

MICROSOFT POWERPOINT (MS-POWERPOINT)

Microsoft PowerPoint (MS-PowerPoint) is a **Presentation Graphics Software** developed by [Microsoft](#) that is used to create, design, edit, and present information through slides.

It allows users to combine text, images, charts, tables, animations, audio, and video to create professional presentations.

MS-PowerPoint is widely used in education, business meetings, seminars, conferences, training programs, and project presentations.

Example

A teacher explaining a lesson using slides in a classroom.

Exam Tip

MS-PowerPoint = Presentation Software

PRESENTATION

A Presentation is the process of visually showing and explaining information to an audience using slides.

Example

Presenting annual company performance through slides.

Exam Tip

Presentation = Visual Explanation of Information

PRESENTATION SOFTWARE

Presentation Graphics Software is application software used to create visual presentations.

GRAPHICS

It helps users create attractive slides using text, graphics, sound, animation, and video.

Example

MS-PowerPoint, Google Slides, Apple Keynote.

Exam Tip

MS-PowerPoint is a Presentation Graphics Software.

FEATURES OF MS-POWERPOINT

Slide Creation

Creates professional slides.

Example

Preparing classroom notes.

Text Formatting

Formats text using fonts, colors, and styles.

Example

Making headings bold.

Graphics Support

Allows insertion of pictures and diagrams.

Example

Adding a company logo.

Animation Effects

Adds movement to slide objects.

Example

Making text appear one by one.

Multimedia Support

Supports audio and video files.

Example

Adding a training video.

Transition Effects

Creates visual effects between slides.

Example

Fade effect between two slides.

Exam Tip

PowerPoint = Text + Graphics + Animation + Multimedia

STARTING MS-POWERPOINT

Method

1. Click Start Button.
2. Select All Programs.
3. Select Microsoft Office.
4. Click Microsoft PowerPoint.

Example

Opening PowerPoint from Start Menu.

Exam Tip

Most commonly used method.

DEFAULT POWERPOINT FILE

When PowerPoint opens, a blank presentation is created.

Default Name

Presentation1

Example

Presentation1.pptx

Exam Tip

Default Presentation Name = Presentation1

FILE EXTENSIONS OF POWERPOINT

Older Version

.ppt

New Version

.pptx

Example

Project.pptx

Exam Tip

.pptx = PowerPoint Presentation File

COMPONENTS OF MICROSOFT POWERPOINT

TITLE BAR

The Title Bar appears at the top of the PowerPoint window.

It displays:

- Presentation Name
- Application Name

Example

Presentation1 – Microsoft PowerPoint

Exam Tip

Title Bar = Presentation Name + Software Name

RIBBON

The Ribbon contains tools and commands organized into tabs and groups.

It works similarly to Word and Excel.

Example

Using Insert Tab to insert pictures.

Exam Tip

Ribbon = Collection of Commands

IMPORTANT TABS IN POWERPOINT

HOME TAB

Contains commonly used commands.

Groups

- Clipboard
- Slides
- Font
- Paragraph
- Drawing
- Editing

Example

Changing font size.

Exam Tip

Home Tab = Frequently Used Commands

INSERT TAB

Used to insert objects.

Example

Adding tables, pictures, charts, audio, and video.

Exam Tip

Insert Tab = Add Objects

DESIGN TAB

Used to apply themes and slide designs.

Example

Applying a professional template.

Exam Tip

Design Tab = Presentation Appearance

ANIMATIONS TAB

Used to apply animation effects to slide objects.

Example

Making text fly into the slide.

Exam Tip

Animations = Object Movement Effects

SLIDE SHOW TAB

Used to run and control presentations.

Example

Starting presentation from the first slide.

Exam Tip

Slide Show Tab = Presentation Mode

REVIEW TAB

Used for proofreading and reviewing.

Example

Checking spelling errors.

Exam Tip

Review Tab = Proofreading Tools

VIEW TAB

Controls display options.

Example

Viewing Slide Sorter.

Exam Tip

View Tab = Display Settings

SLIDE

A Slide is a single page of a presentation.

Each slide can contain text, pictures, charts, audio, video, and animations.

Example

A title slide of a project presentation.

Exam Tip

Slide = Single Presentation Page

SLIDE PANE

The Slide Pane displays all slides included in the presentation.

It helps users navigate quickly between slides.

Example

Viewing Slide 1, Slide 2, and Slide 3 together.

Exam Tip

Slide Pane = Displays All Slides

SLIDE VIEW TAB

The Slide View Tab displays thumbnail images of all slides.

It helps users rearrange slides easily.

Example

Dragging Slide 5 before Slide 4.

Exam Tip

Slide View = Thumbnail View of Slides

OUTLINE VIEW TAB

The Outline View displays only the text content of slides in outline format.

