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COMPUTER NOTES
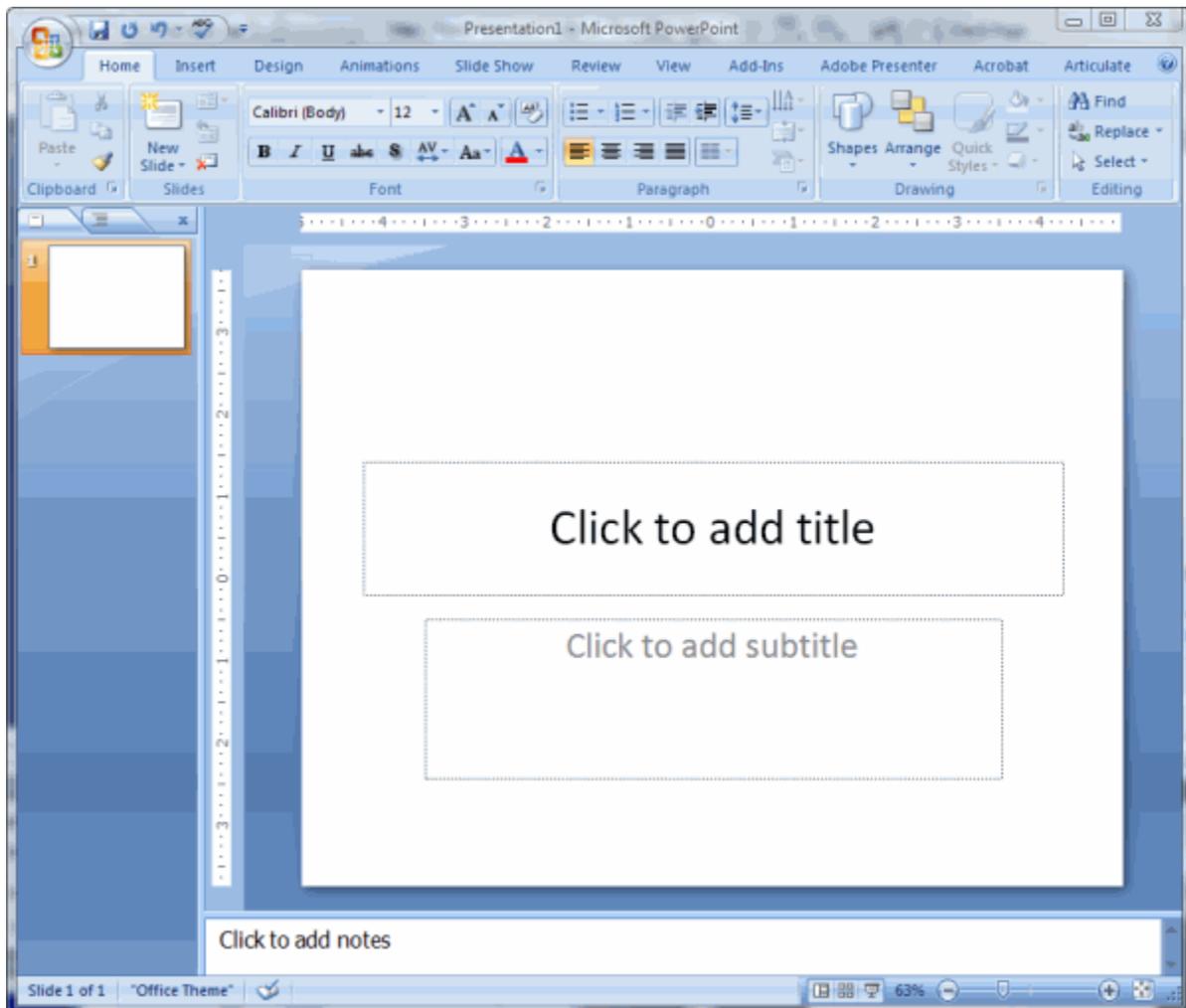
MAKING A POWERFUL PRESENTATION

