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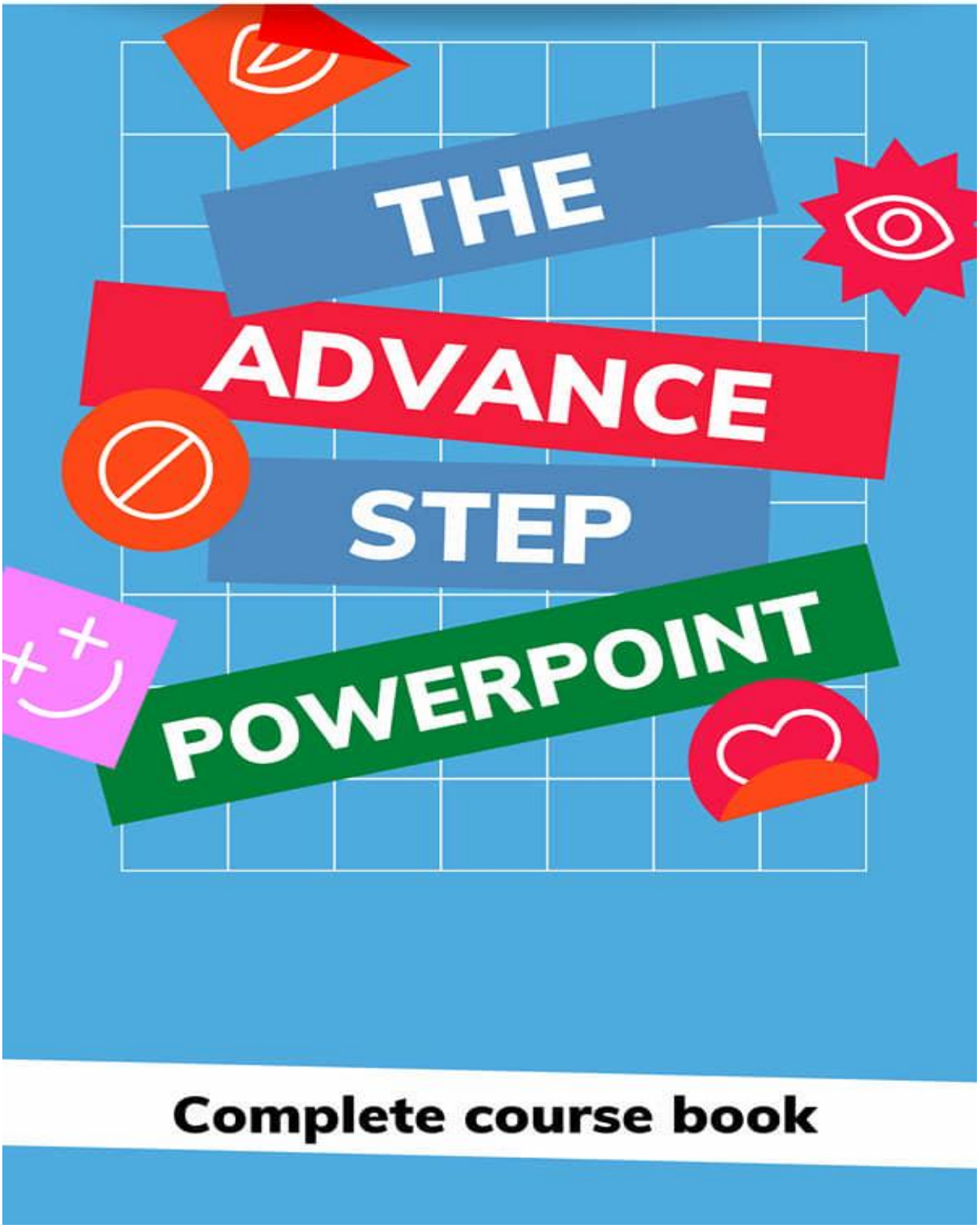
GEEKS FOR STUDENTS



Complete course book

Course Objective –

The core objective of this e-book is to learn about Microsoft PowerPoint-Advance learner. This course e-book is for students, professional or any individual who is willing to learn the concept of PowerPoint to create beautiful presentation with ease and via more effective way for better outcomes or productive gain. Here we learn more about designing presentation, formatting text and inserting picture, videos, audios and much more. We designed this course for advance student and learner or any individual who willing to learn Microsoft Office for career enhancement.

Preface –

This is the first edition of book in your hands. This book provides an advance guide about Microsoft PowerPoint and its feature to start your professional career or can learn these concepts to create office or project presentation with more ease. As with rapidly changing and updating world we were trying to describe every detail topic in this e-book. We have tries or best to make this e-book a complete product and it's gratifying to know that a lot of people agree with our approach. *Dear reader, thank you very much for your love and faith. Your association makes us feel proud.*

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Before You Start –

In this course of Microsoft Office PowerPoint - Advance learner, we cover all essential concept of Microsoft PowerPoint. Before proceeding with this course, we assume you already learn basic concept of Microsoft PowerPoint and able to create a simple presentation with the help of MS-PowerPoint Tools and features, if you are beginner kindly first enroll our PowerPoint fundamental course and get back here with pre-required knowledge.

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Microsoft PowerPoint –

Presentation simply means to present something in front of audience or people. Images and picture are strong enough to clarify the complex topic in a simple way, a good images is equal to hundreds of words, so it's a good practice to speak through images and pictures instead of boring text.

Presentation is become more meaningful if the content is become easy to understand for audience or people. Doesn't matter you are presenting school seminar or a company mission plan you need to clarify your words to your audience and here, you need a presentation software to make your plan or content good and interactive.

MS-PowerPoint is a tool or software which allows you to create such presentation. It gives you the wide range of features to make your presentation beautiful via text, graphics, pictures, videos etc.

Here, in this course you will learn more about MS-PowerPoint and explore your presentation skills.

What you will learn here?

Here, in this course you will go to learn lots of interesting skills about PowerPoint. If you are serious about your presentation skills then this course helps you to enhance your skills.

After completion of this course you are able to build an effective presentation which speaks clear to your audience about your message, with the help of text, graphics, picture, shapes etc.
Also you will be able to add or customize slides in your presentation, once you completed this course.

Theme –

Themes are actually a unique set of color, font and effects which helps to design a slide easily. Its helps to design or formatting our slides quickly because everything is already predefined and you only have to apply a selected one in your slide.

The Theme Element –

Before applying themes in your slides, first you have to know about the element of themes.
Theme element are describe below –

1. **Theme Colors –**

   Color element helps to configure a color of a theme. You can change the color of the theme, after selecting a theme.

2. **Theme Fonts –**

   Font element helps us to set the font in your slide. If you didn't like the theme predefined fonts, then you can change it as per your desired.

3. **Theme Effects –**

   Effect element is responsible for shape, styles, visual effect, shadow etc. and if you didn't like the predefined set of effect anymore, you can customize it manually as per your choice.

Now, here you learnt all about Theme Element. Next, you need to learn customize or change the theme element.

How will you change the Theme Element?

If you didn't find the selected theme element attractive, you can change its color, font or effect. To customize the theme element in PowerPoint 13, follow these simple steps –

- Inside a Design tab, there is a Variant section. To customize the look of your selected theme by changing the theme element.
- Click on drop-down button to change the theme element.
- A list of Theme element will open.
- To change the theme color, hover on Color (here you will get a many set of color to customize your theme color element).
- To change the theme font, hover on Font (a range of font will open in listed manner, choose any one of your choice and select it to apply).
- To change the theme effects, hover on Effects (list of effects will open to customize your content, images etc. in a theme).
- You can also customize the Background of the theme if you didn't love a default one, hover on Background and change the color of background as per your choice or requirement.

