

Dr.SNS RAJALAKSHMI COLLEGE OF ARTS AND SCIENCE  
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Coimbatore- 49



**DEPARTMENT OF COMMERCE WITH INFORMATION  
TECHNOLOGY**

**21UCI507 -Business Information Technology**

**Microsoft PowerPoint, Creating a presentation, show presentation,  
working with grouping & animation**

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Microsoft PowerPoint is a presentation tool used to:

- Create professional slide presentations
- Add text, images, charts, audio & video
- Apply animations and transitions
- Present ideas visually in meetings, classrooms, and seminars

Used in: Business, Education, Training, Marketing.

## Steps:

- Open **Microsoft PowerPoint**
- Choose **Blank Presentation** or select a **Template**
- Add slides using **New Slide**
- Enter text in placeholders
- Insert images, shapes, tables if needed

## Types of views:

- Normal View
- Slide Sorter
- Slide Show View

**Add Slide:** Home → New Slide

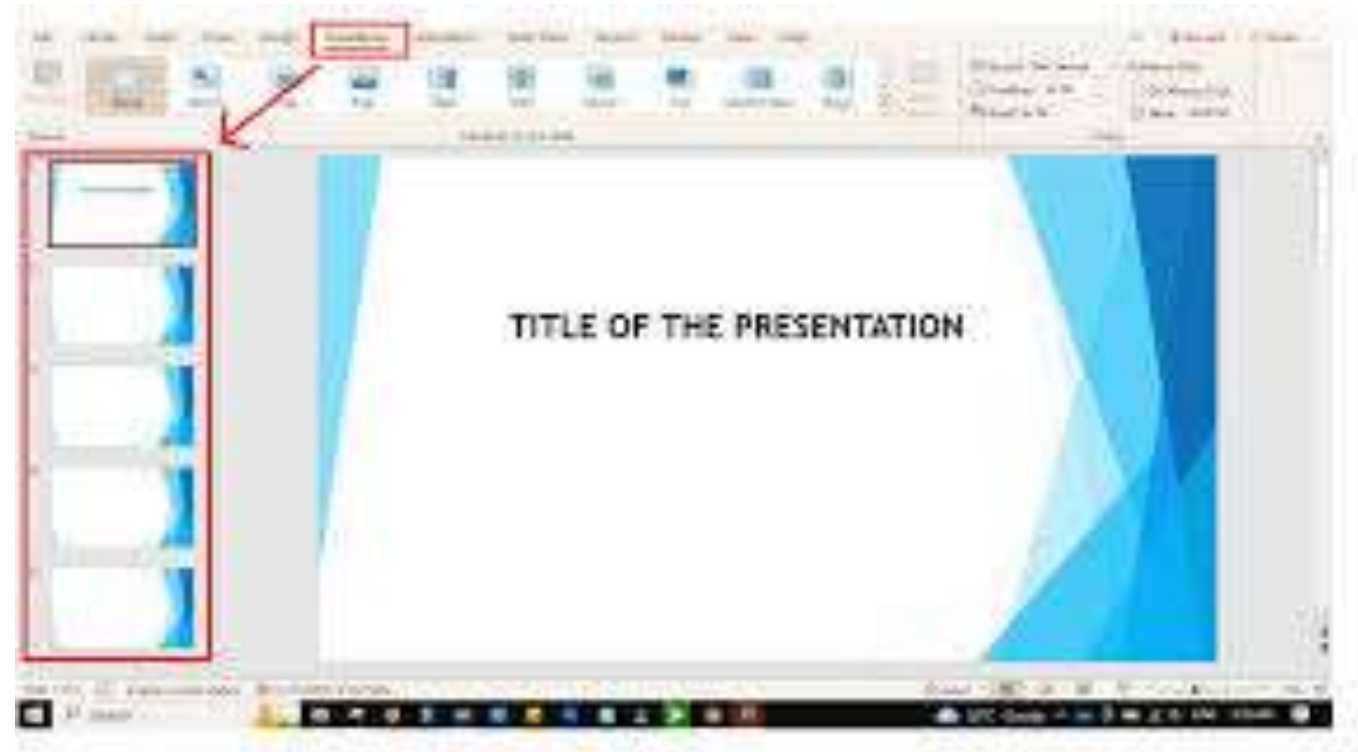
**Delete Slide:** Right-click → Delete

**Duplicate Slide:** Right-click → Duplicate Slide

**Reorder Slides:** Drag slides in the left panel

**Slide Layouts include:**

- Title Slide
- Title & Content
- Two Content
- Picture with Caption



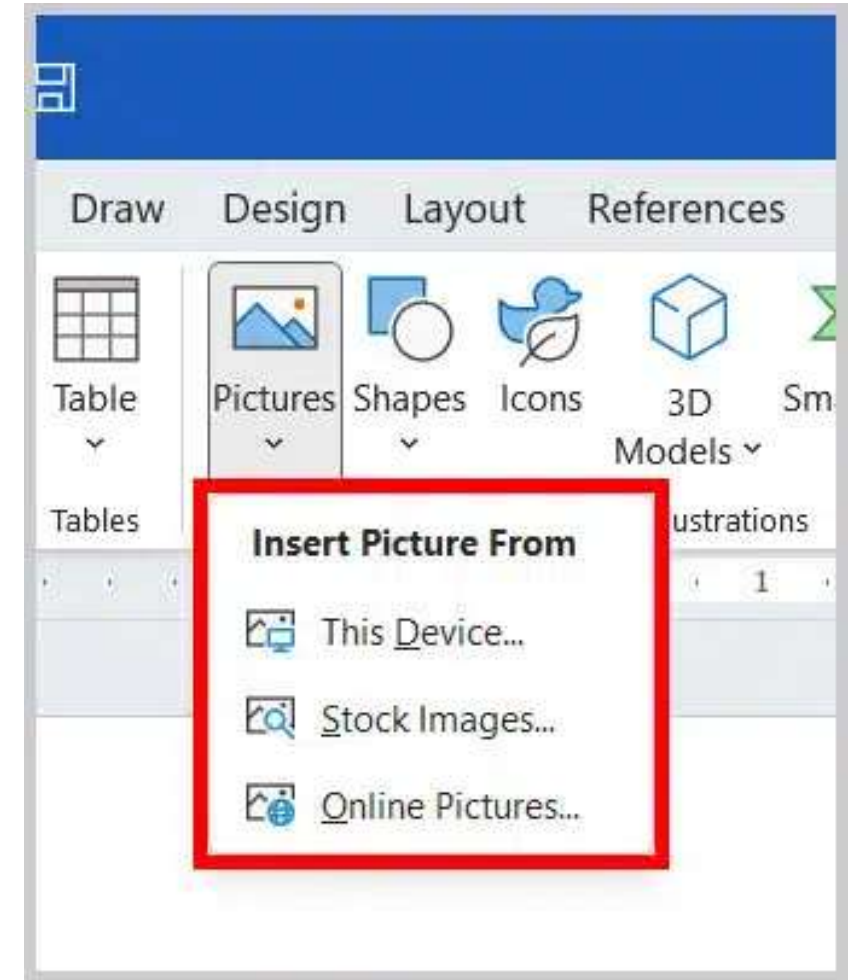
Slide Show is used to view the presentation on full screen.

To start Slide Show:

- Slide Show → From Beginning
- Slide Show → From Current Slide
- Shortcut: **F5 (From Start)**
- Shortcut: **Shift + F5 (Current Slide)**

During presentation:

- Use Arrow keys to move slides
- Press **Esc** to exit



PowerPoint allows inserting visual elements:

- Insert → Pictures
- Insert → Shapes
- Insert → Icons
- Insert → SmartArt

Usage:

- Make slides attractive
- Highlight key points
- Support explanations with diagrams

## Grouping Objects

Grouping helps combine multiple objects and move them as one.

