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8 Microsoft PowerPoint 2010

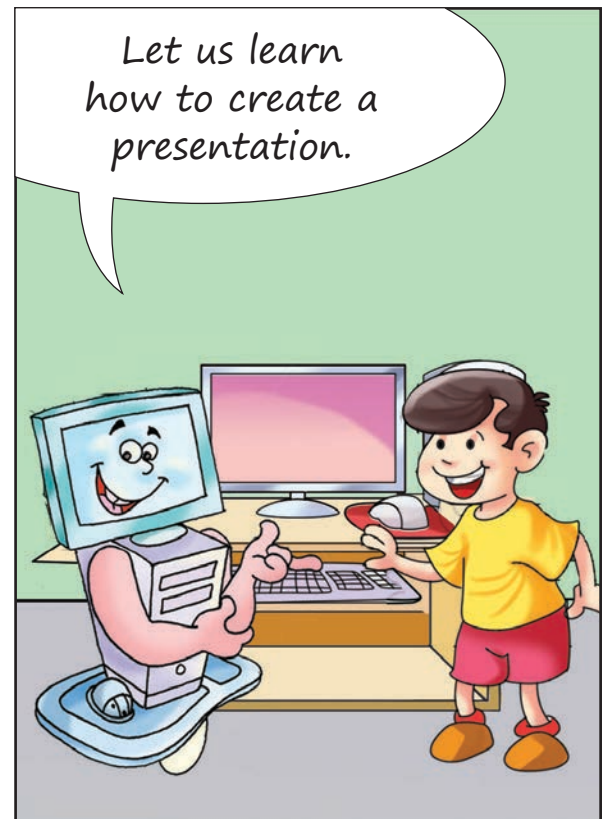
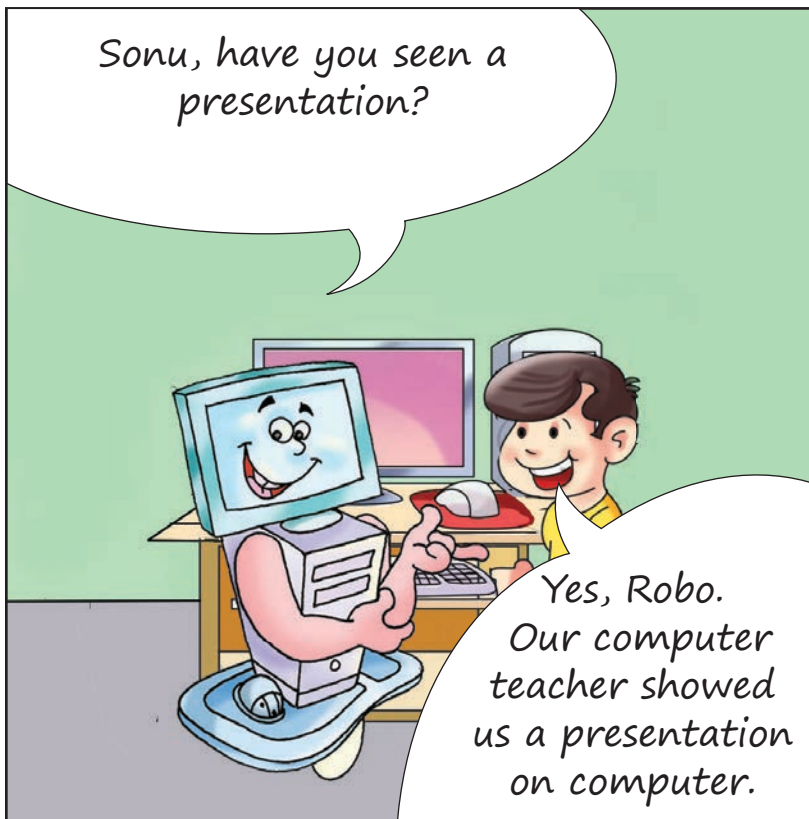


Quick Glance



After completing the chapter you will be able to

- know Microsoft PowerPoint 2010
- know components of Microsoft PowerPoint 2010 windows
- know how to add a new slide
- know how to close and exit the presentation
- know how to start Microsoft PowerPoint 2010
- know how to enter text in the slide
- know how to save a presentation



MICROSOFT POWERPOINT

Microsoft PowerPoint 2010 is a presentation program of Microsoft Office suite. It is used to create presentations. There are multiple pages in a presentation. Each page in the presentation is called **slide**. The presentation can be seen with the help of a projector on a white screen or a white board. When slides of the presentation are displayed in a sequence. It is called a **slideshow**.

You can animate a slide and make it more attractive using the following features:

- ❖ Adding colour





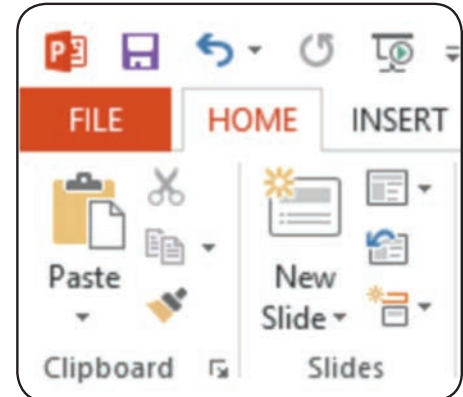
Overview of Microsoft PowerPoint 2013



Instead of opening with a blank presentation, PowerPoint 2013 gives us several ways to start our next presentation using a template, a theme, a recent presentation, a not-so-recent presentation, or a blank one.

Creating a New Presentation

1. Select the **File** tab to go to Backstage view.
2. Select **New** on the left side of the window, then click on **Blank Presentation** or choose a theme.
3. A new presentation will appear.



Tools in MS PowerPoint 2013

The MS PowerPoint 2013, contains advanced tools which help us in many ways. Let us read about them:



- **Hassle-free Presenter View:** Presenter View allows us to see our notes on the monitor while the audience only sees the slide.
- **Use Presenter View on one monitor:** Presenter View no longer requires multiple monitors. Now we can rehearse in Presenter View without looking up anything else.
- **Zoom in on a slide:** Click the magnifying glass to zoom in on charts, diagrams, or whatever you want to emphasize for your audience.
- **Jump to a slide:** Use Slide Navigator to browse to other slides in the presentation.
- **Automatic setup:** PowerPoint 2013 can automatically sense your computer setup and choose the right monitor for Presenter view.

