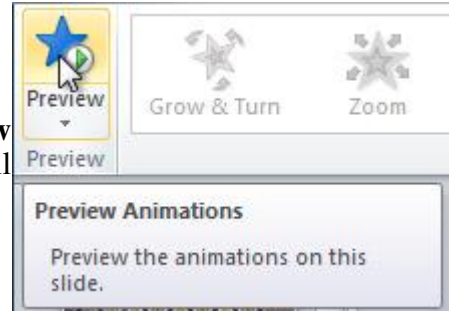
2. From the **Animations** tab, click the **Move Earlier** or **Move Later** commands to change the ordering.



To Preview Animations:

Any animation effects that you have applied will show up when you play the slide show. However, you can also quickly **preview** the animations for the current slide without viewing the slide show.

1. Navigate to the **slide** that you want to preview.
2. From the **Animations** tab, click the **Preview** command. The animations for the current slide will play.

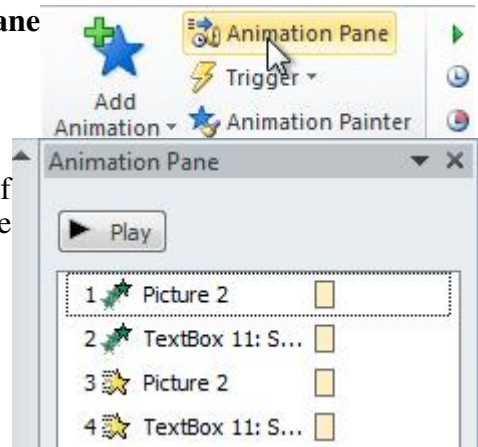


The Animation Pane

The **Animation Pane** allows you to view and manage all of the effects that are on the current slide. You can **modify** and **reorder** effects directly from the Animation Pane, which is especially useful when you have a large number of effects.

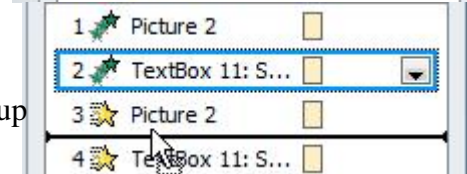
Open the Animation Pane:

1. From the **Animations** tab, click the **Animation Pane** command.
2. The Animation Pane will open on the right side of the window. It will show all of the effects for the current slide in the order that they will appear.



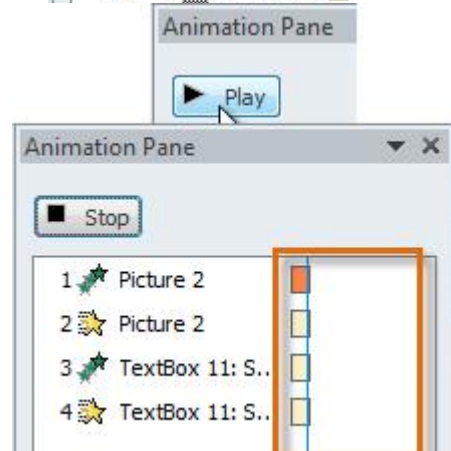
To Reorder Effects from the Animation Pane:

1. On the **Animation Pane**, click and drag an effect up or down.
2. The effects will reorder themselves.



To Preview Effects from the Animation Pane:

1. From the **Animation Pane**, click the **Play** button.
2. The effects for the current slide will play. On the right side of the Animation Pane, you will be



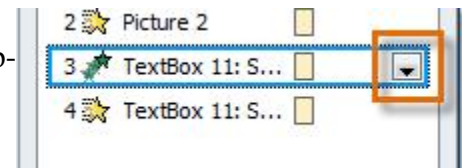
able to see a **timeline** that shows the progress through each effect.

If the timeline is not visible, click the drop-down arrow for an effect and select **Show Advanced Timeline**.

Change an Effect's Start Option

By default, an effect starts playing when you click the mouse during a slide show. If you have multiple effects, you will need to click multiple times to start each effect individually. However, by changing the **start option** for each effect, you can have effects that automatically play **at the same time** or **one after the other**.

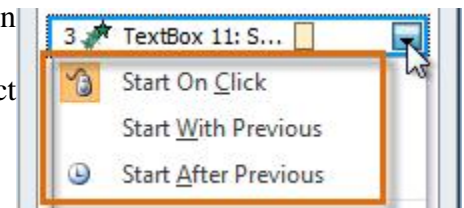
1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.



The drop-down arrow for an effect

2. Click the drop-down arrow. You will see three **start options**:

- **Start on Click:** This will start the effect when the mouse is clicked.
- **Start With Previous:** This will start the effect at the same time as the previous effect.



- **Start After Previous:** This will start the effect when the previous effect ends.

3. Select the desired start option.

When you **preview** the animations, all of the effects will play through automatically. To test effects that are set to **Start on Click**, you will need to play the slide show.