It's, all about Theme Element and in below section you will going to learn Applying Theme in presentation.

Applying Themes

There are some simple steps you have to follow in order to applying theme in your presentation or slides –

- Go to the Design tab and click on it.
- Here, under Design tab you will see a Theme section.
- Theme section contains many different themes with different set of color, font, effects etc.
- Select any one of your choice right click over it.
- For more theme design click on drop down button, located at the right of Theme section.
- If you want to apply selected theme in all slides click on "Apply to All Slide".
- If you wish to apply selected theme only in currently working slide click on "Apply to Selected Slide".
- The selected theme will appear in presentation, and format your font, color etc. to make it interactive.

Spell Checker –

Spell checker helps you to reviewing your spelling and grammar mistake in your presentation. With the help of spell check tool you can check and correct your grammar mistakes.

Click on Review tab at the top and select the Spelling command. Its helps you to find out misspelled word and shows them in right side Spelling panel. Place your cursor over it and correct them. Red line under a word shows that it a spelling mistake and you have to correct it.

If you are sure that the spelling is right then click on Ignore it button unless change it. Grammar mistake are indicated with the help of green or blue line under the word or sentence.

Text Box –

Text box is used to input text in slides. Sometimes you need to enter text in your slides, somewhere outside the text layout, here you can use Text box.

Here are some simple steps to insert the text box and to format it -

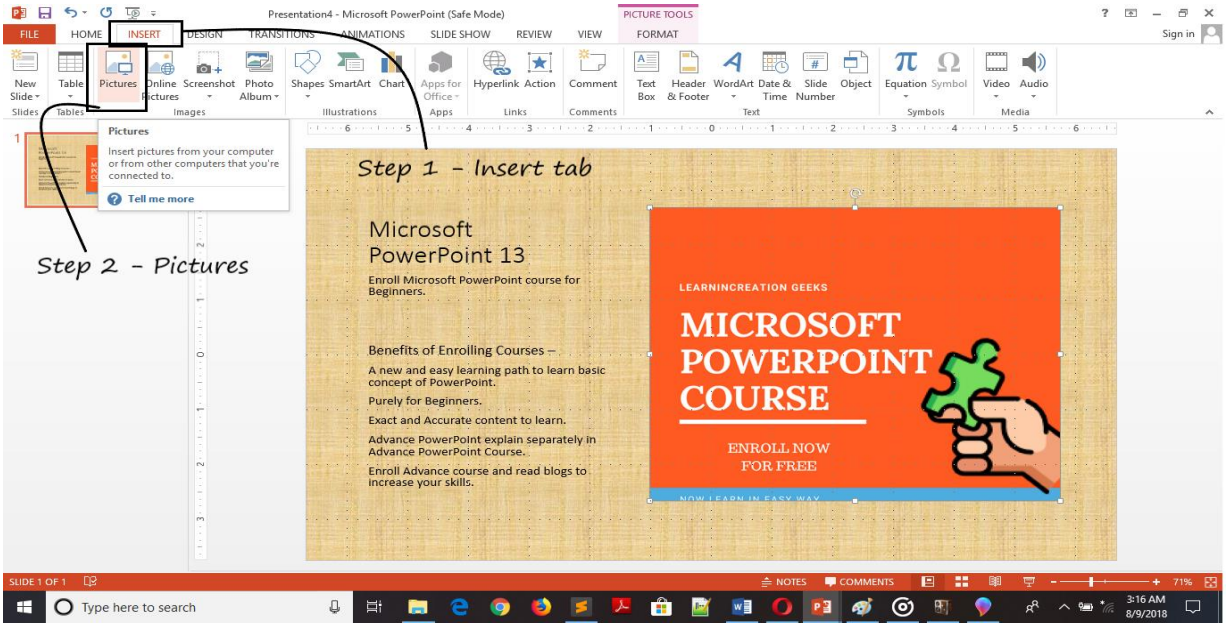
1. Go to Insert tab and click on command of Text box under Text section.
2. Now, place your cursor where you want to insert text box and click gently.
3. On clicking text box will get appear at your location in slide.
4. Now, it's a time to adjust its size (resize) by dragging on its sides and corners knob.
5. Type your desired text one you done with adjusting a size.
6. Change the font, size, color etc. of your text after selecting it.

7. You can also use the WordArt to format your text.
8. A new tab of Format is appearing which allows you to do more editing with your text and text box.
9. Once you finish your editing, click outside the box.

You can change the position of your text box just by moving it within a slide, to move your text box place your cursor at the edge of text box and its change to the plus sign with arrow. Click, Hold and Drag the cursor to the desired location.

Speak more with Pictures –

Picture speaks more effectively than words. So it a good practice to speak via pictures. Also images register easily in human mind, so if you want to register you message in your audience mind then use a relevant picture to deliver your message.



Inserting Pictures –

Now, you learn what an importance of picture while you are deliver a message to an audience. So next step is to insert pictures in your presentation.

Follow these simple steps to insert an image in your presentation –

1. If you are going to insert picture in current working slide then its fine, unless first select the slide to insert an image.
2. Next, go to Insert tab and click on Picture command under Images section.
3. It will open a new dialog box. Select the picture and click on Insert to add it on presentation.
4. Picture will now appear in slide.

By default, a new dialog box will open with a Picture folder inside library. If your image file is present there it's fine, unless you can go to your file location and select your picture to insert it.

Moving and Resizing Your Images –

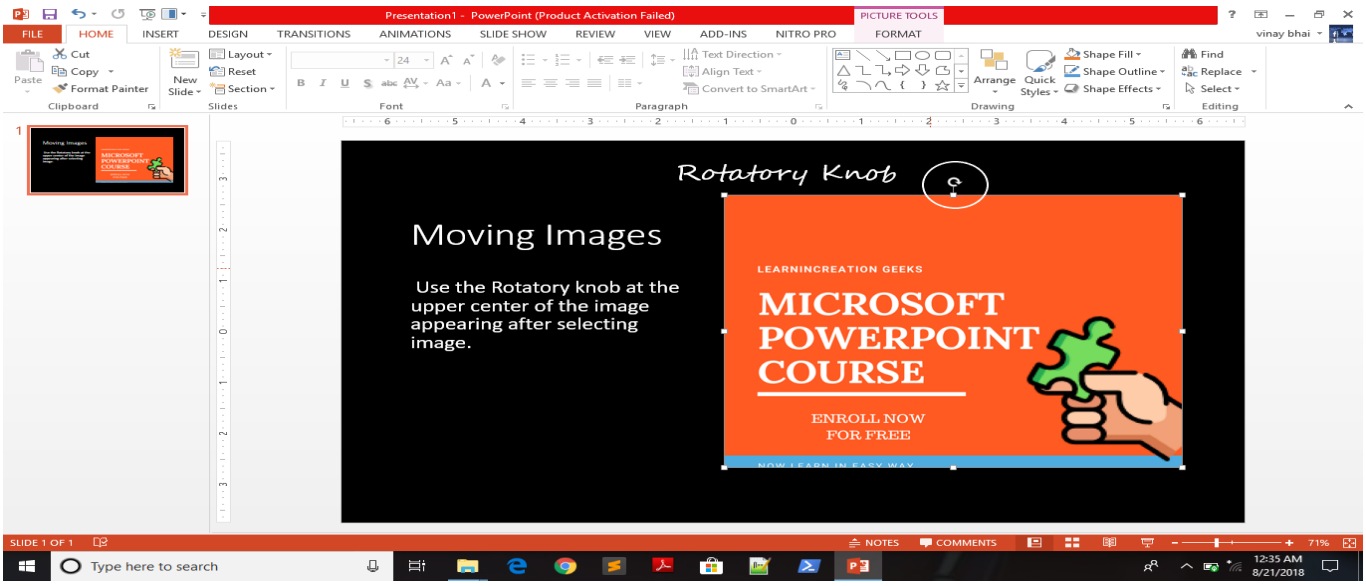
Once you insert an image, now you need to resize it. Follow these simple steps to resize you image –

1. Click on an image to select it.
2. A selection border will now appear at the border of image.
3. Place your mouse at the edge of the picture and it convert into corner sizing knob.
4. Click on it and drag that knob to adjust the size of image.

