IT @ SCHOOL

Computer Science - Book 4

TERM 2

IT @ SCHOOL

Computer Science - Book 4

First Edition published in 2021

This is the first version of the book and could contain not only omissions, but also areas of improvement. We request the reader to excuse us for the omissions, but please do bring to our notice any feedback for correction and improvement in subsequent versions. We will remain grateful to you for your support and feedback. You can write to **'Tamil Nadu Arya Samaj Educational Society'** 212-213, Avvai Shanmugam Salai, Gopalapuram, Chennai – 600 086 or email to publications@davchennai.org. You may also write to us to seek permission to print all or only certain chapters of the book.

The Author of this book is solely responsible and liable for its contents including but not limited to the views, representations, descriptions, statements, information, opinions and references.

MRP ₹ 200/-

❧ PREFACE ❧

Computers play a vital role in the modern world, and even the most basic jobs today involve technology. Therefore, computer education becomes essential in any student's development. Expertise in computing enables children think critically, be more creative and innovative, giving space for collaborative work and individual effort.

The series of books (Class III – IX) aim to holistically develop digital skills, keeping pace with the dynamically changing industry requirements.

IT education has no boundaries and irrespective of the field of work, each one is expected to have the following digital skills:

- ➢ MS Office (MS Word, MS Excel, MS PowerPoint)
- ➢ Photo / Image Editing
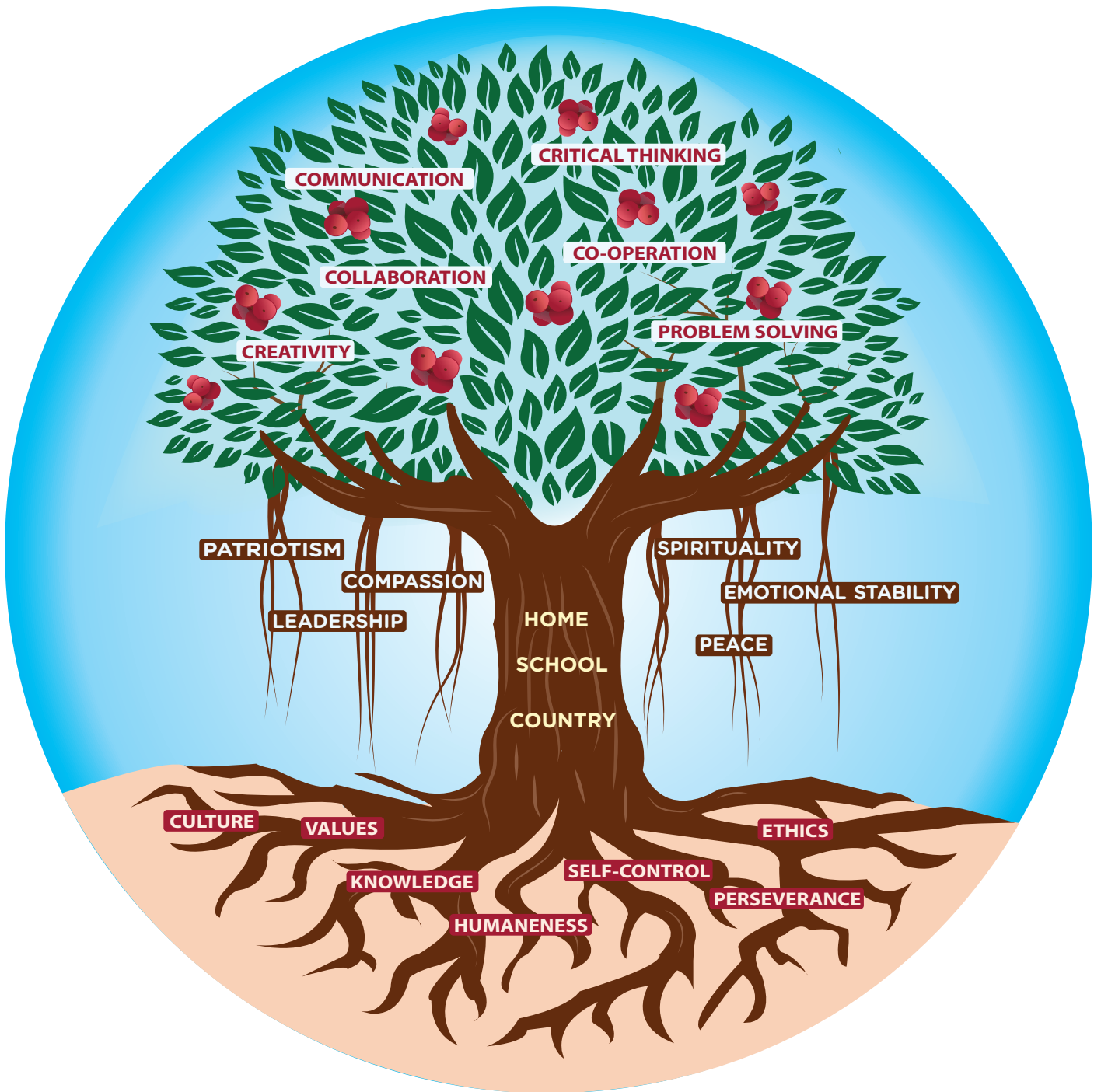- ➢ Programming
- ➢ Website development

The enriched curriculum therefore covers a wide variety of topics across various classes: *TUXPAINT; MS Word 2007 (Level I, II & III) ; MS Excel 2007 (Level I, II & III); MS PowerPoint 2007 (Level I & II); Image / Photo editing software using GIMP 2.8; Scratch Programming; HTML Programming; Web creation tool using WordPress.*

The curriculum uses only open source software (freely available on the Internet) installed in Windows 7 Operating system.

A brief description of every concept and its application / purpose is provided in every lesson with colorful screen shots. This not only attracts the readers but also gives them an experience of self-learning. **'Activity Based Learning'** exercises have been included as part of the curriculum.

We hope this text book finds its place in the readers' library for future references.

CRITICAL THINKING

COMMUNICATION

CO-OPERATION

COLLABORATION

PROBLEM SOLVING

CREATIVITY

PATRIOTISM

SPIRITUALITY

COMPASSION

EMOTIONAL STABILITY

LEADERSHIP

HOME

PEACE

SCHOOL

COUNTRY

CULTURE

VALUES

ETHICS

KNOWLEDGE

SELF-CONTROL

PERSEVERANCE

HUMANENESS

MS PowerPoint 2007 Level I

INTRODUCTION

WHAT IS POWERPOINT?

PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program which allows you to create professional-looking electronic slide shows. PPT is used to present information in an organized manner to an individual or a group. Using clip art, sound clips, movie clips, graphs, organization charts, imported Web screens, and many other features, you can easily create a presentation that will impress your audience and convey your message clearly and professionally.

Microsoft PowerPoint is commonly used in both businesses and classrooms. A Microsoft PowerPoint presentation consists of a series of user-created slides. PowerPoint has several templates to assist with slide creation, or users may opt for a design of their own. PowerPoint presentations can be displayed via most video projectors and can be printed out as a takeaway for the audience.

Starting Microsoft PowerPoint

Start -> (All) Programs -> Microsoft Office -> Microsoft Office PowerPoint.

Did you Know

PowerPoint was originally called PRESENTER and it was not invented by Microsoft , Robert Gaskins who worked for a company called Forthought in 1987 invented a software called Presenter and that same year Microsoft bought it for 14 million dollars and the rest is History

CHAPTER 2

BASICS OF POWER POINT (RECAP OF CLASS 5 PORTIONS)

Animation is the ability to move objects like text, graphics, charts, logos etc., in any direction in the slide is called Animation.

Custom Animation is a set of effects which can be applied to objects in PowerPoint so that they will animate in the Slide Show. They can be added under the Custom Animation function. PowerPoint 2000 and earlier versions introduced basic effects such as Appear, Dissolve, Fly In and so forth. In PowerPoint 2002/XP and later versions, the Custom Animation feature was improved, adding new animation effects.
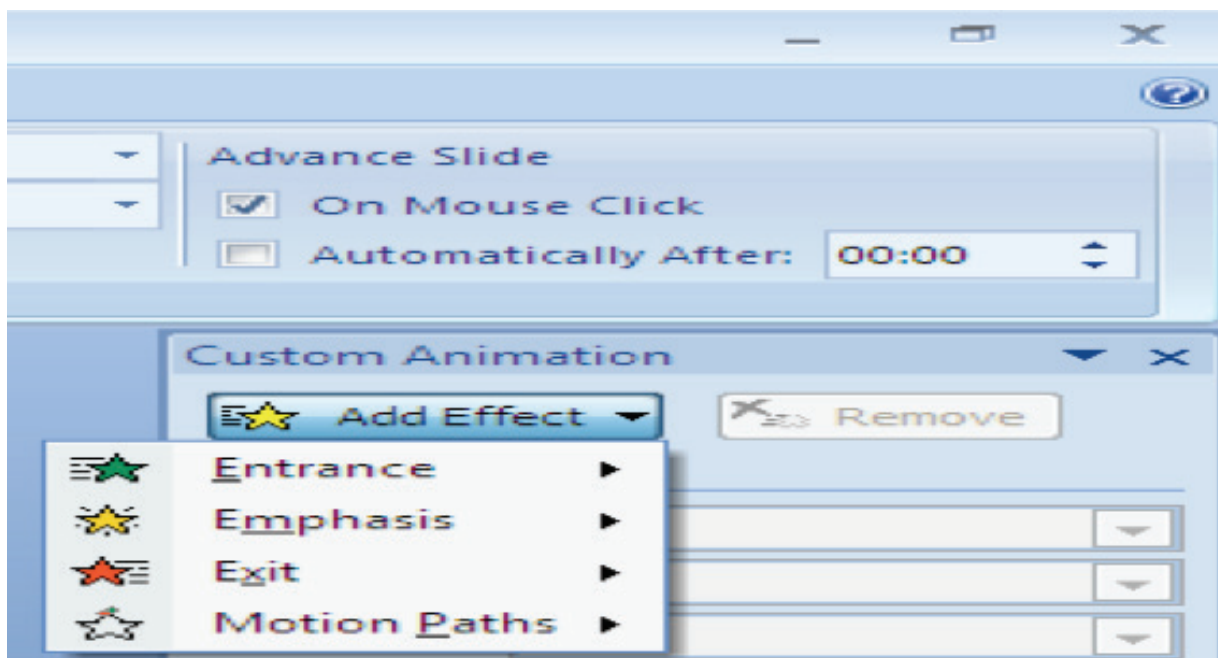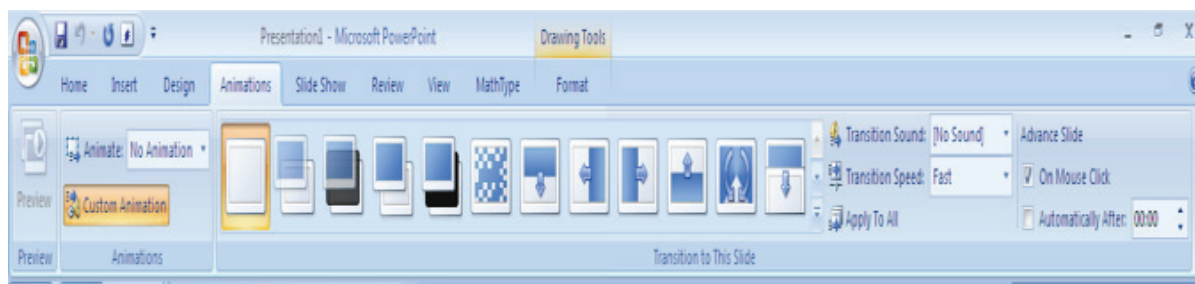
Layout: Slide layout refers to the way things are arranged on a slide. A layout contains placeholders, which holds the text, titles, bulleted list and slide content such as tables, charts, pictures, shapes and clipart. Each time when you insert a new slide, you can choose a layout that matches your requirement. The layout can be modified either in normal view or slide sorter view.
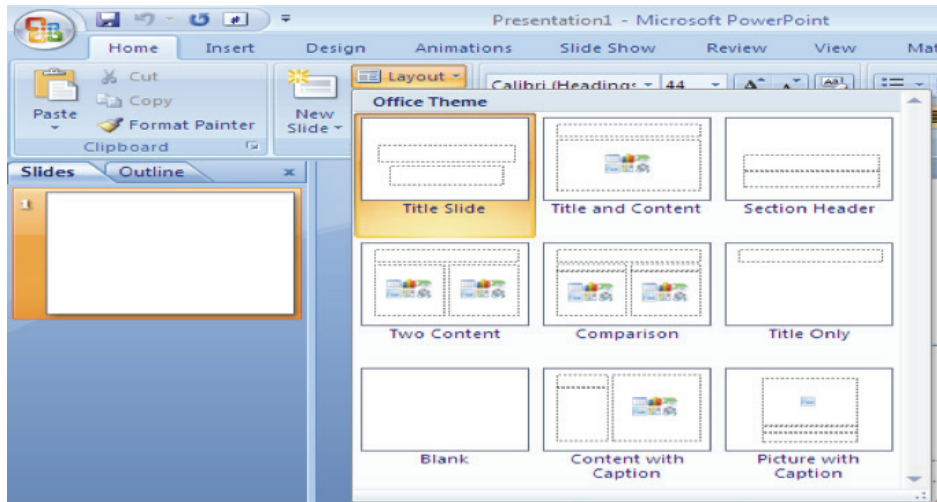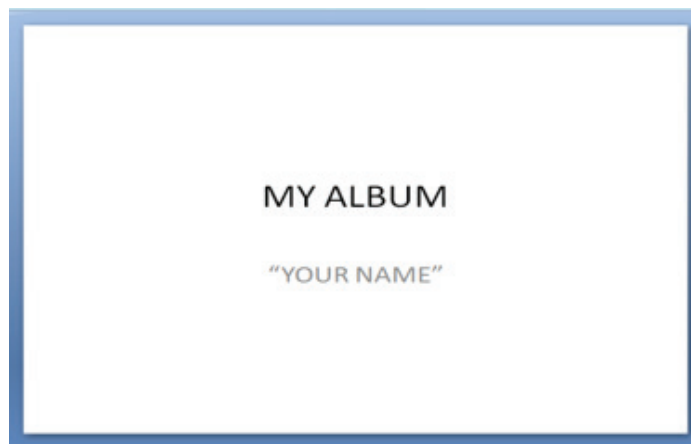
**Don't forget to select the slide before changing the layout.

1.Create the following presentation with the mentioned layouts and animation effects.
Slide 1 (Layout- Title slide)
Animations→Custom Animation→Add Effect→ Entrance (apply effects)

MY ALBUM

"YOUR NAME"

Slide 2   (Layout - Blank)
Insert the following pictures from clip art.
Animations→Custom Animation→Add Effect→Motion Paths
(apply effects)

Run the presentation.

To end a slide show, hover and select the menu box options command and click End Show. You can also press the Esc key at the top left of your keyboard to end the show.

CHAPTER 3
INSERTING SHAPES, PICTURES, WORD ART, TEXT BOX AND CLIPART IN A SLIDE

INSERTING WORD ART, TEXT BOX AND SHAPES

Word Art feature helps to create special text effects. Using Word Art, you can make the text curved, wavy and shadowed. You can also apply 3D effects to the text.

Text Box is an on-screen rectangular frame into which you type text. Text boxes are used to add text in a slide, when the user wants to add text and when the existing layout does not have provision to add text in the layout.
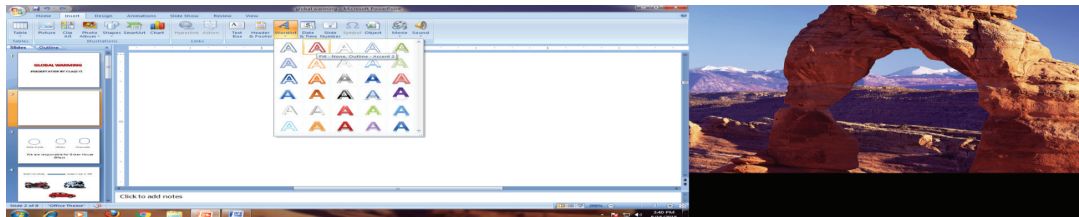
Clip art is a collection of pictures or images that can be imported into a document or another program.

Create the following presentation.

SLIDE 1

✓ Select "Blank" layout

✓ Type "Global warming" using Word Art by clicking

  ➢ Insert→Word Art→ Select the "fill- none, Outline-Accent 2"

Figure 1

✓ Type "Presentation by Class VI" using the Text box tool by clicking
  ➢ Insert→Text Box option from the Text ribbon
  ➢ Click the left mouse button and drag on the slide.
  ➢ Type the text (with font – Algerian, size – 36 and colour-dark blue) in the box displayed.

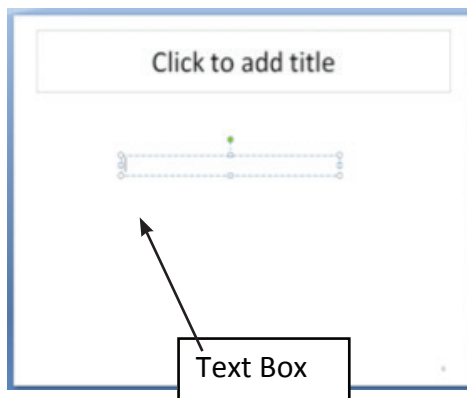Figure 2   Figure 3

Your slide will look as shown in Figure 3.

Shapes is a drawing feature that helps in inserting different shapes into a slide. The inserted shape can be resized, rotated, flipped and coloured.

SLIDE 2

☺ Insert New slide.

✓ Select "Title Only" Layout

✓ Type "We are responsible for Green House Effect" in the place holder.

  ➢ Use font style - "Calibri Heading", size-40 and colour- red from the Font ribbon.

✓ Drag the place holder to the bottom of the slide.

✓ Insert 3 different shapes by clicking

  ➢ Insert→shapes→Basic shapes

  ➢ Fill the shapes with 3 different colours by

✓ Right click on the shape

✓ Select→Format shapes→Fill→Solid Fill→Click the paint box and select the colour click close.(Follow the same steps for the other two shapes)
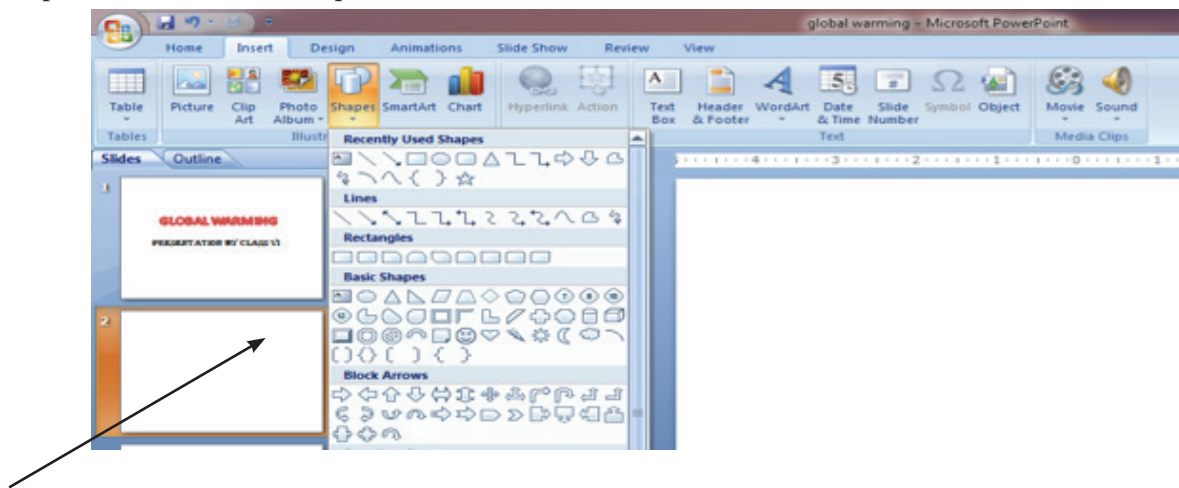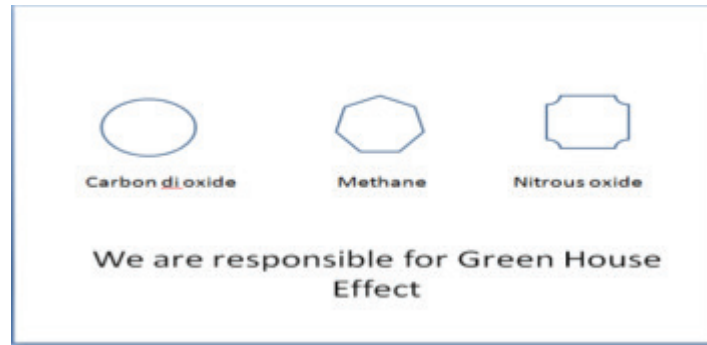

Figure 4

✓ Use Text Box tool and Name the shapes in different colours as "Carbon dioxide", "Methane" and "Nitrous Oxide"

  ➢ Select Font Style –Calibri(Body) and size – 24

Your second slide will look as shown below.

SLIDE 3

☺ Insert New Slide

✓ Select "Blank" layout.

✓ Use Text Box and insert the text "Smoke from Vehicles"

✓ Use another Text Box to insert the text "Increase in level of CO2".

(You can differentiate the text by giving two different colours)

➢ Select font style-Book Antiqua and size – 24

Now drag second text box to the right side of the slide as given in the figure 6.

✓ Insert the arrow from Basic shapes.(refer to step 4 of slide 2)

You can increase the size of the shape by clicking on the shape and dragging the resizing handles.

✓ Now insert the pictures of the vehicles by clicking

Insert➔pictures (pictures are available in "pictures" folder)
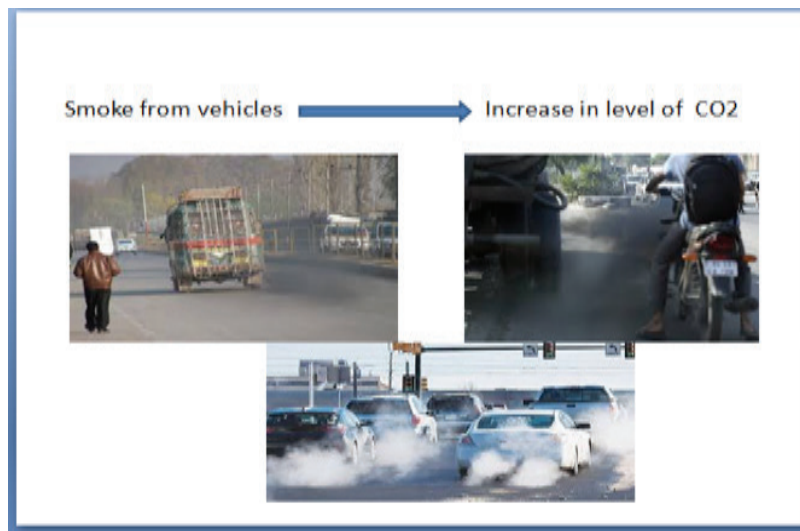
Save the above presentation as "GlobalWarming.pptx".