The Effect Options Dialog Box

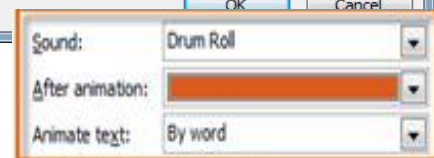
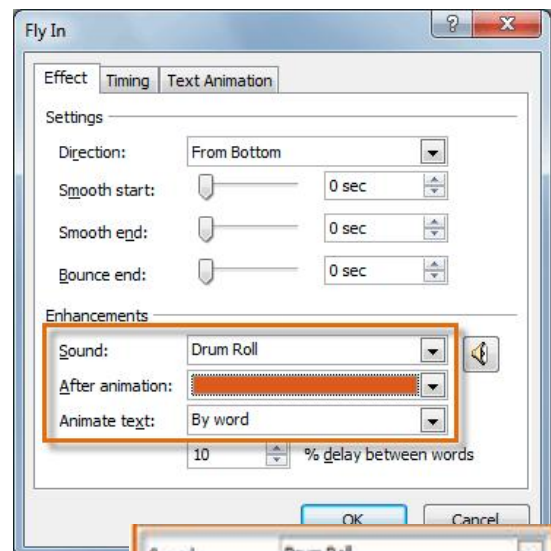
From the Animation Pane, you can access the **Effect Options** dialog box, which contains more advanced options that you can use to fine-tune your animations.

To Open the Effect Options Dialog Box:

1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.
2. Click the drop-down arrow and select **Effect Options**. The Effect Options dialog box will appear.

3. From here, you can add various **enhancements** to the effect:

- **Sound:** Adds a sound effect to the animation.
- **After animation:** Changes the color or hides the object after the animation is over.
- **Animate text:** If you are animating text, you can choose to animate it **all at once**, **one word at a time**, or **one letter at a time**.

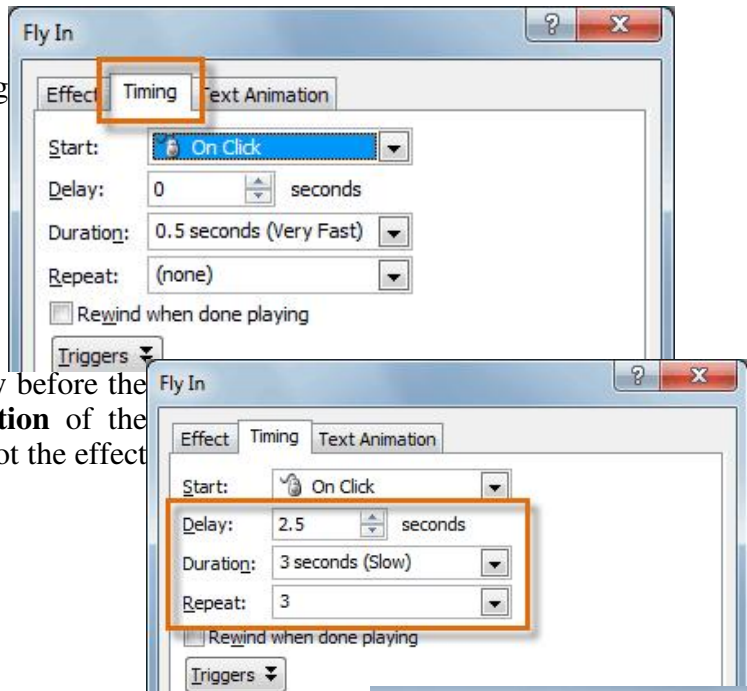


Some effects have **additional options** that you can change. These will vary depending on which

effect you have selected.

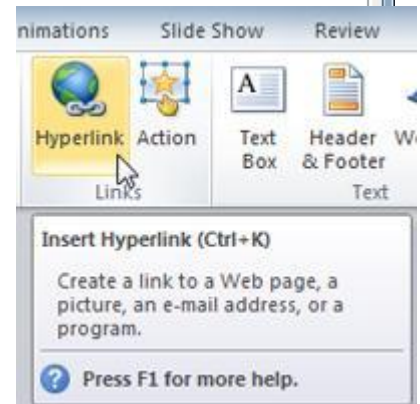
To Change the Effect Timing:

1. From the **Effect Options** dialog box, select the **Timing** tab.
2. From here, you can add a **delay** before the effect starts, change the **duration** of the effect, and control whether or not the effect **repeats**.



Using Hyperlink and Action

Whenever you use the Web, you are using **hyperlinks** to navigate from one web page to another. If you want to include a **web address** or **email address** in your PowerPoint presentation, you can choose to format them as hyperlinks that a person can click on. It's also possible to link to files and other slides within a presentation. It's easy to do all this using two tools: hyperlinks and action buttons.



