



MS WORD

About Microsoft Word – It is a Word Processor program that enables you to create, edit, print and save a document for further retrieval and revision.

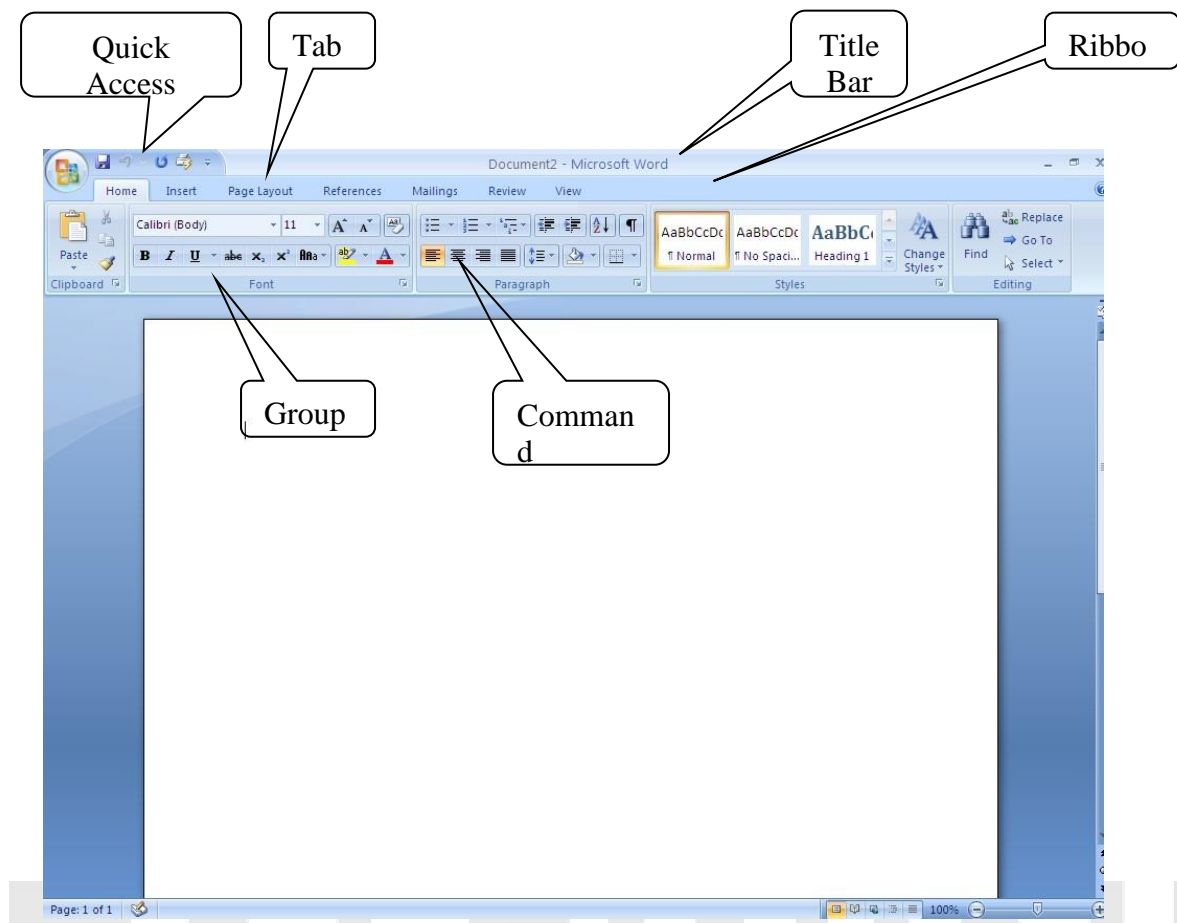
About Microsoft Word

1. Click on **Start Button** on the Task Bar
2. Point to Programs
3. From the list of **Programs listed**, click on **Microsoft Word**

Ribbon User Interface

In Ms-Word 07 Menus and Toolbars are replace with **Ribbon** for easy access to browsing.

As seen in the figure Home, Insert, Page Layout etc. are the **Tabs**. A tab consists of **Groups**. In the figure below Clipboard, Font, Paragraph Style etc. are the Groups. Groups contain the **command buttons**.

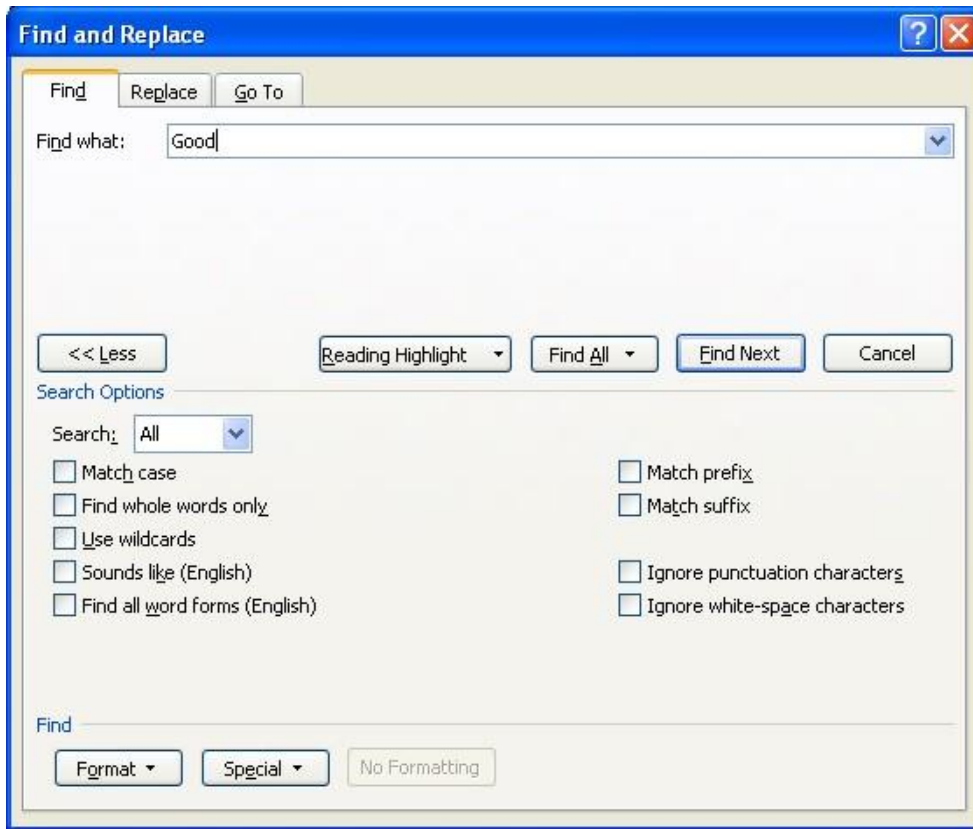


Editing Text

Finding Text

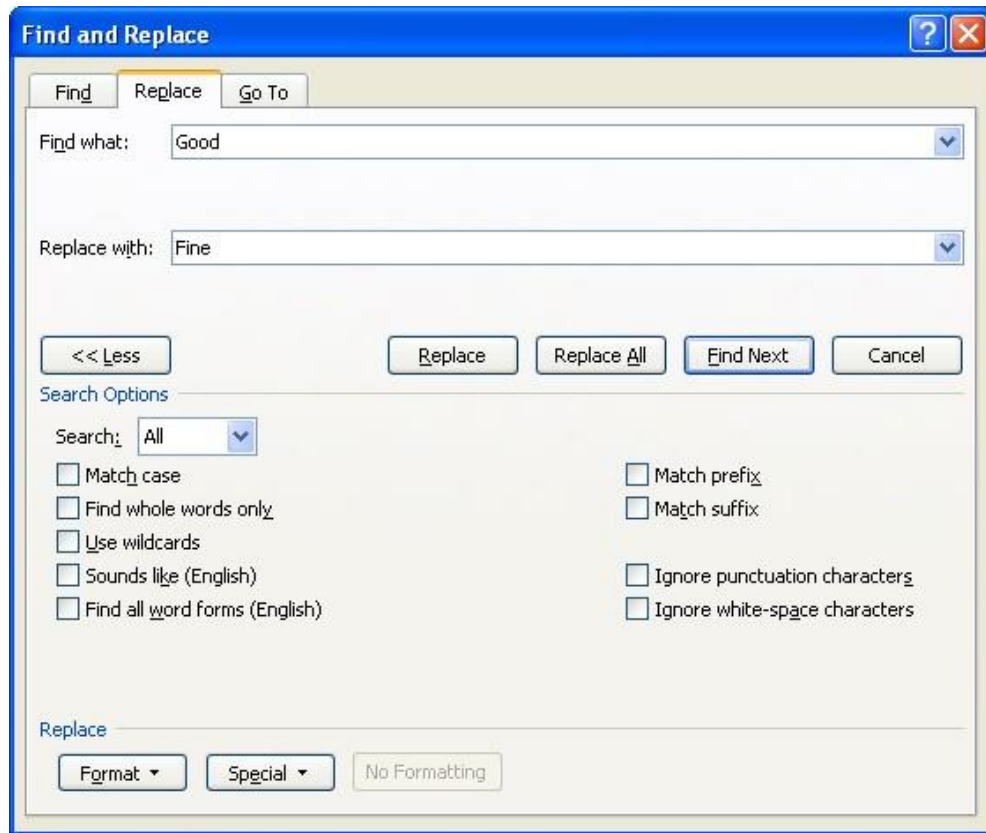
You can use the Find command on the Edit menu to search for text, formats such as bold and indents special characters, and other elements such as footnotes, graphics, and fields. To search for and replace these items, you can use the Replace command.

Home tab->Editing Group->Find command button (Shortcut Ctrl + F)



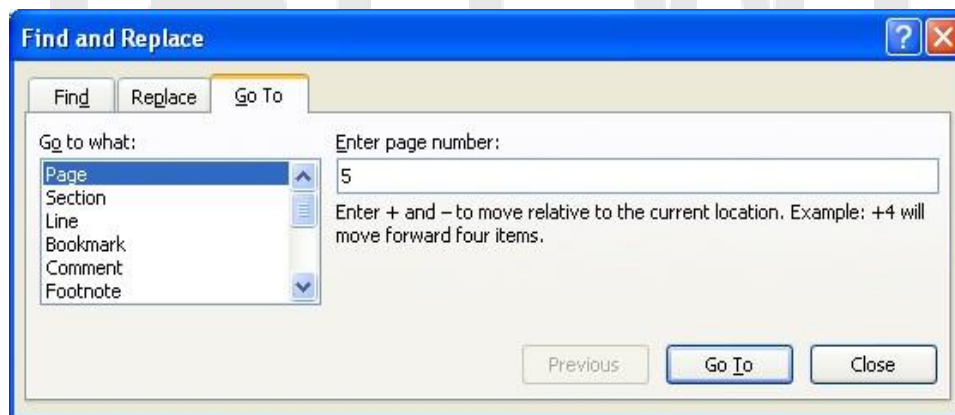
Finding and Replacing Text in a Document

Home tab->Editing Group->Replace command button (Shortcut Ctrl + H)



Jumping to particular page

Home tab->Editing Group->Replace command button (Shortcut F5 or Ctrl + G)



This command can be use to go to the particular section, line, bookmark, comment etc

If you want to view text preceded by line number do the following


Page Layout tab->Page Setup Group->Line Numbers command button (select the option you want)

Creating an AutoCorrect Entry

Use AutoCorrect to automatically insert text and graphics that you use repeatedly in your everyday work.

Use a unique name for each AutoCorrect entry. An AutoCorrect name can be as long as 31 characters and it must not contain any spaces.

To Create an AutoCorrect Entry

1. Click the **Microsoft Office Button** , and then click **Word Options**.
2. Proofing
3. AutoCorrect Options

Checking Spelling and Grammar

Microsoft Word normally checks the entire document, beginning at the insertion point.

- Press CTRL+HOME to move the insertion point to the beginning of the document.
- Review Tab-> Proofing Group -> Spelling and Grammar (Shortcut Key F7)



Text box and then click on Change To box.