Figure 6

✺ BRAIN DEVELOPER ✺

....

1. "Word Art" option is found under _____tab.

2. Text can be inserted using the_____ option in the insert tab.

3. To insert basic shapes click_____-->_____.

4. In MS PowerPoint shapes (can be / cannot be) edited.

5. The four options available in the Custom Animation are_____, _____, _____ and _____.

6. The _____ key on the keyboard can be used to end the slide show presentation .

Teacher's Signature

DID YOU KNOW?

Make duplicates of a shape on the slide. Select the shape, Hold on to the Ctrl Key while you click and drag the shape! You will drag a copy of the shape!!

INSERTING CLIP ART, PICTURES IN A SLIDE

Clip Art feature is used to add pictures in the slides. You can add Clip Art images to the existing slides to enhance their appearance.

Open the "GlobalWarming.pptx".

SLIDE 4

☺ Insert New Slide

✓ Select "Blank" – Layout.

✓ Insert the text and shape shown in Figure 8.(follow the steps given for slide 3 in chapter 3)

✓ Insert the clipart picture by clicking
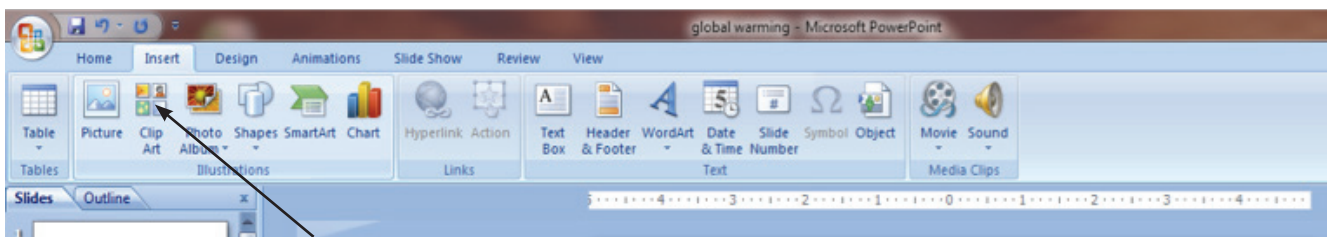
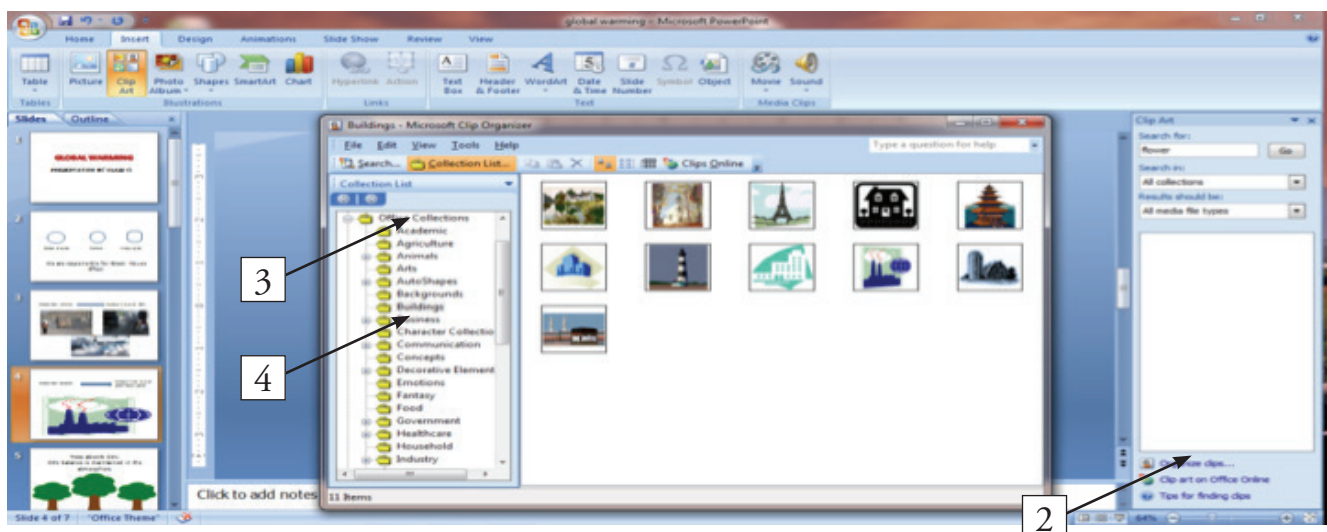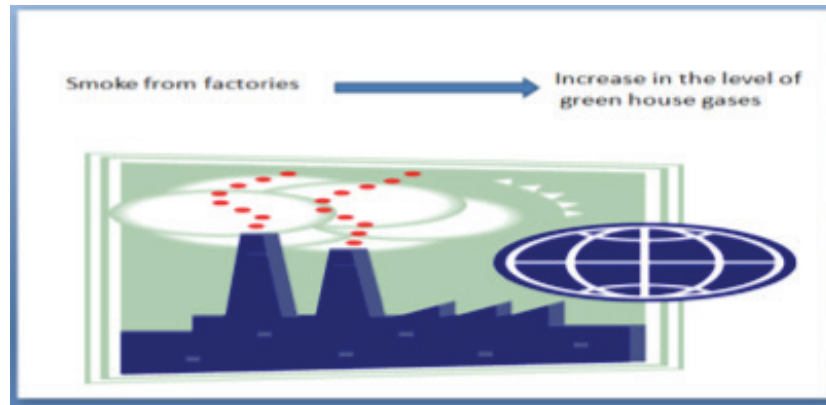> Insert → Clipart→Organize clips→Office Collections →Buildings

Figure 7

Figure 8

Figure 9

SLIDE 5

☺ Insert New Slide

✓ Select "Title Only" – Layout.

✓ Type the text (refer Figure 10) inside the Title Box.

✓ Insert the given picture.(Follow the steps given under slide 3 from chapter 3).

✓ Copy the same image three times.
   ➢ Right click on the picture
   ➢ Click "Copy"
   ➢ Right click on the slide and click "paste" option.
     (Repeat "Paste")

✓ Resize and position them as given in the Figure 10.
   ➢ Click on the picture.
   ➢ Resizing handles will be displayed. Keep the pointer on either of the handle. The pointer will become a double sided arrow. Now drag the mouse to increase or decrease the size.
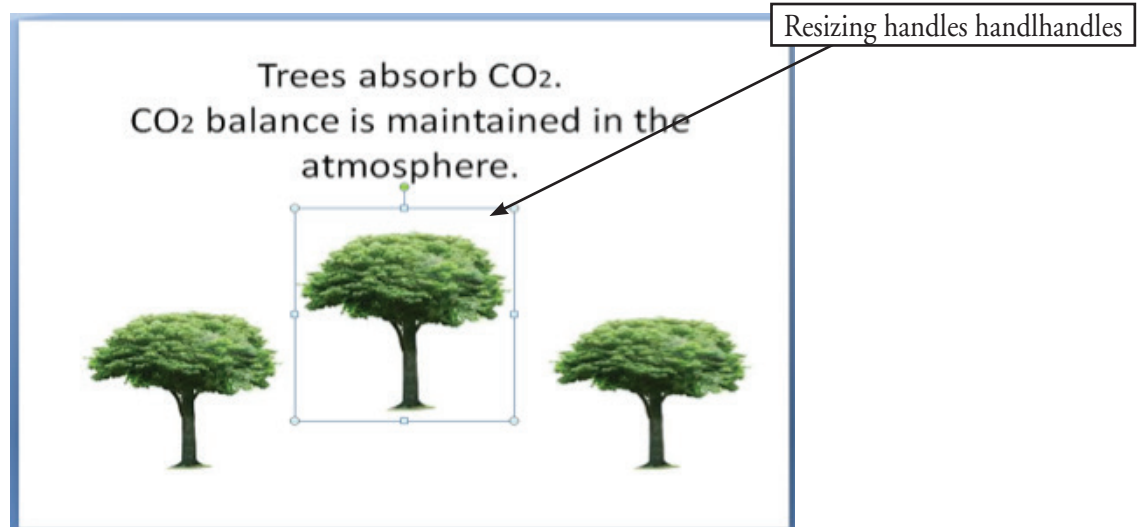

Figure 10

Resize handles : A tool that allows the users to resize an object. A user can click and drag on this indicator to resize the window.

SLIDE 6 :

☺   Insert New Slide.

✓   Select "Title Only" – Layout.

✓   Type the given text (refer Figure 11) inside the Title Box.

✓   Insert the given picture.(Follow the steps given under slide 3 chapter 3).

➢   Resize the picture as given in Figure 11.

✓   Insert the clipart picture by clicking

➢   Insert→Clipart→Organize clips→Office Collections →Buildings

➢   Resize the clipart picture as given.

Figure 11

Save the presentation.

❧ **BRAIN DEVELOPER** ❧

ANSWER IN ONE WORD

1.   Power point slides can have clipart, _____, shapes, _____and text.

2.   This feature allows us to add pictures in our slides. _____

3.   Large variety of clips are found in organise clips _____

4.   The clipart option appears in this tab_____

5.   The tool to resize the images in a slide_____

Teacher's Signature

Did You Know?

Also for moving the shape on the slide, Select the Shape>Hold on to the Ctrl key and press the arrow keys!!

SPECIAL EFFECTS

In Ms PowerPoint 2007, special effects can be created to ensure that the pictures are displayed properly by changing the picture stack order. When two pictures are overlapping, the most recently created picture covers the previously inserted picture.

Hence the desired output can be achieved by the right mouse click of the desired picture and selecting the relevant option: bring to front or send to back

Open the "GlobalWarming.pptx".

SLIDE 7

✓ Select "Blank" – Layout

✓ Insert the given text (refer Figure 12) using Word Art.
(refer the steps of Slide-1 (You can select any style))

✓ Insert the given shapes – Sun and the Arrows.
(refer the steps of Slide-2)

✓ Insert the picture of Globe. (refer the steps of Slide -3)

✓ Drag the all the above objects as seen in the following slide.

✓ Now insert one more shape of circle.

✓ Fill the shape with red colour. (refer the steps of slide-2)

✓ Now drag the shape above the globe. You will find that the globe is hidden behind. Now right click on the shape and click "send to back" option. Your Output will look as shown in the following slide.
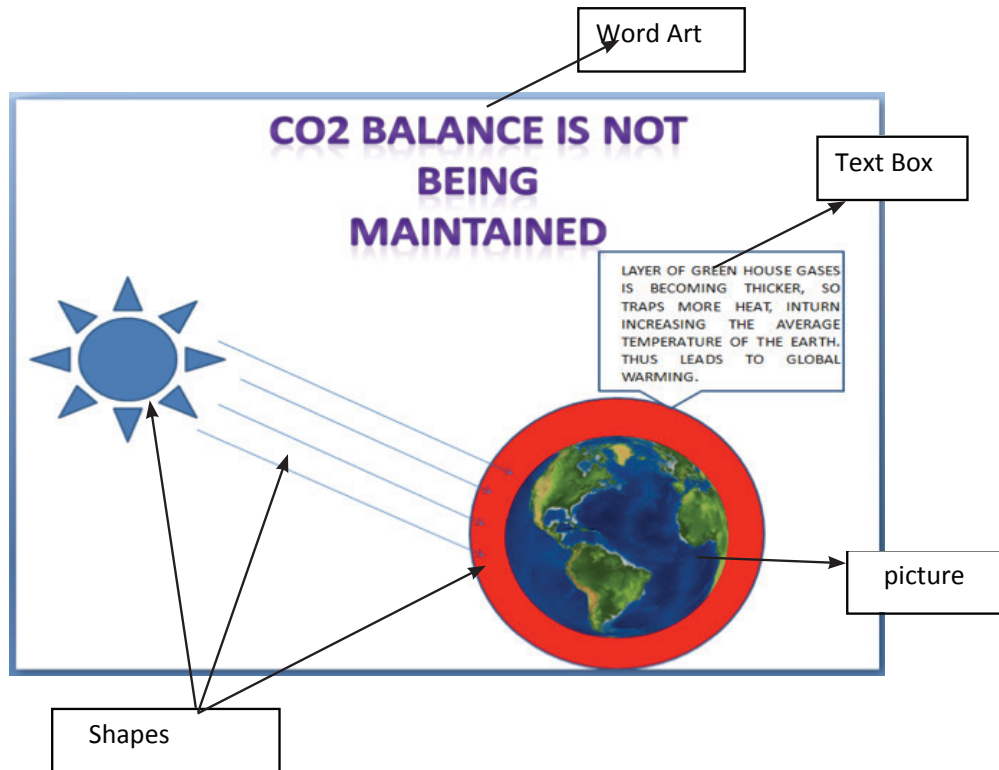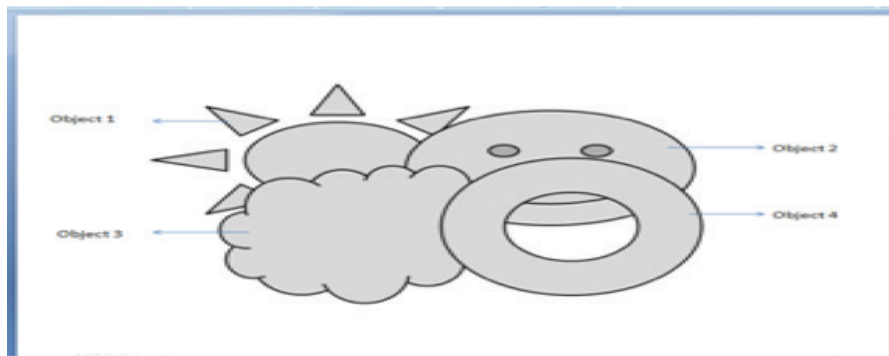
Save the presentation.

Figure 12

To know more on special effects, try the following challenge

Open a blank presentation.

✓ Add the objects in the order shown below.

You can try the other options like

Bring to Front, Bring Forward, Send to back and Send Backward.

➢ Select Object and apply Bring to Front under Home→ Drawing →Arrange→Order Objects

➢ Select Object 1 and apply Bring Forward under Home→ Drawing →Arrange→Order Objects

➢ Select Object 4 and apply Send to Back under Home→ Drawing →Arrange→Order Objects

➢ Select Object 4 and apply Send Backward under Home→ Drawing →Arrange→Order Objects

৩৬ BRAIN DEVELOPER ৩৬

STATE WHETHER THE FOLLOWING STATEMENTS ARE CORRECT/ INCORRECT

1. Special effects are applied in Ms Power point 2007 in order to animate different objects in the slides of the presentation. _____

2. The Arrange option appears in the Drawing ribbon of the Home tab._____

3. Not more than two shapes or pictures can be added in a slide._____

4. Special effects used to introduce slides in a presentation are known as Custom animation. _____

Teacher's Signature

CHAPTER 5

ANIMATION-BASIC & CUSTOM

The ability to move the objects like text, graphics, charts, etc., in any direction in the slide is called Animation. It is quite beneficial when you wish to focus on important points. It also controls the order of flow of information and helps in increasing the interest of the audience. You can animate the text, pictures, shapes, tables, and other objects in a presentation by applying sound effects and visual effects including movements, to draw the audience's attention to specific content or to make the slide easier to read.

In this chapter, you will learn how to animate text and objects on slides using built-in and custom animation effects. The Custom Animation options in the animation ribbon has four options which can be applied to each object in the slide .

Entrance: Changes how the selected item the appears on the page

Emphasis: Draws attention to the selected item while the slide is displayed.

Exit: Changes the way the selected item disappears from the slide.

Motion Paths: Animates the selected item so that it moves to a specific place on the screen.

Custom Animation: Custom Animation is a set of effects which can be applied to objects in PowerPoint so that they will animate in the Slide Show.

Theme: A theme is a predefined combination of colours, fonts, and effects that can be applied to your presentation. PowerPoint includes built-in themes that allow you to easily create professional-looking presentations without spending a lot of time formatting.

Background: The Format Background utility in PowerPoint allows you to select an image from your computer or online to use as the background for your slide. You can set this background to multiple slides at once, or apply it to your entire presentation.

Open "GlobalWarming.pptx".

SLIDE 1:

✓   Click the title.

✓   Click Animation →Custom Animation → Entrance and apply different animation effects to the title and sub-title on the slide.
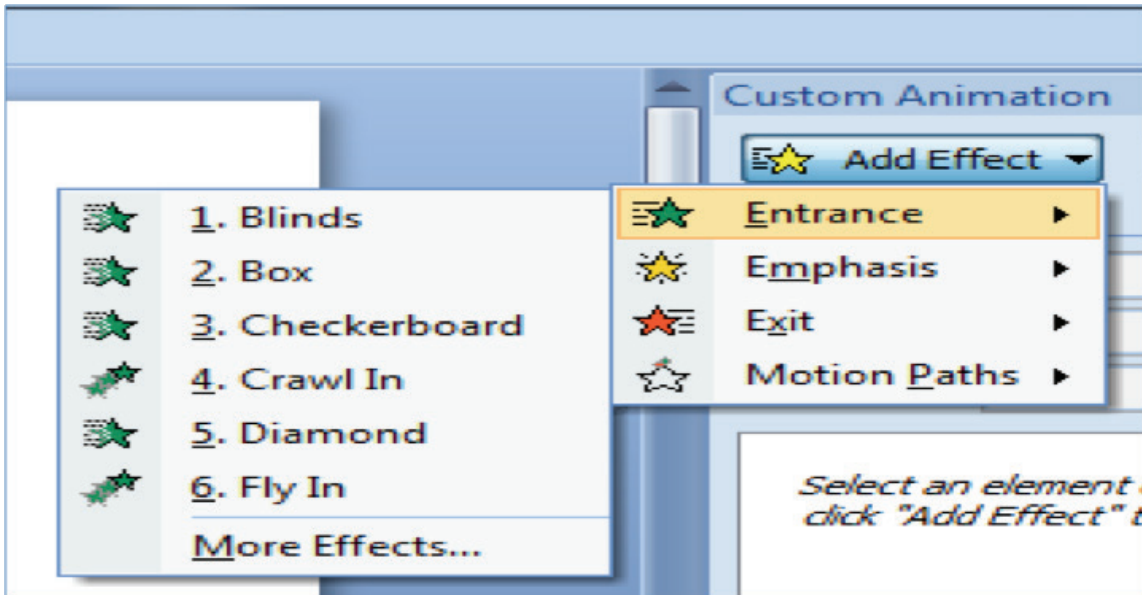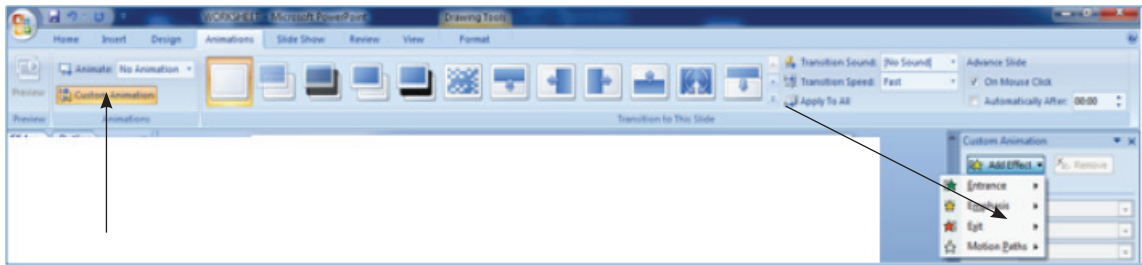
SLIDE 2

✓ Click the title.

✓ Click Animation →Custom Animation → Entrance and apply different animation effects to the title and sub-title on the slide.