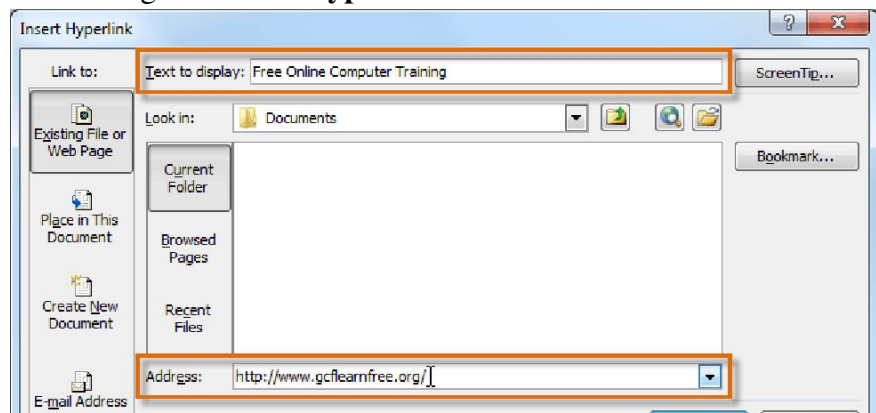
In this lesson, you will learn how to **insert hyperlinks** using text and objects, as well as how to **insert action buttons**.

About Hyperlinks

Hyperlinks have **two basic parts**: the **address** of the web page, email address, or other location that they are linking to, and the **display text** (or **image**). For example, the address could be **http://kusoed.edu.np**, and the display text could be **"blog"**. In some cases, the display text might be the same as the address. When you're creating a hyperlink in PowerPoint, you'll be able to choose both the address and the display text or image.

To Insert a Hyperlink:

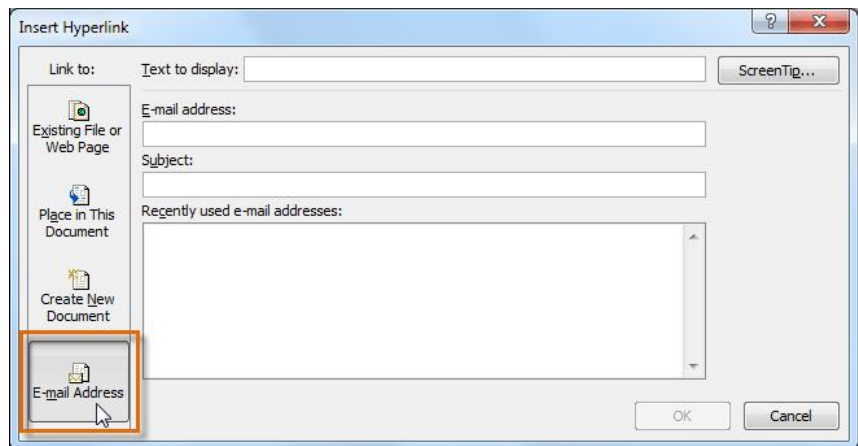
1. Select the image or text you would like to make a hyperlink.
2. Right-click the selected text or image and click **Hyperlink**.
3. The **Insert Hyperlink** dialog box will open. You can also get to this dialog box from the **Insert** tab by clicking **Hyperlink**.



- If you selected text, the words will appear in the **Text to display** field at the top. You can change this text if you want.
- Type the address you would like to link to in the **Address** field.
- Click **OK**. The text or image you selected will now be a hyperlink to the web address.

To Insert a Hyperlink to an Email Address:

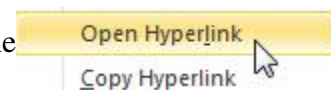
- Right-click the selected text or image and click **Hyperlink**.
- The **Insert Hyperlink** dialog box will open.
- On the left side of the dialog box, click **Email Address**.
- Type the email address you want to connect to in the **Email Address** box and click **OK**.



PowerPoint often recognizes email and web addresses as you type and will format them as hyperlinks automatically after you press the **Enter** key or **spacebar**.

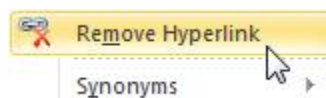
To Open and Test a Hyperlink

- After you create a hyperlink, you should **test** it. Right-click the hyperlink and click **Open Hyperlink**.
- Your web browser should open and navigate to the linked page. If it does not work, check the hyperlink address for any misspellings.



To Remove a Hyperlink:

- Right-click the hyperlink.
- Click **Remove Hyperlink**.