Look up words in the thesaurus

- Review Tab-> Proofing Group -> Thesaurus (Shortcut Key Shift + F7)



To use one of the words in the list of results or to search for more words, do one of the following:

- To use one of the words, point to it, click the down arrow, and then click **Insert** or **Copy**.
- To look up additional related words, click a word in the list of results.

Formatting text

To get a Drop Cap

1. Select the paragraph whose first character you want as dropped. (The first cropped letter we usually see in starting point (first alphabet) of comics or some story books, for clear picture see the one given below).


Once upon a time...

Insert Tab -> Text Group -> Drop Cap -> Advanced Following window will appear

Bordering and Shading Text

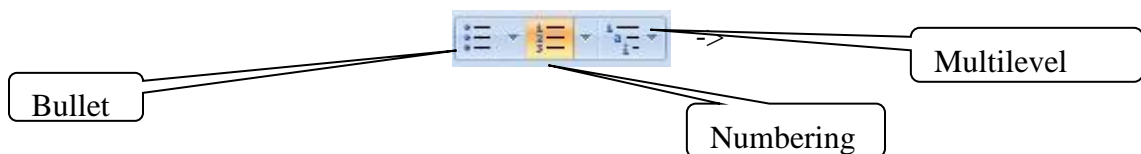
1. Select the paragraphs you want to border or shade.

2. Home Tab -> Paragraph Group  -> Shading -> selects the required shading.

3. Home Tab -> Paragraph Group  -> Border -> selects the required shading.

Bullets and Numbering

Bullets and numbering are used to identify different points in our document.



1. Select the text to which you want to add bullets or number.
2. Home Tab -> Paragraphs Group

E.g.,

- God helps those who help themselves.
- Rome was not built in one day.
- Big surprises come in small packets.

The above paragraph can be written in points form using different bullets. I.e. we have inserted diamond shape as a bullet to specify the text in point forms.

Giving Bullets Different from Default

1. Select the text to which you want to add bullets.
2. Click on Format, Bullets and Numbering.
3. Select the Bulleted option tab.
4. You will have a list of the default bullet options. To change to another bullet not given in the list, click on the Modify button. You will reach a Modify Bulleted List dialog box. Click on the Bullet option. Select the bullet you want.
5. Choose the OK button.

Giving Numbering Different from Default

- 1 Select the text that you want to number.
- 2 Click on Format, Bullets and Numbering.
- 3 Select the Numbered List tab.
- 4 You will have a list of the default numbering options. To change to another number not given in the list, click on the Modify button.
- 5 You will reach a Modify Numbered List dialog box Select the numeric format you want in the Format box. Make the necessary changes.
- 6 Choose the OK button.

- 7 Using Styles and Templates

What is a Style?

A Style is a group of formats identified by a style name. Think of a style as a formatting command that you design. You choose the formats to apply — for example, the font and size of the text, alignment, line and paragraph spacing, and borders, and give that group of formats a unique style name. Then you can apply the whole group of formats in one step. Just select the text you want to format, and then select the style name in the Style box on the Formatting toolbar.

Use Styles to Format Any Text

You can use two kinds of styles to format text:

- A paragraph style controls all aspects of a paragraph's overall appearance--the font, size, and other attributes of the text, as well as line spacing, text alignment, tab stops, borders, and other formats that affect whole paragraphs.
- A character style applies any of the formats of the Font command on the Format menu-- the font and size of text, as well as bold and italic formats, small caps, and other effects. You can use character styles to emphasis specific words and phrases, such as product names and acronyms.

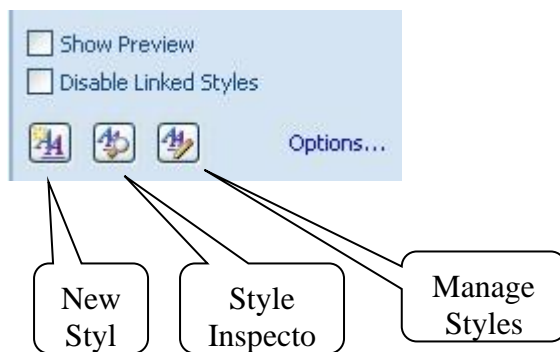
To Apply a Style by Using the Style Command



1. Select the text you want to format:
2. Home Tab -> Styles Group -> More -> move cursor from each style you will see the format is automatically applied to the selected text. Click on style you want to apply.

Creating New Styles

To create a paragraph style, you can format and select an example paragraph and then type a new style name in the Style box on the Formatting toolbar.



Document Templates

A template is a blueprint for the graphics, and formatting of a

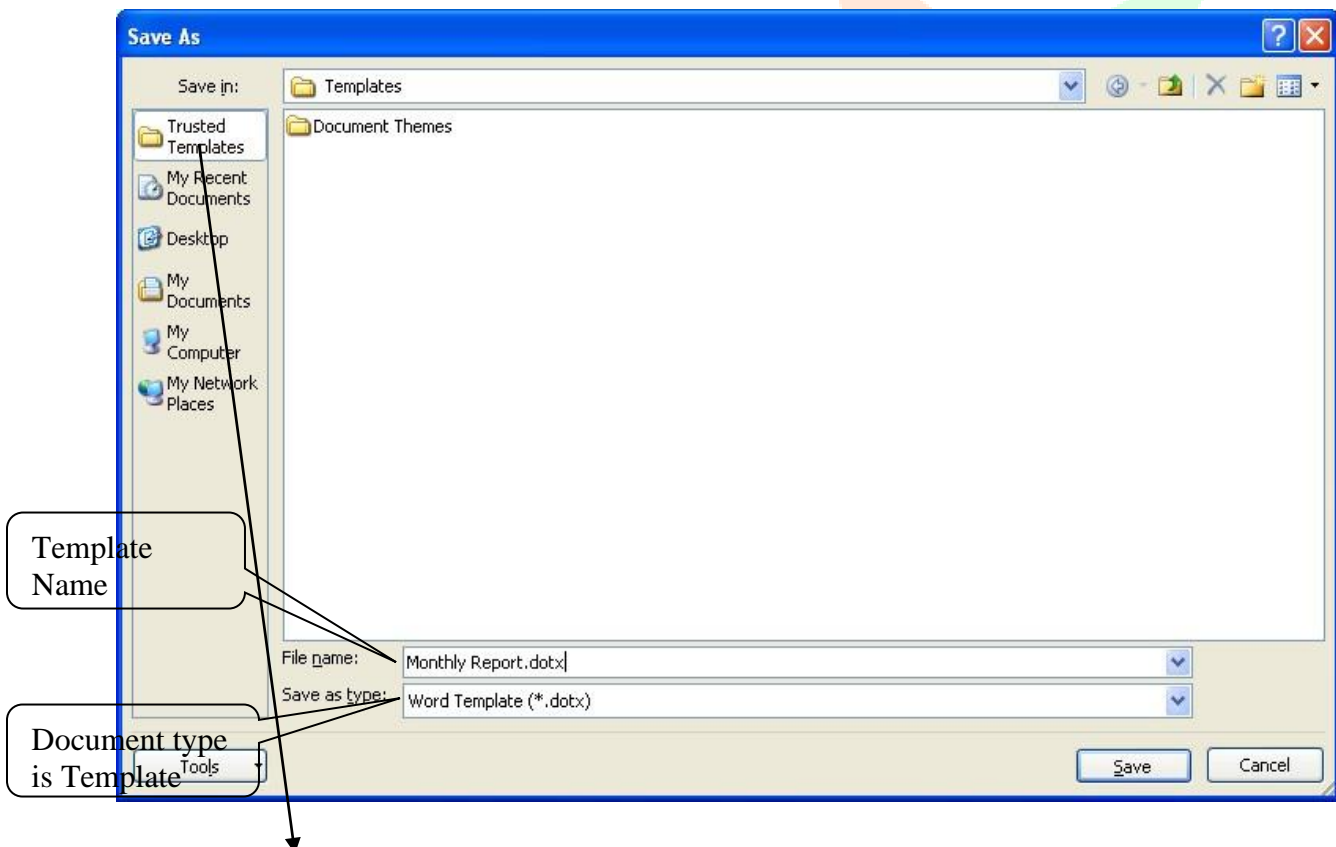
text,
document.

Creating a New Document from a Template

You can save time by creating new documents, memos, letters and reports using templates which may be system define or you can define own templates.

How to Create a Template

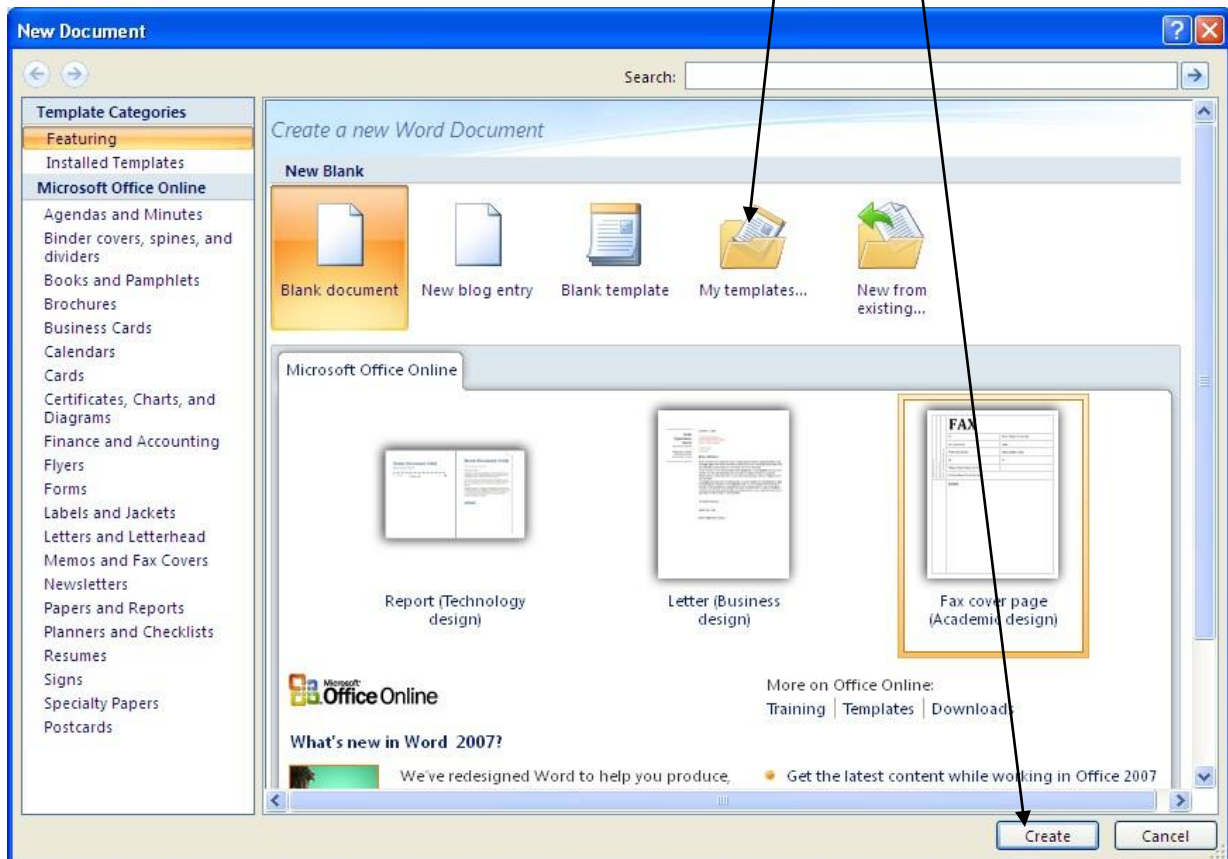
1. Go to Quick access wizard->New->Blank Document->Create
2. Design your document as you want
3. Go to Quick access wizard->Save->Give Template name-->Make document as Template



