

Course
&
Test Series

Using Screenshot and Comments in Power Point

Microsoft Power Point

Module 22 - Using Screenshot and Comments in Power Point

Insert Menu

What is a Screenshot?

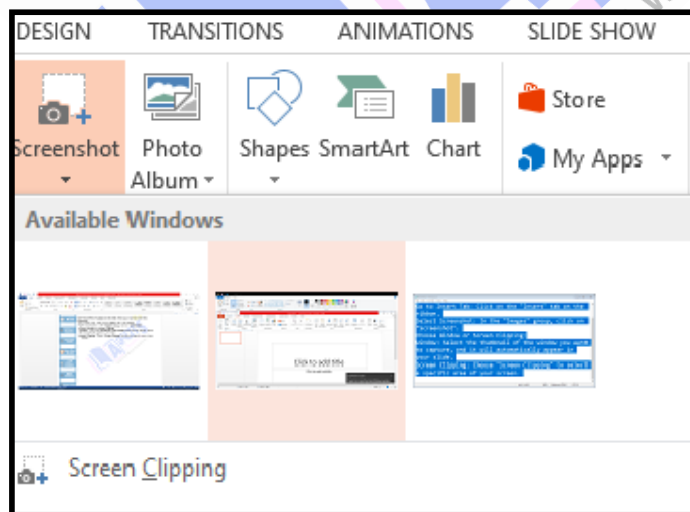
Screenshot is an image that captures the current display on a computer, phone, or any other digital device.



How to take screenshot in PowerPoint

Open PowerPoint: Navigate to the slide where you want to insert the screenshot.

- Go to Insert Tab: Click on the "Insert" tab on the ribbon.
- Select Screenshot: In the "Images" group, click on "Screenshot".
- Choose Window or Screen Clipping:
 - **Window:** Select the thumbnail of the window you want to capture, and it will automatically appear in your slide.
 - **Screen Clipping:** Choose "Screen Clipping" to select a specific area of your screen.



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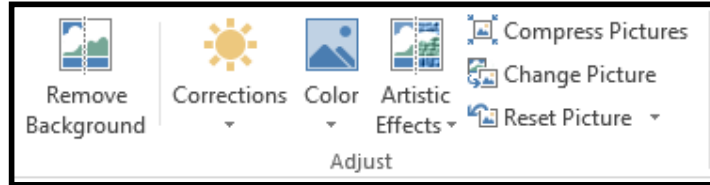
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Screen clipping

"screen clipping" or "clipping" refers to the process of capturing only a specific portion of a screen, rather than the entire window or display.

Helping tool for screenshot is Format Tab



Remove Background:

This option figures out the boundaries of an object in the picture automatically, and it allows you to keep some portion of the picture, and remove the rest.

Corrections:

This option is used to adjust the sharpness, softness, brightness, and contrast values of the picture.

Color:

This option comes handy when you want to change the color of the picture.

Artistic Effects:

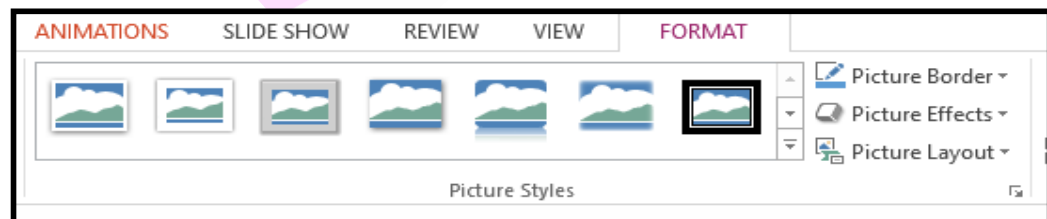
Here you can select various artistic effects from the Artistic Effects drop-down gallery.

Compress Pictures:

You can reduce the size of the inserted picture using the Compress option.

Reset Picture:

This option resets the picture to its original state.



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Picture Styles

Similar to Shape Styles for your shapes, PowerPoint provides Picture Styles.