More on Hyperlinks

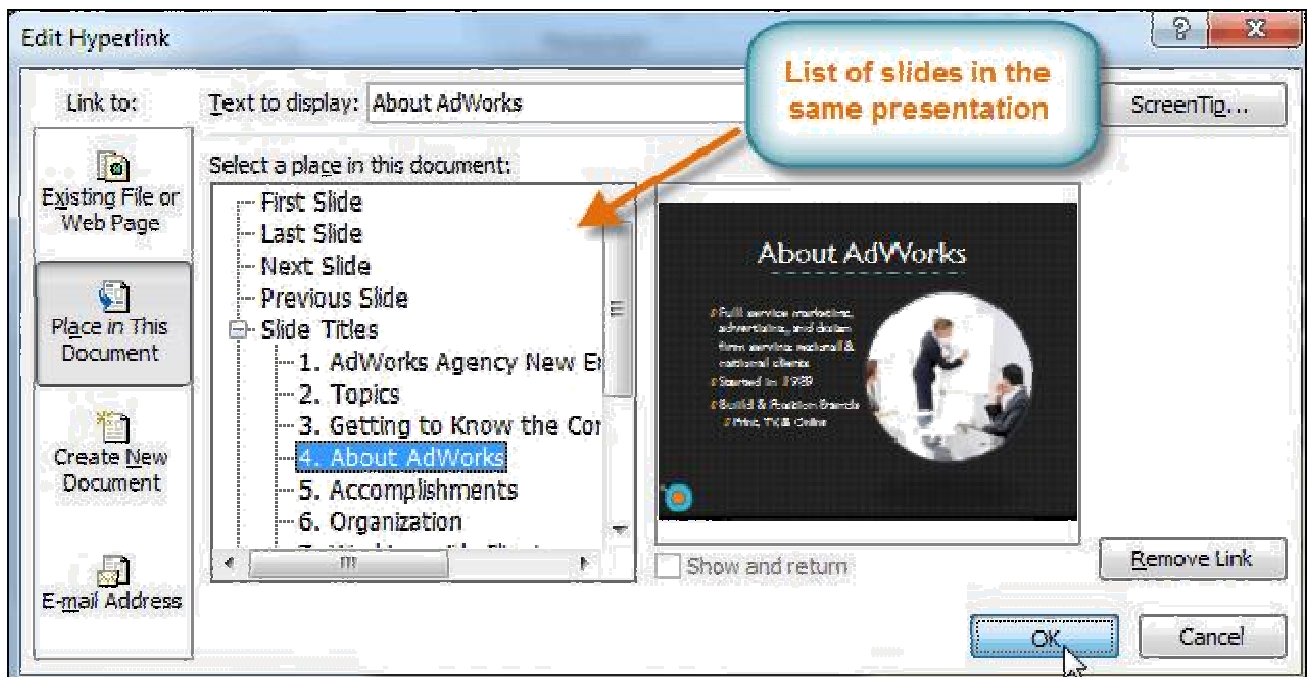
In PowerPoint, you can also use hyperlinks to link to resources that are not online. To create a quick way to refer to another slide in your presentation, you can create a hyperlink to that slide. You can even create hyperlinks to files stored on your computer.

To Insert a Hyperlink to Another Slide

- Right click the selected text or image and click **Hyperlink**.
- The **Insert Hyperlink** dialog box will open.



3. On the left side of the dialog box, click **Place in this Document**.
4. A list of the other slides in your presentation will appear. Click the name of the slide you would like to link to.



5. Click **OK**. The text or image will now be a hyperlink to the slide you selected.

To Insert a Hyperlink to Another File

1. Right click the selected text or image and click **Hyperlink**.
2. The **Insert Hyperlink** dialog box will open.
3. On the left side of the dialog box, click **Existing File or Webpage**.
4. Click the drop-down arrow to browse for your file.
5. Select the desired file.
6. Click **OK**. The text or image will now be a hyperlink to the file you selected.



Note: If you plan on displaying your presentation on a different computer than you used to create it, your hyperlink to another file may not work. Make sure you have a copy of the linked file on the computer you are using to present and always test hyperlinks before giving a presentation.

Creating Action Button



Action

In addition to hyperlinks, another tool you can use to connect to a web page, file, email address, or slide is called an **action button**. **Action buttons** are **built-in button shapes** that you can add to a presentation and set to link to another slide, play a sound, or perform some other action. When someone clicks or moves over the button, the selected

action will occur. Action buttons can do many of the same things as hyperlinks. Their easy-to-understand style makes them especially useful for self-running presentations at booths and kiosks.

You can insert action buttons on one slide at a time, or you can insert an action button that will show up on every slide. The second option can be useful if you want every slide to link back to a specific slide, like the title page or table of contents.

To Insert an Action Button on One Slide:

1. Click the **Insert** tab.
2. Click the **Shapes** command in the Illustrations group. A drop-down menu will



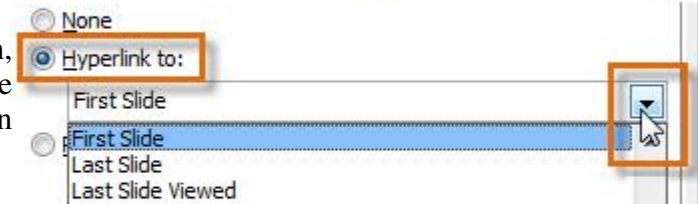
appear with the **action buttons** located at the very bottom.