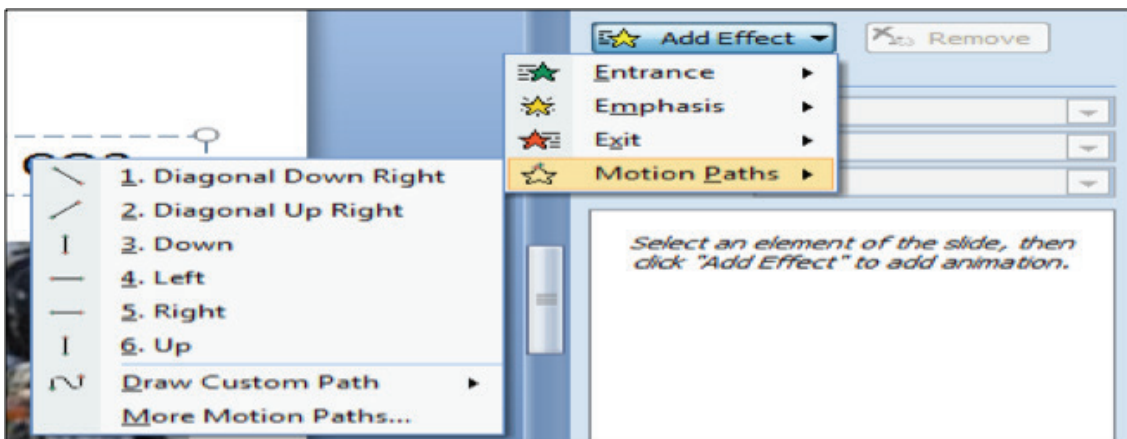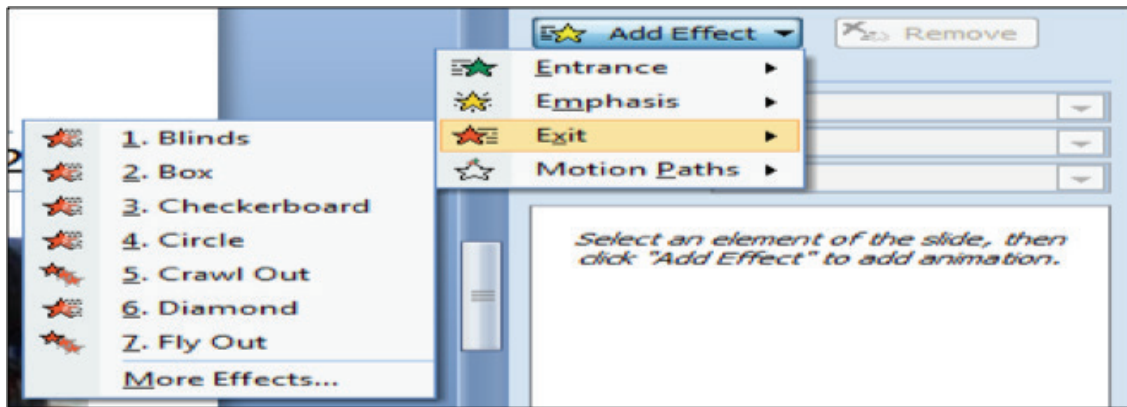There are animation effects under Entrance, Emphasis, Exit and Motion Paths.
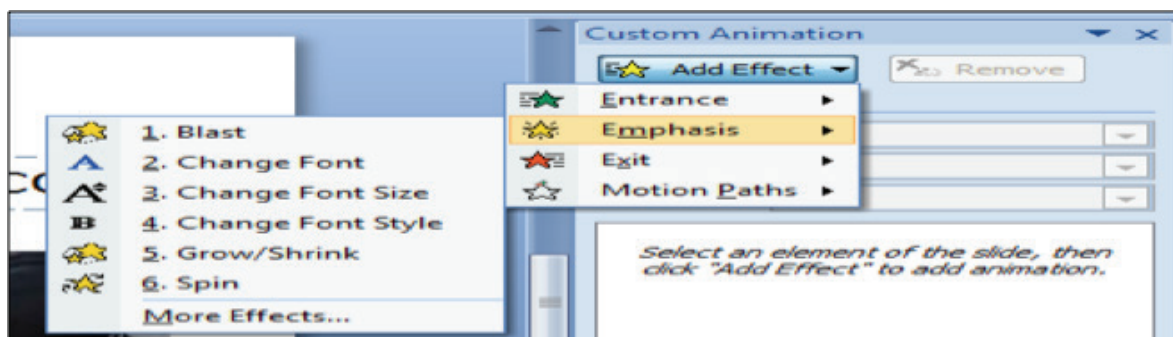
Try giving different animation effects to the objects found in slides 3,4,5,6 and 7.
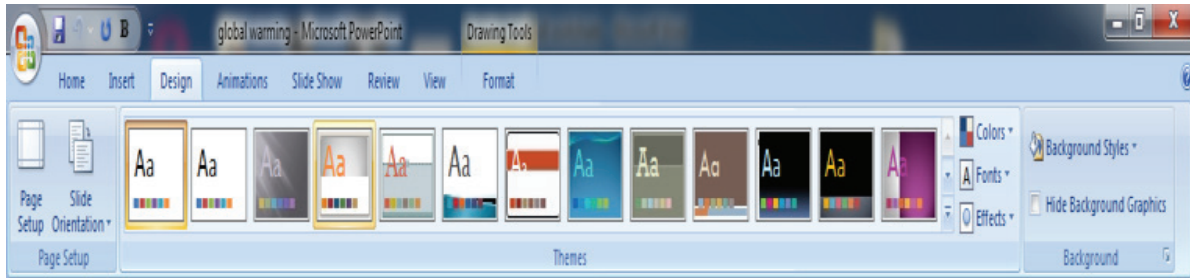
 Don't forget to click on the object

Save your presentation. You can make your slide look colourful by

1. Adding background colour.

2. Steps to add background colour: Right click on the slide→Click Format Background→Fill→Solid fill→ any colour. (Don't click on the object)
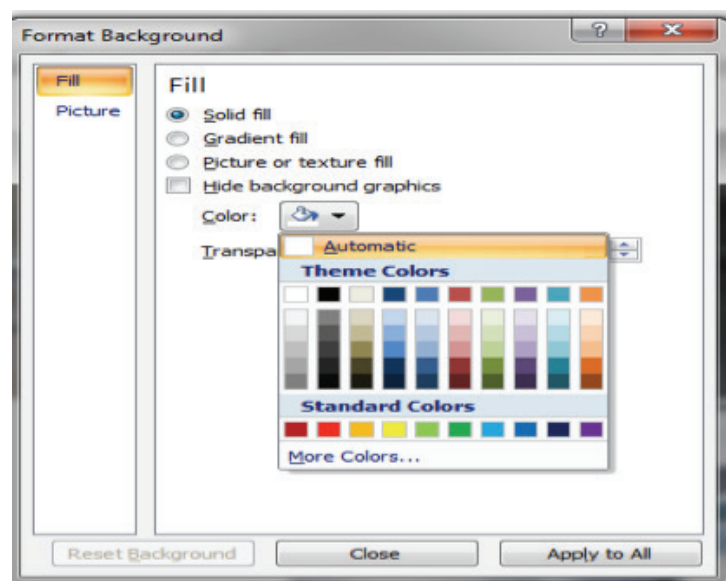
3. You can also try changing the themes

❧❧ BRAIN DEVELOPER ❧❧

MATCH THE FOLLOWING

(a) Theme   Changes how the selected item the appears on the page   ( )

(b) exit   A set of effects which can be applied to objects in PowerPoint
                             so that they will animate in the Slide Show .   ( )

(c) entrance   Animates the selected item so that it moves to a specific place on the screen. ( )

(d) custom animation   Changes the way the selected item disappears from the slide.   ( )

(e) motion path   A predefined combination of colours, fonts and effects that
                             can be applied to your presentation.   ( )

Teacher's Signature

DID YOU KNOW?

To speed up the process of applying more than one animation effect to an object, uncheck Auto Preview available at the bottom of the Animation pane.
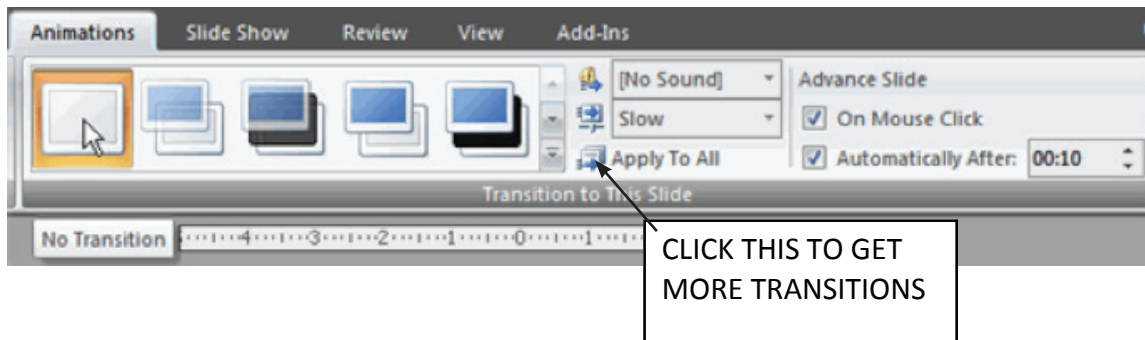
SLIDE TRANSITION AND EFFECTS

Transition effects—or transitions as they are often called—are the movements you see when one slide changes to another in Slide Show view. Transition effects are different from animation effects. The term animation in Power-Point refers to the movements of text and objects on the slide, while transitions refer to the movement of the slide as it changes to another slide.

In this chapter, you will learn how to apply and customize transition effects.

Open "GlobalWarming.pptx".

To apply a transition to one slide:

* Select the slide you want to modify.

* Select the Animations tab.

* Locate the Transition to This Slide group. By default, No Transition is applied to each slide.

CLICK THIS TO GET MORE TRANSITIONS

* Click the More drop-down arrow to display all available transition effects.
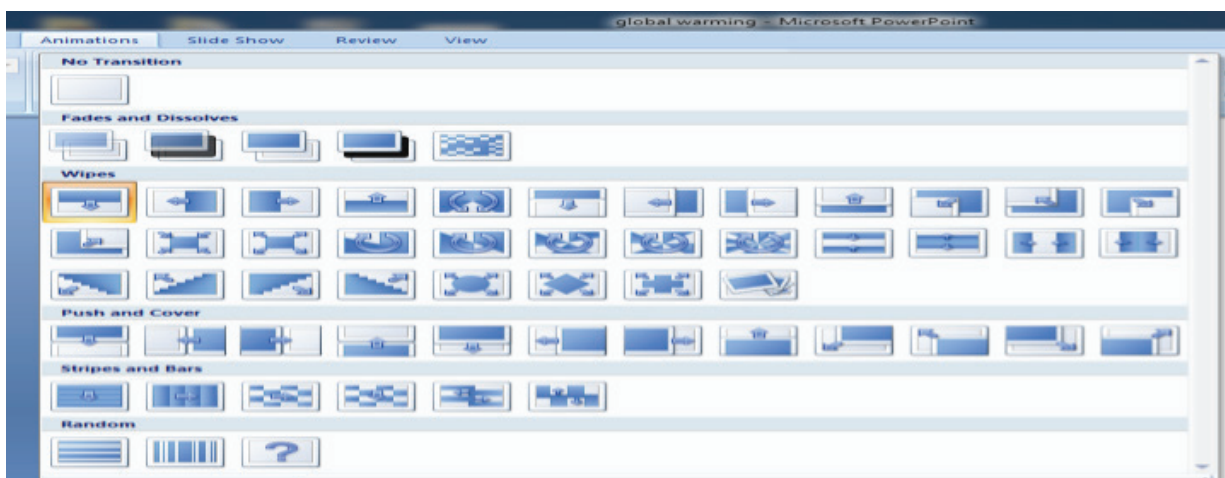
* Click a slide transition effect to apply it to the selected slide.

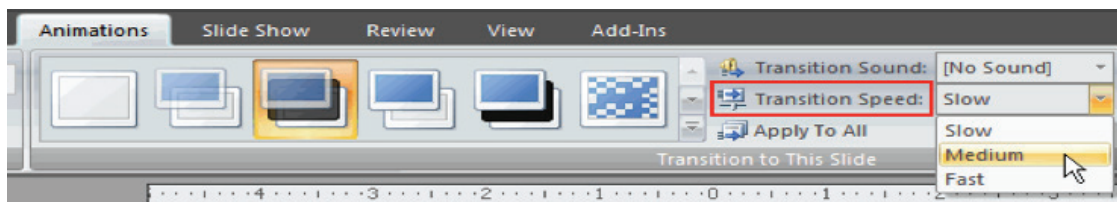Hover over a slide transition effect to see a live preview of the effect on the slide.

To apply a slide transition to all slides:

- Select the slide you want to modify.

- Select the Animations tab.

- Locate the Transition to This Slide group. By default, No Transition is applied to each slide.

- Click the More drop-down arrow to display all transition effects.

- Click a slide transition effect to apply it to the selected slide.

- Click Apply To All to apply the transition to all slides in the presentation.
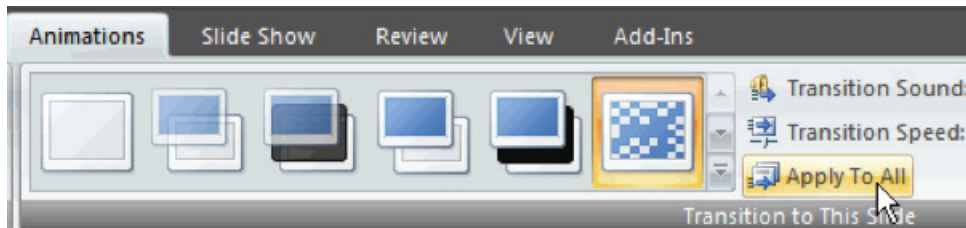
To set slide transition speed:

- Apply a slide transition effect to a slide.

- Click the Transition Speed drop-down menu in the Transition to This Slide group on the Animations tab.

- Select a menu option to apply the transition speed to the selected slide.

You can set the transition speed when you apply the transition effect, or you can return to the Animations tab and apply it later. If you want to apply the transition effect and transition speed to all slides, Click Apply to All.

To set slide transition sound:

- Apply a slide transition effect to a slide.

- Click the Transition Sound drop-down menu in the Transition to This Slide group on the Animations tab.

- Select a sound to apply it to the selected slide.

Click Apply To All if you want to apply the transition effect and transition sound to all slides.

To remove a slide transition effect:

- Select the slide you want to modify.

- Select the Animations tab.

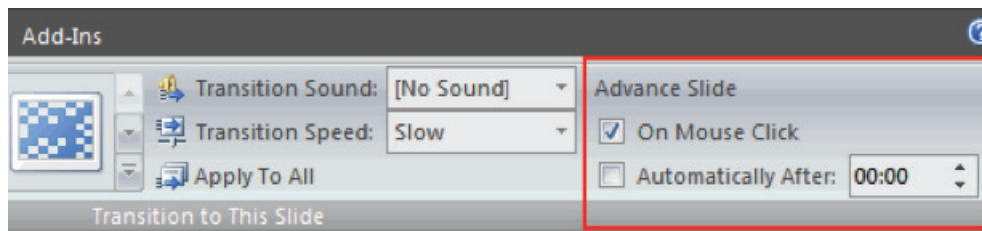- Click No Transition in the Transition to This Slide group.

- Repeat this for each slide you want to modify.

OR

- Click Apply To All to remove the slide transition effect from each slide in the presentation.

Advancing to the next slide

By default, in Slide Show view you click your mouse to advance—or move—to the next slide. This setting is defined in the Transition to This Slide group on the Animations tab. You can modify this setting so each slide displays for a specific period of time before automatically advancing to the next slide. This is useful for unattended presentations, such as at a trade show booth.

You can also advance to the next slide by pressing the Enter key.

To set timing for slides:

- View the slides in Slide Sorter view.

- Select a slide.

- Select the Animations tab.

- Locate the Advance Slide section of the Transition to This Slide group.

- Enter the time in the Automatically After field. Use the arrows or type the number.
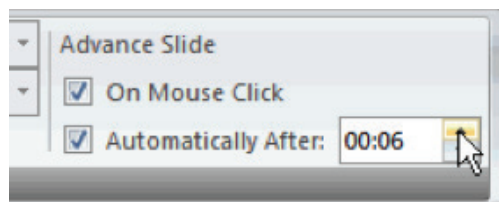
- Select another slide and repeat the process until all desired slides have the timing set.

If you want to apply the same transition effect and timing for each slide, set the transition effect timing for one slide and click Apply to All.

CHALLENGE!!!!

Use the "GLOBAL WARMING.pptx", to complete this challenge.

- Open the presentation.
- Select a slide and apply a transition.
- Select a sound effect for the transition.
- Change the transition speed.
- Apply this transition to all slides.
- Apply a different transition for one slide.
- Remove the transition sound.

Save the changes.

❧ BRAIN DEVELOPER ❧

CHOOSE THE CORRECT ANSWER

1. Special effects used to introduce slides in a presentation are known as:
   - a. Transition
   - b. Effects
   - c. Custom Animation
   - d. Annotations

2. The movement of the slide as it changes to another slide.
   - a. Effects
   - b. Transition
   - c. Custom Animation
   - d. Annotations.

3. The sound effects given during the change of the various slides in a presentation.
   - a. Annotations
   - b. Transition sound
   - c. Custom Animation
   - d. Transition effects

4. Transition effects can be applied to
   - a. two slides in the slide show
   - b. All the slides in the slide show
   - c. alternate slides in the slide show
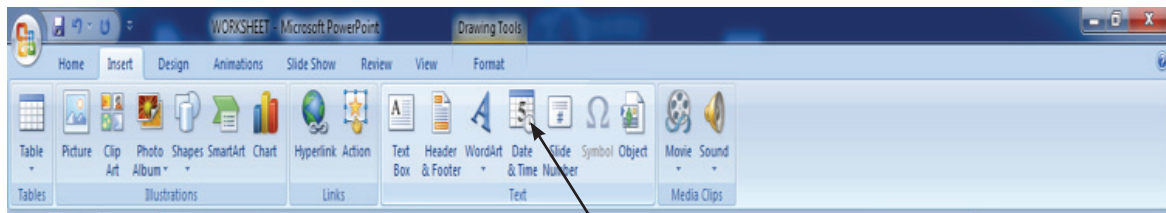
Teacher's Signature

ADDING DATE & TIME AND SLIDE NUMBERS

Open "GlobalWarming.pptx".

Add Date, Time and Slide numbers to all the slides.

STEP-1

Click insert tab→ date & time (text ribbon)

STEP-2

Select on Date and time→slide number→click apply to all

*** Fixed and Automatic Dates - PowerPoint gives you the option to add either a fixed date and time, which will remain the same, or a date and time that automatically update. If you choose to have a date and time that automatically update, the date and time will always match the date and time that you run your slide show.***
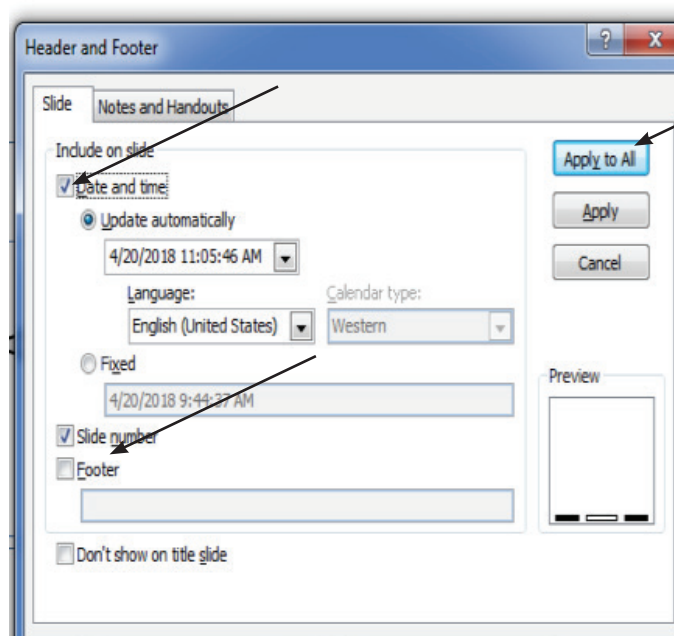
You can also add Footer.

The slides will appear as shown in the sample below.

GLOBAL WARMING

PRESENTATION BY CLASS VI

Date

Page No

8/28/2018

  Did you notice ?

Date is in month-date-year format.

Save your presentation.

NOTES AND HANDOUTS

Notes and Handouts - Under this tab, you can choose your header and footer preferences for your handouts.
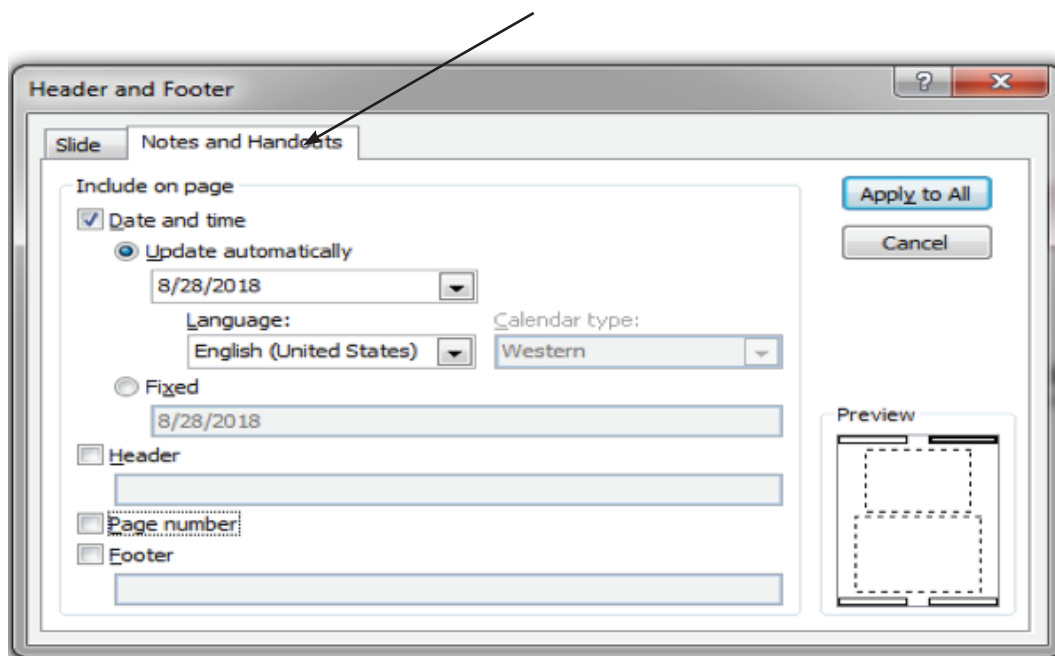
** You will learn about Notes and Handouts in the forthcoming chapters**

❧ BRAIN DEVELOPER ❧

CHOOSE THE CORRECT ANSWERS FROM THE BOX GIVEN BELOW AND FILL IN THE BLANKS

• Date, time and pagenumbers	• Insert	• note&handouts
• page numbers	• header & footer	• dd/mm/yy
• mm/dd/yy	• title	

1. The date and time option is found in the _____ tab.

2. The _____ option is found in the text ribbon of the _____ tab.

3. The default date format on a computer system is _____.

4. The header contains the _____ which appears on all the pages of the power point slides.

5. The footer contains the _____ .

Teacher's Signature

INSERTING SOUND AND VIDEO FILES

Open "GlobalWarming.pptx".

✓ Insert a new slide with Blank Layout.
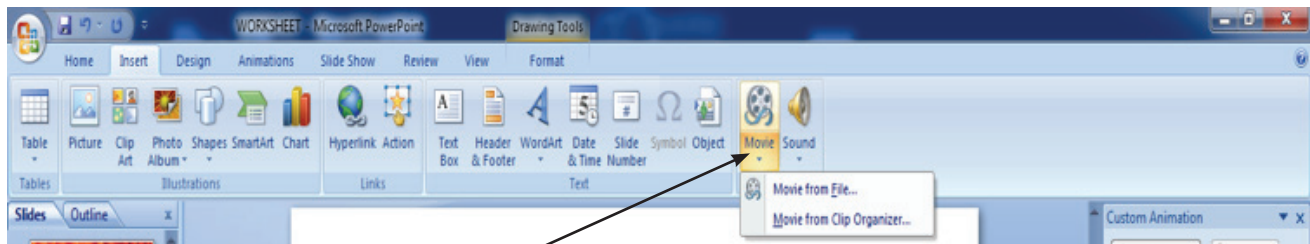
✓ Insert any video by clicking

Insert→ media clips→movie→ movie from file-Global warming (movie is available in "pictures" folder)

This brings up the message window as shown below.
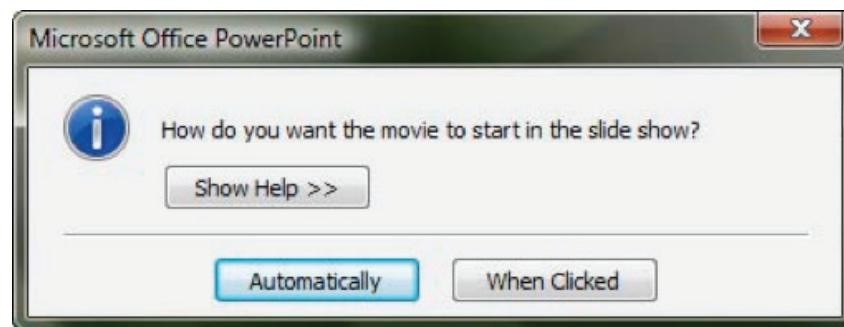
If you choose Automatically, PowerPoint will play the movie on its own in the slide show view.