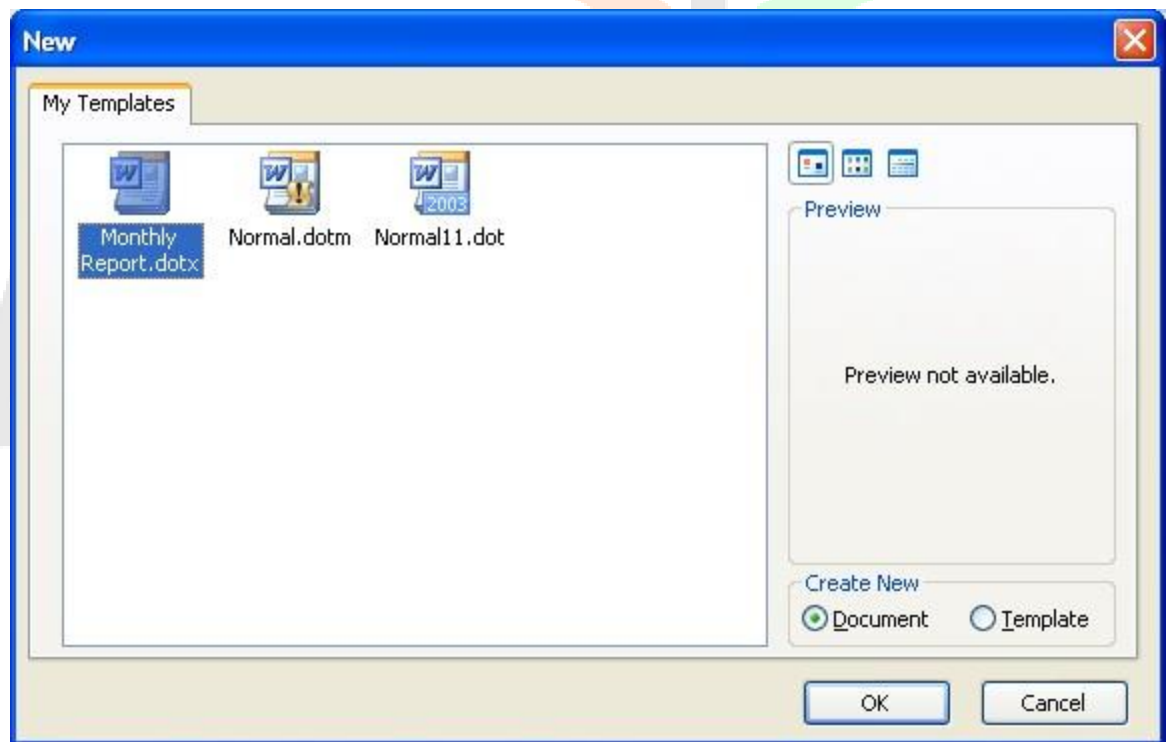
4. Click in Trusted Templates Folder because this should be save in Templates Folder
5. Finally click Save button

How to Create New Document using Template

1. Go to Quick access wizard->New->My Templates->Create



2. Then select choice Template and click OK button



Working with Margins

Margins determine the distance between the text and the edge of the paper. Word normally prints text and graphics inside the margins, while headers, footers, and page numbers are printed in the margins.

To Set Margins with the Ruler

1. Position the insertion point in the section whose margins you want to change. If the document does not have multiple sections, the margins are changed for the entire document.
2. With the rulers displayed, drag the margin boundaries on the horizontal and vertical rulers. The mouse pointer becomes a double-headed arrow when it is over a margin boundary. Word updates the page display after you release the mouse button.

If you prefer, you can use Page Layout tab->Page Setup group-> Margins Command->Custom Margin option.

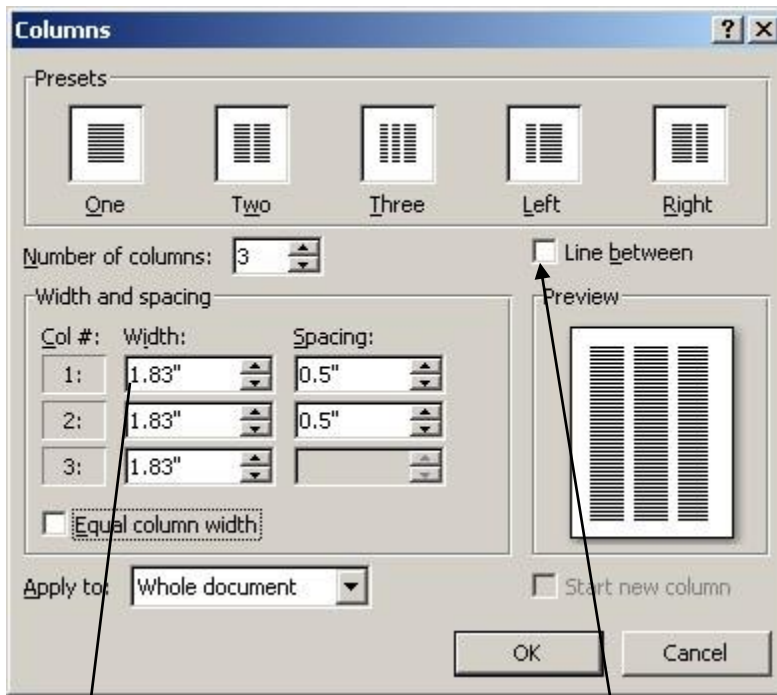
Numbering Pages

There are two primary ways to add page numbers to your document:

- Choose the Page Number from the Insert Tab->Header & Footer Group->Page Number command. Use this command to quickly add a page number to each page of the document.
- Choose the Header and Footer command from Insert Tab->Header & Footer Group. Use this command to include additional text with a page number, such as the date or a chapter name.

To Create Multi Columns in the Document.

1. In Print Layout view, do one of the following:
2. If your document has only one section and you want to format the entire document in columns, position the insertion point anywhere in the document.
3. If you want to format only part of your document in columns, select the text you want to format in columns.
4. If your document has more than one section, position the insertion point in the section where you want to format the text in columns
5. Page Layout Tab->Page Setup Group->Columns command and select either one option available
6. If you want to customize the Columns then Page Layout Tab->Page Setup Group>Columns Command->More Columns option.



Adjusting Column width

If you want Line between the columns

Working with Tables

About Tables

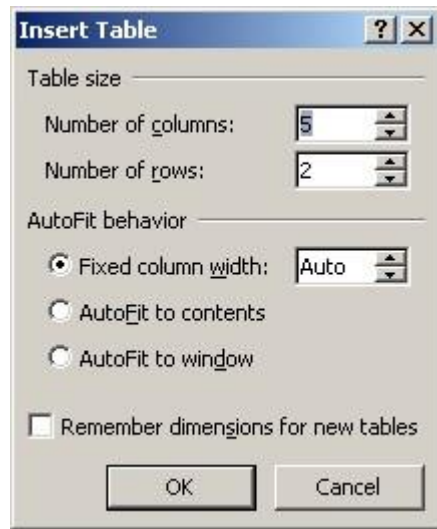
A table is a made up of rows, and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information.

| | | |
|--|--|--|
| | | |
| | | |
| | | |

Table move or Entire table selection

How to Insert Tables

1. Insert Tab->Tables Group->Table Command->Insert Table Option



2. If you want quick tables then do Insert Tab->Tables Group->Table Command>Quick Tables Option
3. If you want to draw a table then do Insert Tab->Tables Group->Table Command>Draw Table Option and by using pencil draw your desire Table

To Sort Information of a Table

1. Select the rows or list items you want to sort.
2. Layout Tab-> Data Group->Click A to Z command button
 - a. If the selection is not in a table, the command name is Sort Text.
2. If you have a heading that you do not want sorted, under My List Has, select the Header Row option button.
3. Under Sort By, select a column number, field number, paragraph, or name.
4. Under Type, select Text, Number, or Date, and then select the Ascending or Descending option button. For more information on types recognized by Word, choose the Help button in the Sort dialog box.
5. To use additional columns as a basis for sorting, repeat steps 4 and 5, selecting options under Then By for each column.
6. Choose the OK button.

To Sum a Row or Column of Numbers

1. Position the insertion point in the cell where you want the sum to appear.
2. From Layout Tab->Data Group-> Σ Formula Option.
 - a. Word analyses the table and proposes the appropriate formula in the Formula box. For example, if the insertion point is at the bottom of a column of numbers, Word proposes SUM (ABOVE).

- b. If Word cannot determine an appropriate formula, it inserts an equal sign in the Formula box. You must type or select the function you want, as described in the following procedure.
2. Choose the OK button.

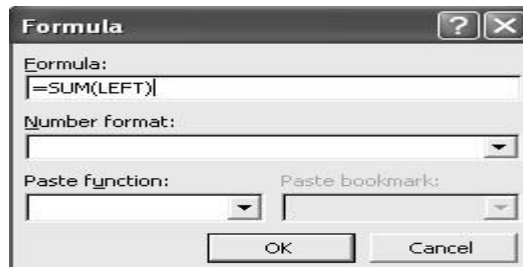


Table resizing

In-table row resize you can adjust any row's height directly in your table by dragging the row border up or down, just as you adjust column widths. If you hold down ALT while you drag the column border, the new vertical ruler shows you the exact row height.

Table move handle you can use the mouse to move your table to another position on the page.

Table resize handle you can change the size of the entire table while maintaining the same row and column proportions.

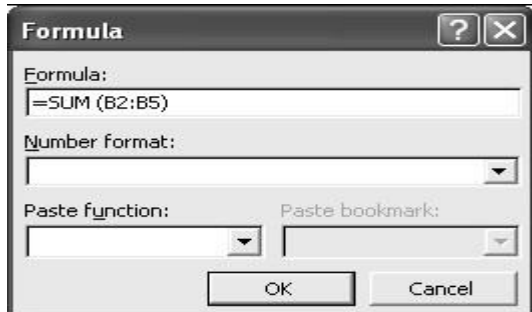
Draw tool You can use this intuitive drawing tool to create and customize tables much the same way you would use a pen — just click and drag to draw the table boundaries and cell partitions, in any height and width you want.

Eraser tool You can use this tool to remove any cell, row, or column partition or block of partitions so that they merge. In earlier versions of Word, you could merge cells only if they were in the same row. In Microsoft Word 2000, you can merge any adjacent cells — vertically or horizontally.

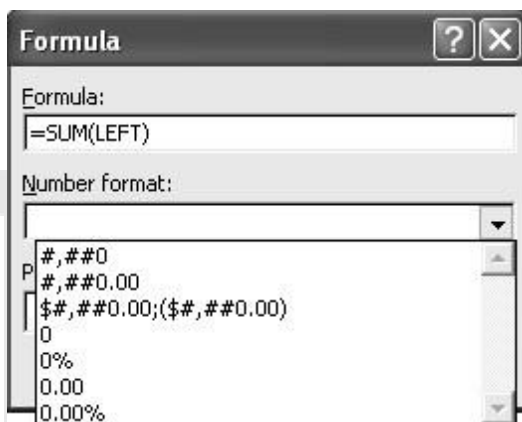
To Perform Other Calculations in a Table

1. Position the insertion point in the cell where you want the result to appear.
2. From the Table menu, choose Formula.
3. If word proposes a formula that you do not want to use, delete it from the Formula box.
4. You can perform simple calculation involving two or more separate cells by typing the cell references together with the arithmetic sign for adding, subtracting, multiplying, or dividing. For example, type **=A1+B4** to add these two cells, or **=A1/B4** to divide the number in A1 by the number in B4.

5. If you want to average two or more cells, or if you want to perform a more complicated calculation, you can select a function in the Paste Function box.
6. Word inserts the function you have selected in the Formula box.
7. In the Formula box, type between the parentheses the cell references. Designate a range of cells by using a colon to separate the first and last cells in the range. For example — SUM (B2:B5) will add the cells between B2 to B5



8. Under Number Format, Word suggests a format. If you want to change this format, type or select a different one in the Number Format box.