3. Select the desired **action button**.
4. Insert the button onto the slide by clicking the desired location. The **Action Settings** dialog box will appear.

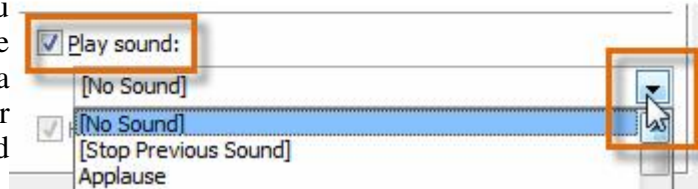
5. Select the **Mouse Click** or **Mouse Over** tab. Selecting the **Mouse Click** tab means your action button will perform its action only when clicked. Selecting the **Mouse Over** tab will make the action button perform its action when you move the mouse over it.



6. In the **Action on click** section, select **Hyperlink to:** then click the drop-down arrow and choose an option from the menu.



7. Check the **Play Sound** box if you want a sound to play when the action button is clicked. Select a sound from the drop-down menu, or select **Other sound** to use a sound file on your computer.



8. Click **OK**.

To Insert an Action Button on All Slides:

1. Click the **View** tab.
2. In the **Master Views** group, click on the **Slide Master** command. A blank slide in the style of your presentation will appear. Don't worry about changing anything else.



3. Go to the **Insert** tab and follow the instructions above to insert an **action button**.
4. Return to the **Slide Master** tab and click **Close Master View**. The new action button will now be on every slide.



To edit, move, or delete an action button inserted this way, click the **View** tab, then **Slide Master**. Click **Close Master View** after making the desired changes.

To Test an Action Button:

After you create an action button, you should **test** it.

1. Click the **Slide Show** tab.
2. In the **Start Slide Show** group, click **From Current Slide**.
3. Click your action button.



- After you have tested it, right-click anywhere on the screen and select **End Show**.
- If your action button did not work as you intended, follow the instructions below to **edit** it.



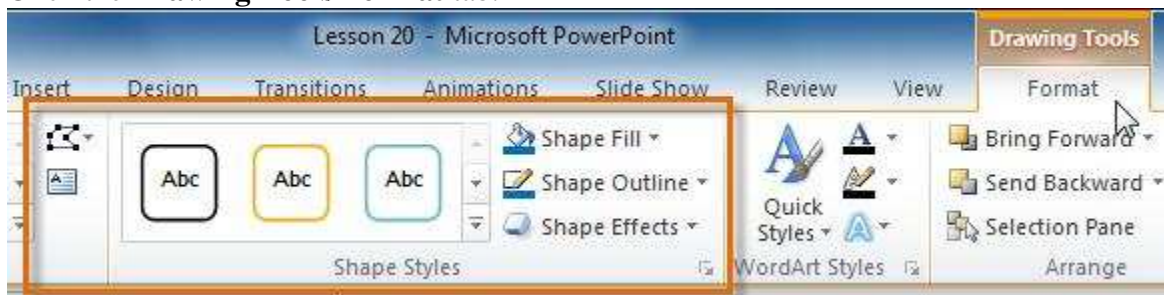
To Edit an Action Button:

- Select the action button.
- Click the **Insert** tab.
- In the **Links** group, click the **Action** command. The **Actions Settings** dialog box will appear.
- Edit the action or hyperlink.
- Click **OK**.

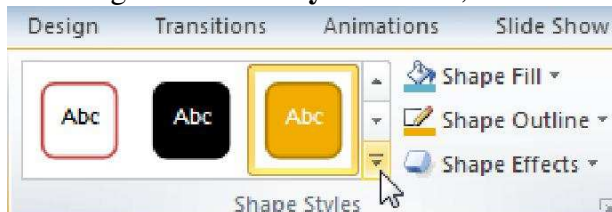


To Change the Appearance of an Action Button:

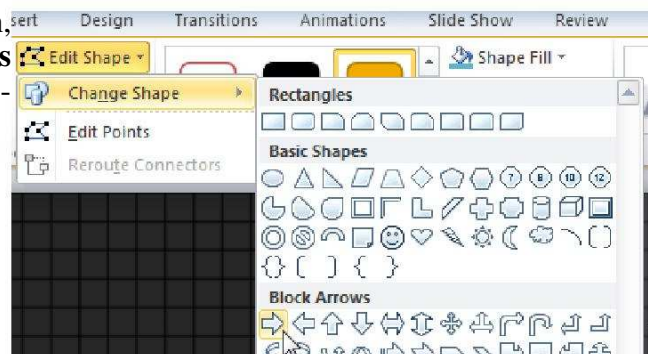
- Select the action button.
- Click the **Drawing Tools Format** tab.