If you choose When Clicked, the presenter will have to click manually on the movie clip to play the movie.

Whichever option you choose (as explained above), PowerPoint will place the movie at the centre of the slide as shown below.
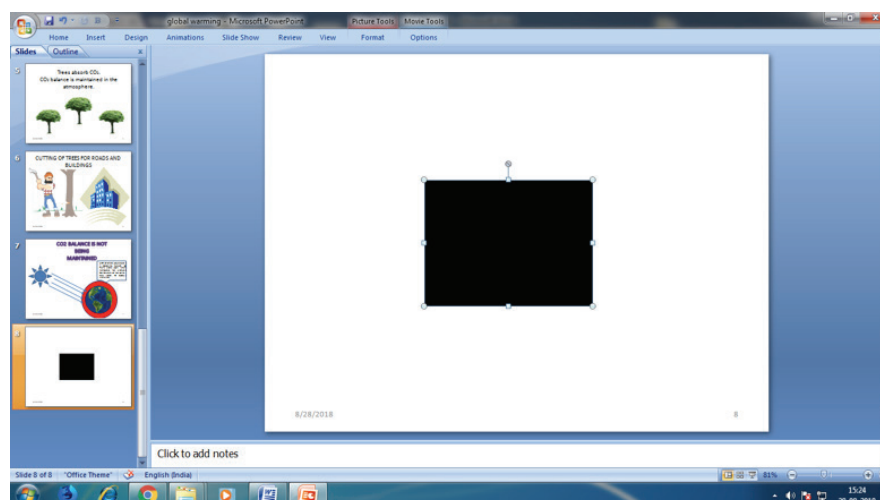
Now select the movie, and the Ribbon area will show the Movie Tools Options tab, as shown below.
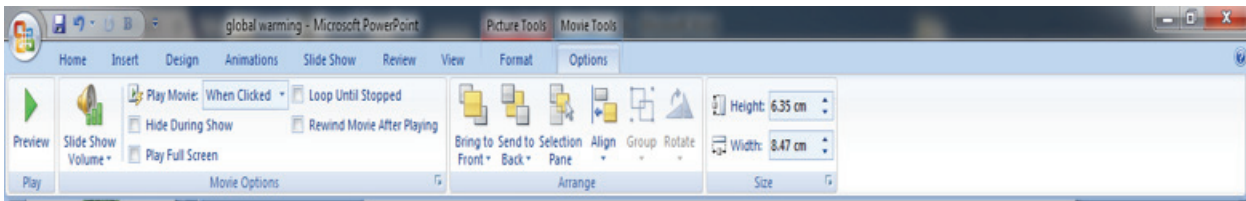

Movie Tools Options tab

✓ Under the Movie Tools Options tab, you can:

• Set the slideshow volume

• Make the movie loop until stopped

• Rewind movie after playing

• Hide the movie during slideshow

• Align the placement of the movie clip on the slide

• Set movie dimensions

✓ You can also check the option that says Play Full Screen -- enabling this option will play the movie full screen.

☺ Save your presentation.
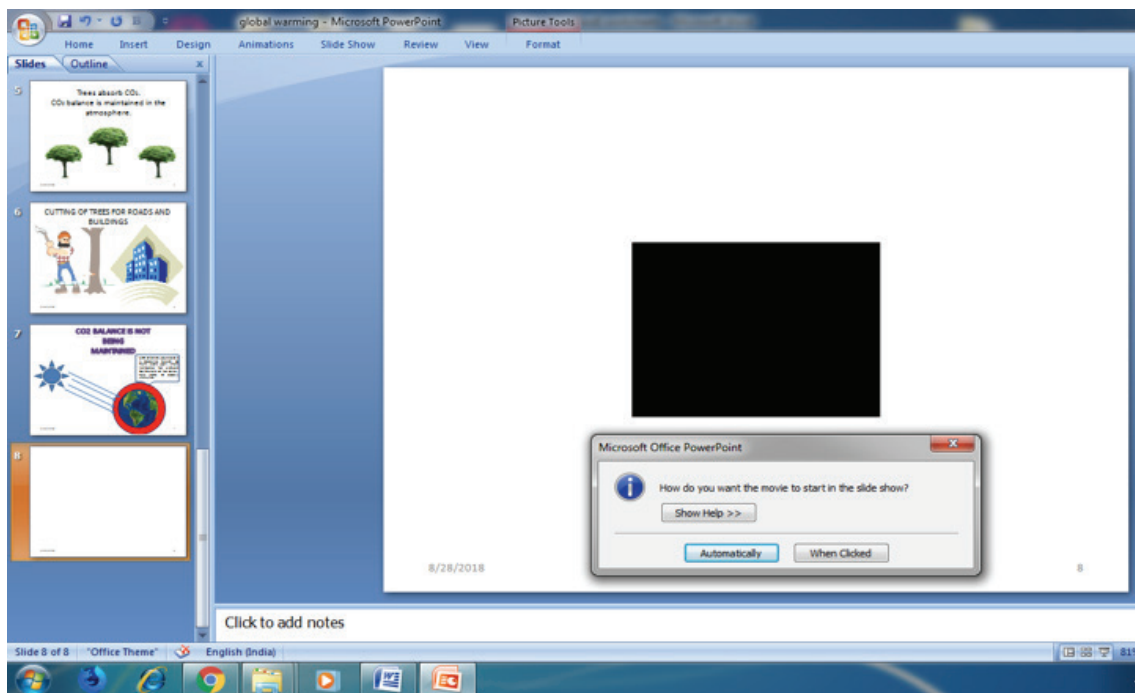
✓ You can also insert movie from the clip organizer.

❧ BRAIN DEVELOPER ❧

a. We can insert video file in powerpoint by clicking_____

    i. →_____→_____.

b. Powerpoint will play the movie on its own in the slide show view when_____option is chosen.

c. Powerpoint will place the movie at the _____ of the slide.

d. When you select the movie on the slide the ribbon area will show the _____options tab.

e. Enabling _____ option will play the movie full screen.

Teacher's Signature

INSERTING A TABLE AND A CHART

Tables are another tool you can use to display information in PowerPoint. A table is a grid of cells arranged in rows and columns. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

You can insert a table in PowerPoint using any one of the following options displayed

✓ Insert table

- Hover the mouse over the boxes.
- Select the number of rows and columns in the box displayed
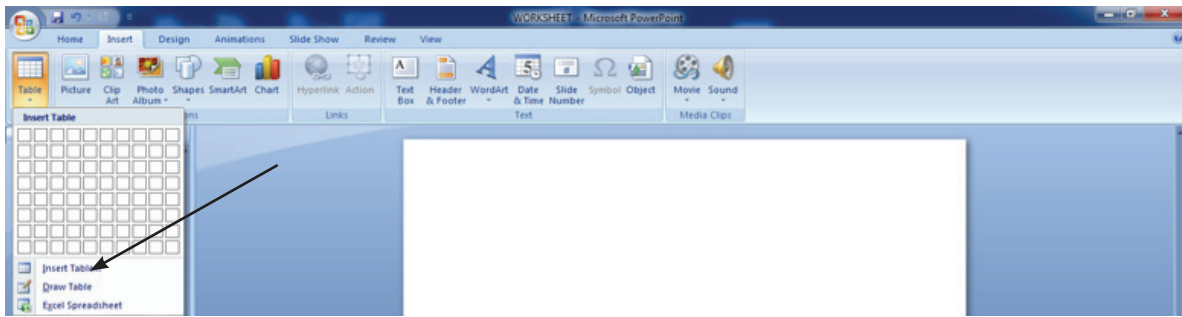
✓ Draw table

✓ Excel worksheet

Method 1:

To insert a blank table:

1. On the Insert tab, click the Table command.
2. Hover your mouse over the diagram squares to select the number of columns and rows in the table.
3. Click your mouse. The table will appear on the slide.
4. You can now place the insertion point anywhere in the table to add text.
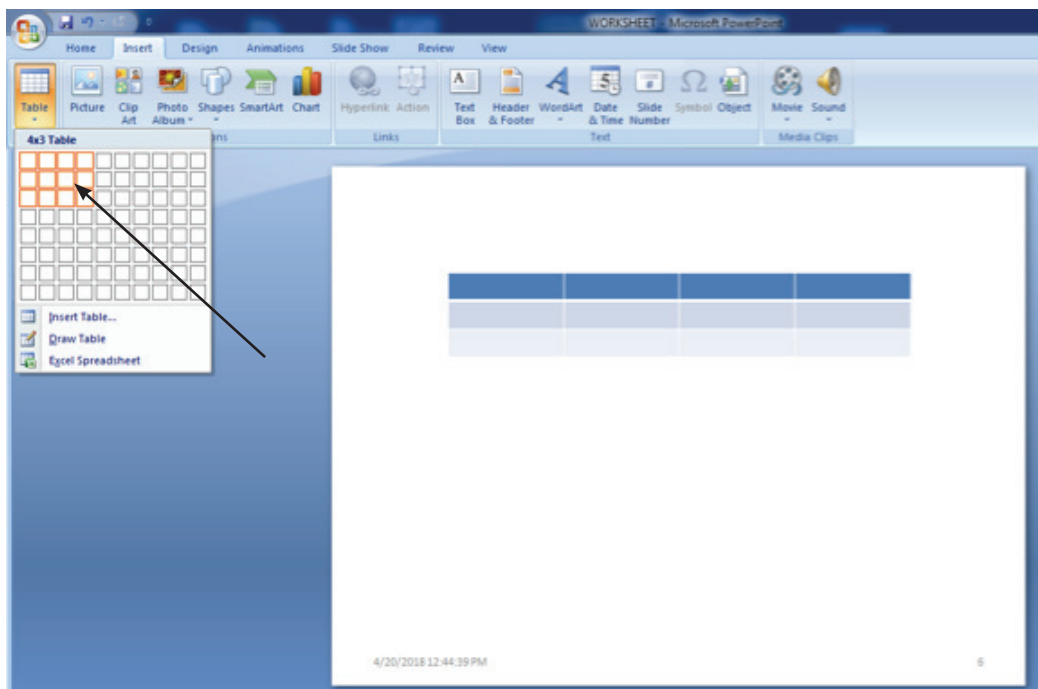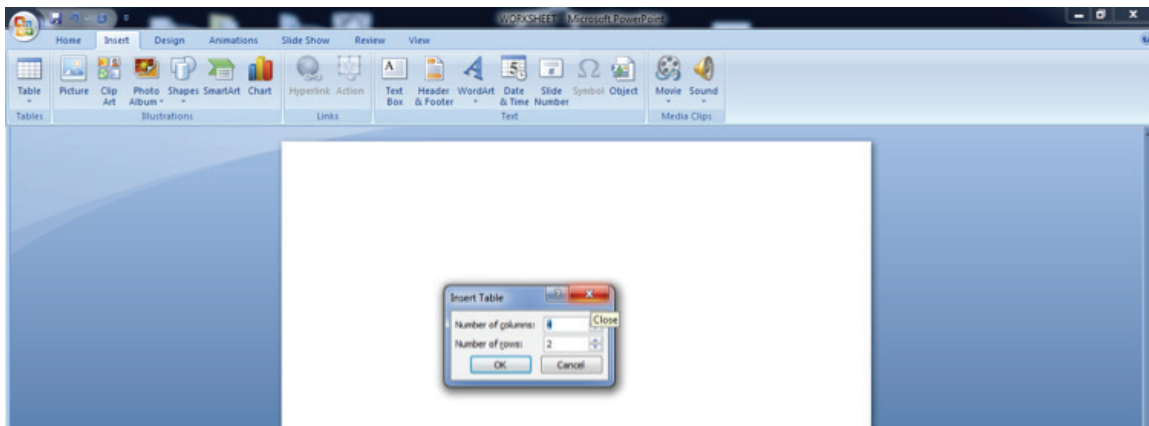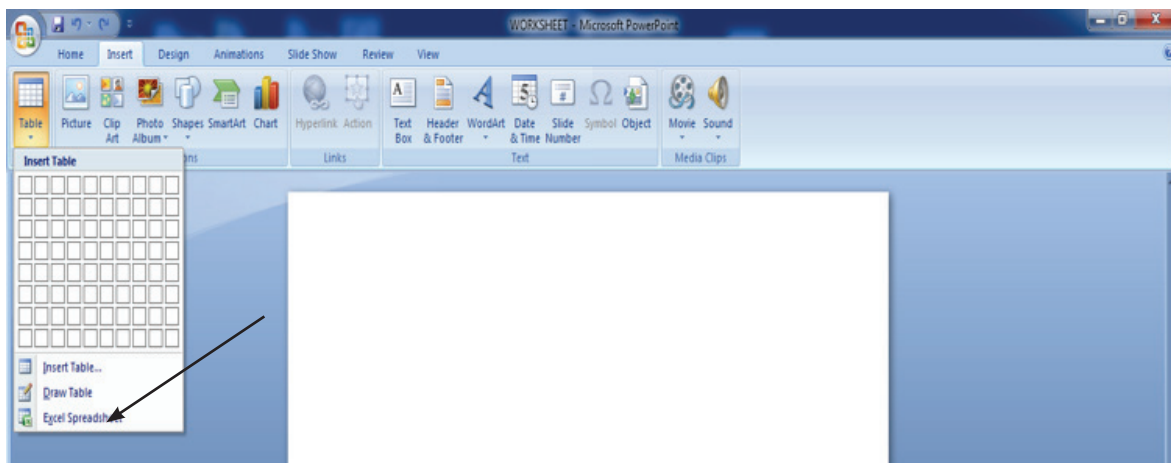
Method 2:

Insert➔Table➔Insert table

Select the number of rows and columns using the drop down button.

➢ Type the data in the table.

Method 3:

Insert➔Table➔Excel Spreadsheet.

✓ Expand the worksheet and type the data.

TO MOVE A TABLE

1. Place the cursor over the edge of the table. The cursor will turn into a cross with arrows .

2. Click and drag the table to the desired location.

3. Release the mouse button to drop the table in the new location.

MODIFYING TABLES

TO RESIZE A TABLE

1. Position the mouse over one of the sizing handles located around the edge of the table. The cursor will become a pair of directional arrows.

2. Click, hold, and drag your mouse to make the table larger or smaller.

3. Release the mouse. The table will be resized.

TO ADD A COLUMN OR ROW

1. Place the insertion point in a cell adjacent to the location where you want to add a row or column.

2. Select the Table Tools Layout tab, and locate the Rows & Columns group.
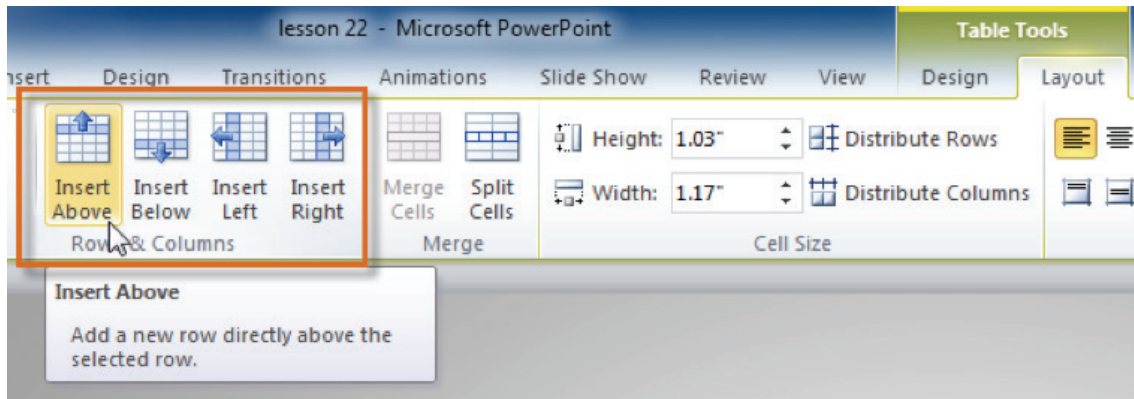
3. If you want to insert a new row, select either Insert Above or Insert Below. If you want to insert a new column, select either Insert Left or Insert Right.
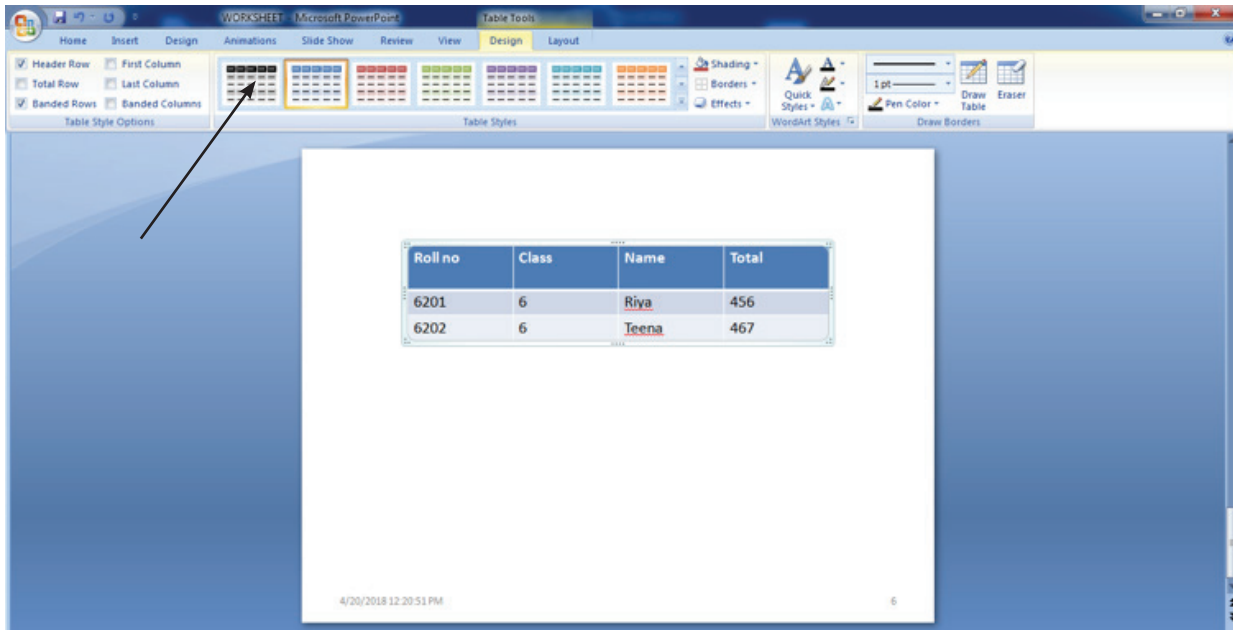
TO DELETE A ROW OR COLUMN

1. Select the row or column by placing the insertion point in any cell in that row or column.

2. Select the Table Tools Layout tab.

3. In the Rows & Columns group, click Delete. A drop-down menu appears.

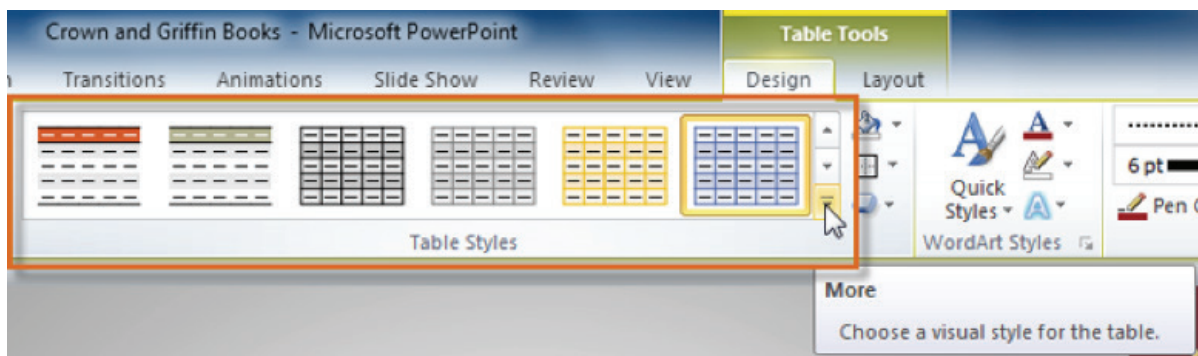4. Select Delete Rows or Delete Columns.
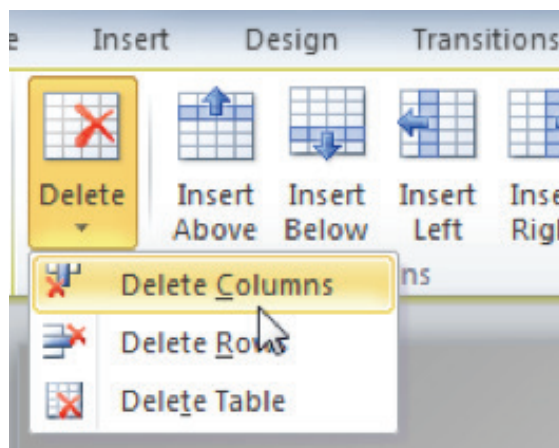
MODIFYING THE TABLE STYLE
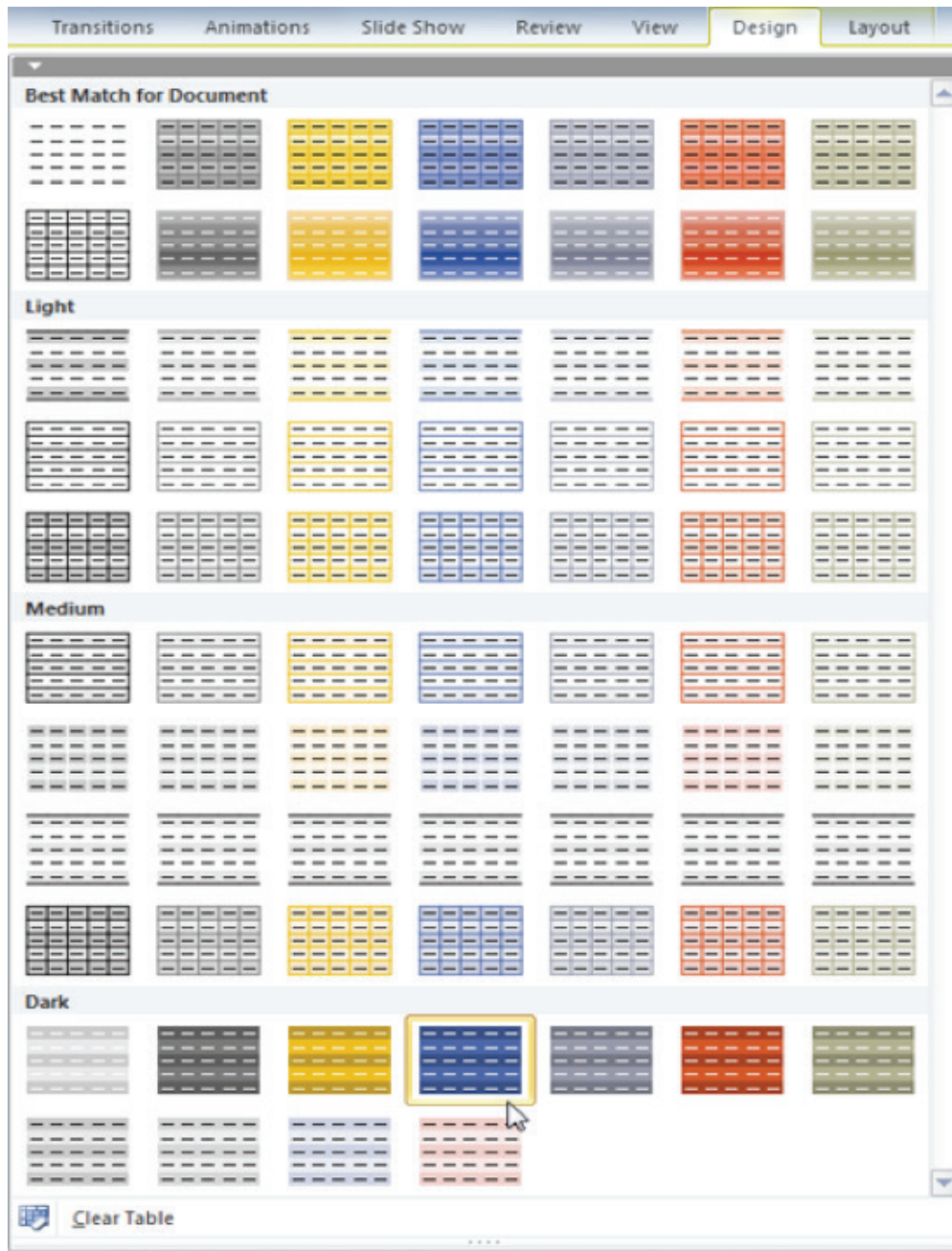
➢ Apply different styles under Design tab.