9. Choose the OK button.
10. For updating of Formula, right click on the formula and update field.

Using a Table to Create a Graph

Word makes it easy to create a graph, or chart, from data in a table. Select all or any part of the table, and then click the Insert Picture Chart. Word opens Microsoft Graph, which uses the selection to create a graph.

Footnotes, Endnotes and Bookmarks

Inserting Footnotes and Endnotes

Footnotes and endnotes are two separate sets of notes that you can use to explain the text in a document. Footnotes normally appear at the bottom of the page and endnotes at the end of a document.

To Insert Footnotes and Endnotes

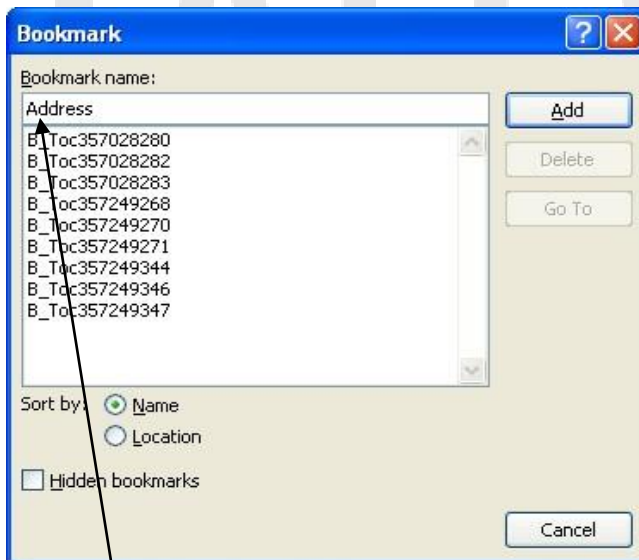
1. In Print Layout view, position the insertion point where you want to insert the note reference mark.
2. Then References Tab-> Footnotes Group-> Insert Footnote Command / Insert Endnote Command
3. Then type the Footnotes / Endnote followed by numbers.
4. If you want another Footnote/Endnote then References Tab-> Footnotes Group-> Next Footnote Command and follow the Option.

Bookmarks

A bookmark can mark selected text, a graphic, tables or rows within a table, the location of the insertion point, and other items.

To Define a Bookmark

1. Select the text, item, or location you want to mark.
2. Go to Insert Tab-> Links Group-> Bookmark Command or Press CTRL+SHIFT+F5.



Bookmark Name

3. In the Bookmark, the Bookmark name must begin with a letter. The name can contain only letters.
4. Finally click Choose the Add button.

To View or Hide Bookmarks

1. From the Tools menu, choose Options.
2. Select the View tab.
3. Under show, select or clear the Bookmarks check box.
4. Choose the OK button.

When bookmarks are visible, Word encloses each bookmark in square brackets.

To Locate a Bookmark

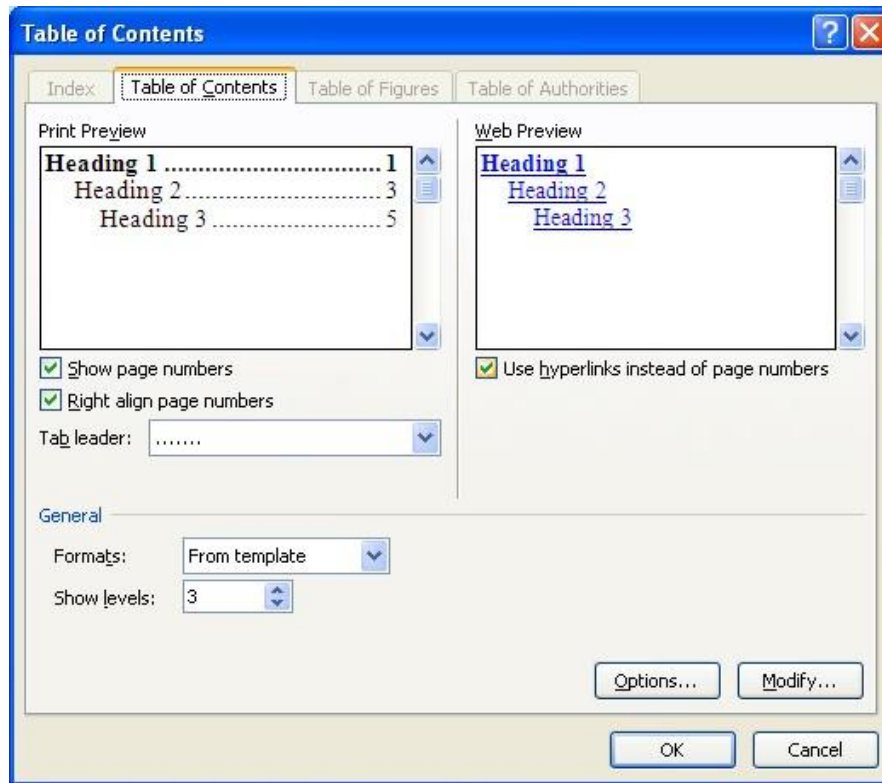
1. From the Edit menu, choose Bookmark. Word lists bookmark names alphabetically.
2. Select the bookmark name you want to locate, and then choose the Go To button. Word moves to the bookmark and highlights its contents. The Bookmark dialog box remains open so that you can locate other bookmarks.
3. When you finish inserting bookmark, choose the Close button.

Using Table of Contents

A table of contents lists headings in the order they appear in a document and the page numbers where the headings appear. A table of contents usually appears at the beginning of a document and can include several levels of headings.

To Compile a Table of Contents by Using Built-in Heading Styles

1. Make sure that the headings you want to include in the table of contents are formatted with the built-in heading styles.
2. Position the insertion point where you want to create the table of contents.
3. Go to References Tab->Table of Contents Group -> Table of Contents Command->Insert Table of Contents Fields Option.



4. Select the Table of Contents tab.
5. In the Formats box, select the format you want for the table of contents. You can also do one or more of the following:

| To | Do this |
|--|--|
| Display page numbers in the table of contents | Select the Show Page Numbers check box. |
| Specify the number of heading levels you want to display in the table of contents. | In the Show Levels box, type or select the number of levels you want to display. |

5. Finally click OK button.

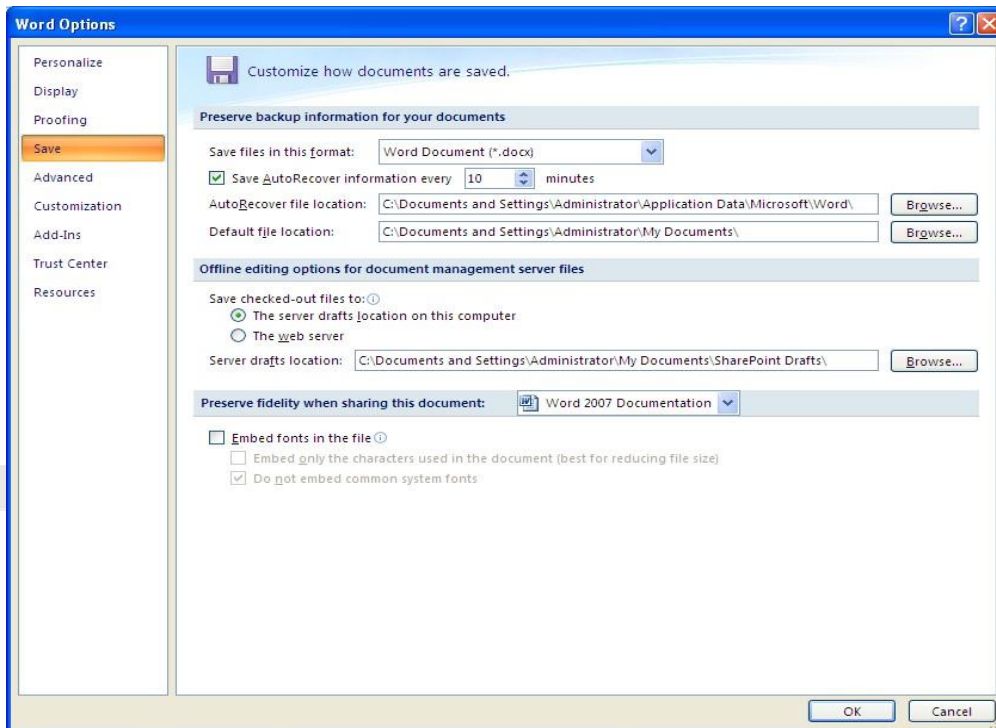
Managing Word Documents

Controlling How Word Saves Documents

Word can protect your work by saving a temporary copy of a document periodically as you work, or by saving a backup version of the document each time you save it.

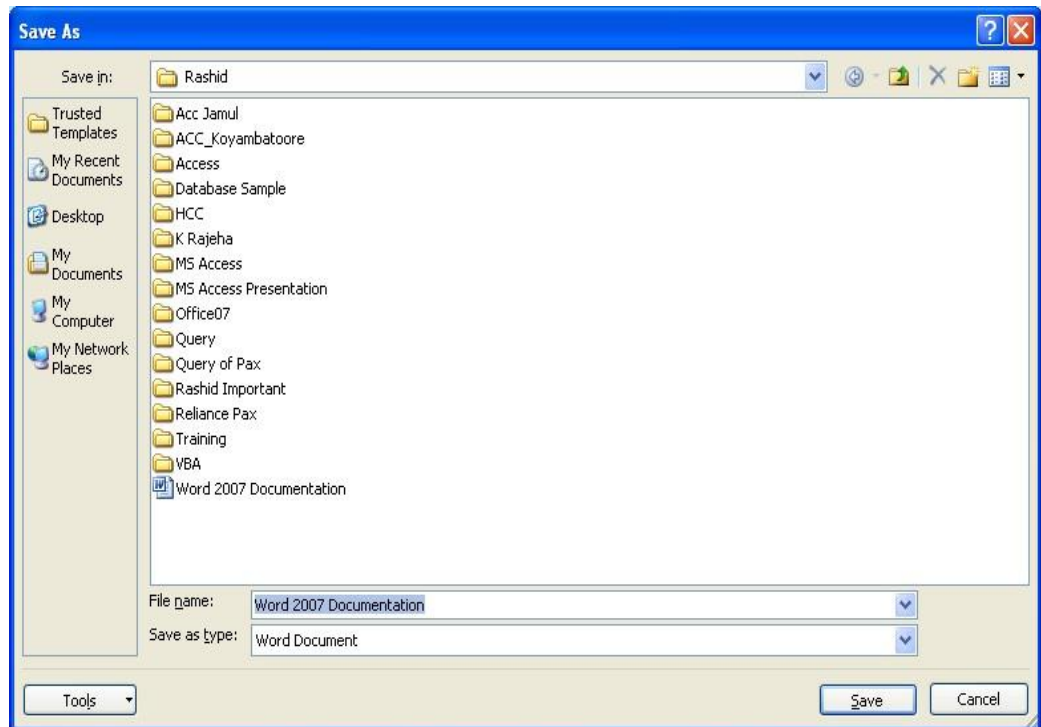
To use these features, Go To Access Button-> Word Option Button or from Save As dialogue box click down arrow key of Tools Button which is located in the left most bottom corner, and then select the Save tab. Use the check boxes under Save Option to control how Word saves your documents.