Rotate Your Image –

If you want to rotate your image and it can be simply done with the help of rotatory arrow knob. On selecting an image a selection border will appear, and at the upper center you will see a rotatory arrow knob, rotate that arrow to rotate an images in desired direction.

Moving Your Image –



Moving your image is same as dragging text. On selecting an image, you will see a selection border place your mouse cursor at the border it converts into cross arrow (plus sign with arrow at the all side). Click and drag images and place it in right location.

Cropping your Images –

You can crop your inserted images to make it adjustable with size and given area. Cropping an image simply means to remove unwanted part from the image.

To crop an image you can follow below steps –

1. Select the image you wish to crop.
2. A Format tab will open and inside a Size section, click on Crop command.
3. Now you will see a black corner at the edge of image.
4. Drag them in order to remove the unwanted part from images.
5. Click on Crop command again, and your image will crop.

Apart from Cropping, you can format your images via giving it styling, border, layout, alignment, color, brightness, WordArt etc. All formatting command are placed under Format tab.

Find and Replace –

The **“Find”** command helps us to find specific word from the text. Also if in your presentation project you misspelled any word which comes repeated times so it a long path to figure out it manually and delete and then type the correct one.
So in that case it’s good to use “Replace” command. So follow these steps to find out and to replace the specific word from your presentation.

Find –

To find a specific word or text –

1. Select the paragraph in a slide, where you wish to find out.
2. Click on Find button (located in upper right corner in Home menu).
3. Type your word, you wish to find out.
4. Click on 'Find Next' (help to see or highlight the same word written on another place.)

There is an another way to find out the word from paragraph in a slide –

- Press Ctrl + F key to activate find command.
- Type a specific text you wish to find.
- Follow the button "Find Next" if you want to figure out the same word, unless close the dialog box.

Replace –

So, above you read about finding specific text or word here you read about replacing text or word from your presentation.
There is two methods to replace your word or text,

1. Highlight the text.
2. Click on 'Replace' command in Home menu.
3. Type a word in 'Find what' box you wish to replace.
4. Type your word in 'Replace with' box so it can be replace with earlier one.
5. Click on Replace (If you want to replace it only once in a slide.) or Replace all (If you wish to replace the word from entire presentation.)
6. Click on Close.

Second and easiest way to replace your text is to –

- Press Ctrl + H to open the Replace dialog box.
- Enter your word in Find what or in Replace with box.
- Hit Replace or Replace all (according to your wish)
- Close the dialog box.

What is Line spacing?

Line spacing can be defined as an amount of space between the lines in a paragraph or in list. PowerPoint allows you to set a line spacing in your presentation. To adjust the line space follow these steps –

1. Select the sentence or paragraph you want to give line space.
2. Click on Home tab and under the Paragraph section you will find a line spacing command.
3. Click on line spacing command and select the line space from list.
4. For more accuracy, click on Line Spacing Option from list, a new dialog box of Paragraph will open to adjust the space between lines and paragraph.

Transition –

Transition helps you to give special effects to your slides not content. It helps to animate slides at the time of start. There are some categories in transition according to their animation effect, listed below –

- Subtle
- Exciting
- Dynamic

Every category have listed transition effect to applying in your slide. You can select any of your choice and insert it in your presentation.

You need to follow these simple steps to applying transition in your slides –

1. First select the slide, from side thumbnail preview panel.
2. Next, click on Transition tab.
3. Here you can choose any transition effect for your slide under Transition to this slide section.
4. For more transition effect click on side drop down menu button.
5. Choose any of your choice and select it.

6. It automatically applying to your slides and give a preview.
7. If you want to change the transition then select any other transition effect.
8. If you want the same transition for all slide then click on **"Apply to all"** command under time section.

Is it possible to customize the Transition effect?

Well, you think about the right question. Yes, you can customize the transition effect you selected for you slides. After selecting the transition effect you can customize it via Effect option command.

To customize your effects click on Effect Option command under Transitions to this Slide section. On clicking over drop down menu it will open a list of modified effect. Select one of your choices and preview the Transition.

Apart from modifying transition effect you can also add the sound effect at the time of slide transition. One more thing, you can do with modification of slides is to add duration of transition.

To add sound effect in your slide transition, you just need to follow these simple steps –

- Click on the drop down menu located in front of Sound under Timing section.
- A list of effect will appear, choose any one effect and select it.
- Selected effect wills automatically applying to the slide transition.

To adjust the transition duration, you need to set time as per your accordance.

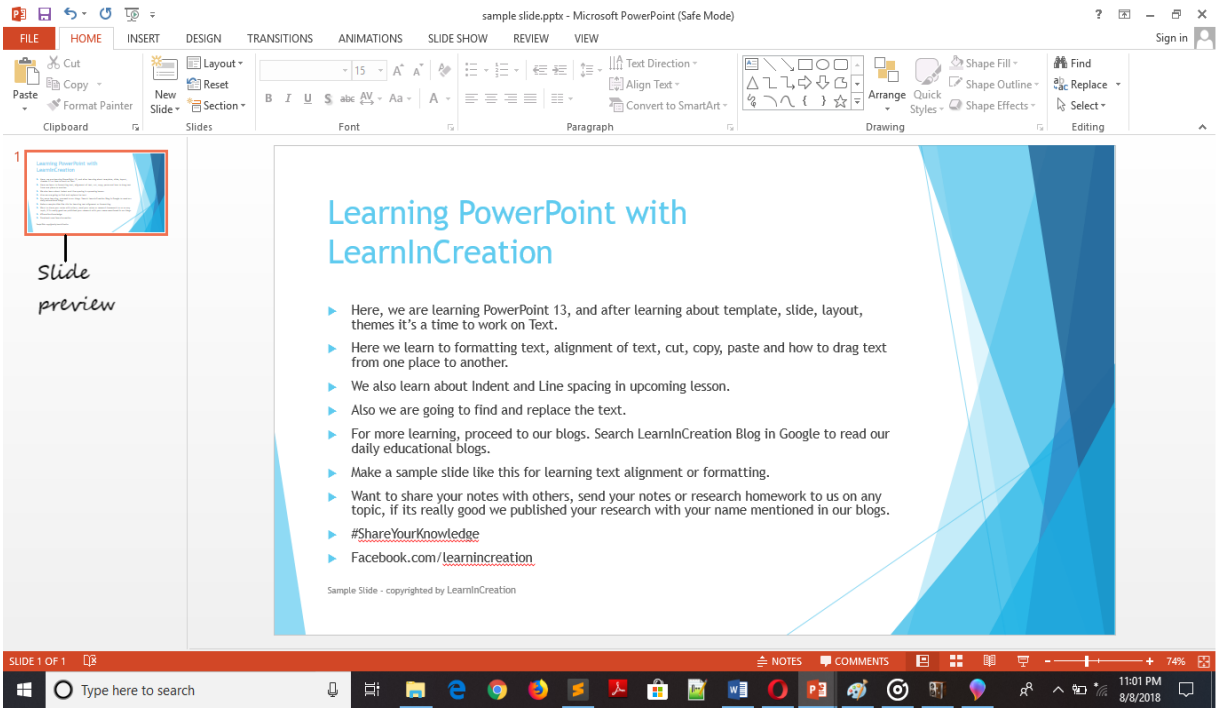
What if you want to remove the Transition from your presentation?