TO APPLY A TABLE STYLE

1. Click anywhere on the table. The Table Tools tab will appear on the Ribbon.

2. Select the Table Tools Design tab, and locate the Table Styles.

3. Click the More drop-down arrow to see all of the table styles.

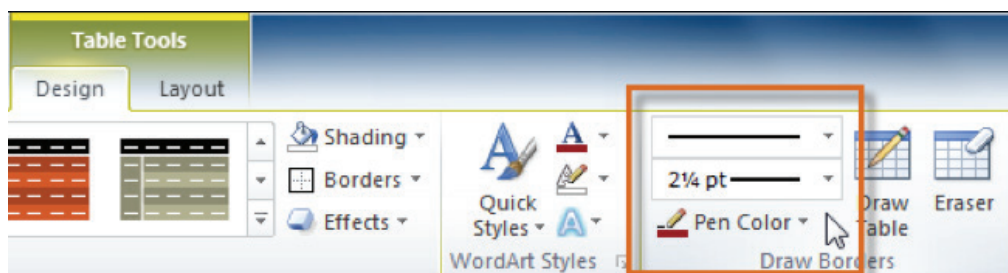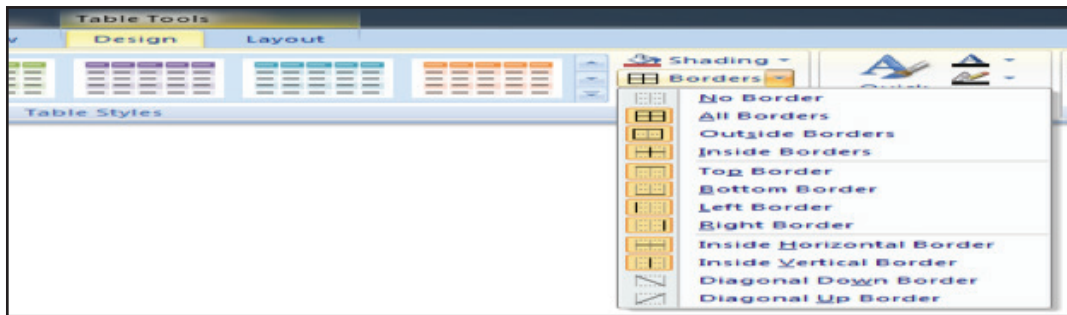4. Hover the mouse over the various styles to see a live preview.

5. Select the desired style.

TO ADD BORDERS TO A TABLE

1. Select the cells you want to add a border to.

2. From the Table Tools Design tab, select the desired Line Style, Line Weight, and Pen Color.

3. Click the Borders drop-down arrow.

4. From the drop-down menu, select the desired border type.

5. The border will be added to the selected cells.

CHALLENGE!!!!

1. Open "Global Warming.pptx"

2. Add 2 new slides in between slide 7 and slide8.

3. Slide 8 – Select "Title only" Layout.

4. Type "GLOBAL GREEN HOUSE GAS EMISSIONS" in the title box.

5. Insert the table given using method 1 and save.

GAS	% OF GAS IN THE ATMOSPHERE
CARBON DIOXIDE (Fossil fuel and industrial processes)	65
CARBON DIOXIDE (forestry and other land use)	11
METHANE	16
NITROUS OXIDE	6
F-GAS (florinated gas)	2

6. Click Slide9, Select "Title only" – Layout

7. Type "GLOBAL GREENHOUSE GAS EMISSIONS BY ECONOMIC SECTOR" in the Title box.

8. Create the table given below using method 3(Excel Spreadsheet) and save.

ECONOMIC SECTOR	% OF GAS EMITTED
Electricity & Heat Production	25
Agriculture,Forestry And Other Land Use	24
Buildings	6
Transportation	14
Industry	21
Other Energy	10

Save your presentation.

❧ BRAIN DEVELOPER ❧

....

1.   _____are another tool you can use to display information in PowerPoint 2007.

2.   A table is a grid of cells arranged in _____and _____.

3.   Different table styles are found under _____tab.

4.   We cannot add row or column in table.(True / False)

5.   The _____tab appears when we click on the table.

6.   We (cannot / can) change the line style, line weight and colour while applying borders.

Teacher's Signature

INSERTING A CHART

A chart is a graphical representation of data, in which "the data is represented by symbols, such as bars in a bar chart, lines in a line chart, or slices in a pie chart". A chart can represent tabular numeric data, functions or some kinds of qualitative structure and provides different information. A chart can be edited by double clicking the chart object.
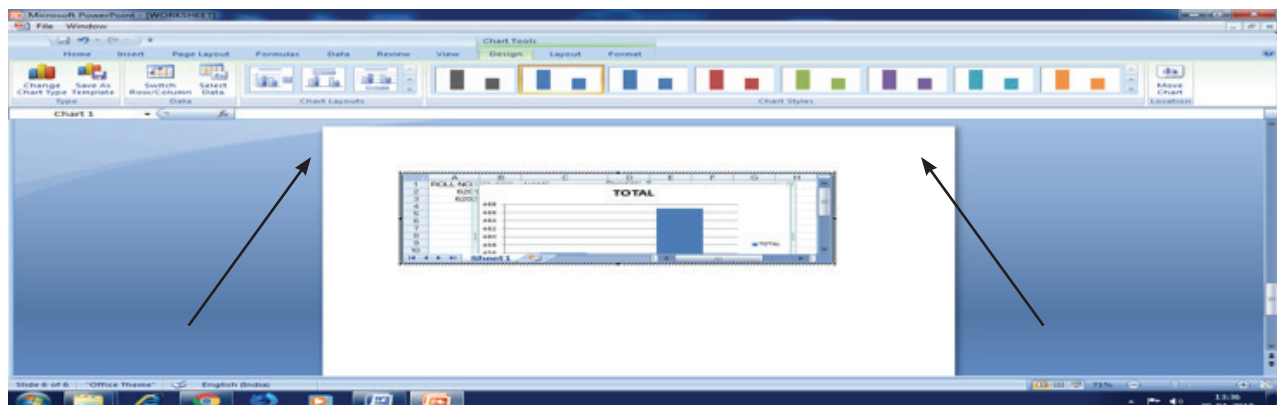
Open "GlobalWarming.pptx"

✓ Double Click on the table created using Excel Worksheet option.
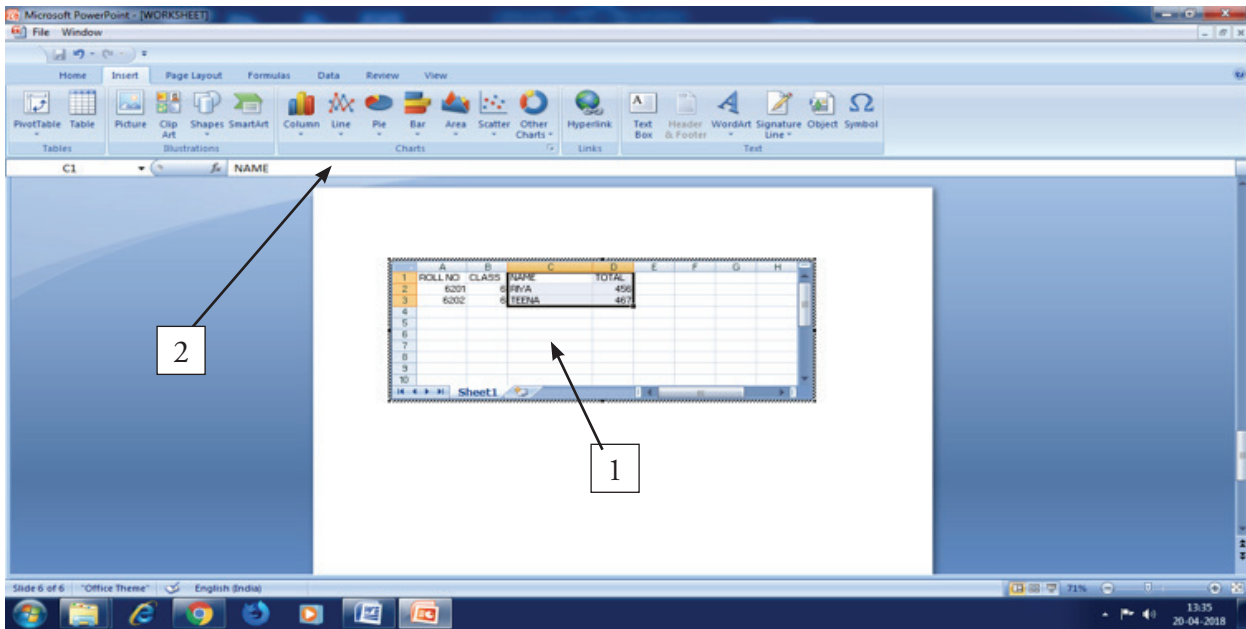
1. Select the data for which you have to create the chart.

2. Select the type of chart you need. The following screen will be displayed.
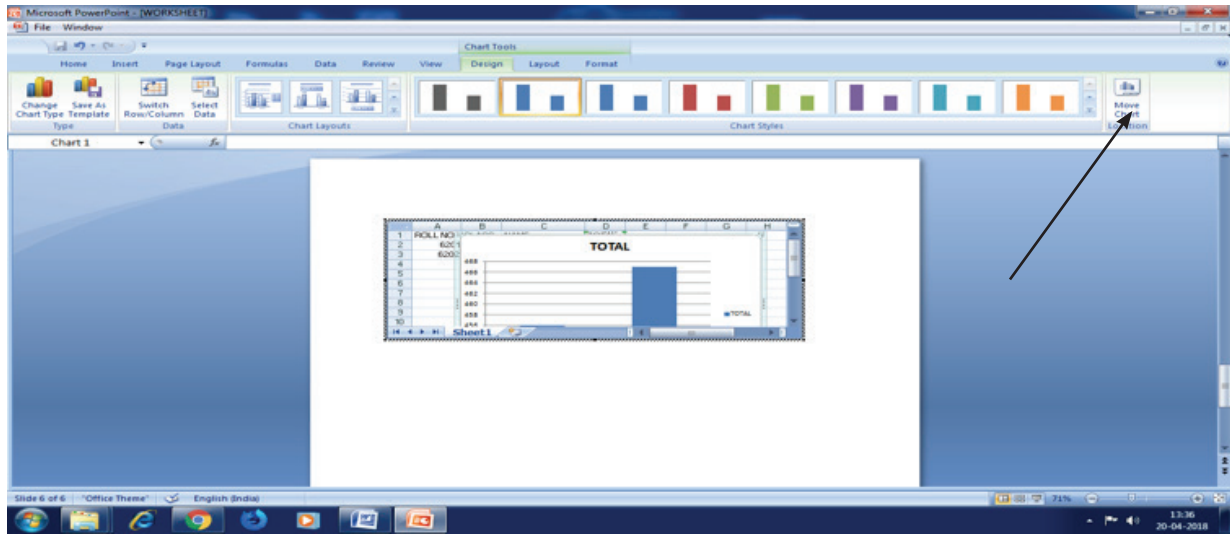
Try changing the other chart styles and chart design.

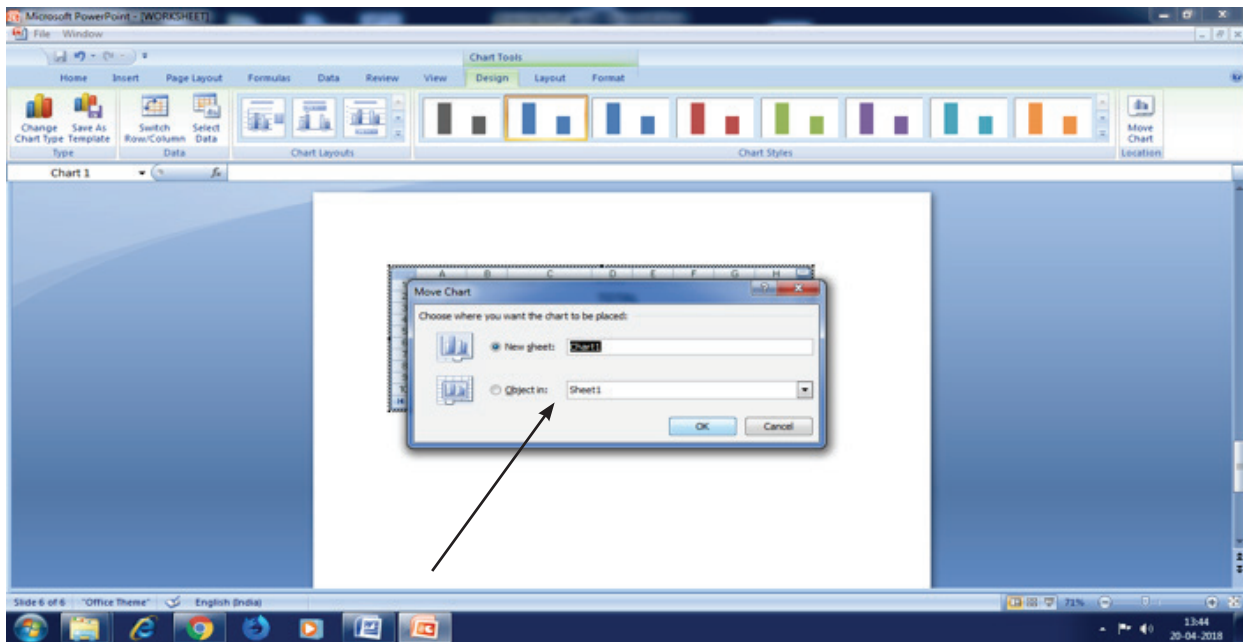Now the chart will be inserted in the same sheet.

- To insert the chart in a new sheet follow the steps given.

Click on the Move Chart Option.

In the Following Window Type the name for the chart in the New Sheet option box.

1. A _____is a graphical representation of data.

2. In a chart, the data is represented by symbols like_____, _____, _____.

3. To edit a chart_____(double click/ click) on the chart object.

4. We need table to create a chart in Ms PowerPoint. (True / False)

Teacher's Signature

helpful tips

When you insert a chart, small buttons appear next to its upper-right corner. Use the Chart Elements button to show, hide, or format things like axis titles or data labels. Or use the Chart Styles button to quickly change the color or style of the chart. The Chart Filters button is a more advanced option that shows or hides data in your chart.

VIEWS OF POWERPOINT

INTRODUCING THE VIEWS

PowerPoint 2007 continues to provide seven different views to help users to create and play presentations. You can switch between all of them with a single click or a keyboard shortcut.

To access any of these views, you'll need to select the View tab of the Ribbon, as shown below. Then click on any of the buttons in the Presentation Views group.
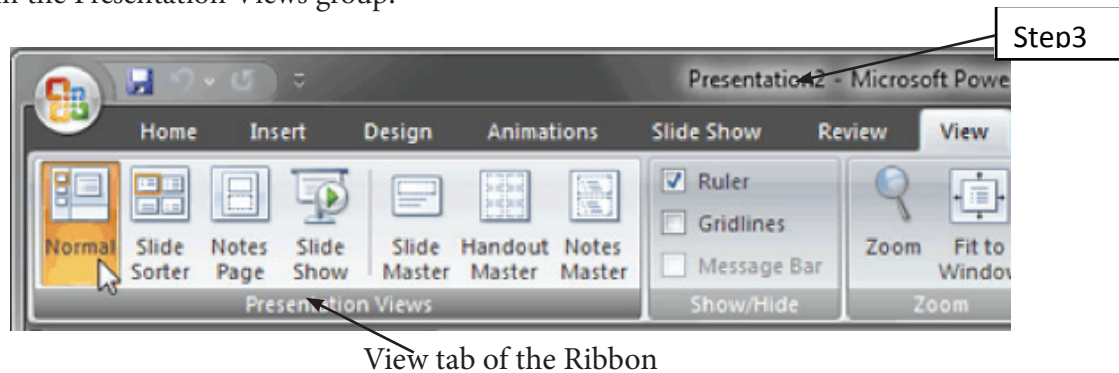
View tab of the Ribbon

These seven views are:

1. Normal
2. Slide Sorter
3. Notes Page
4. Slide Show
5. Slide Master
6. Handout Master
7. Notes Master

Other than the View tab of the Ribbon, you can also access these views using the three small buttons in the right side of the Status Bar

 : View buttons

These three buttons allow quick access to the same views:

- The leftmost button brings up the Normal view.
- The middle button allows you to access the Slide Sorter view
- The rightmost button plays the presentation (as does the F5 key)

If you Shift-click any of these three buttons, the view options change:

- Shift-clicking the leftmost button brings up the Slide Master view
- Shift-clicking the middle button brings up the Handout Master view
- Shift-clicking the rightmost button does not bring up any view, instead it brings up the Set Up Show dialog box.

NORMAL VIEW

Normal View is the default PowerPoint view that displays one slide at a time, this is good for editing individual slides. To navigate to the next slide you can use the scrollbar, or the Next and Previous buttons located at the bottom of the vertical scrollbar. You can also use the Page Up and Page Down Key to navigate the slides.

Typically, Normal view includes the Slides/Outline pane on the left. By default the Slides pane (rather than the Outline pane) is active, and you can use this pane to select slides.
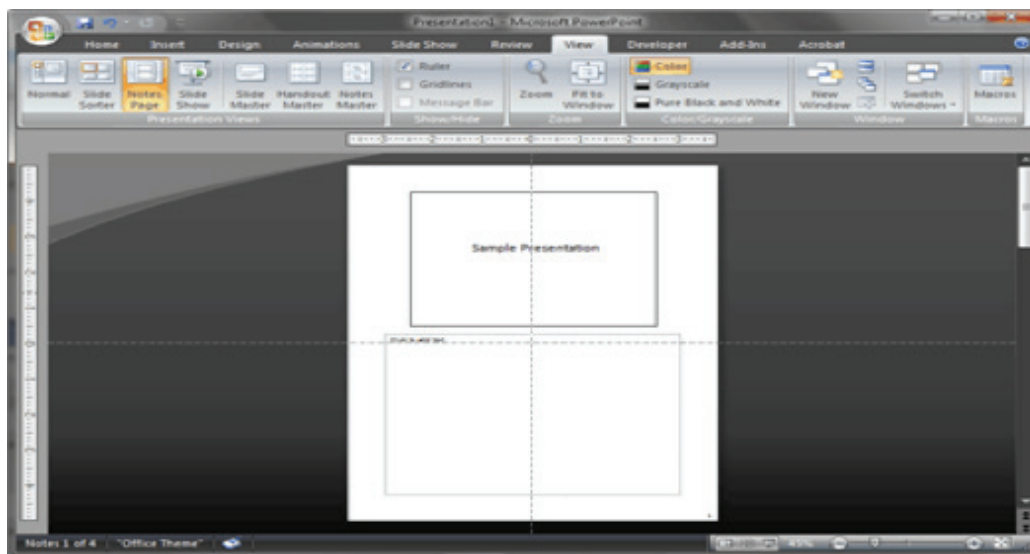
At the bottom of the slide area is the Notes pane that allows you to type in notes for the active slide.

SLIDE SORTER VIEW

Slide Sorter view displays thumbnail sized representations of all slides in your presentation. This works best when you have to select multiple slides before you apply a transition or automatic timing to the slide. This view also allows you to quickly reorder, delete, or duplicate your slides. In addition, this view displays hidden slides.

NOTES PANE VIEW

This view displays your slide notes in a page view as shown.

The large box on the top half of the page is a single slide whereas the slightly larger box in the bottom half of the page is the notes area, this contains the same notes that are available within the Notes pane of Normal view.

Remember that you can use the zoom option in the Status bar to get a better view of any part of the Notes page.

SLIDE SHOW

In this view, you can view the slide in a full screen resolution. Remember that this is purely a display view and no editing can be done on slides at this point of time.

To access this view, you can also use the F5 key to play the presentation from the first slide. To play the presentation from the selected/active slide, you press Shift + F5.

This same Slide Show view is used when you connect your desktop or laptop to a projector, so this is a great way to check how your presentation will look while playing on a projector. Press the spacebar, or the N key to get to the next slide, and the Backspace key or the P key to get to the previous slide. Press the Escape key to come out of this view.

✁ BRAIN DEVELOPER ✁

1.   PowerPoint 2007 provides _____different views to help users to create and play presentation.

2.   _____are three small buttons on the right side of the status bar.

3.   The three view buttons are_____,_____,_____.

4.   The _____ is the short cut key to play the presentation.

5.   _____ view is good for editing individual slides.

