



### U3 Powerpoint Presentation

Mr. J. Mishra  
MGCUB, INDIA

Objectives

Introduction

Softwares

Acquainted  
Presentation

Powerpoint  
Master

Components

Tips

Exercise

References

## Powerpoint Presentation

Course: Master of Arts (Hindi)  
Course Name: Computer and Information Technology  
Course Code: HIND4014  
Semester: II  
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# Outline

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# Objectives

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### Objectives

- Study on presentation components
- Study on features of a good presentation



# Introduction

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### Introduction

- Deliberation of information and data to audience called as presentation
- Powerpoint presentation is a collection of text, graph, video with animations
- Presentation is controlled by automatically or manually
- Presentation pages are called as slide



# Softwares

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#### MS Powerpoint

- Availability: MS Office package on Windows
- File types: ppt and pdf

#### Impress[2]

- Availability: Libre Office package on Linux
- File types: odp, ppt and pdf

#### Google Slides

- Availability: Google Docs on gmail drive (online mode)
- File types: mainly downloaded as ppt and pdf

#### Latex

- Availability: Latex software (code based software, used by programmer/researcher)
- File types: dvi, pdf



# Acquainted Presentation

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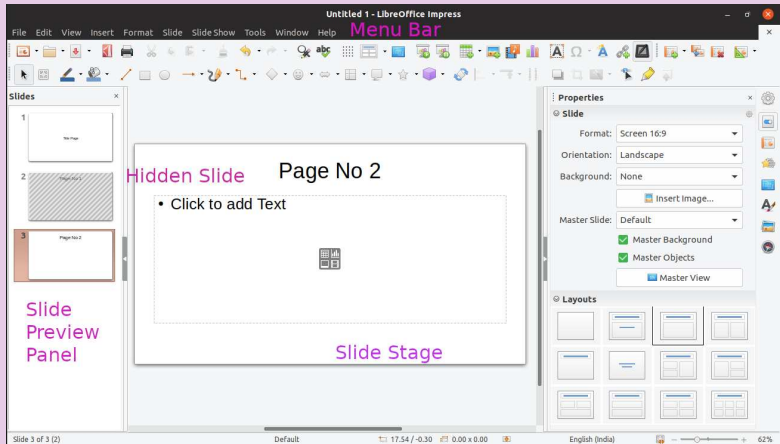


Figure 1: LibreOffice Impress window description



# Powerpoint Master[1]

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### Slide Master

- Top slide controls all information about the theme, layout, background, color, fonts, and positioning of all slides except title slide
- Dotted lines on the master indicates common objects found on slides

### Title Master

- This is similar to slide master
- Control background, color, size text formatting for all the title slide

**Title Master differs from Slide Msster in that the changes made in Title Master after only the slides which title auto layout applied to them.**



# Components

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### Creation of Presentation

- 1 Text Modification: Grammar, font size
- 2 Insert: table, picture, graph, audio
- 3 Design: theme, background, aspect ratio, color
- 4 Animation: preview, animation, transition
- 5 View: presentation view, show/hide, zoom,

### Animation

- Animations are visual effects for the objects in presentation
- Animations entrance and exit objects like text, images, or charts on or off
- An entrance is an animation that brings something onto the slide



# Tips

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- 1 Create custom slide sizes.
- 2 Prior knowledge about audience
- 3 Make sure all of your objects are properly aligned.
- 4 Take advantage of PowerPoint's shapes.
- 5 Create custom shapes.
- 6 Crop images into custom shapes.
- 7 Keep it simple.
- 8 Embed multimedia.
- 9 Use "Presenter View."
- 10 Create sections
- 11 Avoid clutter. Use three to five bullet points per slide at most,
- 12 Make it readable
- 13 Use interesting fonts
- 14 Create your own colour scheme
- 15 Use animations sparingly to enhance your presentation
- 16 Check your spelling



# Exercise

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- What do you mean by animations in presentation?
- What are the tips to create good presentation?
- What is slide master and slide title?



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M. J. Satish Jain, Shashank Jain, *IT Tools and Applications*. BPB Publications, 2003.



<https://help.libreoffice.org/>. [Online]. Available: <https://help.libreoffice.org/>



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## Get in touch via...



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*Thank You...*