

Course
&
Test Series

Introduction to Digital Presentation, Create, Open and Save

Microsoft PowerPoint

Module 1 - Introduction to Digital Presentation, Create, Open and Save



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Introduction to Digital Presentation:

A digital presentation is a structured way of communicating information using electronic slides that contain a combination of text, images, audio, video, charts, animations, and transitions. These presentations are created using specialized software like Microsoft PowerPoint, Google Slides, Apple Keynote, Prezi, or Canva.

Digital presentations are widely used in education, business, marketing, corporate meetings, research, and public speaking to deliver information clearly and effectively. They help engage audiences by making content visually appealing and easy to understand.

Importance of Digital Presentation:

1. Enhances Visual Communication:

Digital presentations allow the use of images, charts, graphs, and videos, making complex topics easier to understand. Visual elements help grab attention and improve audience engagement.

2. Makes Information More Organized:

Content can be structured into slides for a step-by-step explanation. Helps in maintaining a logical flow, making the presentation easy to follow.

3. Increases Audience Engagement:

Interactive elements like animations, transitions, and embedded videos keep the audience interested. Helps in making learning and discussions more interactive.

4. Saves Time and Effort:

Easy to create, edit, and update slides as needed. Templates and pre-designed layouts help in quickly preparing professional presentations.

Microsoft PowerPoint:

Microsoft PowerPoint is popular presentation software used to create digital slideshows with text, images, videos, and animations. It is widely used in education, business, and professional settings.



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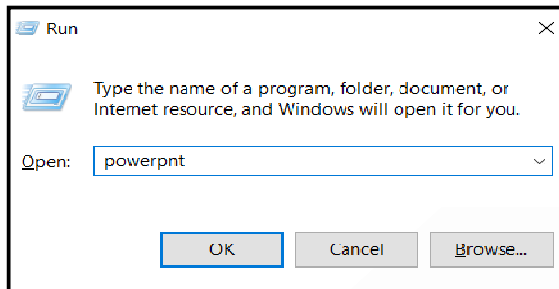
Methods to open MS PowerPoint:

Method 1: Using Start Menu:

- Click on the Start Menu (Windows icon).
- Type "PowerPoint" in the search bar.
- Click on Microsoft PowerPoint to open the application.

Method 2: Using Run Command:

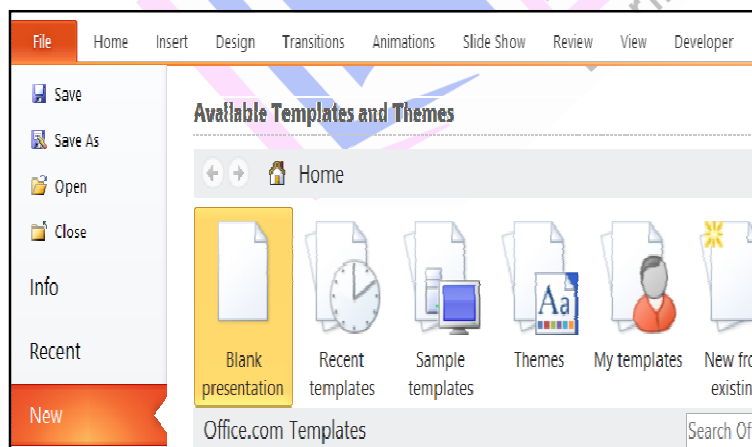
- Press Windows + R to open the Run dialog box.
- Type powerpnt and press Enter.



Creating Presentation:

Steps to create Presentation:

1. Open Microsoft PowerPoint
2. Click on "Blank Presentation" to start from scratch.
3. Pre-made Template: Click on File → New, then choose a template for a professional look.