It helps users focus on presentation structure.

Example

Viewing slide headings without images.

Exam Tip

Outline View = Text-Only View

NOTES SECTION

The Notes Section is used to create speaker notes.

These notes help the presenter during the presentation.

Example

Writing additional explanations for a slide.

Exam Tip

Notes Section = Speaker Notes Area

STATUS BAR

The Status Bar appears at the bottom of the PowerPoint window.

It displays presentation information.

Information Displayed

- Current Slide Number
- Total Slides
- View Options
- Zoom Level

Example

Slide 3 of 20

Exam Tip

Status Bar = Presentation Information Area

COMMON VIEWS IN POWERPOINT

NORMAL VIEW

The default view used for creating and editing slides.

Example

Designing presentation slides.

Exam Tip

Normal View = Default Editing View

SLIDE SORTER VIEW

Displays all slides together in thumbnail format.

Example

Rearranging slides.

Exam Tip

Slide Sorter = Arrange Slides

READING VIEW

Displays presentation for reading without full-screen mode.

Example

Reviewing slides before presentation.

Exam Tip

Reading View = Preview Mode

SLIDE SHOW VIEW

Displays presentation in full-screen mode.

Example

Presenting slides in a seminar.

Exam Tip

Slide Show View = Full-Screen Presentation

ANIMATION

Animation is a visual effect applied to objects within a slide.

Example

Text appearing one line at a time.

Exam Tip

Animation = Effect on Objects

TRANSITION

Transition is a visual effect applied between slides.

Example

Fade, Push, Wipe.

Exam Tip

Transition = Effect Between Slides

DIFFERENCE BETWEEN ANIMATION AND TRANSITION

Animation	Transition
Applied to objects	Applied to slides
Works within a slide	Works between slides
Text Fly In	Fade Slide Change

Exam Tip

Animation → Object

Transition → Slide

MOST IMPORTANT EXAM FACTS

MS-PowerPoint

Presentation Software.

Default Presentation Name

Presentation1

File Extension

.pptx

Slide

Single page of presentation.

Slide Pane

Displays all slides.

Outline View

Displays text only.

Notes Section

Used for speaker notes.

Animation

Applied to objects.