To Save Documents automatically as you Work

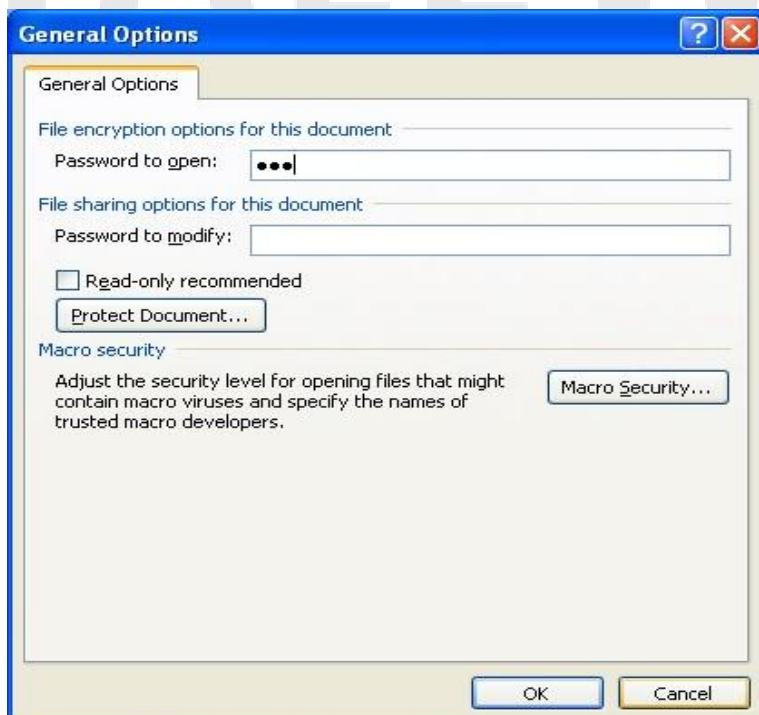


To Protect a Document with a Password

1. Open the document you want to protect with a password.
2. Then From Save As dialogue box click down arrow key of Tools Button which is located in the left most bottom corner and click General Option.



3. To allow only users who know the password to open the document, type a password in the Protection Password box.
4. To prevent other users from saving changes to the document, type a password in the Write Reservation Password box. Users who do not know the password can still open the document as read only.



5. A password can contain up to 15 characters and can include letters, numbers, Symbols, and space. As you type the password, Word displays an asterisk (*) or bullet (.) for each character you type. Note that passwords are case-sensitive.
6. Choose the OK button.
7. When Word prompts you to confirm the password, retype it, and then choose the OK button.
8. To save the document, choose the OK button.

Mail Merge

About Mail Merge


In Word processing, Mail merge is the process of transferring selected information from one document to another document. For example writing one letter and instantly merge it with your mailing list. Mail Merge tool of word enables you to take information from two documents and combine them into a single document.

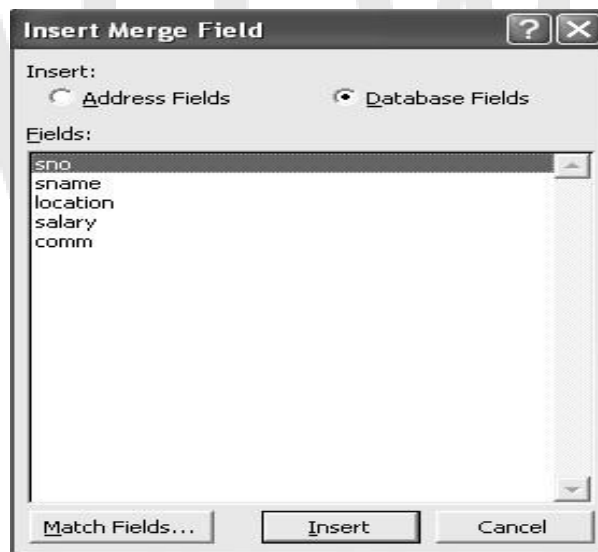
Some of the important guidelines for naming fields in data files are

1. Each field name must be Unique.
2. It must begin with an alphabet.
3. It can contain letters, numbers, underscore but no space.

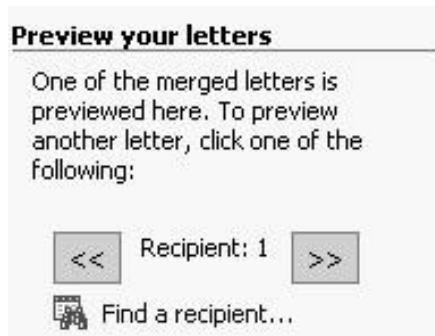
Steps for Mail Merge

1. Type a letter in a new document. Then Go to Mailing Tab->Start mail Merge Group-> Click Start Mail Merge Command arrow key->Step by Step Mail Merge wizard
2. Mail Merge task pane appears on the right of the document window.
3. Select the **Letters Radio button** from what type of document are you working on text box?

4. Click the Next: Starting Document step at the bottom of the task pane.
5. Choose the Use the current document radio button and click the Next :select recipients Wizard step
6. Choose the type a new list radio button
7. Create a new address list by clicking on **Create...** from Type the names and addresses of recipients.
8. A **New Address list** dialogue box opens. Enter Address Information in the field boxes, click new entry button to add new record. After finishing the records entry, click on close button. A save dialogue box appears. Enter a file name in the file name box, click on save. A **Mail Merge Recipients** Dialogue box appears. Click on **OK** button. In the task pane, click the next: Write your letter.
9. Then Click on the Insert Merge Field  command from the mail merge toolbar. From the Insert Merge field dialogue box, place your cursor where you want to insert a field, select the Field from Fields box and click on Insert button.
10. Repeat the above step till you place all the fields properly
11. In the task pane, click the next: Preview your letter



12. Preview your letters by clicking on  or  buttons in the task pane.



13. Click on next: Complete the merge from the task pane.
14. Click on Print or Edit Individual Letters... from the task pane.

Note:

- If you click on Edit individual Letters option then a Merge to new document dialogue box appears. Choose All, Current, or From – to option. Then click on OK.
- If you click on Print option then a Merge to Printer dialogue box appears. Choose All, Current, or From – to option. Then click on OK.

Working with Other Applications

Opening a Document Created in another Application

1. Click Quick Access button and click Open Command.
2. In the List Files of Type box, select the type of file you want to open. If you do not know the type of document or file format, select All Files.
3. In the File Name box, select the document you want to open.
4. If the document you want to open does not appear in the list of filenames, select a different drive or directory, or volume or folder.
5. Choose the OK button to convert a copy of the document to Word format.

To Save a Word Document in a Different File Format

1. Click Quick Access button and click Save As Command.
2. In the Save File As Type box, select a file format.
3. If a format in which you want to save a document does not appear in the Save File As Type box, you can add the converters you need by running the Microsoft Word Setup program again.

4. In the File Name box, type a new name for the document, and then choose the OK button.

To Create a Link to another File or Word Document

1. Make sure that you save the source file before you link the information.
2. In the application in which the information you want to link was created, open the source file and then select the information you want to link.
3. Then go to Home Tab-> Clipboard Group->Copy Command.
4. Switch to the Word document, and then position the insertion point where you want to insert the linked information.
5. Then go to Home Tab-> Clipboard Group->Paste Special.
6. Select the Paste Link option button.
7. Under As, select the format you want, and then choose the OK button.

Customizing Word

Customizing the Word Screen

☐ Do one or more of the following:

| To display or hide | Do this |
|--|---|
| Scroll bars | From the Tools menu, choose Options. Select the View tab, and then, under Window, select or clear the Horizontal Scroll Bar check box or the Vertical Scroll Bar check box. |
| The status bar | From the Tools menu, choose Options. Select the View tab, and then, under Window, select or clear the Status Bar check box. |
| The horizontal ruler | From the View menu, choose Ruler. |
| Both the horizontal and the vertical ruler | In page layout view or print preview, choose Ruler from the View menu. |
| Screen elements, such as toolbars and the status bar | To hide the screen elements, choose Full Screen from the View menu. To redisplay the hidden screen elements, choose the Full Screen button at the bottom of the screen. |
| All non-printing characters | Click the Show/Hide button the Standard toolbar. |
| Individual nonprinting characters, such as tab characters or paragraph marks | From the Tools menu, choose Options. Select the View tab, and then, under Nonprinting Characters, select or clear the nonprinting characters you want to hide or display. |

To Change the Display of Toolbars

1. From the View menu, choose Toolbars, and then do one or more of the following:

| To | Do this |
|---|--|
| Display or hide toolbars | Select or clear the check box for the toolbar you want to display or hide. |
| Display or hide on-screen description of buttons | Select or clear the Show ToolTips check box. |
| Display standard-size toolbar buttons or enlarged toolbar buttons | Select or clear the Large Buttons check box. |
| Add colour to toolbar buttons | Select the Color Buttons check box. |

2. Choose the OK button.

To Change the Display and Command Settings in Word

1. From the Tools menu, choose Options.
2. Select the tab you want.

| To | Select this tab |
|---|-----------------|
| Modify the appearance of the application and document windows, such as the display of scroll bars and the status bar | View |
| Modify Word settings, such as the default units of measurement and the display of three-dimensional (3-D) dialog boxes. | General |
| Modify Word editing settings, such as typing to replace a selection, dragging selected text to a new location, and instruction Word to add or remove spaces during a cut and paste action | Edit |
| Specify option for printing documents, such as printing summary information about a document and updating fields when printing | Print |
| Specify the types of revision marks you want for inserted text, deleted text, and revised lines | Revisions |
| Specify information about the primary user, such as the name, return address for envelopes, and initials used when inserting annotations | User Info |
| Specify options to alter the behaviour of Word so that it more closely matches the behaviour of another application | Compatibility |
| Identify the default storage location for documents, templates, and other items you create or use in Word | File Locations |
| Specify how Word saves documents, such as whether Word should always create a backup copy and prompt for summary information; also allows you to set password protection | Save |
| Specify the options Word uses to check spelling, such as identifying custom dictionaries and their languages | Spelling |
| Specify the rules Word uses to check grammar | Grammar |

| | |
|---|------------|
| Set rules to enhance document formatting, such as adjusting tab stops and spacing, and to specify that Word change all quotation marks to curly, or —smart, quotation marks | AutoFormat |
|---|------------|

3. Select, clear, or type the options you want to change, and then choose the OK button.

For more information about these options, choose the Help button on the appropriate tab.

Printing your document

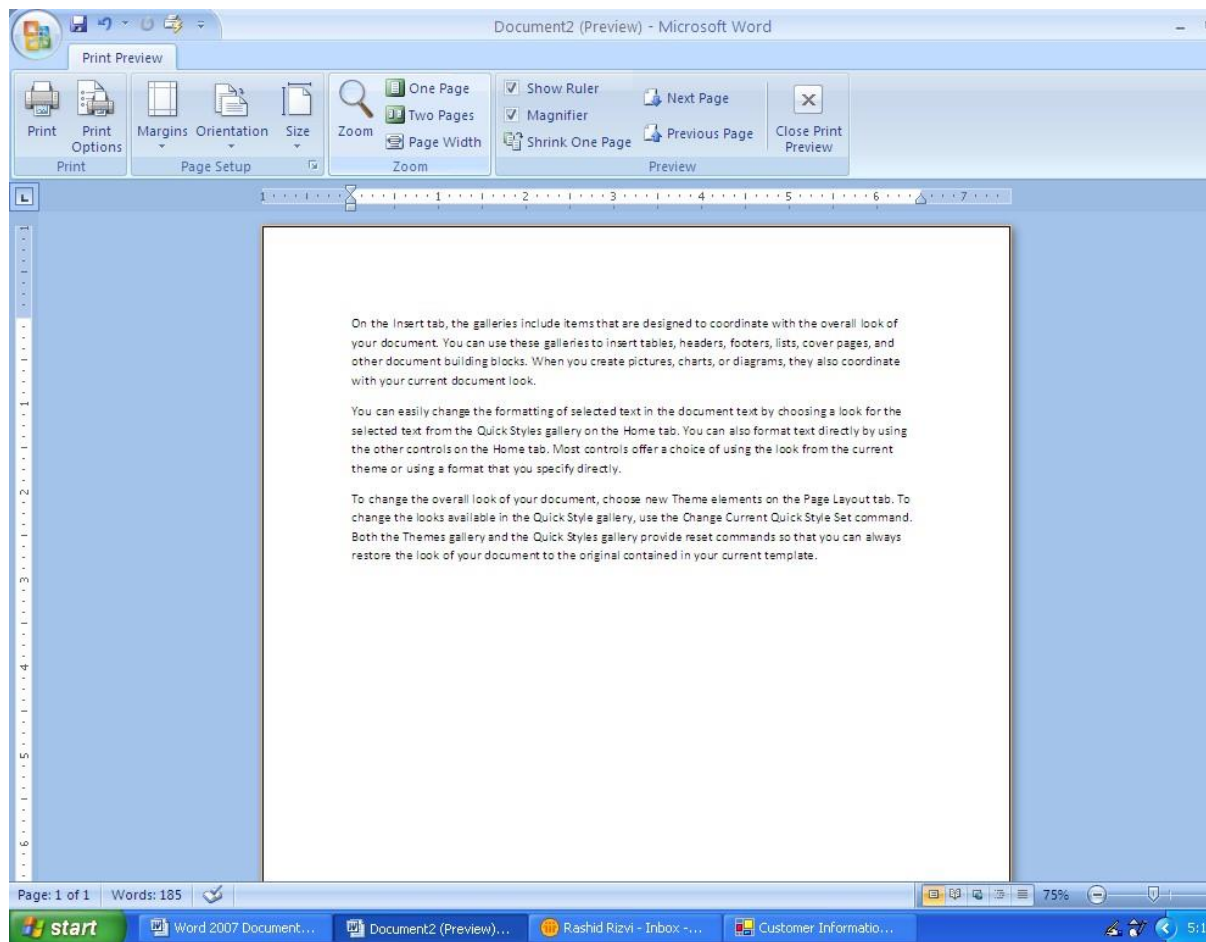
Before you print, Preview your document using Print Preview command which comes under Quick Access Button->Print->Print Preview

Previewing your document

To get a better idea of how your document will look when you print it, you can use the Print Preview window.