Picture Border

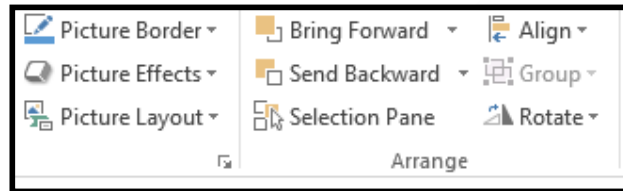
Apply a border to your picture. This can be a simple outline or even a beautiful frame.

Picture Effects

Apply any of the effects individually to your pictures. In all, PowerPoint provides 6 effects: shadow, reflection, glow, soft edges, bevel, and 3-D rotation.

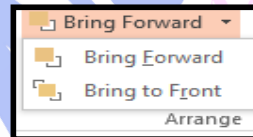
Picture layouts

In PowerPoint Picture Layout refers to how you arrange and format images on a slide, using pre-designed placeholders or by manually positioning them.



Bring Forward

On the Home tab in the Arrange group, click the arrow next to or under Bring Forward, and then click Bring to Front. Selecting Bring to Front on the Bring Forward menu.

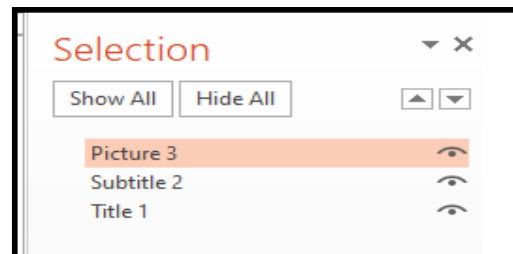


Send Backward

On the Home tab in the Arrange group, click the arrow next to or under Send Backward, and then click Send to Back.

Selection Pane

The Selection Pane in PowerPoint is a tool that allows users to manage the selection and visibility of objects on a slide. It lists all objects on the current slide, allowing you to reorder them, show or hide them, and even rename them.

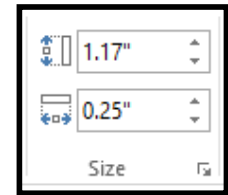


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Size

In PowerPoint, you can adjust the size of your slides and other elements to fit your needs. You can change the overall slide size (aspect ratio) to either Standard (4:3) or Widescreen (16:9).



Comments in Power Point

Comments let you leave notes on slides without altering the actual content.

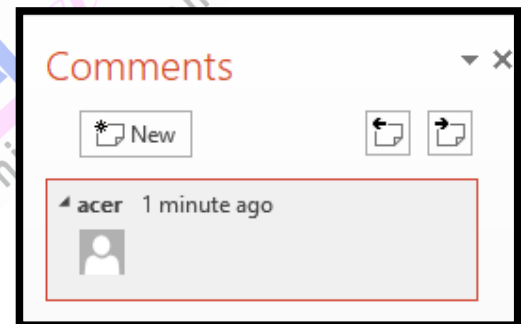
They're great for:

- Giving feedback
- Collaborating with a team
- Making revision reminders for yourself.



To insert Comments in PowerPoint, follow these steps:

- Open your PowerPoint presentation.
- Select the slide where you want to add a comment.
- Click on the element (text box, image, etc.) you want to comment on (optional).
- Go to the "Review" tab on the ribbon.
- Click "New Comment."
- A comment box will appear – type your comment there.
- Click outside the comment box when you're done.



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Assignment

Make the given Two Slides based on Tables and Flowcharts and save it as
"Table.pptx"

Primary Scales of Measurement

Table 8.1

Scale	Basic Characteristics	Common Examples	Marketing Examples	Permissible Statistics	
				Descriptive	Inferential
Nominal	Numbers identify & classify objects	Social Security nos., numbering of football players	Brand nos., store types	Percentages, mode	Chi-square, binomial test
Ordinal	Nos. indicate the relative positions of objects but not the magnitude of differences between them	Quality rankings, rankings of teams in a tournament	Preference rankings, market position, social class	Percentile, median	Rank-order correlation, Friedman ANOVA
Interval	Differences between objects	Temperature (Fahrenheit)	Attitudes, opinions, index	Range, mean, standard	Product-moment
Ratio	Zero point is fixed, ratios of scale values can be compared	Length, weight	Age, sales, income, costs	Geometric mean, harmonic mean	Coefficient of variation

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