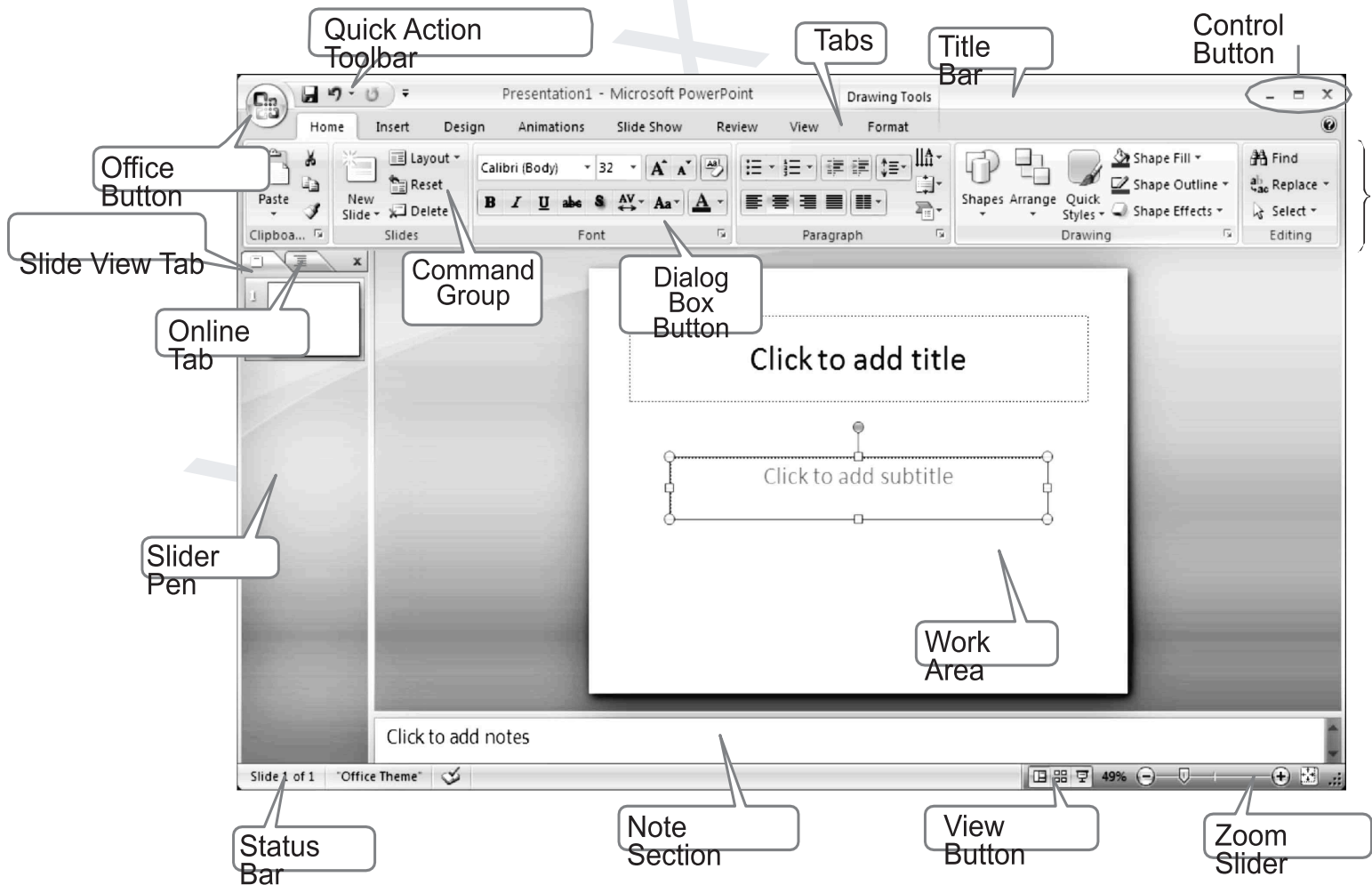
Transition

Applied between slides.

Slide Show	Full-Screen Presentation
Presentation1	Default File Name
.pptx	PowerPoint Extension

QUICK REVISION TABLE

Term	Remember As
PowerPoint	Presentation Software
Slide	Presentation Page
Slide Pane	Displays Slides
Outline View	Text View
Notes Section	Speaker Notes
Animation	Object Effect
Transition	Slide Effect



POWERPOINT VIEWS

PowerPoint provides different views to create, organize, edit, and present slides efficiently. Each view is designed for a specific purpose during presentation development and delivery.

Exam Tip

PowerPoint Views = Different Ways to Create, Organize, and Present Slides

NORMAL VIEW

Normal View is the default and main editing view of PowerPoint.

It is the view in which users create, edit, and design slides.

This view displays:

- Slide Pane
- Current Slide
- Notes Section

Example

Typing content and inserting images into a slide.

Exam Tip

Normal View = Default Editing View

SLIDE SORTER VIEW

Slide Sorter View displays all slides in thumbnail form.

It helps users organize, rearrange, copy, move, or delete slides easily.

Example

Changing Slide 5 to Slide 2 position by dragging.

Exam Tip

Slide Sorter View = Thumbnail View of Slides

NOTES PAGE VIEW

Notes Page View displays the slide along with speaker notes below it.

These notes help presenters remember important points while presenting.

Notes can also be printed for reference.

Example

Writing explanations below a slide for classroom teaching.

Exam Tip

Notes Page View = Speaker Notes View

SLIDE SHOW VIEW

Slide Show View is used to present slides to the audience.

It displays slides in full-screen mode.

This view hides all editing tools and focuses only on presentation delivery.

Example

Delivering a seminar using PowerPoint slides.

Exam Tip

Slide Show View = Full Screen Presentation

EXITING SLIDE SHOW

To exit Slide Show View:

Shortcut Key

Esc

Example

Pressing Esc after completing a presentation.

Exam Tip

Esc = Exit Slide Show

MASTER VIEW

Master View controls the overall appearance and formatting of a presentation.

Changes made in Master View automatically apply to multiple slides.

Components of Master View

- Slide Master
- Handout Master
- Notes Master

Example

Changing font style for all slides at once.

Exam Tip

Master View = Controls Entire Presentation Design

SLIDE MASTER

Slide Master stores formatting information for slides.

It controls:

- Background Color
- Fonts
- Themes
- Placeholder Positions
- Effects

Example

Applying the same logo to every slide.

Exam Tip

Slide Master = Main Design Controller

HANDOUT MASTER

Handout Master controls the printed handouts given to the audience.

Example

Printing six slides per page.

Exam Tip

Handout Master = Printed Slides Layout

NOTES MASTER

Notes Master controls the appearance of printed speaker notes.

Example

Formatting presenter notes before printing.

Exam Tip

Notes Master = Printed Notes Design

POWERPOINT VIEW COMPARISON

View	Purpose
Normal View	Create and Edit Slides
Slide Sorter View	Arrange Slides
Notes Page View	Create Speaker Notes
Slide Show View	Present Slides
Master View	Control Overall Design
Slide Master	Design All Slides
Handout Master	Design Printed Handouts
Notes Master	Design Printed Notes

TRIGGER IN POWERPOINT

A Trigger is an object or item that starts an animation when clicked.