Quick Access Button->Print->Print Preview

Your document in the Print Preview window should look like the following illustration.

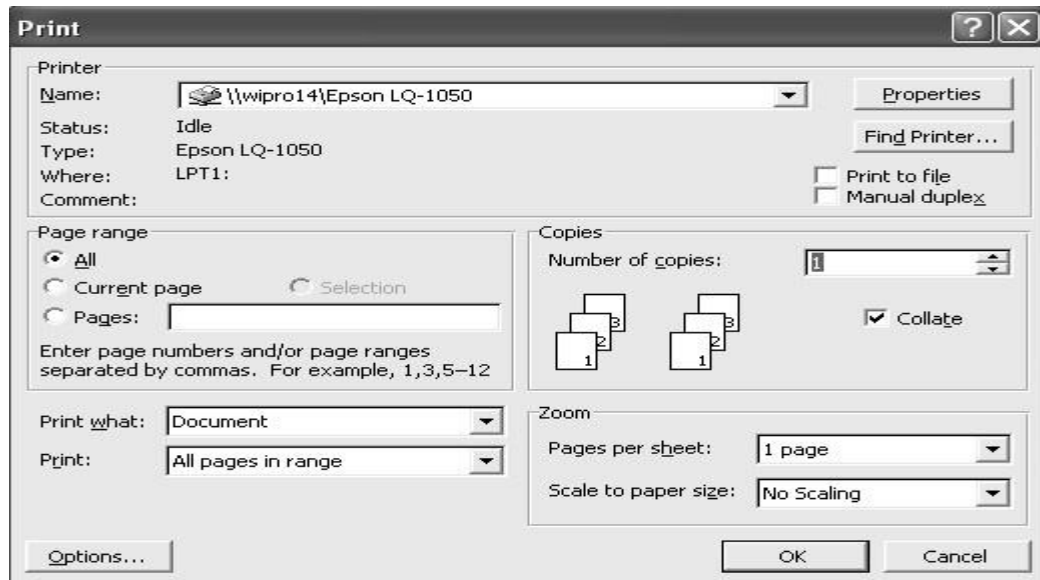


View other pages

- On the Print Preview toolbar, click the Multiple Pages button, move the pointer across the first two boxes in each row to select them, and then click the mouse button.
- Now you can see all the pages of the document at once.

Printing

1. Be sure that the printer is on.
2. On the Standard toolbar, click the Print button. OR
3. On the File menu, click Print.
The Print dialog box appears.
4. In the Page Range area, select the Current Page option.
5. In the Number Of Copies box, type the number of copies you want.
6. Click OK to begin printing.



Print a range of pages

- 1 On the File menu, click Print.
- 2 Under Page Range, specify the portion of the document you want to print.

If you click Pages, you must also enter the page numbers or page ranges you want to include, or both.

Note

You can also select the portion of the document you want to print. Click Print on the File menu, and then click Selection.

MS PowerPoint

Getting started with power Point

Microsoft PowerPoint is a professional presentation program that allows the user to create "presentation slides" that can be displayed on the computer screen or through a projector that is plugged in to the computer. A PowerPoint presentation is a good way to convey pieces of information, usually in the form of an outline, to a large audience. Generally, PowerPoint presentations are appealing to users because they are easy to create and edit and generally small enough to fit onto a CD or a USB Jump Drive. Therefore, a user does not have to carry around any slides or a slide project, and, if necessary, can make last-minute changes to the presentation.

MICROSOFT POWERPOINT COMPONENTS:

Before you get started with Microsoft PowerPoint (commonly referred to as PowerPoint), you will need to locate and open it on the computer. It may be on your desktop.

On the computer desktop:

1. Double-click on the MS PowerPoint icon.

- If the MS PowerPoint icon is not on the desktop, go to the Start menu: □ Click ► **Start ► Programs ► Microsoft PowerPoint.**
 - Occasionally, Microsoft PowerPoint will be in a folder called "Microsoft Office" or similar – this will make one more step between "Programs" and "Microsoft PowerPoint" in the diagram above.
2. MS PowerPoint will open a blank page called "Presentation1."

The Title Bar



This is a close-up view of the Title Bar, where file information is located. Notice the default title, "Presentation1." You will get a chance to rename your presentation slides the first time you choose to save it.

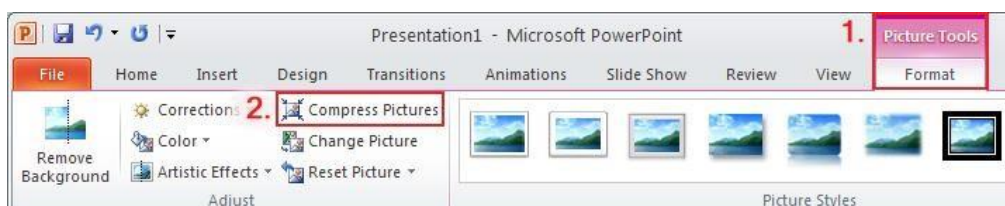
PowerPoint 2010 File Compression Tips

When creating a presentation:

- Scan and save images for use in PowerPoint as .jpg or .gif format at 72-100dpi
- Size your images in a graphics program (such as Adobe Photoshop or Microsoft Image Editor), not in PowerPoint
- Add graphics or images using the Insert tab (versus the copy, paste or drag function). On the Insert tab, click Picture and browse to your file.

To reduce the file size of an existing presentation:

- Open your presentation, click on any image, and choose the **Picture Tools** tab which will appear to the right of all other formatting tabs (1).
- From here, select **Compress Pictures** (2).

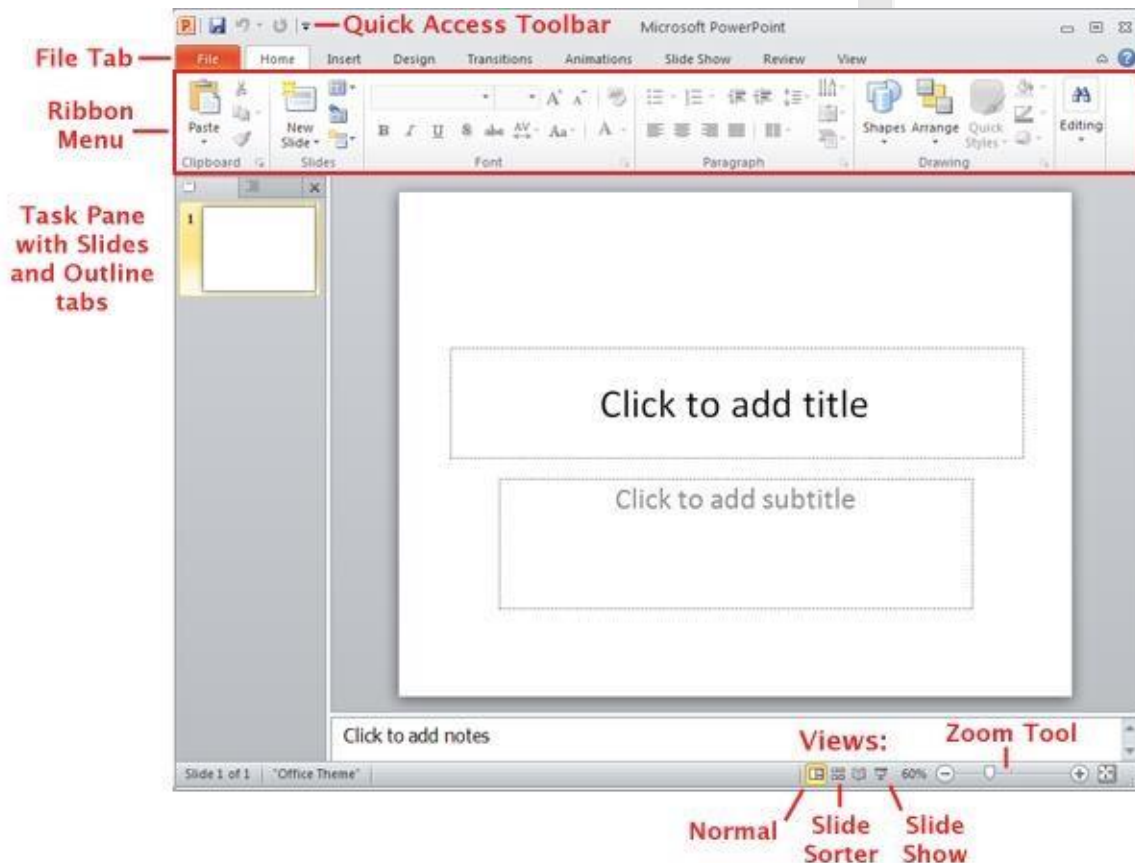


- Choose the options below, then select **OK** and **save** your presentation.



The Ribbon Menu System

The **tabbed Ribbon menu system** is how you access the various PowerPoint commands. If you have used previous versions of PowerPoint, the Ribbon system replaces the traditional menus. Above the Ribbon in the upper-left corner is the **File tab**. From here, you can access important options such as New, Save, Save As, and Print. By default the **Quick Access Toolbar** is pinned above to the File tab, and includes commands such as Save, Undo and Redo.



On the left side of the window, you will see a **task pane** (with **Slides** and **Outline** tabs) which appears by default. On the bottom right area of the screen you will find View commands (**Normal**, **Slide Sorter**, and **Slide Show**) and the **Zoom tool**.

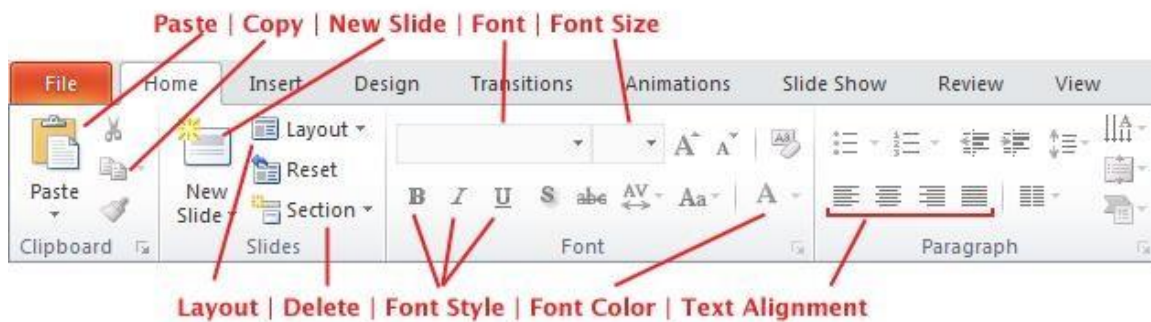
The File Menu

The **File Menu** appears at the top left of the PowerPoint window. When you click the tab, a menu appears. From this menu you can create a **new** presentation, **open** existing files, **save** files in a variety of ways, and **print**. You can also add security features, send, publish, and close files.

