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Programme: M.A.HUMAN RESOURCE MANAGEMENT

Course Title :Information Technology for Managers

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UNIT IV
Power Point -Presentation

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PowerPoint Presentation: Mastering the Basics

Agenda

- Introduction to PowerPoint
- Creating Slide Shows
- Advanced Slide Features
- Formatting and Design Tools
- Practical Applications

Introduction to PowerPoint

- Overview:
 - - A versatile presentation software
- Key Features:
 - - Slide creation and management
 - - Multimedia integration

Creating Slide Shows with Animations

- Steps:
 - - Select desired animation effects
 - - Customize animations for each slide
 - - Preview slide transitions and effects

Auto Layout and Adding Slides

- Auto Layout:
 - - Pre-designed templates for consistency
- Adding Slides:
 - - Use 'New Slide' option in the toolbar
 - - Apply layouts that suit content

Applying Design Templates

- Design Templates:
 - - Access from the 'Design' tab
 - - Choose themes to align with your presentation's purpose
- Customization:
 - - Adjust colors and fonts

Changing Slide Layout

- Options:
 - - Title and Content
 - - Two Content, Comparison, Blank, etc.
- How to:
 - - Use 'Layout' menu to change existing slides

Reordering and Hiding Slides

- Reordering:
 - - Drag slides in the 'Slide Sorter' view
- Hiding Slides:
 - - Right-click and select 'Hide Slide'

Adding Notes

- Purpose:
 - - Include speaker notes for reference
- Steps:
 - - Access the 'Notes' pane below the slide

Adding Video and Audio

- Steps:
 - - Insert video or audio files from 'Insert' tab
- Customization:
 - - Set playback options: Start automatically or on click

Formatting Text

- Options:
 - - Change font type, size, and color
 - - Use bold, italics, and underlining
- Alignment:
 - - Center, left, or right alignment

Replace Fonts and Line Spacing

- Replace Fonts:
 - - Use 'Replace Fonts' option in 'Home' tab
- Line Spacing:
 - - Adjust from the 'Paragraph' menu

Using WordArt

- Features:
 - - Add stylized text for emphasis
- Steps:
 - - Access from 'Insert' tab > 'WordArt'

Applying Backgrounds

- Types:
 - - Solid color, gradient, picture, or texture
- How to:
 - - Use 'Format Background' from the 'Design' tab

Using Slide Master

- Purpose:
 - - Create consistent slide designs
- Steps:
 - - Access 'Slide Master' from the 'View' tab

Adding Header and Footer

- Steps:
- - Go to 'Insert' tab > 'Header & Footer'
- - Include slide numbers, date, and footer text

Including Charts and Tables

- Charts:
 - - Insert from 'Insert' tab > 'Chart'
- Tables:
 - - Use 'Insert Table' option for structured data

Reordering and Animating Elements

- Reordering:
 - - Use 'Bring to Front' or 'Send to Back'
- Animating Elements:
 - - Apply effects to text, images, and objects

Practical Applications

- For Business:
 - - Client presentations and reports
- For Education:
 - - Lectures and tutorials

Conclusion

- Summary:
- - PowerPoint enhances visual communication
- - Master its tools for effective presentations
- Thank You! Questions?