It allows interactive presentations.

Example

Clicking a button to display an image.

Exam Tip

Trigger = Click-Based Animation Control

POWERPOINT ZOOM

PowerPoint allows users to zoom in and zoom out slides.

Maximum Zoom

400%

Example

Zooming a slide to 400% for detailed editing.

Exam Tip

Maximum Zoom in PowerPoint = 400%

SUPPORTED IMAGE FORMATS

PowerPoint supports various image formats.

Common Formats

- .jpg
- .jpeg
- .png
- .gif
- .bmp

Example

Inserting a PNG logo into a slide.

Exam Tip

.jpg, .png, .gif, .bmp are supported image formats.

SUPPORTED AUDIO FORMATS

PowerPoint supports various sound formats.

Common Formats

- .wav
- .mid

Example

Adding background music to a presentation.

Exam Tip

.wav and .mid are common PowerPoint audio formats.

MICROSOFT SHORTCUT KEYS

POWERPOINT

PRESENTATION SHORTCUTS

Shortcut Key	Description
F5	Start Slide Show
Esc	End Slide Show
F1	Open Help Window
S	Stop Slide Show
S (Again)	Resume Slide Show

Exam Tip

**F5 = Start Presentation
Esc = End Presentation**

EDITING SHORTCUTS

Shortcut Key	Description
Ctrl + N	Create New Presentation
Ctrl + O	Open Presentation
Ctrl + W	Close Presentation
Ctrl + M	Insert New Slide
Ctrl + A	Select All
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + Y	Repeat Last Action

Exam Tip

Ctrl + M = New Slide

FIND AND REPLACE SHORTCUTS

Shortcut Key	Description
Ctrl + F	Open Find Dialog Box
Ctrl + H	Open Replace Dialog Box

Exam Tip

Ctrl + F = Find
Ctrl + H = Replace

CURSOR MOVEMENT SHORTCUTS

Shortcut Key	Description
Home	Move to Beginning of Line
End	Move to End of Line
Ctrl + Home	Move to Beginning of Presentation
Ctrl + End	Move to End of Presentation

Exam Tip

Ctrl + Home = First Slide
Ctrl + End = Last Slide

TEXT SELECTION SHORTCUTS

Shortcut Key	Description
Shift + Ctrl + Home	Select Text to Beginning
Shift + Ctrl + End	Select Text to End
Shift + Click Slides	Select Multiple Slides

Exam Tip

Shift + Click = Select Multiple Slides

MICROSOFT ACCESS

Microsoft Access is a Database Management Software included in Microsoft Office.

It is used to create, store, manage, and retrieve data efficiently.

Example

Employee Database Management System.

Exam Tip

MS-Access = Database Management Software

DATABASE

A Database is a collection of logically related data organized for easy access, retrieval, and management.

Example

Student Records Database.

Exam Tip

Database = Organized Collection of Data

RDBMS

Microsoft Access is a Relational Database Management System (RDBMS).

It stores data in related tables.

Example

Student Table linked with Marks Table.

Exam Tip

MS-Access = RDBMS

MICROSOFT OUTLOOK

Microsoft Outlook is an E-mail Client and Personal Information Management Software.

It is included in Microsoft Office.

Functions of Outlook

- Send Emails
- Receive Emails
- Manage Contacts
- Manage Calendars
- Schedule Meetings
- Task Management

Example

Sending official emails to employees.

Exam Tip

MS-Outlook = E-mail Client

FEATURES OF MS-OUTLOOK

Email Management

Send and receive emails.

Example

Sending an office circular.

Calendar Management

Manage schedules and appointments.

Example

Scheduling a meeting.

Contact Management

Store contact details.

Example

Maintaining employee contacts.

Task Management

Track work assignments.

Example

Creating daily task reminders.

Exam Tip

Outlook = Email + Calendar + Contacts + Tasks

MICROSOFT EXCHANGE SERVER

MS-Outlook can work with Microsoft Exchange Server.

It enables:

- Shared Mailboxes
- Shared Calendars
- Meeting Schedules
- Public Folders

Example

Organization-wide meeting management.

Exam Tip

Exchange Server = Shared Communication Platform

SHAREPOINT SERVER

Outlook can integrate with SharePoint Server for collaboration and information sharing.

Example

Team members sharing project schedules.

Exam Tip

SharePoint = Collaboration Platform

QUICK REVISION TABLE

Topic	Remember As
Normal View	Editing View
Slide Sorter View	Thumbnail View
Notes Page View	Speaker Notes
Slide Show View	Full Screen Presentation
Master View	Overall Design Control
Trigger	Click-Based Animation
F5	Start Slide Show
Esc	End Slide Show
Ctrl + M	New Slide
MS-Access	RDBMS
MS-Outlook	E-mail Client