- To change the button **style** or **color**, use the tools in the **Shape Styles** group.



- To change the **shape** of the action button, click **Edit Shape** in the **Insert Shapes** group. Select a new shape from the drop-down menu.

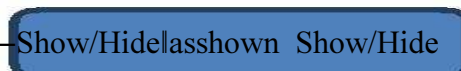


Triggering for Interactivity

To add an advance interactive activity in your presentation you can use triggers. If triggers are applied, you can create a control button and an object can appear or disappear while clicking control button. To understand the function of triggers, create a slide following process given below.

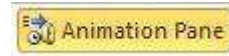
- Create a slide and insert two objects: 1. any picture and 2. a shape like a button

- Design the shape like a button and add text — Show/Hide as shown

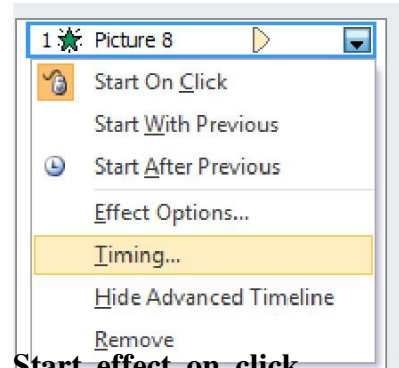


3. Apply **Entrance** animation effect **Appear** to the picture.

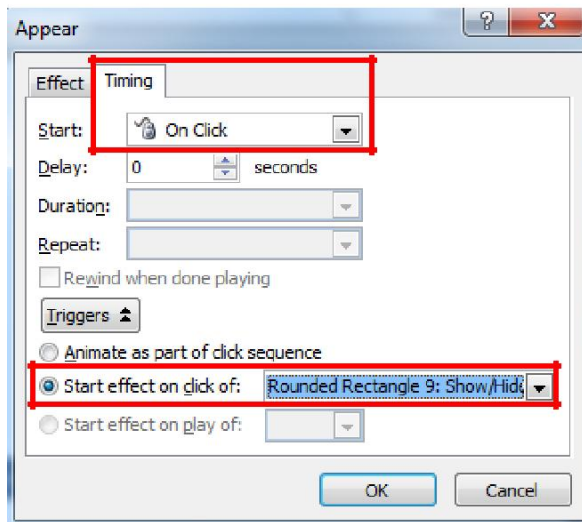
4. Click the picture and activate animation pane active



5. In the animation pane, right click the animation associate to the picture and click **Timing**. It looks like in the screenshot alongside. Appear dialog box appears.



6. In the dialog box, click the button **Triggers**. This triggers options are expanded.



7. Click **Start effect on click of**: option in the dialog box and select the name of the shape you created with the text **Show/Hide** from the dropdown menu.

8. Click **Ok**.

9. Check the effect in slide show clicking the button. You have just added show option.

10. Click the picture again and add **Exit** animation effect

Disappear. For this, go to

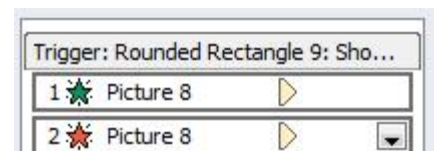
Animation Tab→**Add Animation**→**Select**

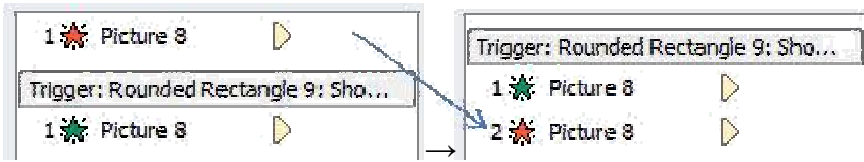
Disappear under exit effect gallery.

11. Follow step 4-8 for disappear animation effect. If you are done, your animation pane should look like in the screen shot alongside.

Or, you can simply drag and drop the disappear

animation effect below the appear animation effect in the animation pane. See the illustration below.





Slide Show Options



There are many things to keep in mind when giving a presentation. How long will your presentation last? What will you say? If you're not in the same location as your audience, how will they view it? Fortunately, PowerPoint 2010 offers a number of tools to help you ensure that your presentation goes smoothly.


In this lesson, you will learn how to **Rehearse** and **Record** slide shows in advance. You will also learn about alternative presentation options, such as **creating a video** of your presentation or **broadcasting** your presentation to remote audiences. Finally, you will learn how to **create handouts** of

your presentation or **customize** it with hidden or rearranged slides.

PowerPoint 2010 offers you two useful options for rehearsing and preparing the timing and delivery of your presentation in advance: **Rehearse Timings** and **Record Slide Show**.

Rehearsing Slide Show Timings: Rehearsing timings can be useful if you want to set up a presentation to play at a certain speed without having to click through the slides to present it. Think of it as a tool to help you practice presenting your slide show. Using this feature, you can save timings for each slide and animation. PowerPoint will then play back the presentation with the same timings when you present it.