6.   Normal view includes the _____ and _____ pane on the left.

7.   _____pane is at the bottom of the slide area.

8.   _____view displays thumbnail sized representations of all slides in the presentation.

9.   _____view displays your slide notes in a page view.

10.   _____view helps to view the slide in a full screen resolution.

Teacher's Signature

MORE VIEWS OF POWEPOINT

SLIDE MASTER VIEW

The slide master is one of several master slides that are used in PowerPoint to make global changes to all your slides with the same layout at one time.

Using the slide master allows you to

- change font colours and styles for every slide

- add a clipart or picture to every slide

- add a footer or date to every slide

Access the Slide Master

1. Click on the View tab of the ribbon.

2. Click on the Slide Master button.

SLIDE MASTER LAYOUTS

The slide master opens on screen. To the left, in the *Slides/Outline* pane, you will see thumbnail images of the slide master (top thumbnail image) and all the different slide layouts that are contained within the slide master.
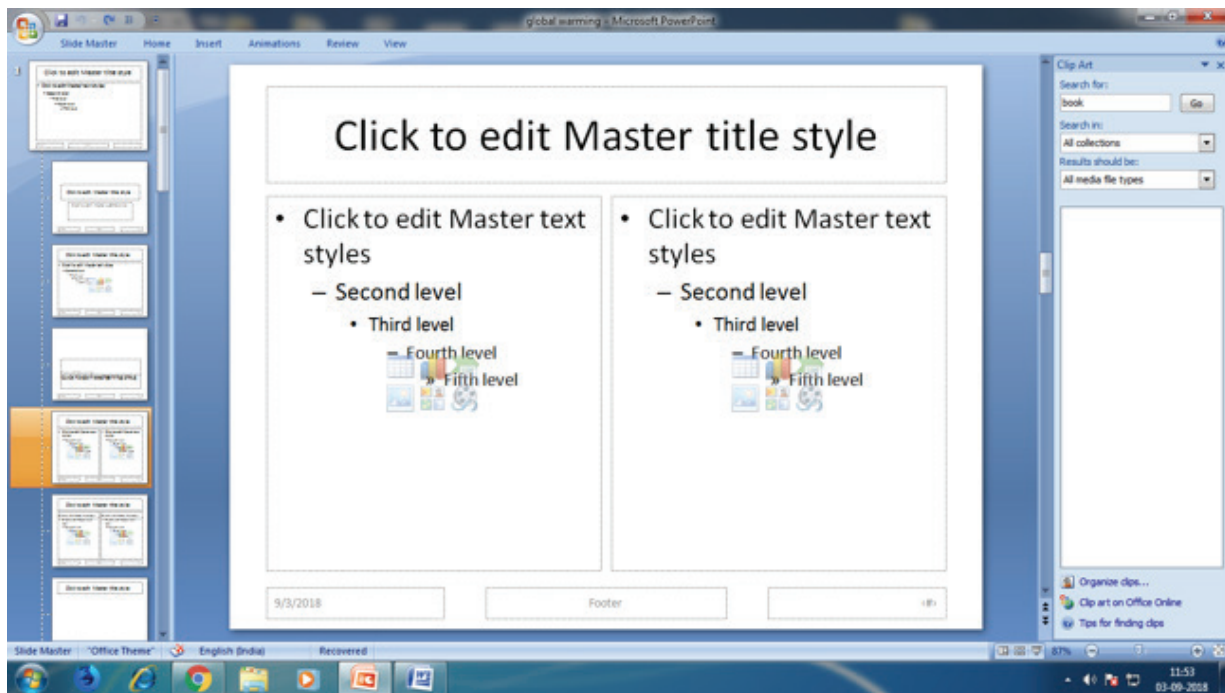
1. When the slide master is open, a new tab is visible on the ribbon - the Slide Master tab. You may make one or many changes to the slide master using the options on the ribbon.
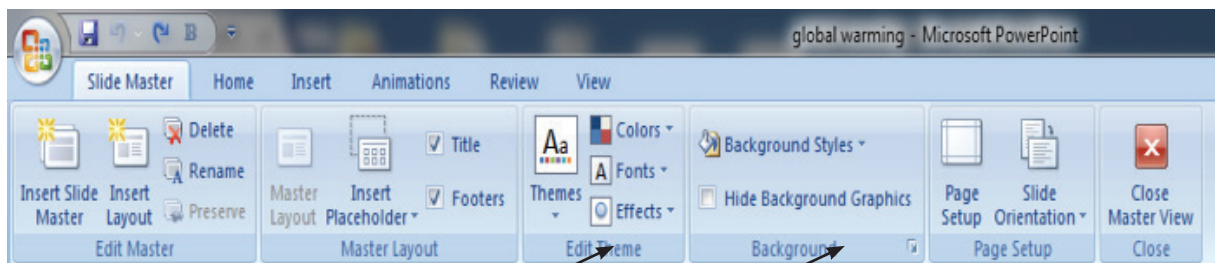
2. You can choose the desired options from edit theme ribbon and background ribbon in the Slide Master Tab.

3. To exit from Slide Master view click view tab→normal view.
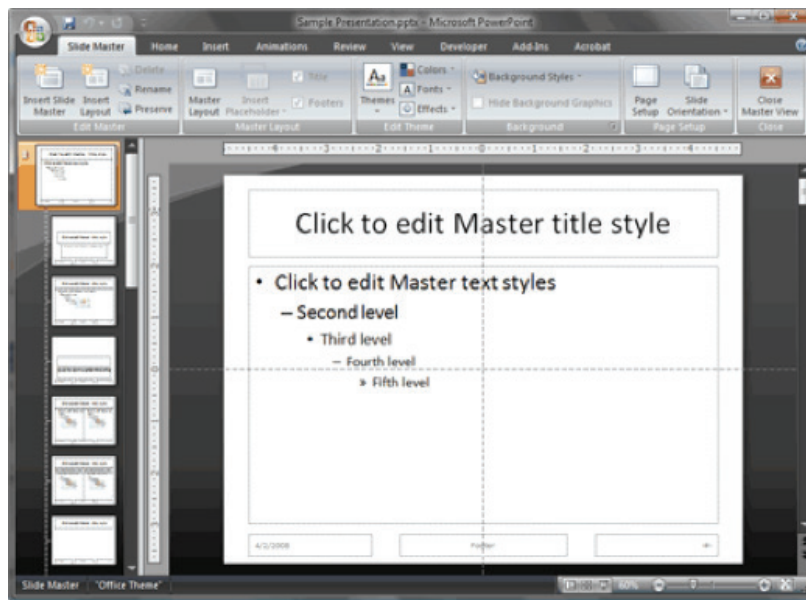
HANDOUT MASTER VIEW

You can use the Handout Master tab to edit the appearance of presentation handouts, including the layout, headers and footers, and background. Changes made to the handout master appear on all pages of the printed handout.
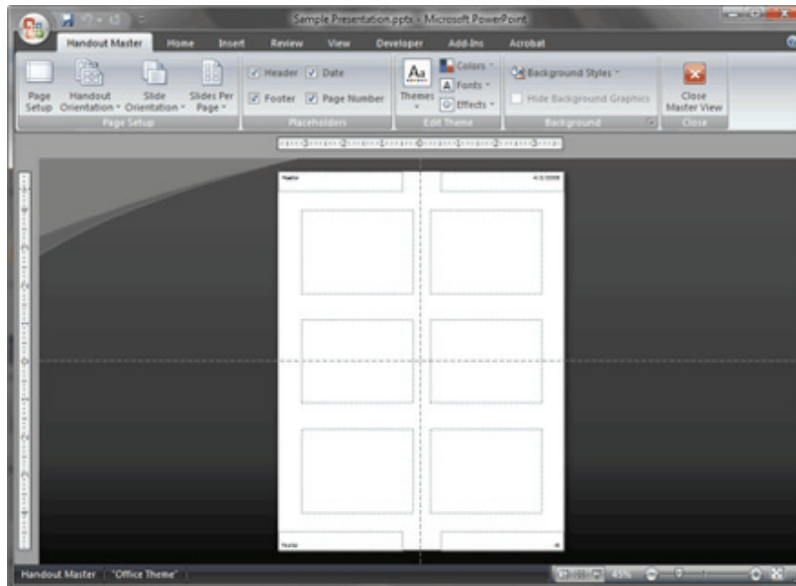
To see the handout options, click the View tab, and then click Handout Master in the Master Views group.
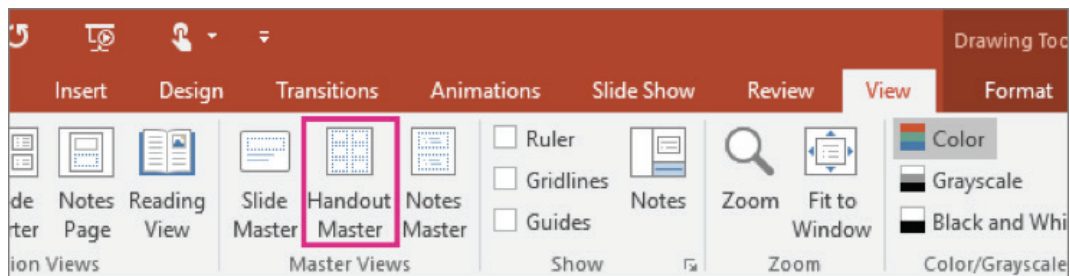
This opens the Handout Master view.
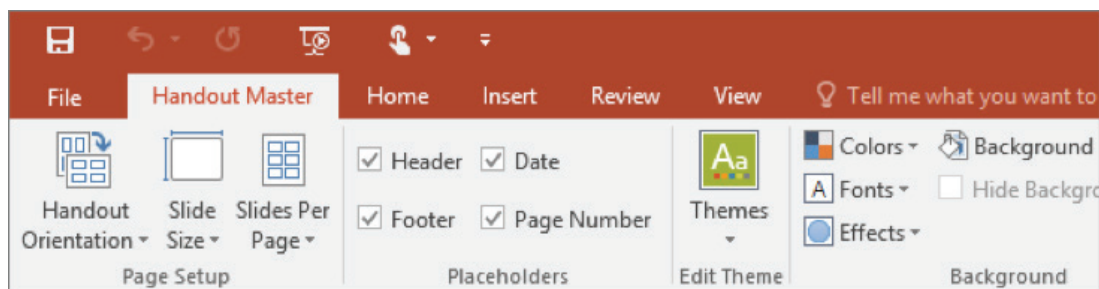
Select the desired options like Page Setup, Edit Theme and Background from Handout Master tab.
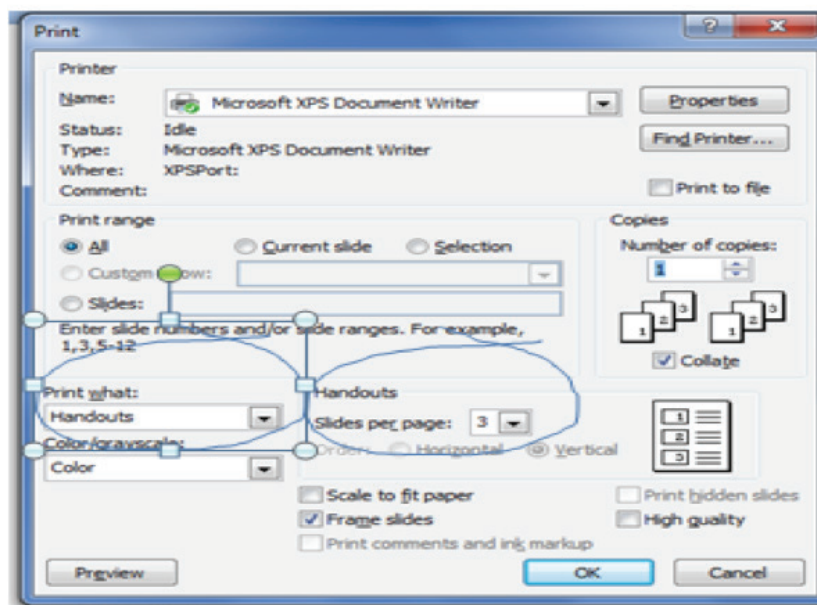
You can also click the following

Office button→Print→Print what – handouts→Handouts –Slides per page.

Now click preview button to view the handouts.

Do not click the print button.

NOTES MASTER VIEW

There are very few people who print Notes pages, and it might be among the least used PowerPoint options. And those who print Notes pages never realize that the look of the printed Notes pages can be modified within the Notes Master. Any changes you make within the Notes Master view affects how they appear in Notes Page view, and the layout of printed Notes pages. Do note though that these changes do not affect the Notes pane of your slides in Normal View.

To access the Notes Master, select the View tab of the Ribbon, locate the Master Views group, and click the Notes Master button.
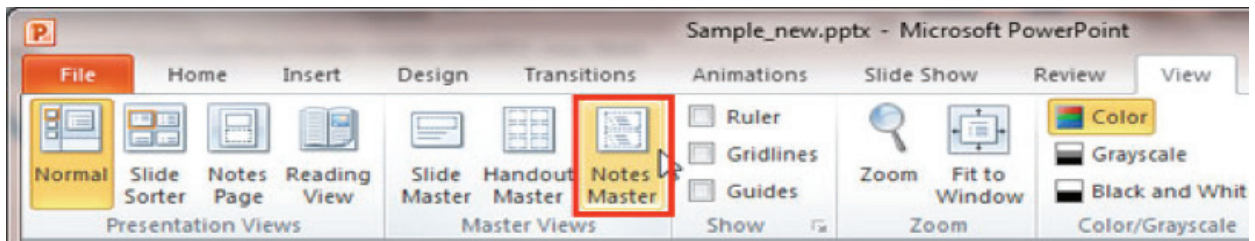
This opens the Notes Master, as shown below.
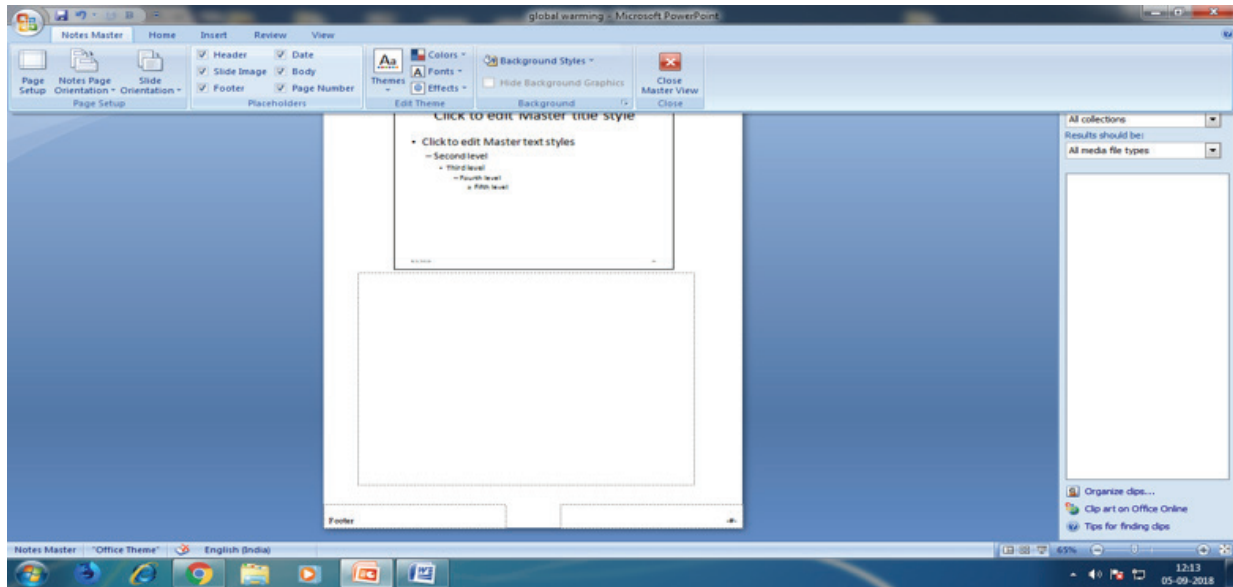
You can do the following tasks within the Notes Master:

- Select any placeholder and delete it by pressing Delete key on your keyboard.

- Reposition placeholders by dragging them to a new position.

- Resize the placeholders.

- Format placeholder by using the tools on the Ribbon or menus.

- Add pictures, SmartArt, ClipArt, or any other kind of slide objects that you want to display in the Notes view, or when Notes are printed. Do note that these slide objects (anything you insert other than the placeholders that were already available in the Notes Master) cannot be edited for individual slides. For example, if you add a picture of an apple in the Notes Master, all Notes pages will show that apple and you cannot change it to something else on any individual slide's Notes page.

Make the changes as required, and choose any of these options to get back to Normal view.

CHALLENGE!!!!

1. Open Global Warming.pptx.

2. Go to Slide Master View.

3. Select "Title only" Layout from the list of SlideMaster-Layouts.

4. Try changing the font, effects, theme, background etc.

5. Go back to normal view.

6. Do not save the presentation.

Did you notice??????

In normal view, the slides with the Title only Layout is getting the effects which you selected in Slide Master View Tab.

❧ BRAIN DEVELOPER ❧

....

1. _____view is used to make global changes to all your slides with the same layout at one time.

2. You can access the slide master view by clicking _____ tab _____button.

3. When the slide master view is open, _____tab is visible on the ribbon.

4. You can exit from slide master view by clicking_____tab➔_____view.

5. To view the handout options, click _____tab_____in the master views group.

Teacher's Signature

INSERTING AN OBJECT, HYPERLINK AND ACTION BUTTONS

You can import content from other programs into your presentation. This includes files created by other Microsoft Office programs, as well as files from other programs that support Object Linking and Embedding (OLE).

Note: You can insert content only from programs that support OLE and are installed on your computer. To see what types of content you can insert, on the Insert tab, in the Text group, click Object. The Insert Object box lists the object types you can use.

CHALLENGE!!!!

Create a new presentation

Insert the "Sample-Table.xlsx" from picture folder.

Click the options in the order mentioned in the following picture.

TRY IT!
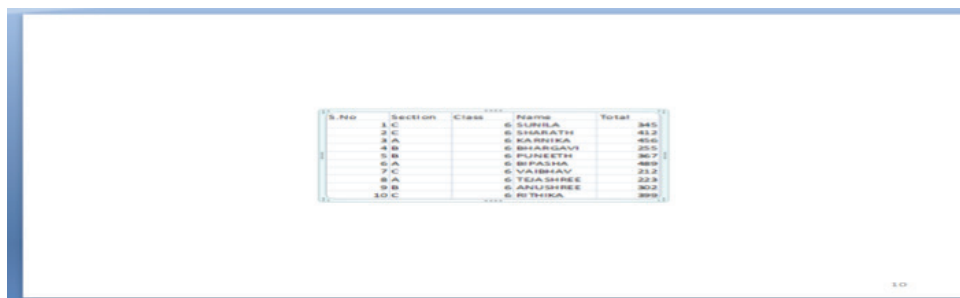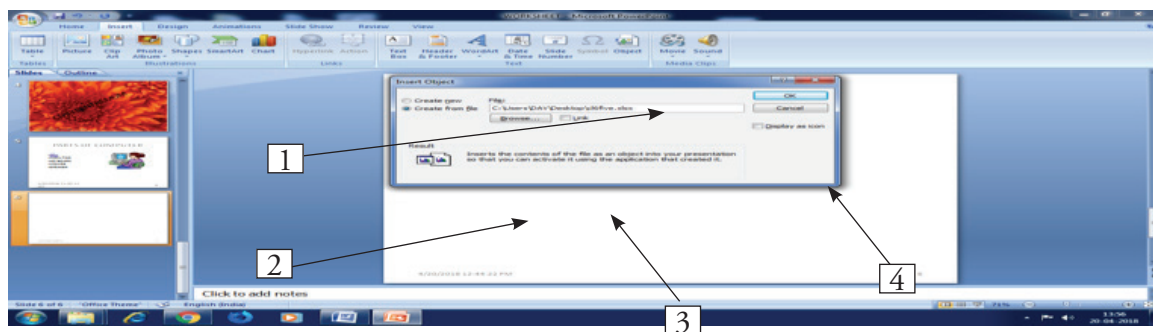
1. Pie chart for the above slide.

2. Insert word document/pdf files.

Save the Presentation.
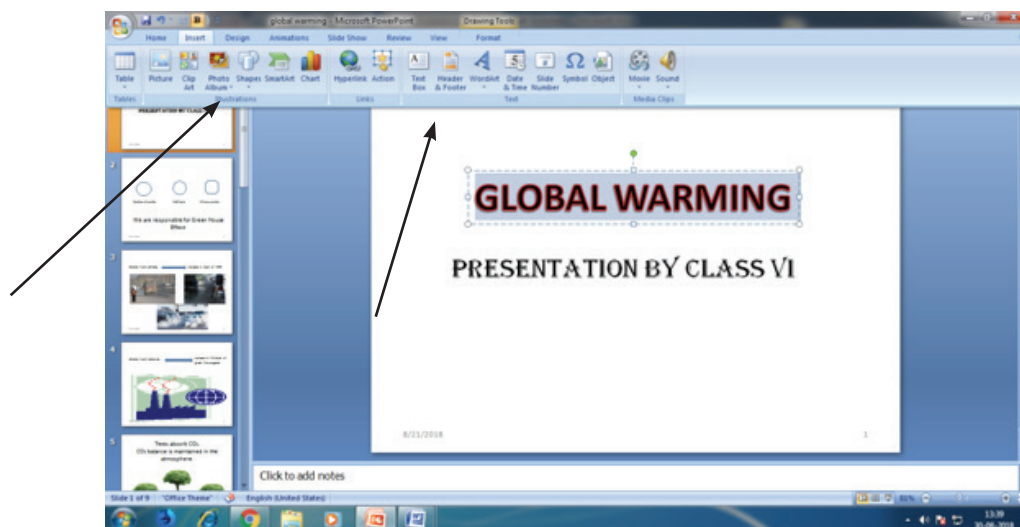
INSERTING A HYPERLINK

HYPERLINK

Hyperlink is an electronic link providing direct access from one distinctively marked place in a hypertext or hypermedia document to another in the same or a different document.