Home Tab

Tabs on the Ribbon provide commands used to edit PowerPoint presentations. Tabs are located just above the Ribbon and exist to organize similar commands.

The most commonly used commands in MS PowerPoint are also the most accessible. Some of these commands are:



The Ribbon of the Home tab (or, *Home tab* for short) offers options that can change the font, size, color, alignment, organization and style of the text in the spreadsheet and the individual cells. They are organized further into groups of similar commands, labeled at the bottom of the Ribbon. For example, on the left side of the Ribbon, the **Clipboard** section indicates that not only is the **Paste** command available, but **Cut** and **Copy**, as well. If you don't know what an icon stands for (i.e., the Copy button shown above), hover your mouse over the icon and a label will appear.

This Ribbon works the exact same way as the MS Word Ribbon. The main difference is that format changes will only affect the text box in which you are currently working. All other text boxes will retain the default settings of the current design.

New Slide/Layout Icons

The next group of commands on the Home tab is **Slides**, listing common commands which can be used on slides (e.g., the **New Slide** icon and the **Layout** icon). Both commands are frequently used, and it is good to be familiar with their location on the Home tab.

The **New Slide** icon automatically adds a new, blank slide for you to work on. You can keep track of the slides you have already worked on in the **Slides/Outline** panel on the left-hand side of the screen. You can access a slide at any time by clicking on it with your mouse through this screen.



The **Layout** icon is a shortcut that allows you to choose how you want your information and/or images to be arranged in the slide(s). Click the arrow next to the word **Layout** to see all of the available layout designs.

SIMPLE TASKS IN MICROSOFT POWERPOINT

TEXT BOXES:



Text Boxes are "designated" areas that allow you to type words, sentences, and bullet points into the slide. You can adjust the size and placement of the text box within any given slide. It is also possible to have multiple text boxes per slide.

When you first open MS PowerPoint, there will automatically be two text boxes on the slide: "Click to add title" and "Click to add subtitle." These text boxes already have a preset format applied to them. The "title" box has a font size of "44" while the "subtitle" box has a font size of "32." **You can change the text format of any box at any time by adjusting the format settings on the Home tab.**

To **adjust the size of the text box**, first click on the text box. Notice the change in border. Once you have clicked **on** a text box (versus **inside** one to add text), the border of the box becomes thicker and little circles appear on the corners and at the midpoints of the box.



Move the mouse pointer over any one of the circles. Notice that the mouse pointer will change to either \leftrightarrow or \updownarrow . Click and hold down the left mouse button. To adjust the height, move the mouse up or down; to adjust the width, move the mouse left or right. Note that the corner circles adjust **both** height and width at the same time, while the mid-point circles can only adjust **either** height or width.

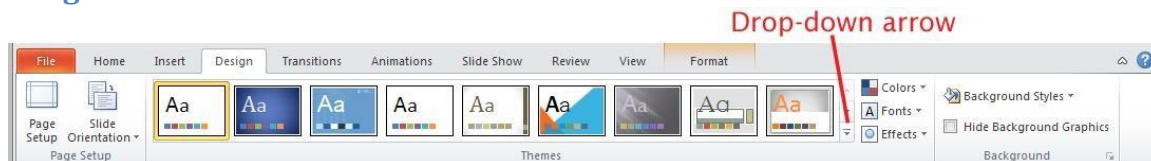
To **move the text box** to a different location on the slide, move your mouse pointer over any part of the thick, blue box outline. Notice the change in your mouse pointer (it will look something like a "plus" sign (+) with arrows). Click and hold down the left button on your mouse. You can now drag the text box to any position on the slide by simply moving your mouse.

To **write in a text box**, simply click inside the box with your mouse. When a cursor is flashing, you are ready to type.

SLIDE DESIGN:

One of the more popular features of MS PowerPoint is that it gives the user a wide variety of design choices. At some point, you may wish to change the design and color of the background of your slides. To do so, simply click on the **Design tab**:

Design Tab Toolbar



The Design tab allows you to apply pre-made design/color themes to the background of your slides. For each template, you have the option of applying the design to all slides or to only the selected slide (see *Advanced* box, next page).

To Apply a Theme:

1. Select the **Design** tab.
2. Locate the **Themes** group. Each image represents a theme.
3. Click the **drop-down arrow** to the right of the theme icons to access more themes.

☐ If you are connected to the Internet, you can also choose to view hundreds of additional templates by choosing "**More Themes on Microsoft Office Online**" on the bottom of the drop-down theme menu.

4. Hover over a theme to see a **live preview** of it in the presentation. The name of the theme will appear as you hover over it. If you have already entered text, your text should be shown in the preview.
5. Click a theme to apply it to the slides.

ADVANCED

If you want your presentation to contain different themes for different slide layouts (themes are the slide designs we applied above that contain colors, fonts, and effects), your presentation must contain multiple slide masters. Each theme is associated with a single set of layouts, and each set of layouts are associated with a single slide master. So, two slide masters will have two sets of layouts (two designs) that you can apply to your presentation.

Do the following to apply a theme to the first slide master and set of layouts:

1. On the **View** tab, in the **Master Views** group, click **Slide Master**.
2. On the **Slide Master** tab, in the **Edit Theme** group, click **Themes**.
3. Do one of the following:
 - ☐ To apply a built-in theme, under **Built-In**, click the theme that you want.

Do the following to apply a theme to a second slide master and a second set of layouts:

NOTE: Repeat this step to add more themes to additional slide masters and sets of layouts.

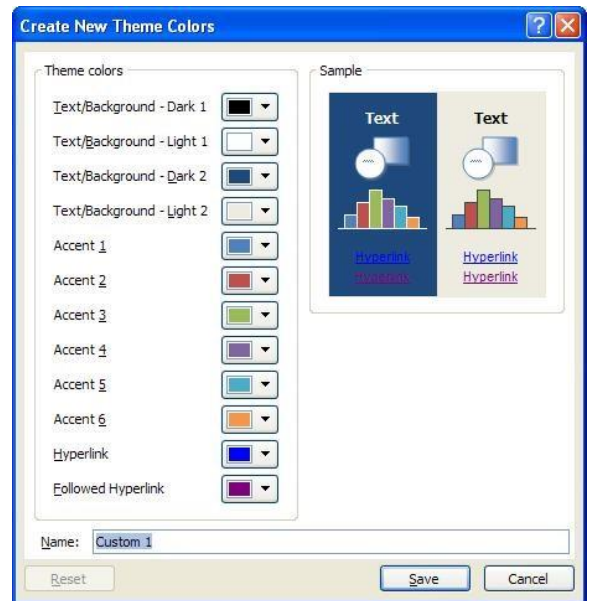
1. In **Slide Master** view, in the slide master and layout thumbnail task pane, scroll down to the last layout thumbnail in the set.
 - ☐ Click just below the last slide layout in the set.
2. On the **Slide Master** tab, in the **Edit Theme** group, click **Themes**.

Colors: This option gives you a variety of color schemes to choose from to apply to your selected design template. To switch to a different color theme option, select the **Colors** command in the **Themes** group on the **Design** tab. Hover over a **Color Group** to display a live preview of the color combination on the selected slide. Click a color option to select it.

Transitions: This option will allow you to select different types of animation that can be applied to either all the slides or selected slides. The animation schemes are different ways the slides are "introduced" or to your audience, such as "dissolve" or "wipe down." To add a **transition**, click the **Transitions** tab, then hover over one of the transition options. Click the transition to apply it to the slide. (To see more transition options, click the drop-down arrow located to the right of the list of transitions.)

Designing your own background: Sometimes you may wish to design your own background. To do this, select the **Colors** command in the **Themes** group on the **Design** tab. Click **Create New Theme Colors** from the menu. A dialog box will then appear. Click the color drop-down menu next to one of the **Theme Colors** options (for example, Accent 1) to display color choices. Choose a color to change the option. Then, enter a name for the new theme color combination. Click **Save**.

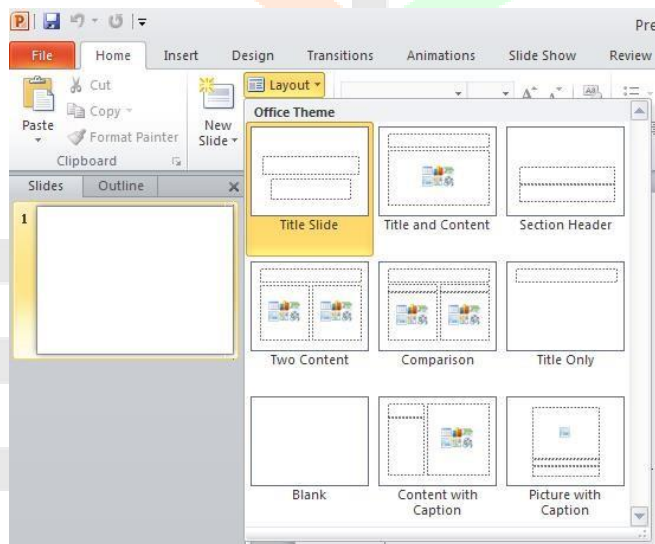
There is no right or wrong way to design your own background, so if you choose this option, have some patience and don't be afraid to experiment.



SLIDE LAYOUT:

The default in PowerPoint for each new slide is to have a **Title text box** and a **Content/Text box**. As discussed earlier, you do have the option of rearranging the text boxes to fit any layout you have in mind. However, sometimes it will be easier simply to select a layout that fits your needs rather than reformatting the default layout for each slide.

To choose a slide layout, on the **Home** tab, click on the **Layout** button. A small menu of layout options will appear. Click on one of the layout images to apply it to the slide you have selected.

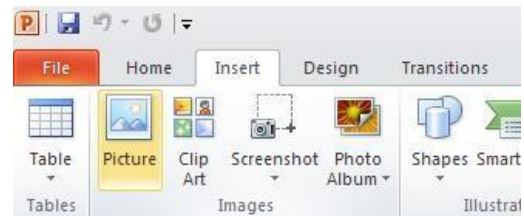


NOTE: Some layout designs offer options for organizing only **Text** (e.g., Section Header), but most will allow either **Text or Content** (pictures, charts, or graphs). A few have distinct boxes for **Content with a Text caption** (e.g., Picture with Caption).

INSERTING PICTURES:

Inserting a picture into MS PowerPoint is very similar to inserting a picture into MS Word.

1. Select the slide that you wish to add a picture to.
2. Select the **Insert** tab, then select **Picture**.
3. A new **Insert Picture** box will appear on your screen. Browse to the image you would like to add, click it, then click **Insert**.



NOTE: The picture will be inserted in its original size, so you will probably have to **re-size** it. You can re-size a picture the same way you re-sized a text box. Click on the picture and note the circles at the corners and at the midpoints of the length and width. To maintain the correct width/height ratio (so that your image doesn't look like it has been stretched), click on one of the circles at the corners of the image and drag to resize.



Rotating a picture: It is possible to rotate pictures in MS PowerPoint. Once a picture has been inserted onto a slide and you have clicked on the picture so it is "outlined," notice the **green circle** above the center of the picture.



Move the mouse pointer over the green circle, and left-click and hold the button down. Now move the mouse either clockwise or counter-clockwise and the picture will rotate in the same direction.