To Rehearse Timings:

1. Select the **Slide Show** tab and locate the **Set Up** group.
2. Click the **Rehearse Timings** command ( Rehearse Timings). You will be taken to a full screen view of your presentation.
3. Practice presenting your slide show. When you are ready to move to the next slide, click the **Next** button on the **Recording Toolbar** in the top left corner. If you prefer, you can also use the right arrow key.
4. When you have reached the end of the show, press the **Esc** key to end your slide show. A dialog box will appear with the total time of your presentation.
5. If you are satisfied with your timings, click **Yes**.



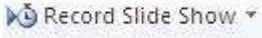
If you need more than one try to get the timings just right, the **Recording Toolbar** has options to let you take a break or start over on a slide. To pause the timer, click the **pause** button on the toolbar. No actions taken while the timer is paused will be included in the timings. To re-record the timings on the current slide, simply click the **repeat** button.



Recording Your Slide Show: The **Record Slide Show** feature is similar to the **Rehearse Timings** feature, but more comprehensive. If you have a microphone for your computer, you can even

record voice-over narration for the entire presentation. This is useful if you plan on using your slide show for a self-running presentation or a video. Your mouse won't show up on screen in recorded slide shows, so if you would like to **point out details on screen**, you can use PowerPoint's **laser pointer** option.

To Record a Slide Show:

1. Click the **Slide Show** tab and locate the **Set Up** group.
2. Click the **Record Slide Show** drop-down arrow. 
3. Select either **Start Recording from Beginning** or **Start Recording from Current Slide**. The **Record Slide Show** dialog box will appear.
4. Select the desired options. Remember, you can only record narration if you have a **microphone** attached to your computer.
5. Click **Start Recording**. Your presentation will open full screen.
6. Perform your slide show. Make sure to speak clearly into the microphone if you are recording narration. When you are ready to move to the next slide, click the **Next** button on the **Recording Toolbar** in the top left corner or use the right arrow key.
7. When you reach the end of the show, press the **Esc** key to exit.
8. Your slide show timings and narration are now included in your presentation. The slides with narration will be marked with a **speaker icon** in the bottom right corner.

Note: To point out details during your recording, press and hold the **Ctrl** key on your keyboard. Your cursor will show up as a **laser pointer**. Simply move your mouse to indicate the desired details. Release the **Ctrl** key when you are finished pointing out things on screen.






To Remove Narration or Timings from a Recorded Slide Show:

1. Click the **Slide Show** tab and locate the **Set Up** group.
2. Click the **Record Slide Show** drop-down arrow.
3. Hover your mouse over **Clear**.
4. Select the desired option.

MS PowerPoint 2010 offers several options to enhance or even totally change the way you deliver presentations. Instead of presenting your slide show normally, you can choose to present it as a **video**, or even **broadcast** it live on the Web so that others can view it remotely. No matter how you choose to give your presentation, you can enhance it by **customizing** your slide show to remove or reorder slides, or **printing handouts** to help your audience take notes. All of these options can help you give a polished and professional presentation.

Presenting Slide Show as a Video: The **Create a Video** feature allows you to save your presentation as a video. This can be useful, as it lets your viewers watch the presentation whenever they like. To make sure your viewers have enough time to view each slide, you might want to **rehearse** the timings or **record** your slide show before using this feature.

To Create a Video:


1. Click the **File** tab . This takes you to the **Backstage view**.
2. Select **Save and Send** .
3. Select **Create a Video**  **Create a Video** under **File Types**. The **Create a Video** menu will appear on the right.
4. Click the drop-down arrow next to **Computer and HD Displays**  to select the size and quality of your video.
5. Select the drop-down arrow next to **Recorded Timings and Narrations**.
 - o Choose **Don't Use Recorded Timings and Narrations** if you don't have or don't wish to use recorded timings. You can adjust the default **Seconds to spend on each slide:** in the box below the drop-down menu.
 - o Choose **Use Recorded Timings and Narrations** if you have already recorded timings and narrations and would like to use them in your video.
6. Click the **Create Video** command. The **Save As** dialog box will appear. 
7. Select the location where you wish to save the presentation, then enter a name for the presentation.
8. Click **Save**. A status bar will appear in the bottom right corner of the PowerPoint window as PowerPoint creates your video. When the bar is completely green, your video is ready to view, send, or upload.

Note:The video prepared in this way can be shared for different purposes. In addition to emailing your video, you can also **upload** your video to free **video sharing sites** like [YouTube.com](https://www.youtube.com). YouTube offers guides to [creating an account](#) and [uploading videos](#). Once your video is uploaded, you can simply give the link to anyone you want to see it.

