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COMPUTER NOTES

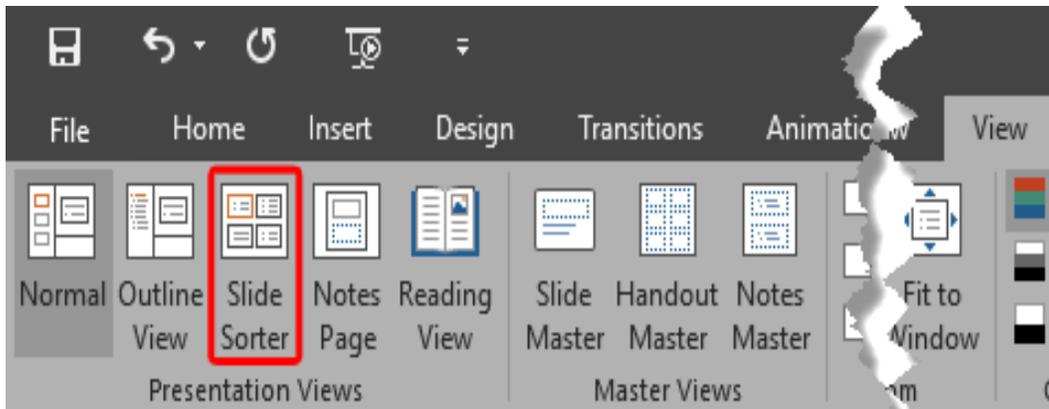
MAKING A POWERFUL PRESENTATION

CLASS: V

MONTH: DECEMBER

VIEWING PRESENTATION IN DIFFERENT WAYS

MANAGING SLIDES IN SLIDE SORTER VIEW

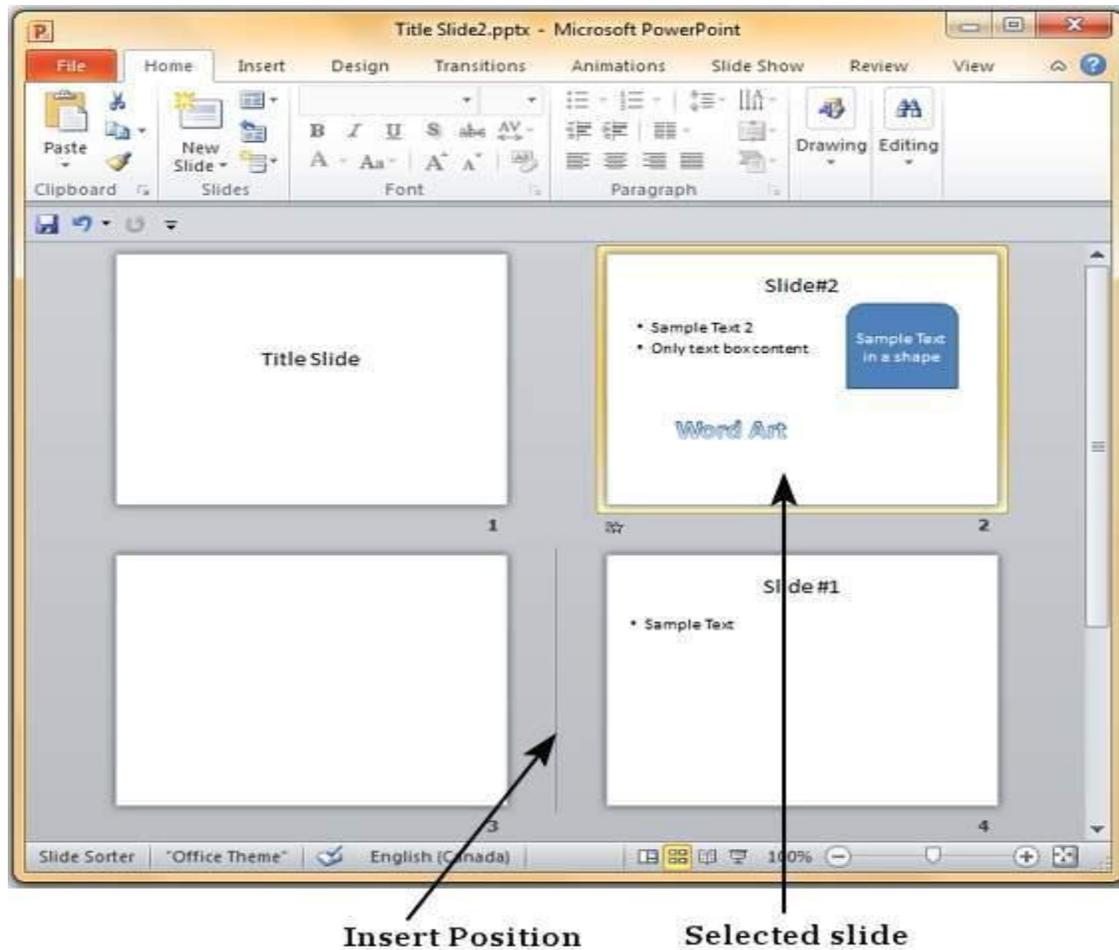


Step 1 : Select the slide to be moved.

Step 2 : Left click on the slide & drag it to the position in the sequence where you