Sometimes presentation will be fine without transition. Also in some place we want to remove transition after adding it.
So what would you do to remove a transition from your slides?

Read the following steps to remove the transitions –

1. Select the slide from which you wish to remove the transition.
2. Go to Transition tab and select none from the transition effects list under Transition to this slide section.

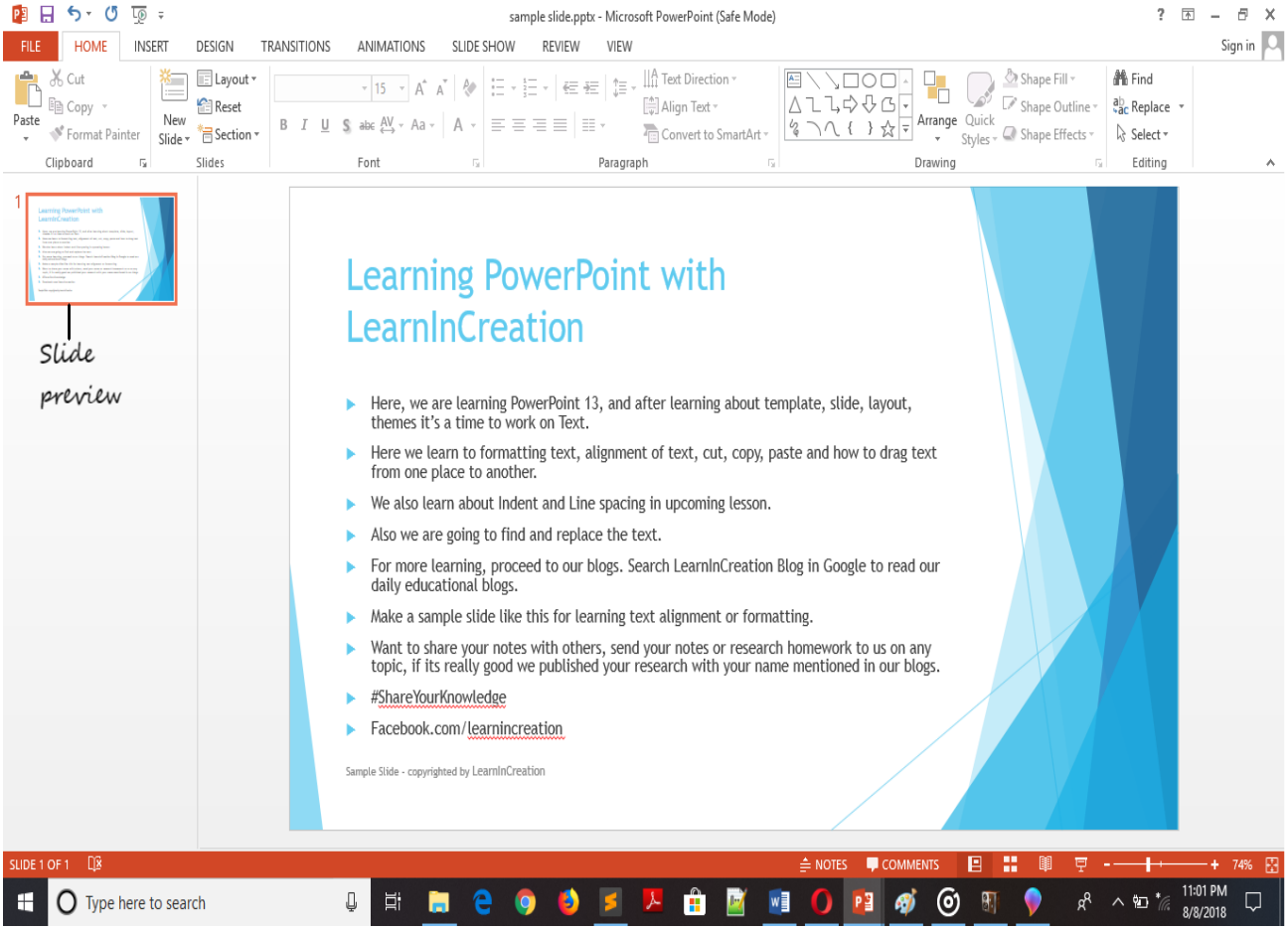
Working with Text –



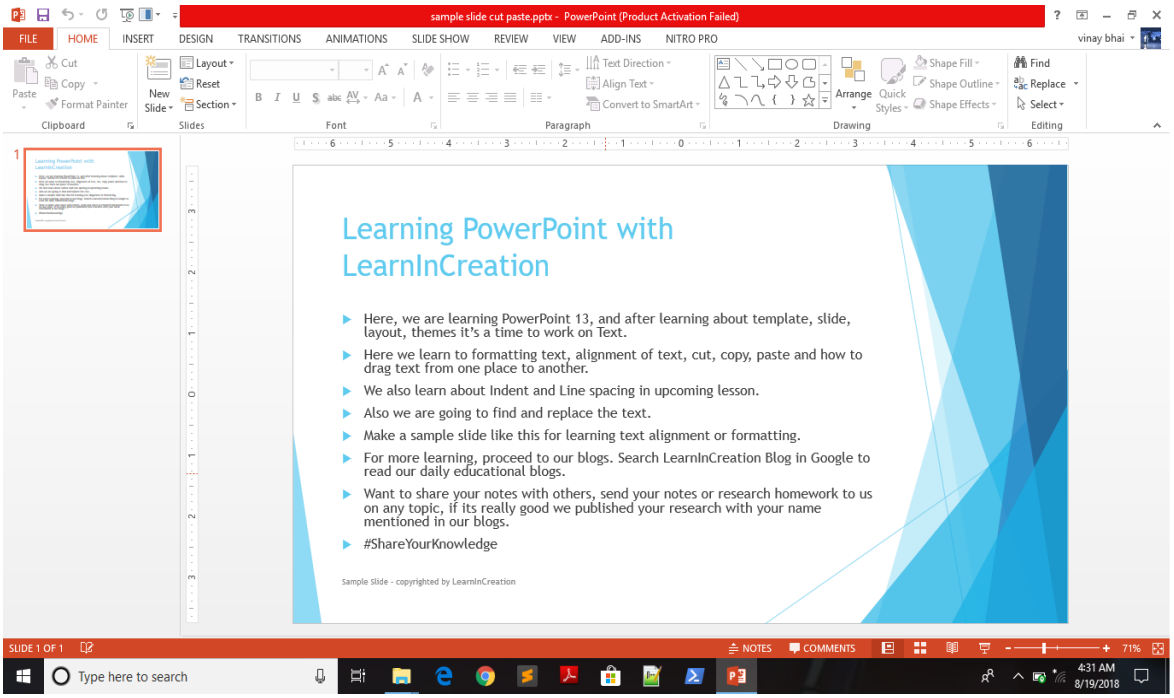
Here, in this lesson you are going to learn formatting your text, align your text, cut, copy, paste or drag your text from one place to another. Also you will learn to find and replace your text.