You can link to a web page, link to a different place in your presentation, open a different presentation, open a new file, or begin a message to an email address.
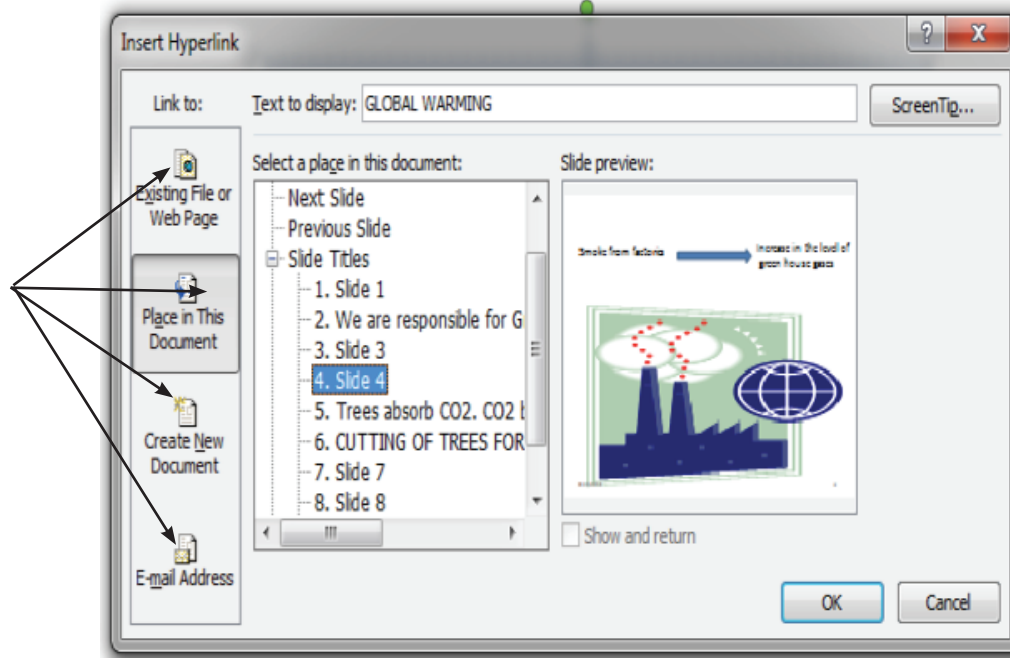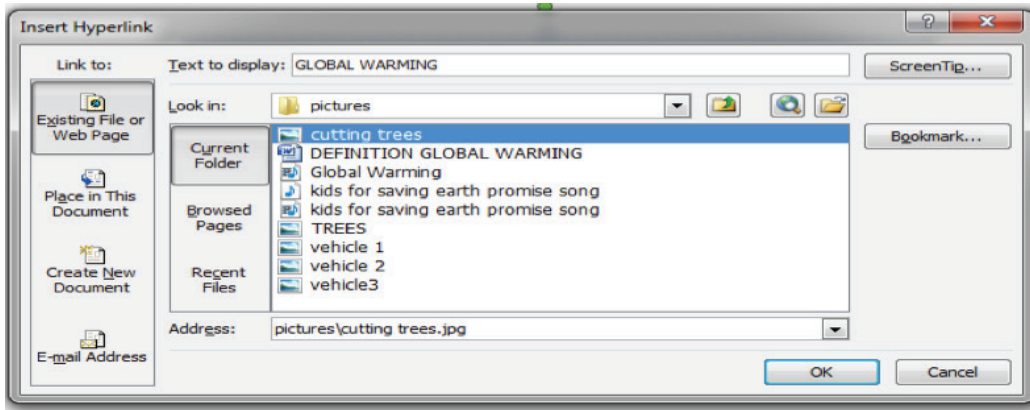

HYPERLINK TO AN EXISTING FILE OR WEB PAGE

1. In Normal view, select the text, shape, or picture that you want to use as a hyperlink.

2. On the Insert tab, in the Links group, click Hyperlink.
3. Under Link to, click Existing File or Web Page,
4. Locate and select the page, site, or file that you want to link to, and then click OK.

HYPERLINK TO – PLACE IN THIS DOCUMENT

This option helps you to link to the slides in the same presentation.

1. In Normal view, select the text, shape, or picture that you want to use as a hyperlink.
2. On the Insert tab, in the Links group, click Hyperlink.
3. In the Insert Hyperlink dialog box, under Link to, click Place in This Document.
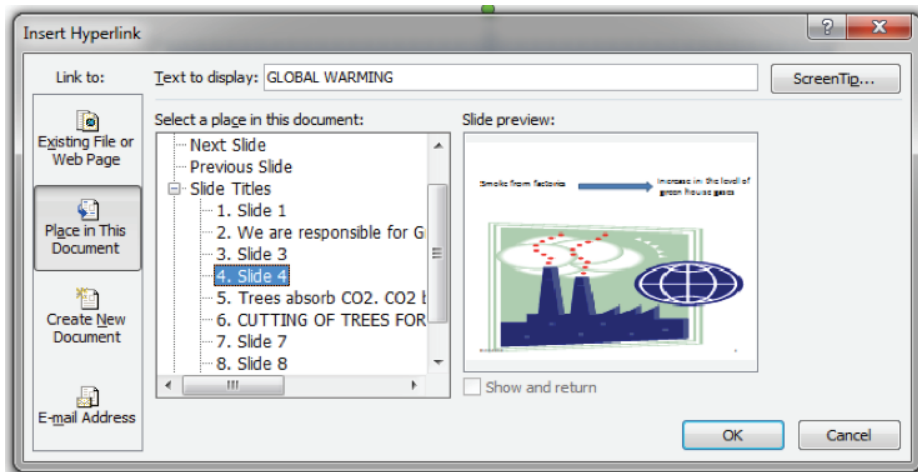

Do one of the following:

➢ To link to a slide in the current presentation, under Select a place in this document, click the slide that represents the hyperlink destination.

➢ To link to a custom show (a select group of slides) in the current presentation, under Select a place in this document, under Custom Shows, click the custom show that represents the hyperlink destination. Then, select the Show and return check box.

➢ Click Ok button.

TO EDIT OR REMOVE A HYPERLINK

• Select the text or object with the hyperlink you want to remove.

• Select the Insert tab.

• Click the Hyperlink command in the Links group. The Edit Hyperlink dialog box will appear.
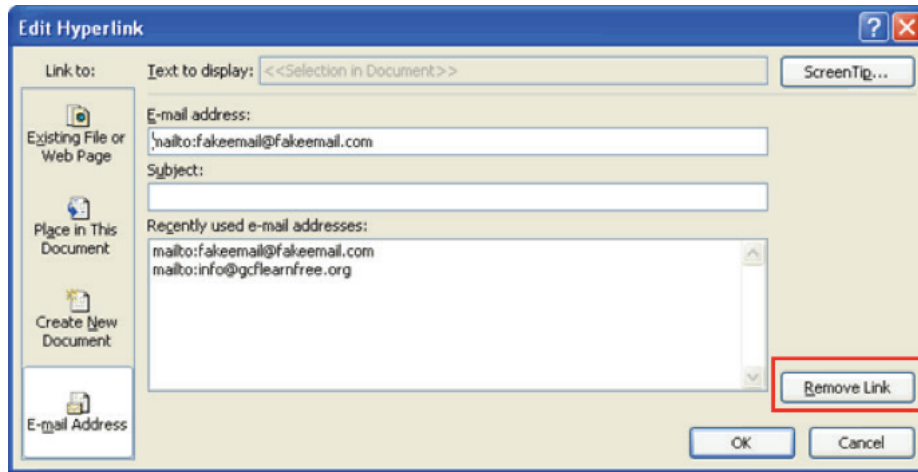
- Edit the selected hyperlink.

    OR

- Click the Remove Link button to remove the link.

- Click OK.

You can edit and remove any hyperlink the same way, regardless of whether the hyperlink is to a slide, email address, or webpage.
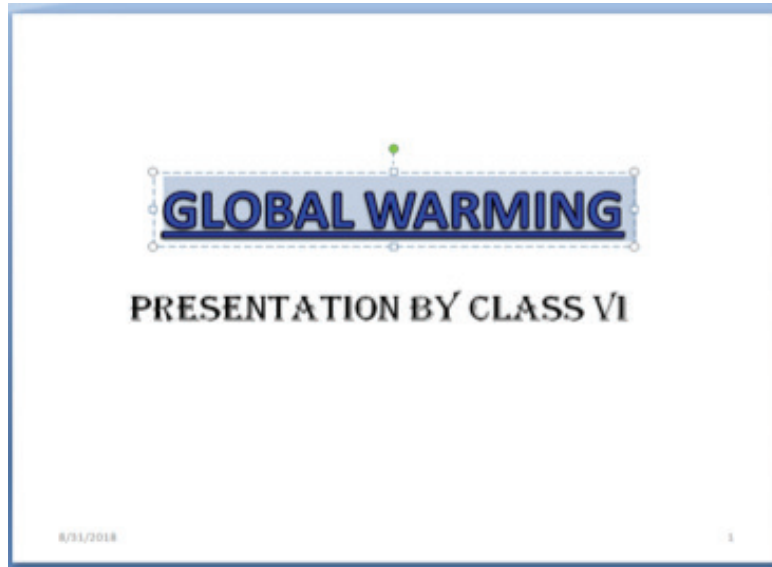
CHALLENGE!!!!

✓ Open "GlobalWarming.pptx"

✓ Slide 1- Link the word "Global Warming" to the word document "DEFINITION GLOBAL WARMING. docx" file in picture folder

✓ Use the first option displayed in "Insert Hyperlink" window.

✓ Save your presentation.
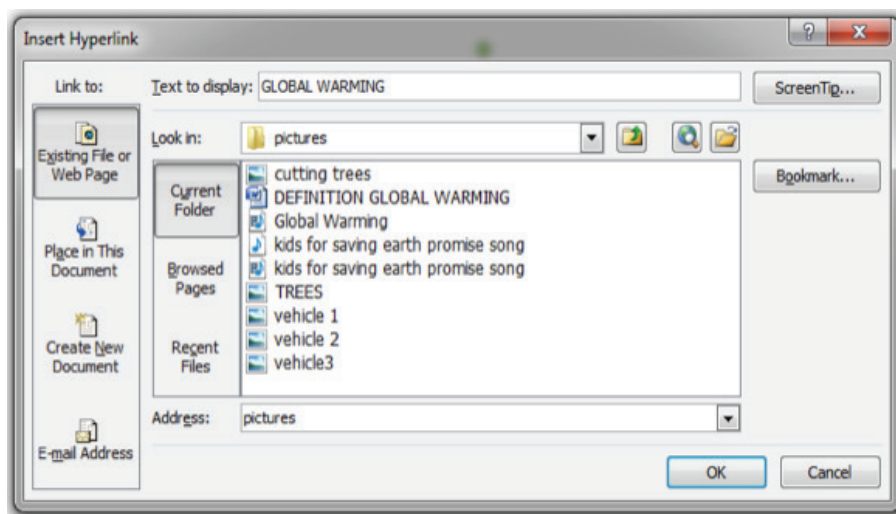
DID YOU SEE!!!

The word that is hyperlinked in slide 1 changes to blue colour in normal view.

In the Slide show view- hover over the word GLOBAL WARMING.

Did you get this symbol [hand pointer icon]? Now, when clicked the linked file opens.

INSERTING ACTION BUTTONS

Another tool you can use to connect to a webpage, file, email address, or slide is called an action button, or action link. Action buttons are built-in button shapes you can add to a presentation and use as hyperlinks. When someone clicks or moves over the button, the action can occur.

Hyperlinks and action buttons are closely connected and can do many of the same things. Action buttons are used most for self-running presentations, such as those at a trade show booth or kiosk.

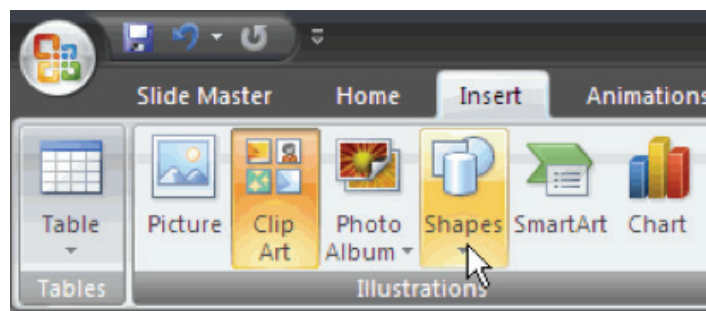To insert action buttons on all the slides

- Select the View tab.

- Click the Slide Master command in the Presentation Views group. The Slide Master view will appear.
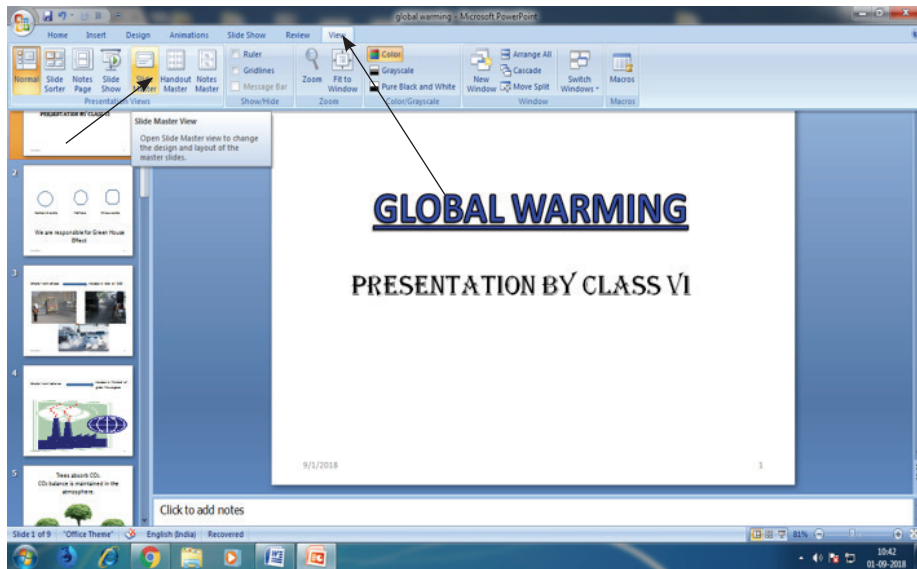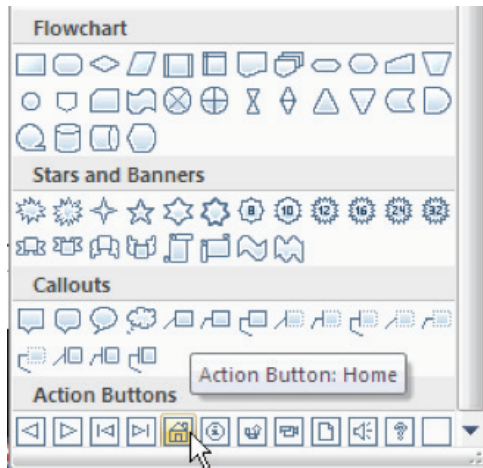
• Select slide 1, the slide master. Changes to this slide will appear on all slides in the presentation as shown below.
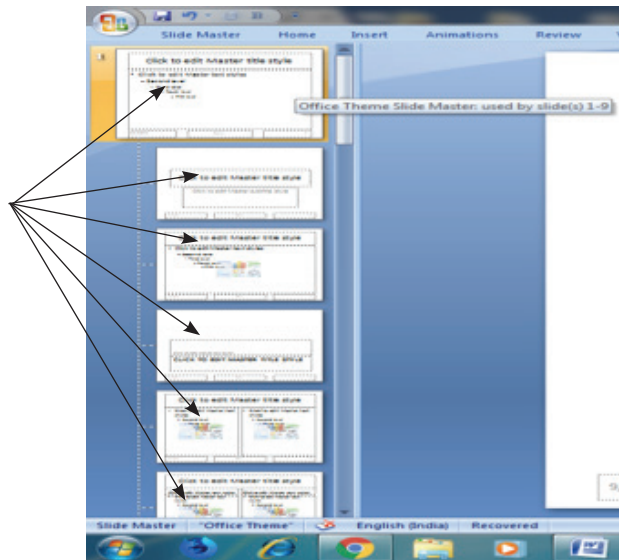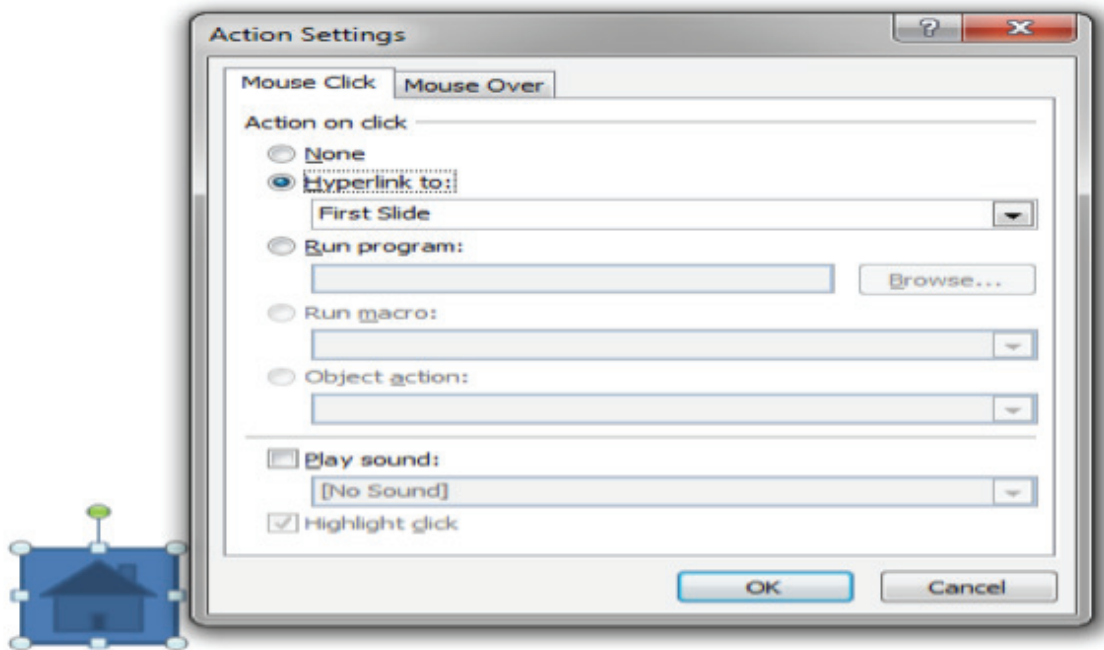

• Select the Insert tab.

• Click the Shapes command in the Illustrations group.

• Select an action button from the bottom of the list. In this example, we will select the Home action button.

- Insert the shape onto the slide. The Action Settings dialog box will appear.

- Select the Mouse Click or Mouse Over tab. Use the Mouse Click tab to set actions to occur when you click, and use the Mouse Over tab to set actions to occur when you move the cursor over the action button. In this example, we will leave the Mouse Click tab selected.

- In the Action on click section, click None or Hyperlink to.

- If you click None, the shape will have no action associated with it.

- If you click Hyperlink to: select an option from the menu. The hyperlink options work the same for action buttons as they do for traditional hyperlinks.
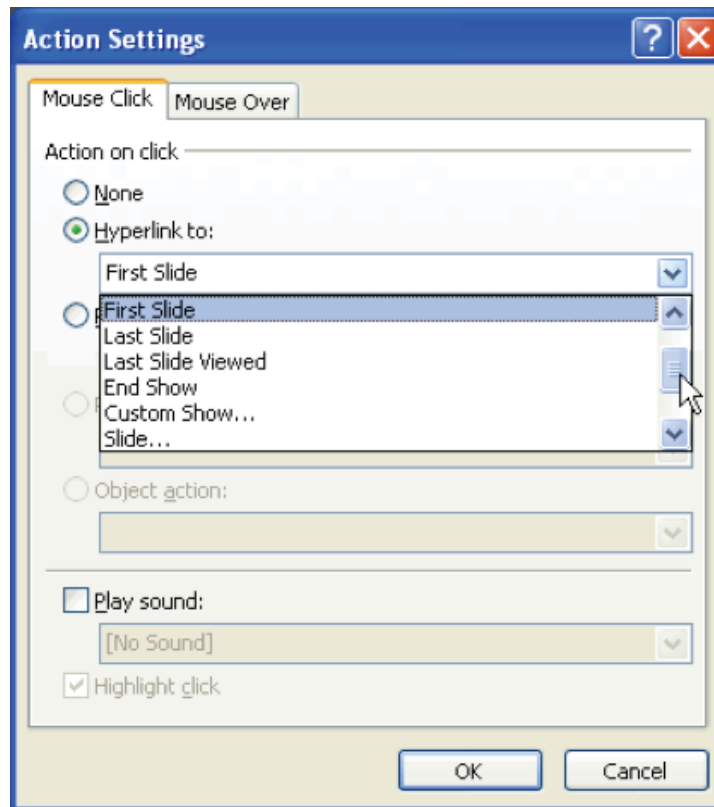
- Click Play Sound if you want to play a sound when the action button is clicked.

- Select a sound from the drop-down menu.
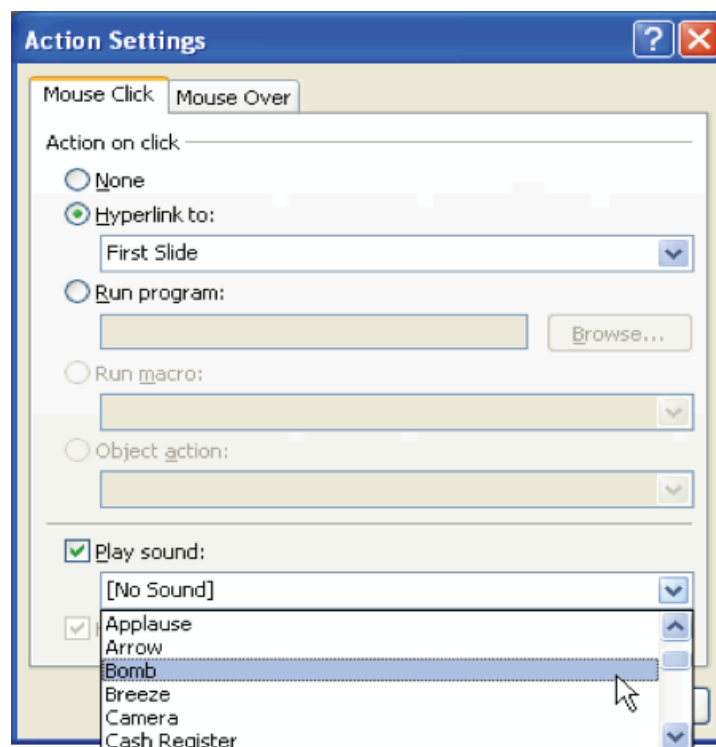
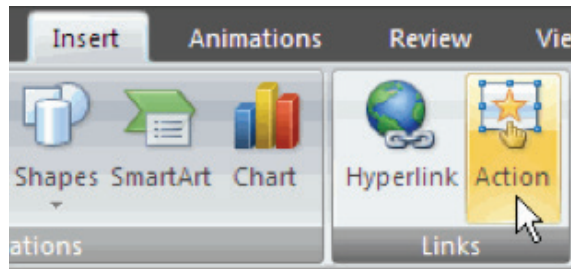- Click OK.