INSERTING GRAPHS AND TABLES:

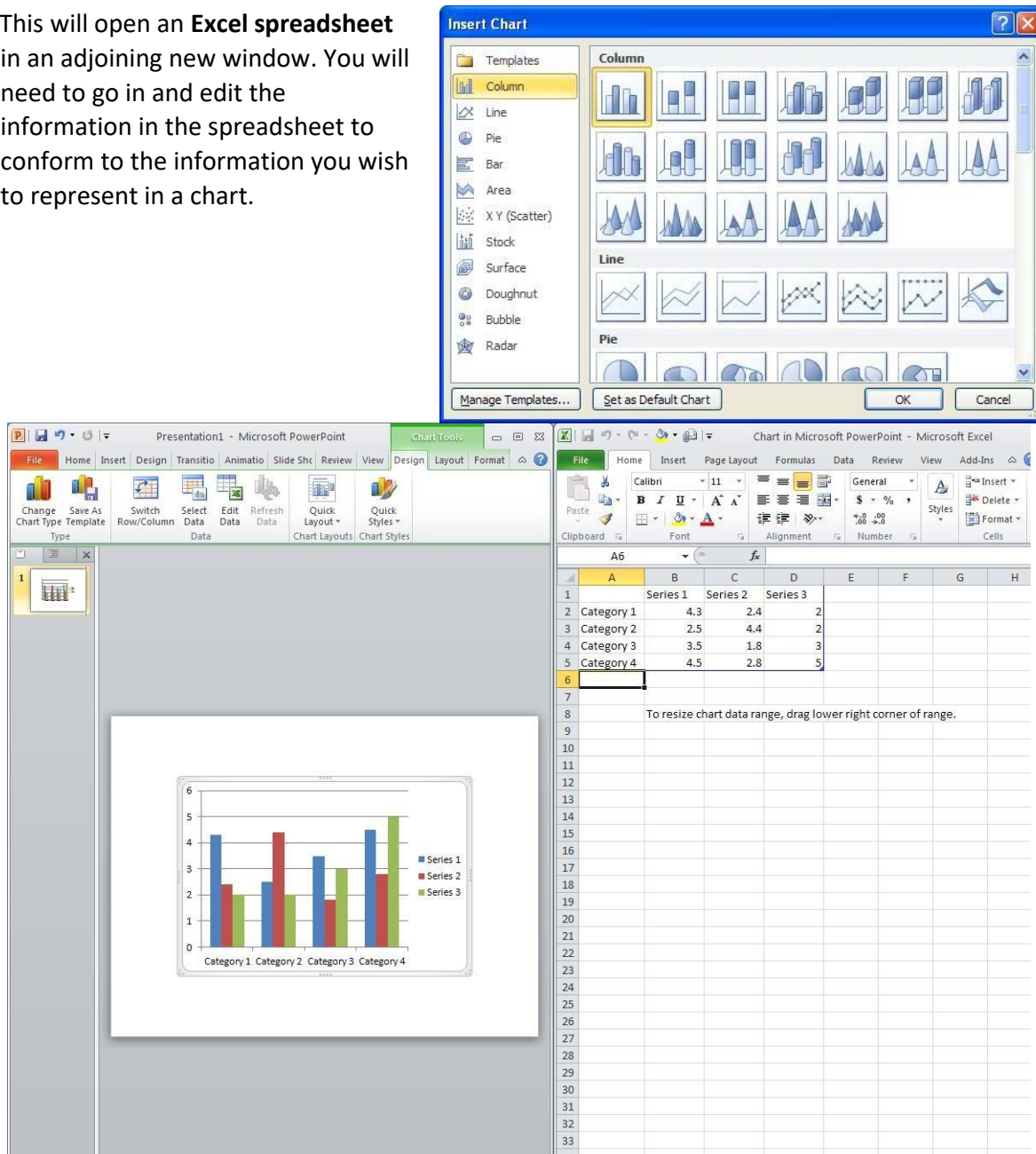
There are two ways to insert a graph or table into a PowerPoint slide.

1. The graph or table may already exist in another document or file. If this is the case, then you can simply **Copy** and **Paste** a graph or chart from another document or file into your slide presentation.
2. MS PowerPoint can also create graphs or tables directly in the slide. From the **Insert Tab**, select **Chart** (or **Table**).

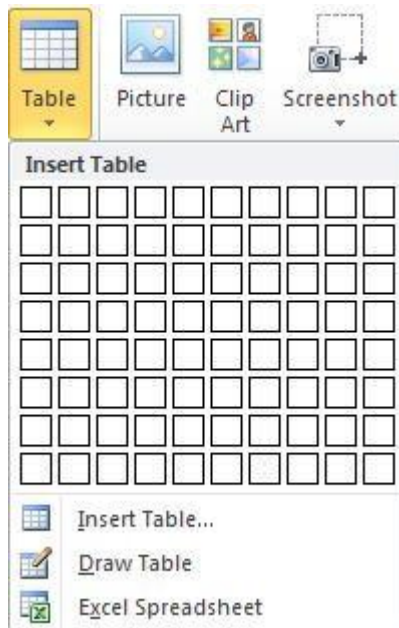


This will open a menu window in which you can select from a variety of chart types (column, line, pie, etc.). Select a chart type, then click **OK**.

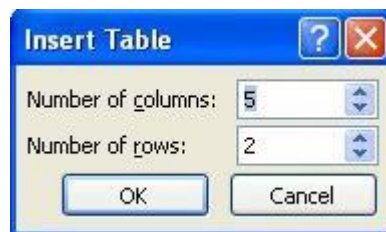
This will open an **Excel spreadsheet** in an adjoining new window. You will need to go in and edit the information in the spreadsheet to conform to the information you wish to represent in a chart.



The **Table** option will present you with the following menu:



Click on Insert Table, and the following window will appear:



Select the appropriate number of rows and columns you wish to have in your table. Click "OK" to insert the table. Once the table has been inserted, you will be able to put information into the table cells.

SLIDE MANAGEMENT:

Once you have completed a slide, you can create a new slide by clicking on the **New Slide** icon on the **Home** tab.



Notice that your previous slides still appear on the left-side frame. You can still access your previous slides by simply clicking on them from this location.

Once all your slides have been completed, you can present your slides in a "**slideshow.**" From the **Slide Show** tab, select **From Beginning.**



Notice that the slide takes over our entire screen. To navigate through the slides, use the arrow keys on your keyboard (←, → or ↑, ↓). You can also navigate through your slides by clicking on the left or right arrows in the lower left corner of your slide.

To end your slide show, click on the square box on the lower left side of your slide show (this is difficult to see at first because it is designed to blend into your slide show so it won't be noticeable to your audience). Select **End Show** from the pop-up window.

CLOSING MICROSOFT POWERPOINT

SAVING SLIDE SHOWS:

When you come to a stopping point and want to leave the computer, it is important to save your work (even if you are printing a hard copy — saving should be a reflex). To save your work in MS PowerPoint, it is essential to know **WHAT** you are trying to save as well as **WHERE** you are trying to save it.

Click the ► **File tab** ► **Save**.

You can change the filename that PowerPoint has chosen just by typing a new one in the **File name** box at the bottom of the window that appears.

MS PowerPoint will automatically save your document with the suffix **.pptx**. ||This is simply a tag that lets PowerPoint know that your work is specific to this program. You do not have to type it — just highlight what is there (default is **Presentation1**) and write a new file name.

The **My Documents** folder on your computer's hard drive is a good place to store your documents. A blank CD (compact disc) or a USB Jump Drive are great portable storage devices and can hold a LOT of data.

It is important to note that every consequent command of **SAVE** will overwrite your original file, creating the most up-to-date version.

If you want to save any changes to your PowerPoint slides without destroying the original one:

Click the ► **File tab**, then click ► **Save As** from the menu and give your document a new file name (unique from the original).

To bring a saved document back up on the screen from MS PowerPoint:

Click the ► **File tab** then click ► **Open**.

Locate where the file is saved (that is to say, which folder the document is saved in) and click on the file name of the document you want to open.

Click ► **Open**.

PRINTING SLIDES:

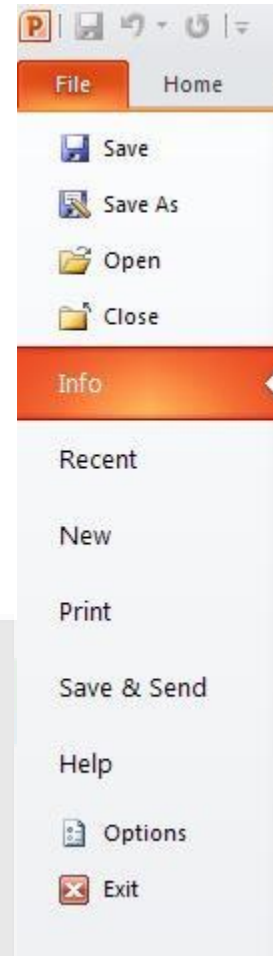
To print your MS PowerPoint slides:

Click ► **File tab** ► **Print**, and a **Print** menu will pop up on the screen. Click ► the **Print** icon for your document to start printing.

As with all commands in MS PowerPoint, you can make changes along the way. From the **Print** menu, you can alter how many copies will be made, in what order the pages will be, and much more.

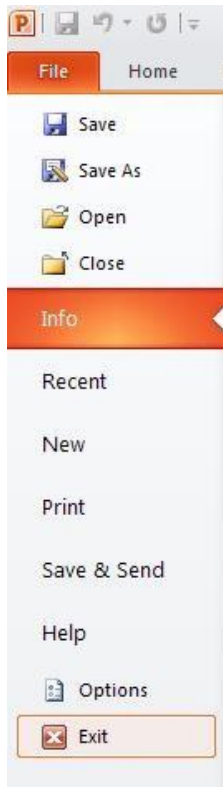
Other useful tools are the **Presentation Views** options found within the **View tab**, and the **Print Preview** which takes up most of the space of the **Print** menu (to access the **Print Menu**, click the **File tab**). **Presentation Views** allows you to view and print your slideshow with optional notes boxes. **Print Preview** will allow you to look over an exact copy of what will come out of the printer before actually executing the print command. You can also print your slides as a handout (three to six slides will appear on each printed page).

FINDING MORE HELP:



You can get help with MS PowerPoint by clicking the **Question Mark Button** located in the top right corner of the PowerPoint window.

Tutorials are also available on the Internet. Your instructor can help you with locating some of these resources.



CLOSING THE PROGRAM:

Congratulations! You have completed this course in Microsoft PowerPoint Basics. As you become more and more comfortable with the program, it is always helpful to continue to experiment with options that you come across – sometimes, you can uncover a tool that would have stayed hidden – and you can improve proficiency by learning the fine details of the program. When you are finished,

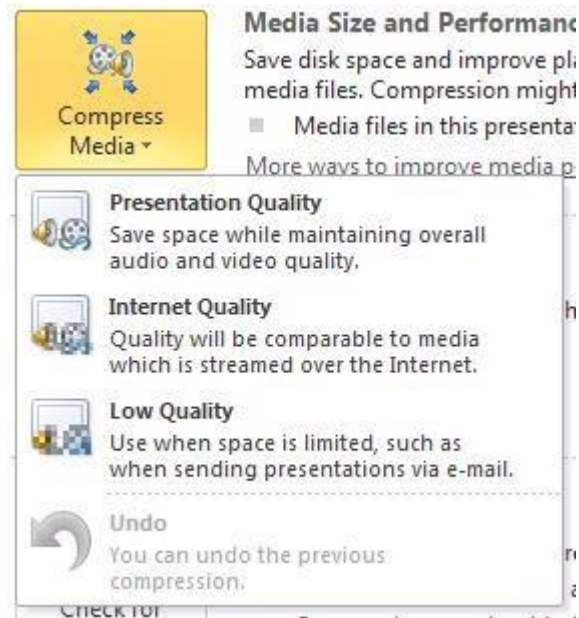
Click ► **File tab** ► then click **Exit**.

OR

Click on the **X** in the top right corner of the computer screen.

To reduce the file size of a presentation with audio/video files:

- After you've inserted a video, select the **File** menu.
- Select **Compress Media**.



- Choose **Internet Quality** if your presentation will be distributed via the internet, or **Low Quality** if your presentation will be emailed.