But before learning all these you need to write text in your slides in order to format, align, cut, copy, paste or drag it.

So, create a simple title slide as we made for you.
See slide (sample slide in desktop)



Cut and Paste your Text –

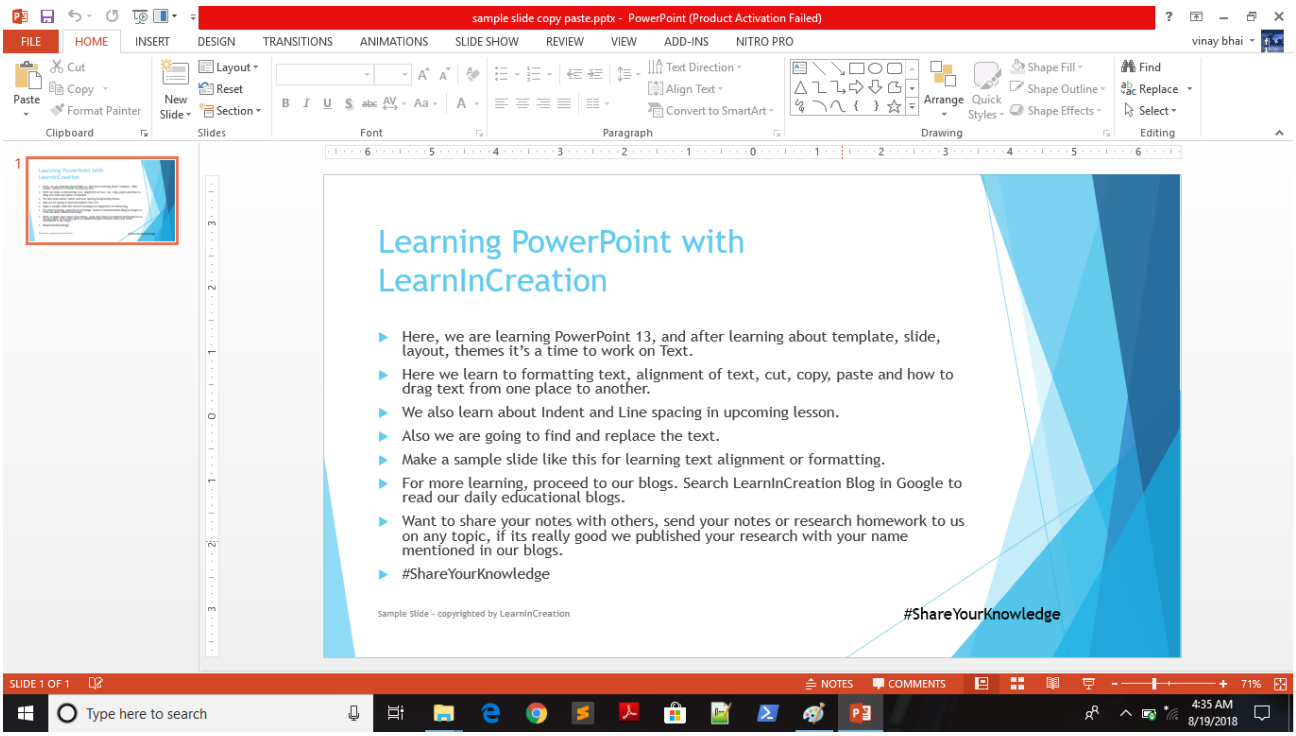


You can cut your text from its original position and paste it to its new position. To cut your text from one place and paste it to another place, you need to follow these simple steps –

1. Select the text (a word or sentence) you wish to cut.
2. Right click on mouse and click on Cut command.
3. Or you can simply give the command shortcut (Ctrl + X).
4. Place your cursor in the location where you want to paste your text.
5. Right click on mouse and click on Paste command.
6. Or you can give a command shortcut (Ctrl + V).

Here, in below sample slide you can see that the line on fifth position (see above sample slide) is now on sixth position (see below sample slide). The set of order is change because fifth line will be cut and paste to new position.

Copy and Paste your Text –



You can copy your text from its older position and paste it to its new position. To copy your text from one place and paste it to another place, you need to follow these simple steps –

1. Select the text (a word or sentence) you wish to copy.
2. Right click on mouse and click on Copy command.
3. Or you can simply give the command shortcut (Ctrl + C).
4. Place your cursor in the location where you want to paste your text.
5. Right click on mouse and click on Paste command.
6. Or you can give a command shortcut (Ctrl + V).

Here, in below sample slide you can see that slide message #**ShareYourKnowledge** (see above sample slide) is copy and pasted in front of copyright message at right side (see below sample slide).

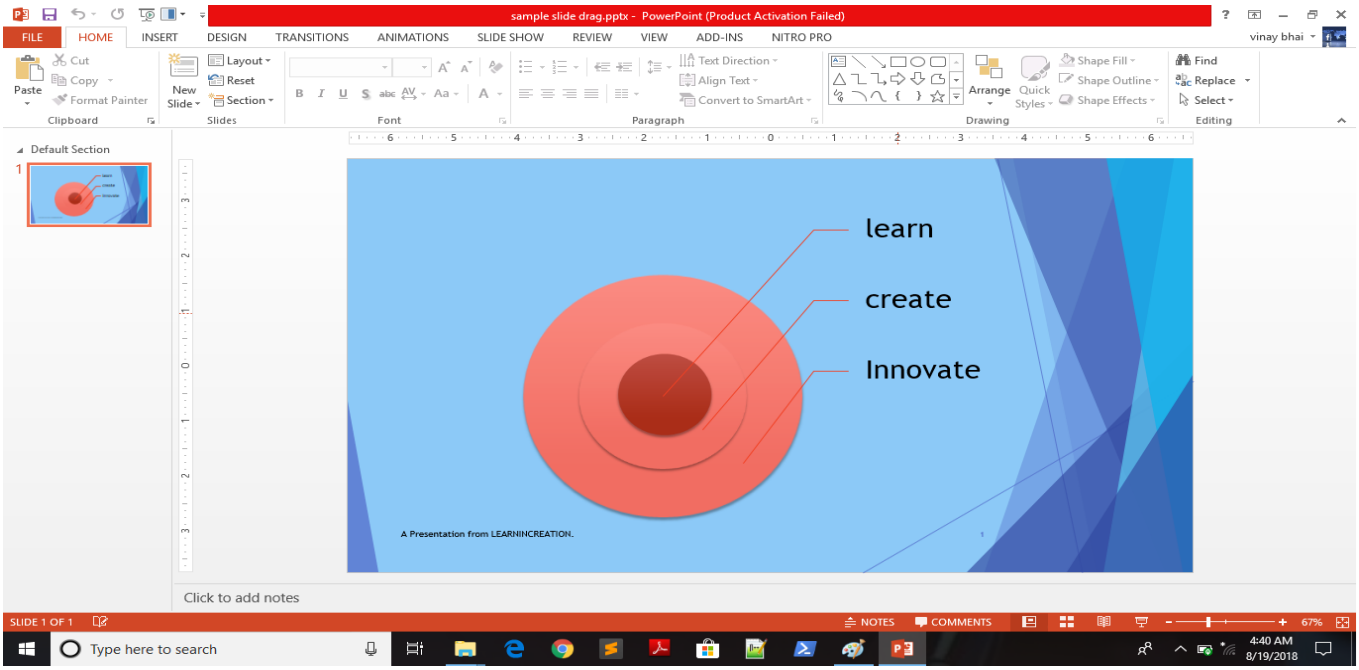
Copy command is useful when you need a same text or sentence at more than one place in a same slide. It's better to copy and paste your text instead of writing it every time.