want to place it. PPT will indicate the insert position with a line in-between existing slides.

Step 3 : When you get the right position release the left click button to insert the slide.

Alternately you can also cut the selected slide & paste it back in the sequence.



RUNNING A PRESENTATION IN THE SLIDE SHOW VIEW

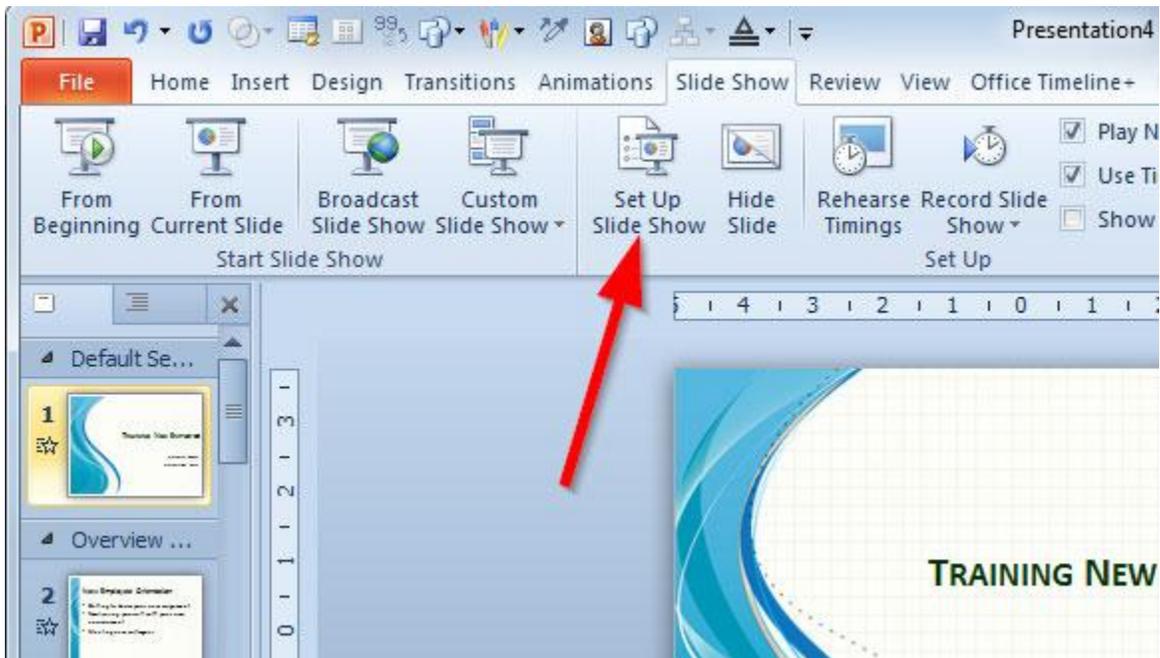
There are at least three ways to start a slide show:

A. Select **View** menu < **Slide Show**

B. Hit the **F5** Key

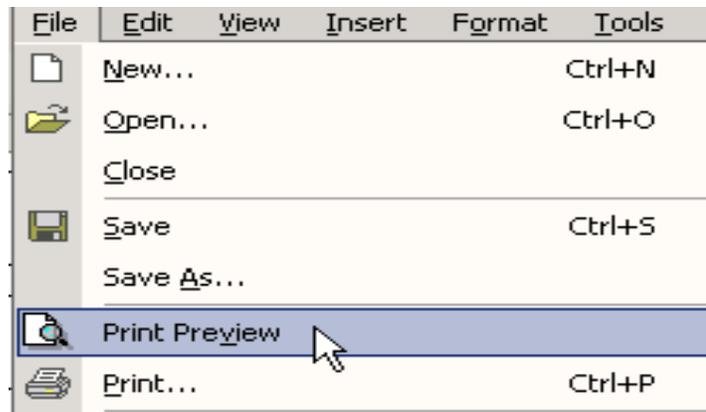
Of these three methods, the best is the last one. It is generally recommended that you use the keyboard shortcuts instead of the mouse to navigate through the show while you present, the reason being that **this method is faster and makes you look comfortable and knowledgeable** as a presenter and thus you make a better impression to your audience.

- **Go to the next slide:** press the **SPACE BAR, ENTER, PAGE DOWN,** or right arrow key.
- **Go to the previous slide:** press **BACKSPACE, PAGE UP,** or the left arrow key.
- **Exit slide show** (at any time): hit **Esc**



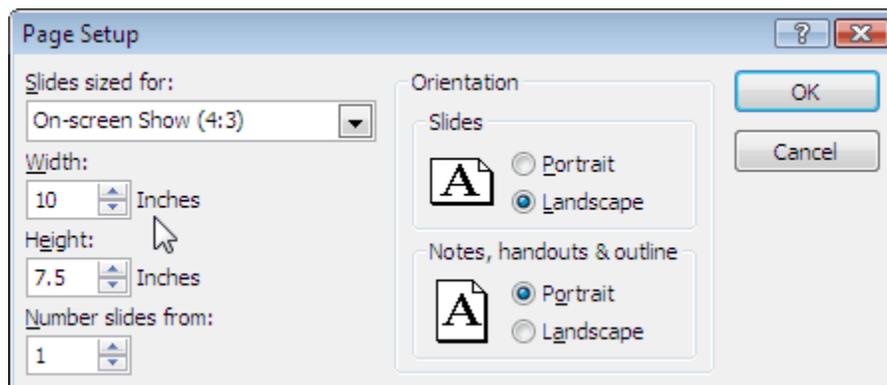
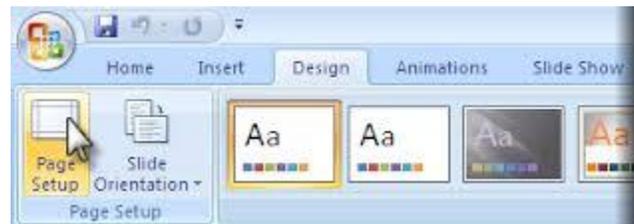
PREVIEWING & PRINTING A PRESENTATION

1. Click the File tab, and then click **PRINT**.
2. Do one of the following:
 - To preview your file, click **PRINT PREVIEW**.
 - To go back to your file and make changes before you print it, click the File tab again.
 - To print your file and check or change the properties for your printer, click **PRINT**.
 - To print your file without checking or changing the properties for your printer, click **QUICK PRINT**.



SELECTING PAGE SETUP OPTIONS

1. Open a new blank presentation in PowerPoint.
2. Go to the **Design** tab and select **Page Setup**.
3. A dialog box will appear similar to the one on the right. Enter the width and height of the page. The slide orientation (portrait or landscape) will automatically adjust based on the page sizes entered.
4. Click OK.
5. If the rulers are turned on (on the View tab check the Ruler box), you will be able to see that the slide is now the size you entered.



SHOWING PRESENTATION USING PROJECTOR

To configure Microsoft PowerPoint to work with a **projector in presentation** mode, follow these steps:

- Open PowerPoint and select Slide **Show** from the menu at the top
- Select the Set up **Show** option.
- If you are on a laptop, press the Fn key and F8 key simultaneously to enable your laptop's secondary video output.

