

Power point

Microsoft Power point: Microsoft Power point is a part of MS- Office. It was introduced to generate business presentation, slide show and graphics on computer system.

Use of Power point

1. Creating business application presentation slide.
2. Creating graphical objects with animations.
3. Create artistic slides for general use using art gallery.
4. To provide training in business world.
 - a. **Starting Power point:** There are two methods to open or start Power point.
5. Double click on Microsoft Power point icon on desktop.
6. Click on the Start button in the bottom left hand corner of computer screen.
7. When the menu pops up, move our mouse up to Programs. A sub menu will appear showing all the software we have.
8. Now click Microsoft office then select Microsoft Power point from them. Microsoft Power point will start up.

Click Start → Program → MS-Office → MS. Power point.

The Power Point Screen

We use Power Point to create effective slide show presentations. The power point screen has many elements.

1. **Title Bar:** The title bar generally appears at the top of the screen. The title bar displays the title of the current presentation.
2. **Menu Bar:** The menu bar displays the menu. You use the menu to give instructions to Power Point.
3. **Standard and Formatting Toolbars:** Power Point has several toolbars. Toolbars provide shortcuts to menu commands. The most commonly used toolbars are the standard and formatting toolbars. You use the standard toolbar to do such things as open a file; save a file; print a file; check spelling; cut, copy, and paste; undo and redo; or insert a chart or table. You use the formatting toolbar to change the font,

font size or font color; bold, underline or italicize text; left align, right align, center, or justify, bullet or number lists; highlight; or decrease or increase the indent.

4. **Rulers:** Rulers are vertical and horizontal guides. You use them to determine where you want to place an object. They are marked in inches.
5. **Placeholders:** Placeholders hold the objects in your slide. You use placeholders to hold text, clip art, and charts.
6. **Status Bar:** The Status bar generally appears at the bottom the screen. The Status bar displays the number of the slide that is currently displayed, the total number of slides, and the name of the design template in use or the name of the background.
7. **Outline Tab:** The Outline displays the text contained in your presentation.
8. **Slides Tab:** The Slides tab displays a thumbnail of all your slides. You click the thumbnail to view the slide in the slide pane.
9. **View Buttons:** The view buttons appear near the bottom of the screen. You use the view buttons to change between Normal view. Slider sorter view, and the Slide Show.
10. **Drawing Toolbar:** The drawing toolbar generally appears near the bottom of the screen. It contains tools for creating and editing graphics.
11. **Common Tasks Buttons:** Using the common tasks buttons, you can select the type of tasks you want to perform.
12. **Task Pane:** The task pane enables you to select the specific task you want to perform.
13. **Vertical Splitter Bar:** You can click and drag the vertical splitter bar to change the size of your panes.
14. **Minimize Button:** You use the minimize button to remove a window from view. While a window is minimized, its title appears on the taskbar.
15. **Maximize/Restore Button:** You use the maximize button to cause a window to fill the screen. After you maximize a window, if you click the restore button, the window returns to its former size.
16. **Close Button:** You use the close button to exit the window and close the program.