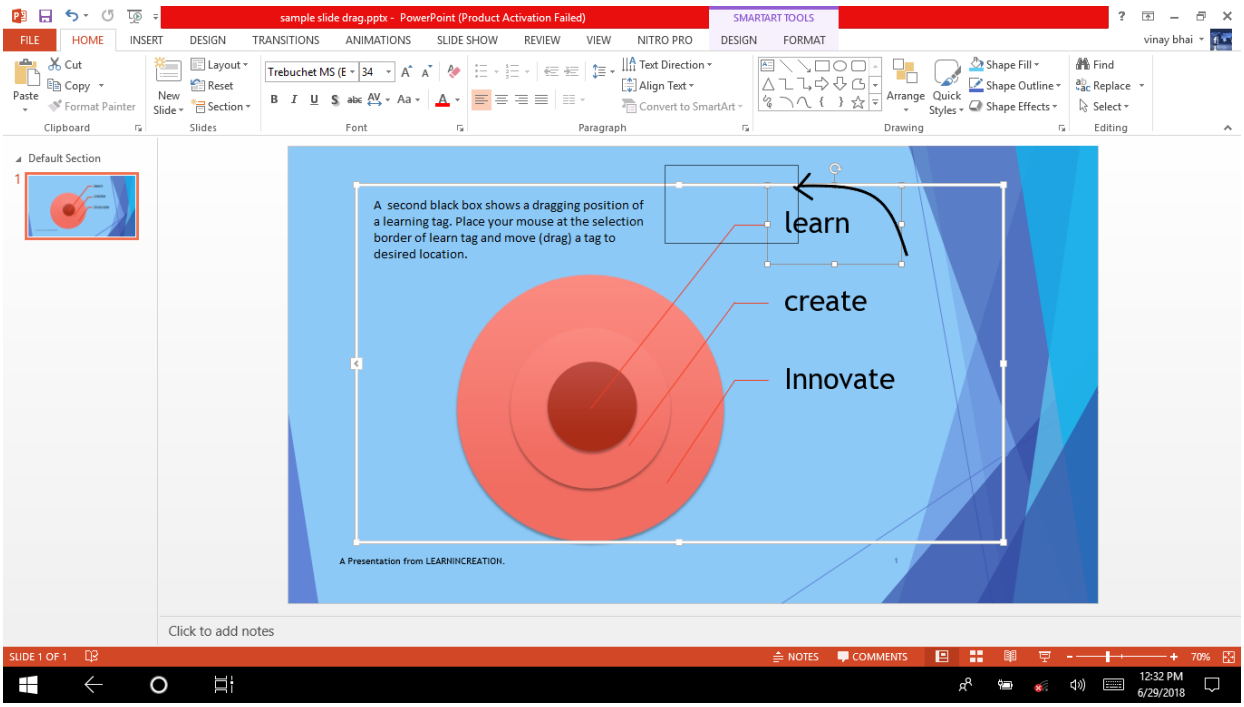
Drag and Drop your text –

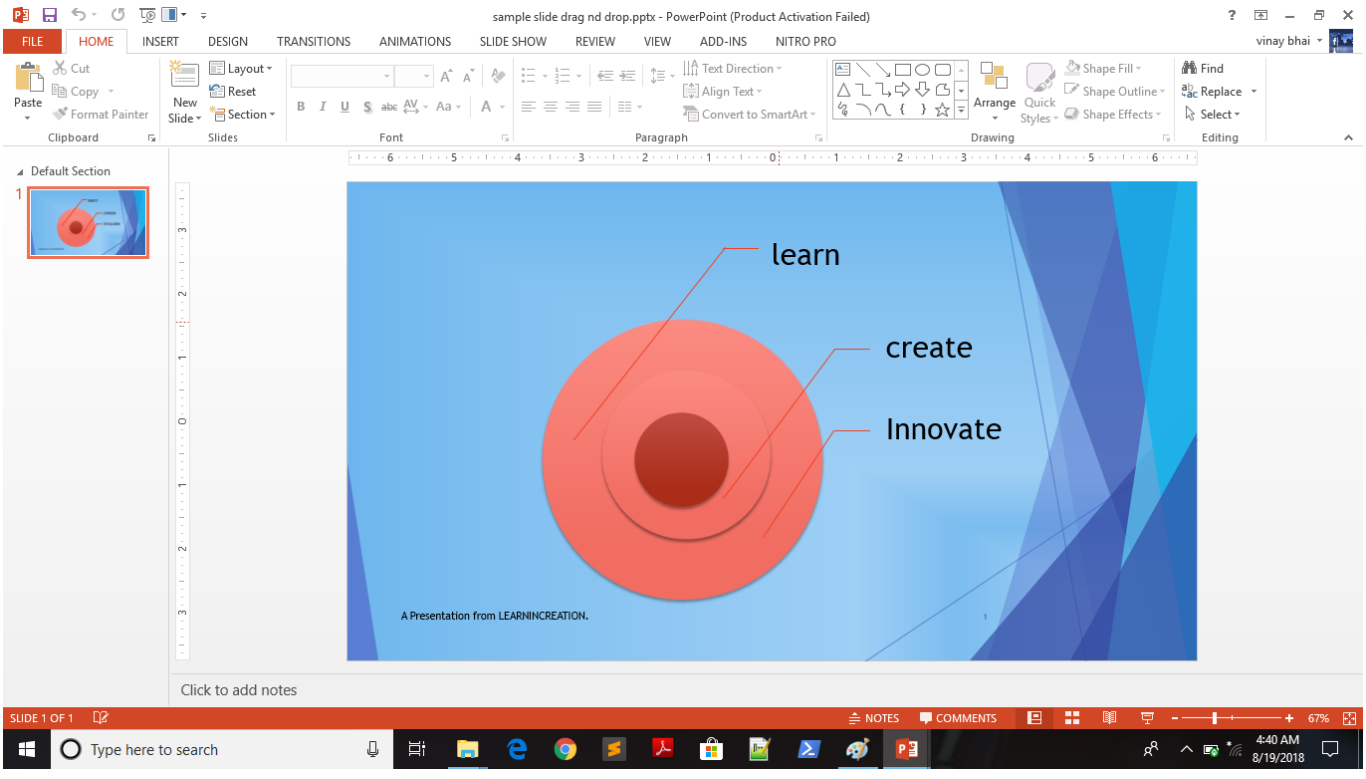
You can drag your text from one place to another as you needed. Follow these simple steps to drag your text or image –

- Simply click on a text, a selection border will appear around the text or image.
- Place your cursor at the border and its convert into a cross arrow move pointer.
- Click on it and drag the text and place it where you want.