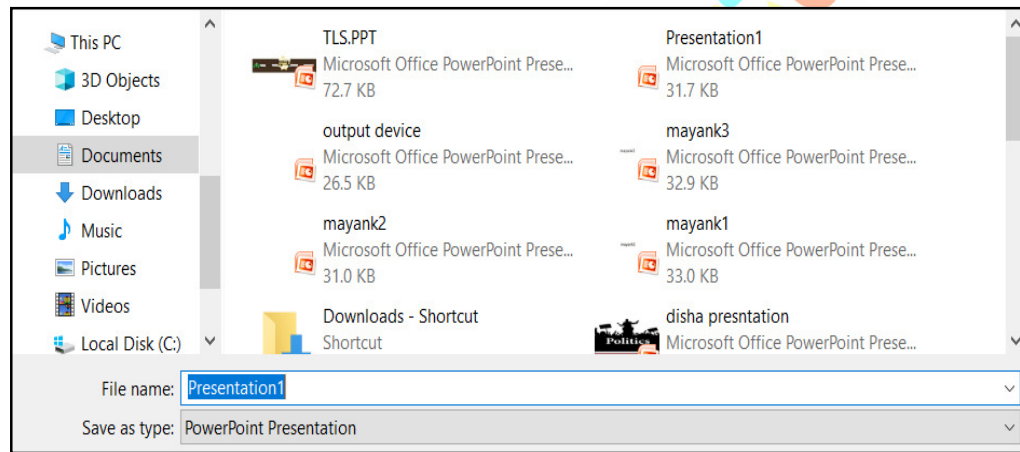
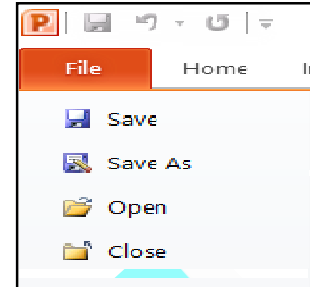


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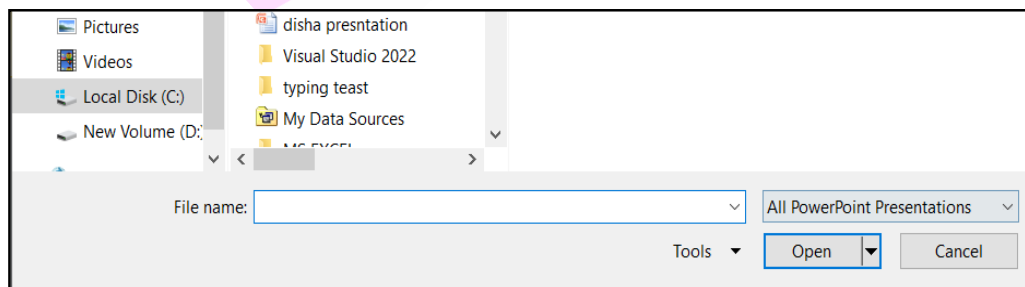
Steps to Save Presentation:

1. Click on the File tab (top-left corner).
2. Click on Save.
3. Choose where to save:
 - a. This PC (for local folder)
 - b. Browse (to select a specific location)
4. Enter a name for your presentation.
5. Choose the file type (usually .pptx is selected by default).
6. Click the Save button.



Steps to Open Presentation:

1. Click on the Start menu or search bar.
2. Type PowerPoint and click on it to open.
3. Once PowerPoint opens, click on File tab (left side) and then click on Open option.
4. And, then browse to find the file saved on your computer.
5. Or select recent option to open Recent presentations on which you work.



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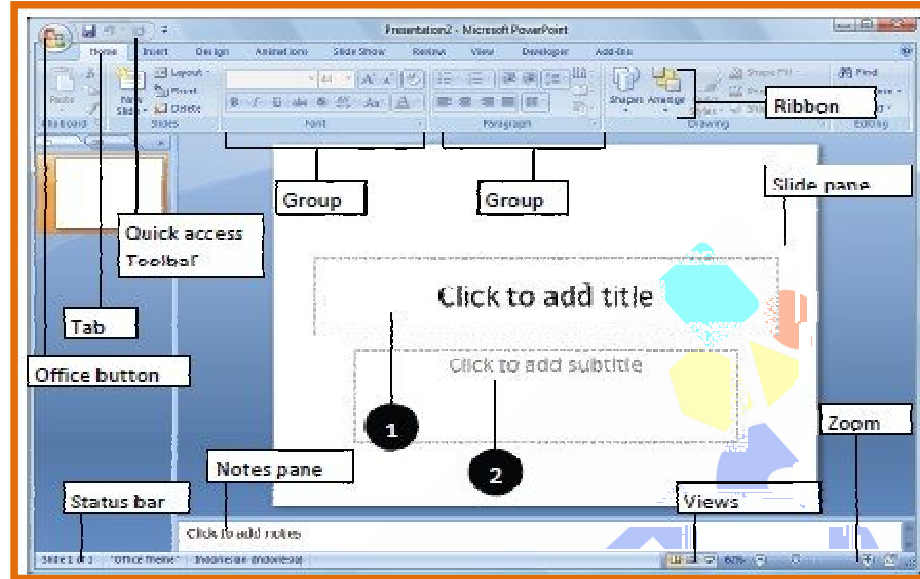
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Interface of MS Power Point