CLASS: V   **MONTH: NOVEMBER**

Definition for MS Power point

MS Power point is a powerful presentation software developed by Microsoft. The software is used to insert images, sounds, videos, texts, & charts to create an interactive presentation.
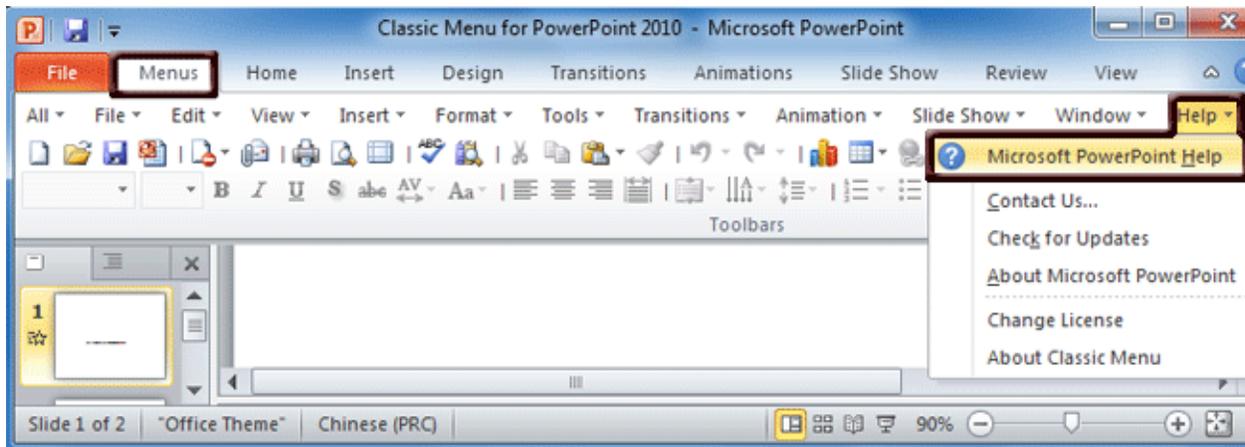
Different types of menus in PowerPoint:

- Design menu.
- Transition menu.
- Animation menu & etc.

Definition for a slide:

A slide is a single page of a presentation created with software such as power point. A presentation is composed of several slides.

Slide layout:

Slide layout contains placeholders for text, videos, pictures, chart etc. They also contain formatting such as colors, fonts, effects etc.

Design Menu:

Design Menu is used to give various design effects or scheme or format to slides.Ex: colors, font, effects, & page setup.

To use design menu:

- Use clicking & dragging to select designs.
- Click buttons on tool bar for selecting colors & sizes.

Transition menu:

Transition menu is used to setup how your slide changes from one to the next on transition tab.Ex: None, cut, push, fade, wipe etc.

Types of transitions:

1. Fade   -   Fade in /out
2. Rotate   -   Rotate the current scene
3. Shred   -   Cut the current scene into pieces
4. Cut   -   Quick cut to next scene
5. Flash   -   Camera flash effect

Animation menu:

Animation menu contains menus which are used to give animated effects to the PowerPoint presentation.

Four types of slide movements:

1. Entrance - Entrance type determines the manner in which the object appears on a slide.
2. Emphasis -   Emphasis type does something to draw attention to an object.
3. Exit-Exit type determines the manner in which an object leaves a slide.
4. Motion path -   Motion path determines how an object moves around a slide.

Choosing an effect in Animation:

➢ Select the object you want to animate.
➢ Choose the animation tab & click custom animation button
➢ Click the add effect button.
➢ Click the type of effect you want & the ppt applies it.

Fill in the blanks:

1. <u>Transition menu</u> is used to give various effects between two slides or two photos.

2. Animation effect is given to the slide by <u>custom animation</u> option.

3. There are <u>four</u> types of slide movements.

4. A <u>slide</u> is single page of a PowerPoint presentation.

5. MS power point is a powerful presentation software designed by <u>Microsoft</u>.

True or False:

1. Animation menu is used to create animated slides. <u>True</u>

2. Transition menu is not used in power point<u>. False</u>

3. Slide sorter is used to sort slides in presentation. <u>True</u>

4. Key F5 is used to start slide show. <u>True</u>

5. Projector is not used for power point presentation. <u>False</u>