See the below sample slide, the position of learn tag is drag from its original position in second slide.




sample slide drag.pptx - PowerPoint (Product Activation Failed)
A second black box shows a dragging position of a learning tag. Place your mouse at the selection border of learn tag and move (drag) a tag to desired location.
learn
create
Innovate
A Presentation from LEARNINCREATION.
Click to add notes


sample slide drag nd drop.pptx - PowerPoint (Product Activation Failed)
learn
create
Innovate
A Presentation from LEARNINCREATION.
Click to add notes
Type here to search

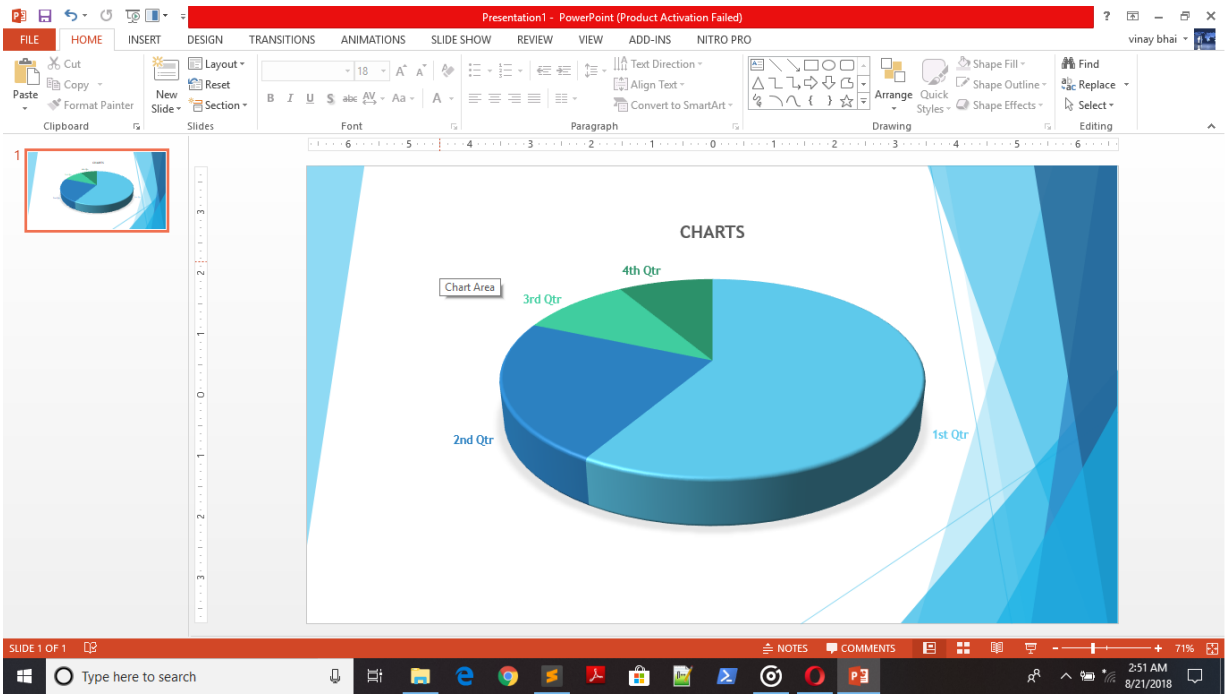
SmartArt –

Well it's a time to add some graphics in your presentation, which makes your document more attractive and interactive while reading.
SmartArt is again a very nice tool, which allows you to speak by use graphics instead of text to communicate with your audience more effectively. So it's a good tool which makes you presentation friendly to viewer.

How to insert SmartArt?

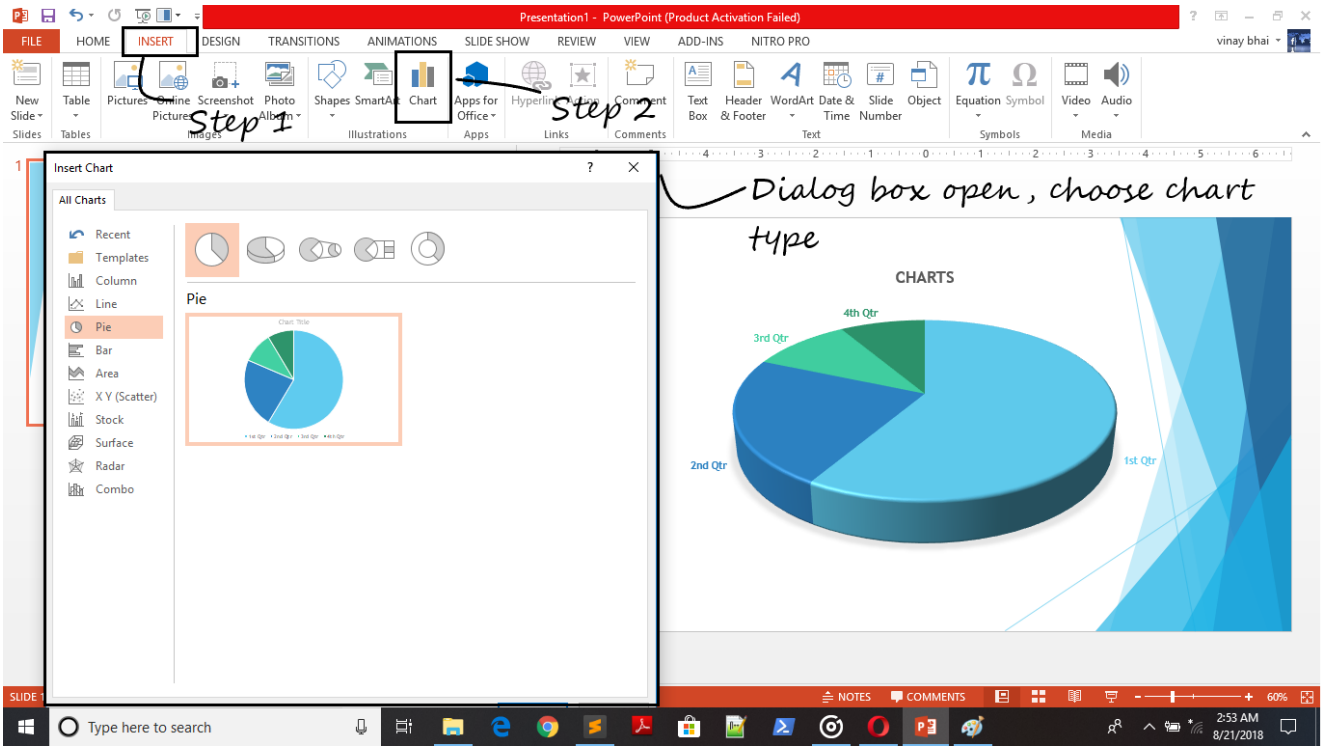
Well you ask a valid question, and in a next paragraph you will get a steps to insert it in your slide. So follow these simple steps and learn to speak in a language of graphics.

1. First select the slide, and place your cursor where you want to add a graphics.
2. Second, under an Insert menu you will see a SmartArt command.
3. On clicking on it, a new dialog box will appear.
4. On left side you will see a category, select any one of your choice.
5. Click OK, and it's appearing in your document.
6. Now simply edit it as per your desire.



Charts –

Presentation allows to use charts in your slides and with the help of chart you can shows the data in more relevant way. Charts are used to show graphs in a reports. There are many types of charts in a PowerPoint to express you data more effectively. In the below section you can see a types of charts in PowerPoint.