- **Notes Pane:** A section in presentation software (like PowerPoint) where you can add speaker notes for each slide that are not visible to the audience during the presentation.
- **Slide Pane:** The area that displays the current slide you are working on, allowing you to view and edit slide content.
- **Group:** A collection of related commands within a tab on the ribbon, such as font or paragraph settings.
- **Ribbon:** The toolbar at the top of Microsoft Office programs that organizes commands into tabs and groups for easy access.
- **Quick Access Toolbar:** A customizable toolbar in Microsoft Office programs that provides easy access to frequently used commands like Save, Undo, and Redo.
- **Zoom:** A feature that allows you to increase or decrease the magnification of your document or slide to see more detail or a broader view.
- **Views:** Different ways to display a document or presentation (like Normal View, Slide Sorter, or Reading View) to help with editing, organizing, or presenting content.
- **Status Bar:** A horizontal bar at the bottom of the window in software like Microsoft Office that displays information about the current document, such as page number, word count, or zoom level.
- **Tab:** A section on the ribbon in Microsoft Office that groups related commands together, such as the Home, Insert, or View tab.

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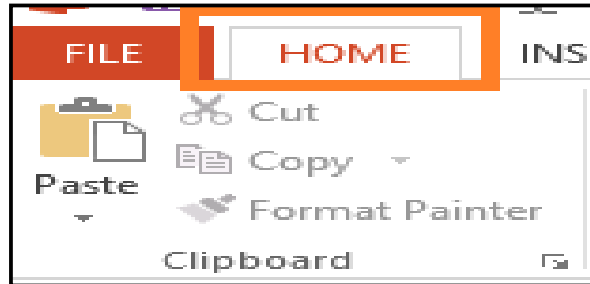
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Introduction to Digital Presentation, Create, Open and Save

Home menu Clipboard options

In Microsoft PowerPoint – including Cut, Copy, Paste, and Format Painter – and what each one does:



1. Cut:

- What it does: Removes the selected text, object, or slide and stores it temporarily on the Clipboard.
- Shortcut: Ctrl + X
- Use case: When you want to move content from one place to another.
- Example: If you cut a textbox from Slide 1 and paste it on Slide 3, it will no longer appear on Slide 1.

2. Copy:

- What it does: Creates a duplicate of the selected item and stores it on the Clipboard without removing it.
- Shortcut: Ctrl + C
- Use case: When you want to reuse content in multiple places without deleting it from the original location.
- Example: You can copy a chart on one slide and paste it into another slide, keeping both versions.

3. Paste:

- What it does: Inserts the most recently cut or copied item from the Clipboard into your current location.
- Shortcut: Ctrl + V
- Use case: To insert items you have cut or copied earlier.
- Example: After copying a picture, clicking "Paste" will insert it wherever your cursor is or onto the selected slide.

4. Format Painter:

- What it does: Copies formatting (font, size, color, effects) from one object and applies it to another object.
- Use case: To quickly apply the same style to multiple objects or text for consistent design.

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How to use Format Painter:-

Select the text or object with the desired formatting.

- Click Format Painter.
- Click on the text or object you want to apply the formatting to.
- Double-click Format Painter to apply the format to multiple items. Click it again to turn it off.



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