**Steps:**

- Select the objects (Shift + Click)
- Right-click → Group → **Group**

**Benefits:**

- Move many items together
- Resize all items at once
- Apply animation to the whole group

**Ungroup:**

- Right-click → Group → Ungroup

# What is Animation?

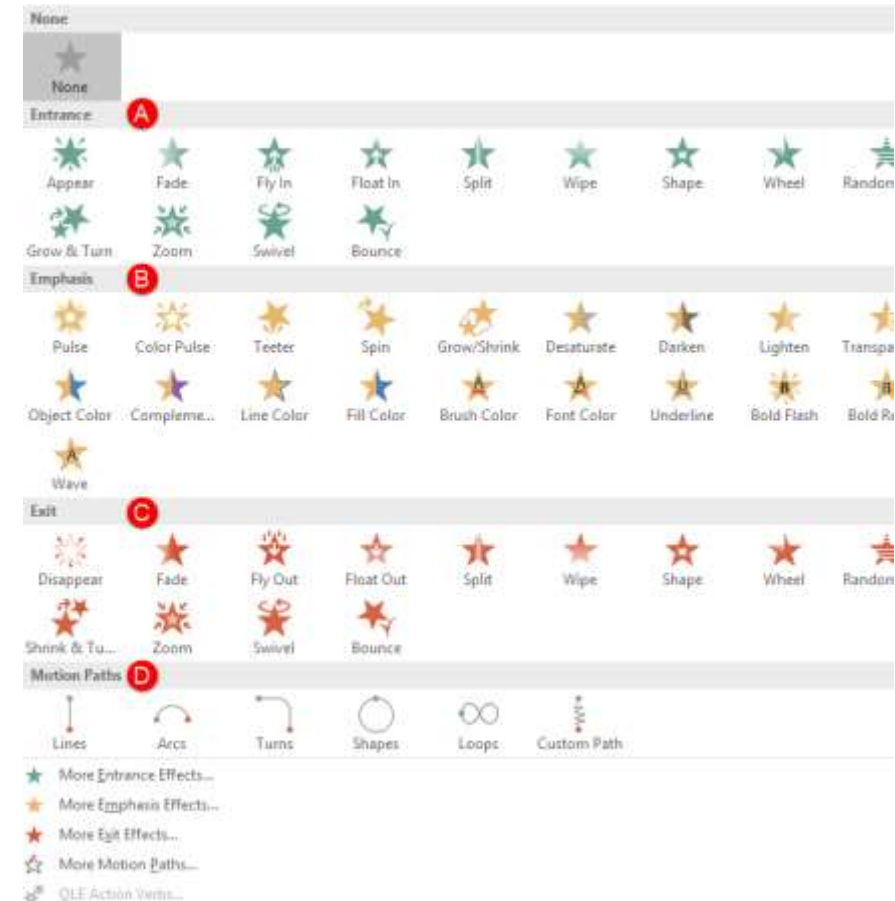
Animation adds movement to text, images, or shapes.

Helps in:

- Step-by-step explanation
- Highlighting points
- Making slides engaging

## Animation Types:

- Entrance
- Emphasis
- Exit
- Motion Paths



Steps:

- Select text/object
- Animations → Choose an animation (Fade, Fly In, Zoom, Bounce)
- Adjust **Effect Options**
- Set **Duration** and **Delay**

**Animation Pane:**

- Shows order of all animations
- Allows reordering or editing

Use **Add Animation** to apply more than one animation.

Transitions control how one slide changes to another.

Steps:

- Select slide
- Transitions → Choose effect (Wipe, Push, Split, Morph)
- Set **Duration**
- Apply to all → “Apply to All” button

Use transitions sparingly for professional presentations.

## **Scenario:**

A teacher wants to create an interactive presentation for students to understand a topic clearly.

## **Problems:**

- Text-heavy slides
- Difficult to explain without visuals
- Students lose interest

## **Using PowerPoint:**

- Use pictures & SmartArt
- Apply animations to reveal points slowly
- Group objects to move them together
- Use Slide Show to present clearly

## **Outcome:**

Improved understanding and student engagement.

## Quick Knowledge (Quiz)



**1. Shortcut to start Slide Show from beginning?**

- A) F2   B) F5   C) F7   D) F9

**Answer: B**

**2. Grouping is used to:**

- A) Change slide color  
B) Combine multiple objects  
C) Insert audio  
D) Create new slides

**Answer: B**

**3. Animation Pane is used for:**

- A) Viewing animations order  
B) Changing slide background  
C) Printing slides  
D) Adding new themes

**Answer: A**

**Next Topic:**

**Unit III - Operating Systems**