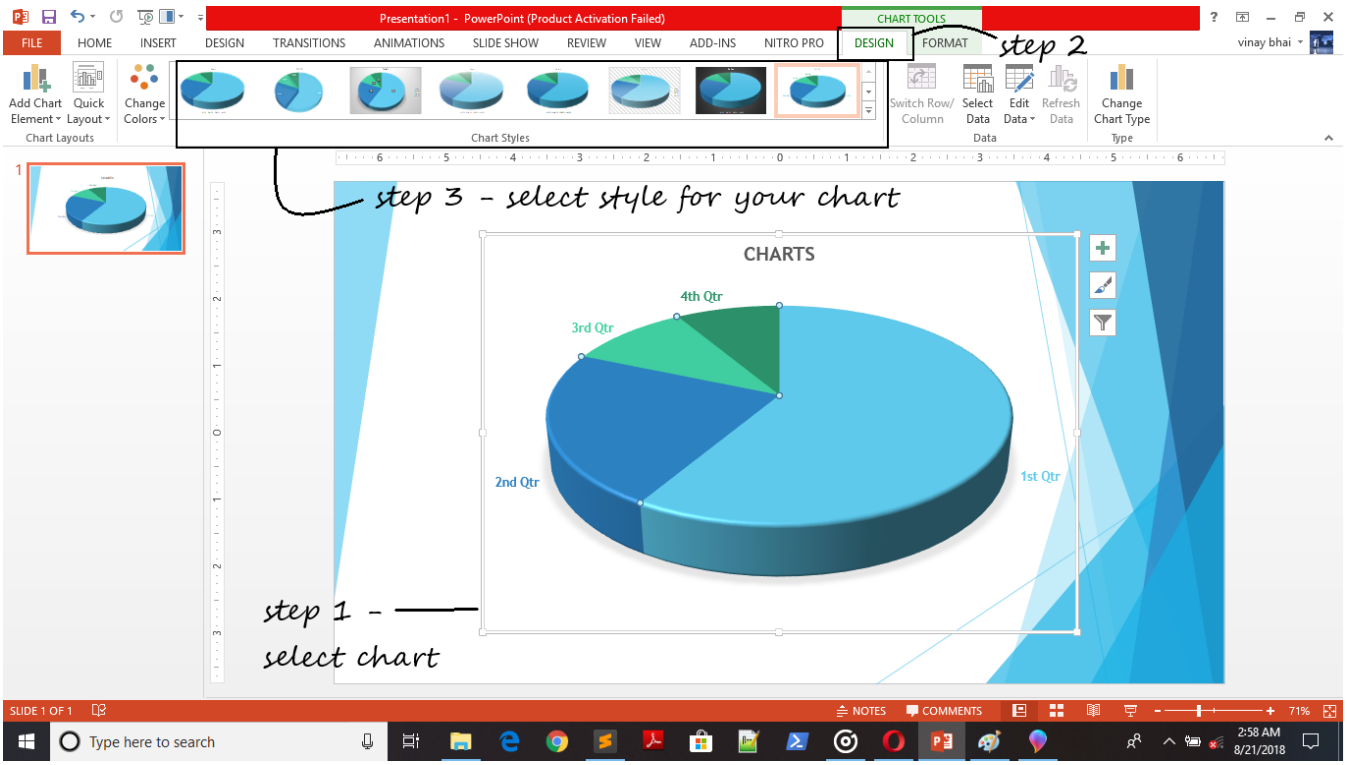


Inserting a Charts –

Perform the following steps to insert a charts in slides –

1. Select the slide in which you need to insert the charts.
2. Select a Chart command inside an Illustration section under Insert tab.
3. A new dialog box will open with a many charts category, select any one relevant to data and select it.
4. A selected chart will get appear in slides.
5. A spread sheet also appears, with some dummy text.

6. Replace this text with your information which is going to see in a graph.
7. Once you enter the data relevant to chart, click on close to close the dialog box.
8. The chart with relevant data will appear.



You can edit your data anytime, just by clicking on chart and to select the Edit data command under Data section inside a Design tab.
To change or customize a chart style you can simply choose any style of your choice from Chart Style section under Design tab.

You can change or customize the chart color, chart layout, chart type etc. just by clicking on command under Design tab to give a better appearance to your presentation.

Also, if you want to share your knowledge and experience with others then send us your presentation with hashtag **#ShareYourKnowledge.** If your presentation is really good, we share it on our website with your name and details.

Because we not only want to learn new skills, we want to share our skills also. **#ShareYourKnowledge**

Tables –

Table are used to show an organize data or to represent a comparison between two things. Well, use of table is depending upon the content you were using in your slides or presentation, but here we are learning to insert and table in presentation.

Here are some steps you need to follow to insert a table –

1. Go to the Insert tab and click on Table command under section of Tables.
2. A new menu will open in front of you with a number of square grid (box).
3. Move the mouse over the square boxes in order to select the number of columns and rows in your table.
4. Click anywhere in selected square boxes and the table will get appear in your current working slides, with selected number of rows and columns.

There is also a second method to insert a table, which I think really simple. But you just need to be preparing for these methods.

1. First, go to Insert tab and click on Table command.
2. Second, select Insert table option instead of moving your mouse over square grids.
3. Third, a new dialog box will appear in your screen and you just need to enter number of rows and columns you want in your table. Here, you need to be preparing about number of columns and rows.
   That's it.
4. A new table will appear in your screen with the selected number of columns and rows. Later, if you want to add or subtract and row or columns you can do it. Also you can drag (move) your table to anywhere in a slide and place it to it new place.

Customizing your Table –

Once you inserted your table, you can customize it anytime. You can customize its styles, border, effect etc. Also you can resize your table on click and drag from the corner, according to a space or layout.
You can move your table, you can add or delete an entire columns or row. Here, we learn to add or delete an entire row or column.

How to add a Row or Columns in Table?

To add a row or column in your table you need to proceed through given steps–

1. To insert a row or column you will simply go to Layout tab at the right side of Ribbon bar.
2. Here you will see a section of Rows and Columns.
3. Under this section you will see a four Insert command. Insert above, Insert below, Insert right and Insert left.
4. Insert above and Insert Below is used to insert column while Insert Right and Insert Left used to insert row in a table.
5. You can simply select the cell and then, insert a new row either on the left or on the right side of selected cell.
6. Similarly, you can insert the column at above or below the selected cell.

How to delete a Row or Column or an entire Table from slide?

To delete a row or a column or an entire table, you just need to select a cell of that row or column, and then click on Delete command inside a Row and Column section.
It will open an option list to you, you will need to choose either you need to delete a row or column or an entire table.

Videos –

Same as Picture you can also insert Video in your presentation if required. PowerPoint allows you to insert the video in your presentation from your computer or online.
To insert a Video you need to click on Video command locate in a Media section under Insert tab.

Follow these simples' steps to insert the video in your Presentation –

1. Click on Video command.
2. Select Video on My PC… option to insert video from computer.
3. To insert video online click on Online Video option.
4. A new dialog box will open to insert a video from your computer.
5. Select the video file and click on Insert button.
6. Selected video will insert in your presentation.
7. Now to format you video you can click on video and a new Format tab will open. *Here you can format video styling, border, shape, effects, correction, color etc.*

Audio –

Like video, PowerPoint also allows you to inserting Audio in your presentation. To insert audio in your presentation simply click on Audio command under Media section inside an Insert Tab.

Proceed these simple steps inserting audio in your slides –

1. Click on Audio command.
2. Select Audio on My PC… option to insert audio from computer.
3. To insert audio online click on Online Audio option.
4. A new dialog box will open to insert an Audio from your computer.
5. Select the audio file and click on Insert button.
6. Selected audio will insert in your presentation.

Now to format you audio icon you can click on it and, and a new Format tab will open. Here you can format its styling, border, shape, artistic effects, correction, color etc.

Note –

So, we are at the end of the courses and, I hope you learnt much more about MS-PowerPoint We continuously build more courses. Don't Stop Learning!

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