Broadcasting Slide Show to Remote Audiences: **Broadcasting** a presentation remotely is surprisingly easy. All you and your viewers need is an internet connection they don't even need PowerPoint. Once your viewers are connected, you can start the presentation as you normally would. Please note that you cannot edit your presentation or mark it with a highlighter or pen while you are broadcasting a slide show. You also cannot use PowerPoint to speak to your audience. Plan to communicate with your viewers through teleconferencing, or pre-record your narration.


To Broadcast a Slide Show:


1. Select the **Slide Show** tab and locate the **Start Slide Show** group.

2. Click the **Broadcast Slide Show**  **Broadcast Slide Show** command. The **Broadcast Slide Show** dialog box will open.
3. Click **Start Broadcast**. A status bar will appear as PowerPoint prepares your broadcast.
4. A link will appear. Select the link, and click **Copy Link** to make a copy of the link, or **Send in Email** to send an email with the link to your viewers.
5. Click **Start Slide Show**.
6. Present your slide show.
7. When you are finished, click **End Broadcast** in the yellow bar at the top of the screen.

Customizing Slide Show: Sometimes you might want to **hide** a slide while still keeping it in your presentation. For instance, if you are presenting a slide show to more than one group of people, hiding or even rearranging certain slides could help you tailor your slide show to each group you present it to. You could also choose to create a shortened version of your slide show to present when you're short on time. The **Custom Slide Show** feature allows you to create and name different versions of your slide show with hidden or rearranged slides.

To Create a Custom Show:



1. Select the **Slide Show** tab and locate the **Start Slide Show** group.
2. Click the **Custom Slide Show** command.  **Custom Slide Show** ▾
3. Select **Custom Shows...**. The **Custom Shows** dialog box will appear.
4. Click **New**. The **Define Custom Show** dialog box will appear.
5. Locate the **Slide show name** box and type in a name for your custom show.
6. Select the slides in the **Slides in presentation:** box that you would like to include in your custom show, then click **Add>>** to add them to the **Slides in custom show:** box. If necessary, use the **up** and **down arrows** to reorder the added slides.
7. Click **OK**.
8. Select **Close** to exit or **Show** to view your custom show.

Note: You can also hide slides by selecting the **Hide Slide** command  **Hide Slide** , which can be found on the **Slide Show** tab. To unhide a slide, simply click the **Hide Slide** command again.

Printing Options

Printing handouts with images of your slides can be helpful to your audience, as it gives them a hard copy of the information you're presenting. Plus, they can take notes on the handouts as you present your slide show.

To Create Handouts of a Presentation:

1. Click the **File** tab  . This takes you to the **Backstage view**.
2. Click **Print**. 
3. Click the drop-down arrow in the box that says **Full Page Slides**, and locate the **Handouts** group.








4. Select a page layout for your handouts. Up to nine slides can be displayed per page. Note that the **3 slides** layout offers lined space for your viewers to take notes.
5. Click the **Print** command.

Note: If you would like to add a header or footer to your handouts, click the **View** tab on the Ribbon, then select **Handout Master**. Just type your header or footer information into the boxes provided. To return to the normal view, click **Exit**

Master View.

Unit End Quiz

1. What feature do you use to play and stop sound in PowerPoint presentation?
 - a. Action
 - b. Shapes
 - c. Narration
 - d. Media
2. Which one of the following options is not the part of hyperlink option in PowerPoint?
 - a. Existing file or web page
 - b. E-mail address
 - c. Place in this document
 - d. Media files
3. What is function of animation painter?
 - a. Copy an animation effect from one object and to another
 - b. Apply color painting animation
 - c. Paint one slide's transition effect to another
 - d. Remove animation from an object and apply to another
4. Choose the wrong statement.
 - a. Transitions are applied to slides
 - b. Animations are applied to objects and texts
 - c. Action works as hyperlink too.
 - d. Hyperlink works as action too.
5. What command does the icon  represent?
 - a. Transition preview
 - b. Sound play
 - c. Animation preview
 - d. Video show
6. Which one of the following animation options is not included in PowerPoint?
 - a. Entrance
 - b. Emphasis
 - c. Exiting
 - d. Motion Path
7. PowerPoint page setup lies in ... tab.
 - a. Review
 - b. Slide Show
 - c. Design
 - d. Home
8. Which one of the following icons represents slide show from current slide?
 - a. 
 - b. 
 - c. 
 - d. 
9. Which one of the following transition options is not included in PowerPoint?
 - a. Subtle
 - b. Exiting
 - c. Advance triggering
 - d. Dynamic contents
10. We use triggers to _____.
 - a. Show pop up objects
 - b. Apply hyperlink

- c. Add action button
- d. Remove animation timing

Reference

Microsoft Office PowerPoint 2010-2019 Help and a site <http://www.gcflearnfree.org/powerpoint2010> are basic references for this unit. Press F1 to access help options while working with MS Office PowerPoint 2010.