Did you notice?????

- When you click the normal view, all the slides change to normal view.

- Action buttons on all the slides.

Q: What do you understand by this?

Ans: If you want to insert action buttons on all the slides at a time, you can do it in master view. Action buttons do not have to be inserted on master slides. You can insert an action button in only one slide if you want.
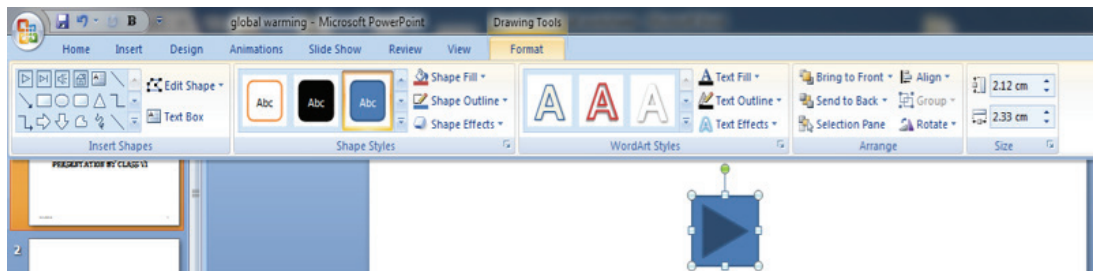
To edit the action button:

- Select the action button.

- Select the Insert tab.

- Click the Action command in the Links group. The Actions Settings dialog box will appear.
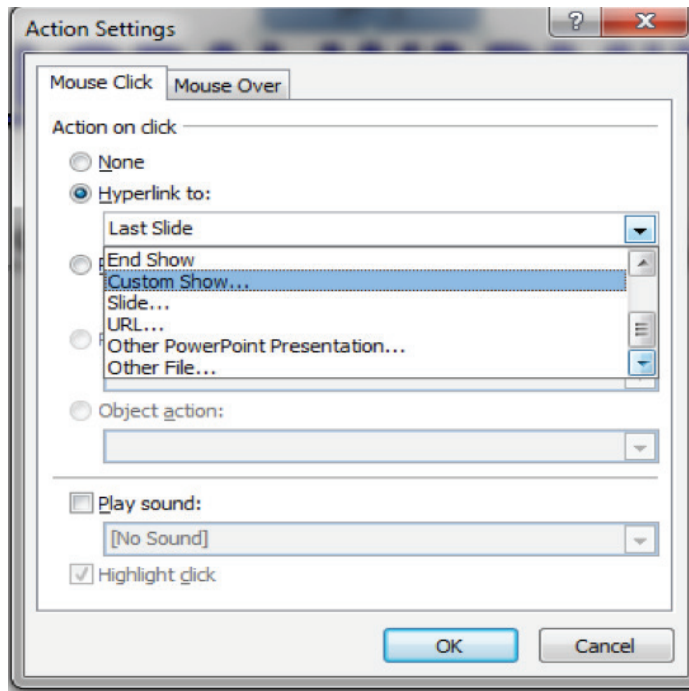

- Edit the action or hyperlink.

- Click OK.

When the action button is selected, the Format tab is available because it is a shape.

You can change the shape, style or colour so that it matches the colour scheme of the slide from this tab.

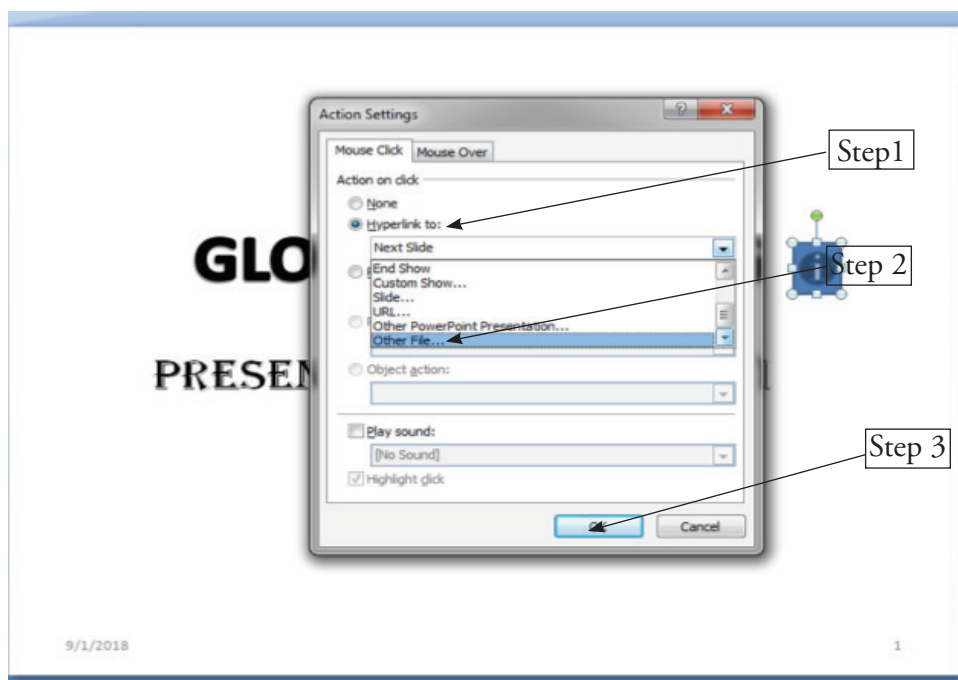**You can use Action Buttons to link to other files also.**

Scroll down to see the other options available

CHALLENGE!!!!

Use the "GlobalWarming" presentation to complete this challenge.

• Open a presentation.

• Goto slide 1. Select the Title "Global Warming"- Remove the hyperlink. (steps- refer the previous chapter)

• Insert an action button.

• Link to "DEFINITION GLOBAL WARMING.docx".

❧ BRAIN DEVELOPER ❧

1. The full form of OLE is_____.

2. You (cannot / can) import content from other programs into your presentation.

3. You can import content from other programs by clicking _____tab, in the _____ group, _____.

4. _____ are built-in button shapes you can add to a presentation and use as hyperlink.

5. _____ is an electronic link providing direct access from one document to another in the same or a different document.

Teacher's Signature

? DID YOU KNOW ? Any picture or text can be instantly converted to a Hyperlink by Right Clicking on the Text/Picture and selecting Hyperlink option.
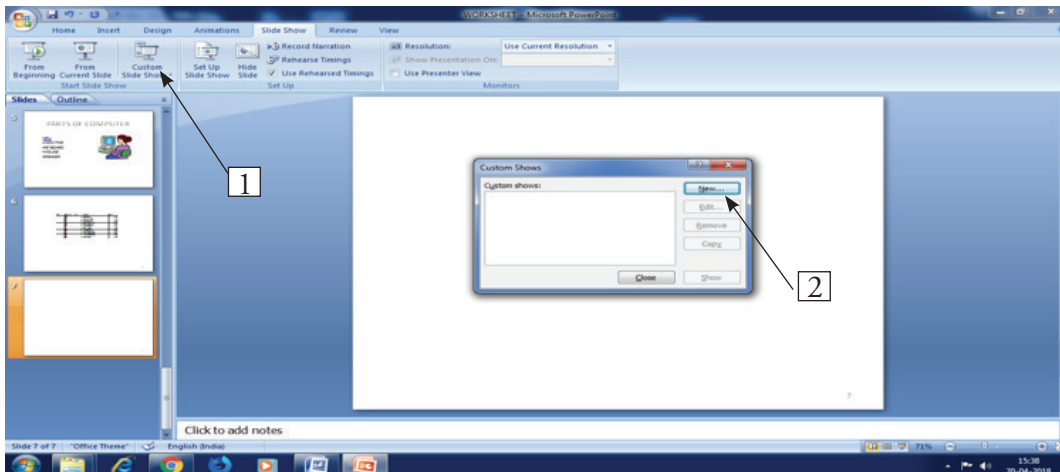
CUSTOM SLIDE SHOW, REHEARSE TIMINGS

CUSTOM SLIDE SHOW

When you create a custom show in PowerPoint, you can adapt a presentation for different audiences. Use a custom show to present only certain slides from your presentation. A basic custom show is a separate presentation or a presentation that includes some of the slides of the original.

Use a basic custom show to present a subset of the slides in a presentation file. For example, if your presentation contains a total of five slides, a custom show named "Site 1" could contain just slides 1, 3, and 5. A second custom show named "Site 2" could include slides 1, 2, 4, and 5. When you create a custom show from a presentation, you can always run the whole presentation in its original sequential order, too.

Open "GlobalWarming.pptx"

Click Slide show tab→custom slide show.

➢ Select the slides needed in the show1 by using the following steps.
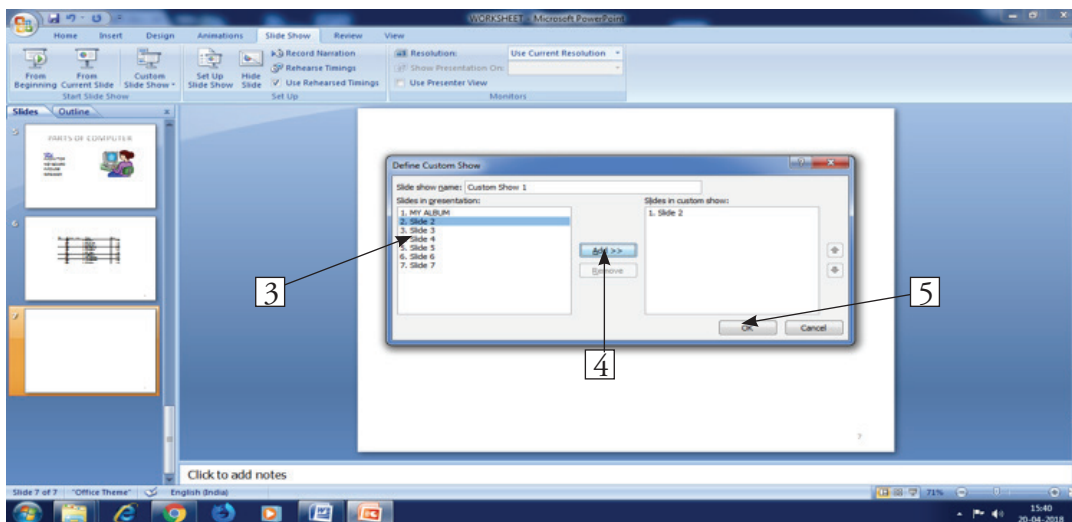
REHEARSE TIMINGS

The Rehearse Timings feature is used to record the time that you need to present each slide, and then use the recorded times to advance the slides automatically when you give your presentation to your actual audience.

You can rehearse your presentation to make sure that it fits within a certain time frame.

1. Select the "Slideshow" tab, click "Rehearse Timings"
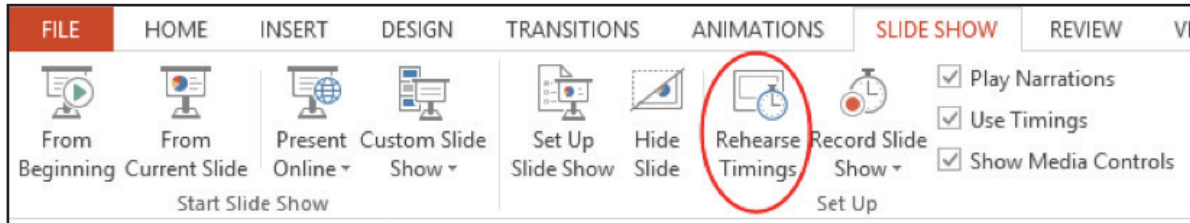
- The "Rehearsal" toolbar appears, and the "Slide Time" box begins timing the presentation.
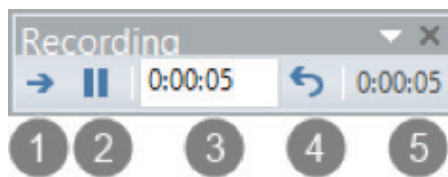
1. Next (advance to the next slide)

2. Pause

3. Slide Time

4. Repeat

5. Total time for presentation

2. While you time your presentation, do one or more of the following on the "Rehearsal" toolbar:

• To move to the next slide, click "Next"

• To temporarily stop recording the time, click "Pause"

• To restart recording the time after pausing, click "Pause"

• To restart recording the time for the current slide, click "Repeat"

3. After you set the time for the last, a message box displays the total time for the presentation and prompts you to do one of the following:

• To keep the recorded slide timings, click "Yes"

• To discard the recorded slide timings, click "No"
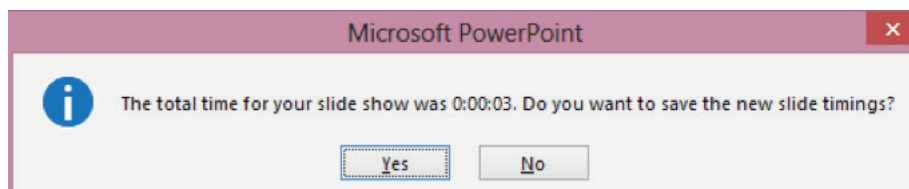
Slide Sorter view appears and displays the time of each slide in your presentation.

Turn the recorded slide timings off before you give a presentation

If you do not want the slides in your presentation to advance automatically by using the slide timings that you recorded, do the following to turn the slide timings off:

- On the **"Slide Show"** tab on the ribbon menu, clear the **"Use Timings"** check box.
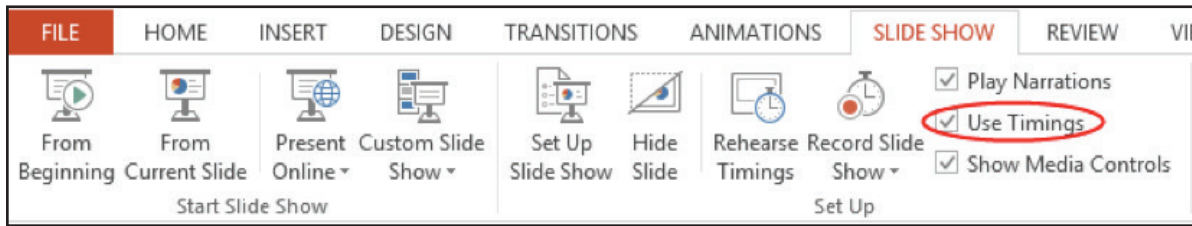
✿❧ BRAIN DEVELOPER ❧✿

1. A _____is used to present only certain slides from your presentation.

2. Custom slide show ribbon is displayed under_____tab.

3. You can set timing for each slide by clicking _____➜

    _____.

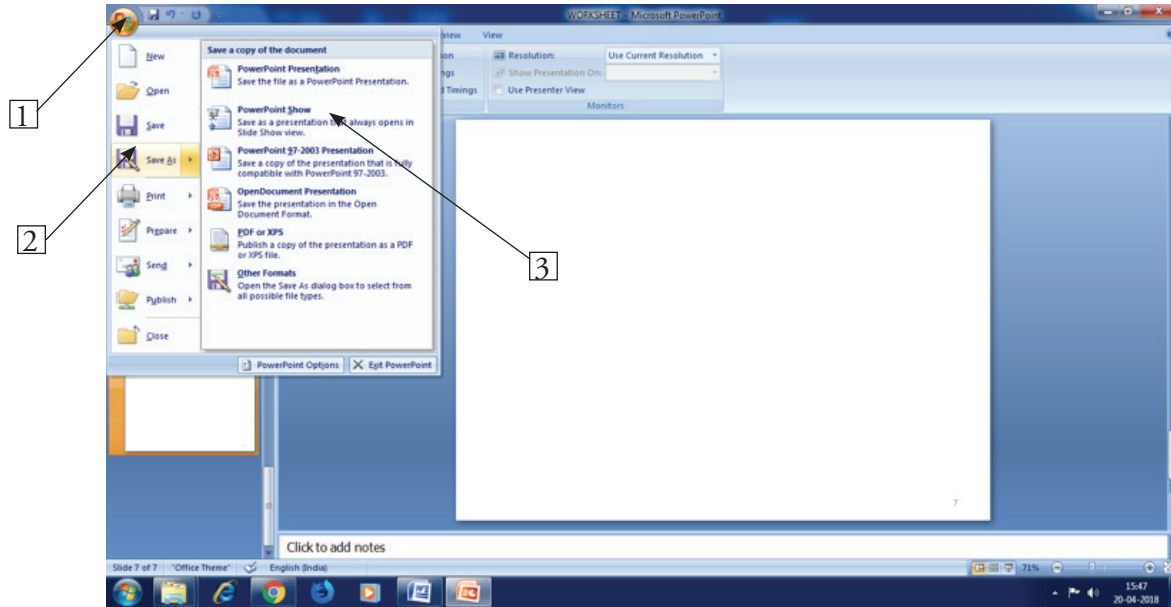*Teacher's Signature*

CREATING A POWERPOINT SHOW FILE

You can save the presentation by clicking

office button➔save as➔powerpoint show➔Type the suitable file name➔save.

Check the extension for this file.

Right click the file➔properties

What did you observe???

∾ BRAIN DEVELOPER ∾

....

1. You can save a presentation by clicking _____➔_____➔_____.

2. You can check the extension for a file by   _____ ➔_____

Teacher's Signature

User Skill Typing Tutor

TYPING TUTOR INTRODUCTION

➢ The knowledge of touch typing has become inevitable today in the use of computers.

➢ With typing tutor, you can learn touch typing in an easier and simple way.

➢ It is very similar to you that there are 26 letters in English alphabet. All these 26 letters are presented in the computer keyboard too.

➢ But, 26 letters are not arranged in an alphabetical order.

➢ The letters in the keyboard is arranged in QWERTY order.
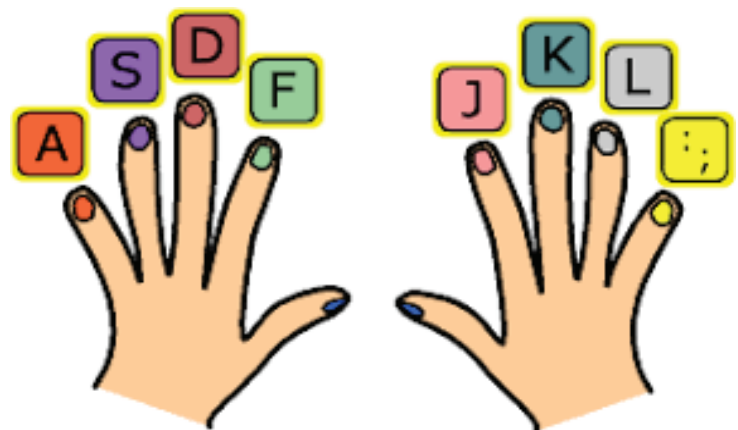

TYPING STEPS

Follow the steps below:-

Step 1: First of all place your hand on the keyboard.

Step 2: Place your

➢ Little finger of your left hand gently on the 'A'

➢ Ring finger on ' S '

➢ Middle finger on ' D '

➢ Index finger for both ' F ' and ' G '

Step 3: Place your

➢ Little finger of your right hand gently on the key semicolon ' ; '

➢ Ring finger on ' L '

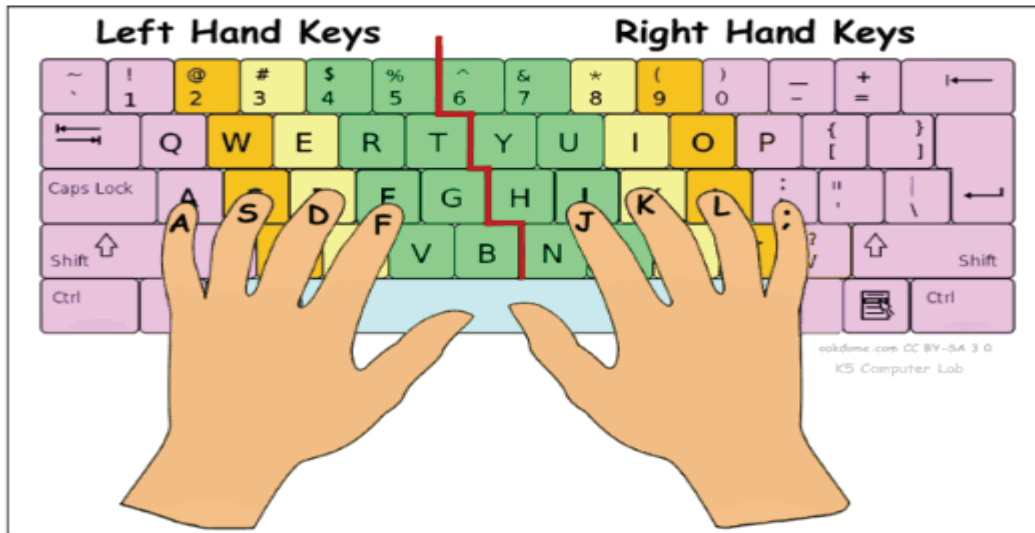➢ Middle finger on ' K '

➢ Index finger for both ' H ' and ' J '

FINGER POSITION ON THE KEYBOARD

EVERY FINGER HAS A JOB!

FOLLOW THIS GUIDE
ONLY LET THESE FINGERS
TYPE ON THESE KEYS
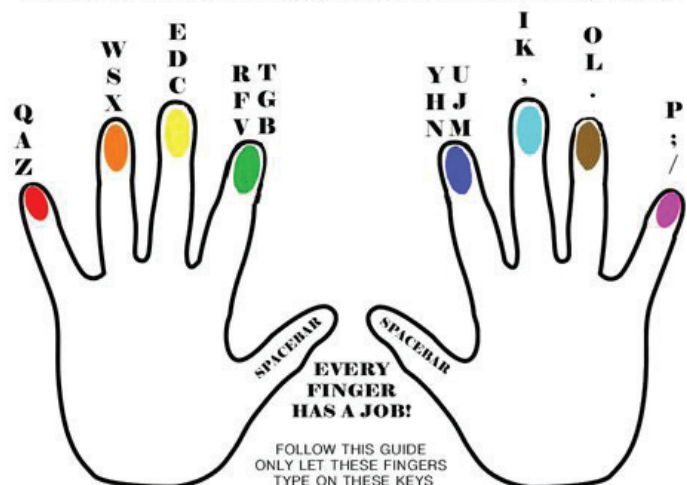
Step 4: Place both your left and right thumbs on the spacebar key.

Proper Finger Placement on the Keyboard

Lets start typing. Whatever it may be letter or numbers all most all the keys you can see around your fingers.

LEFT HAND FINGER

Name of the Finger	Keys on the Keyboard
Little Finger	A
Ring Finger	S
Middle Finger	D
Index Finger	F,G
Thumb	Spacebar

RIGHT HAND FINGER

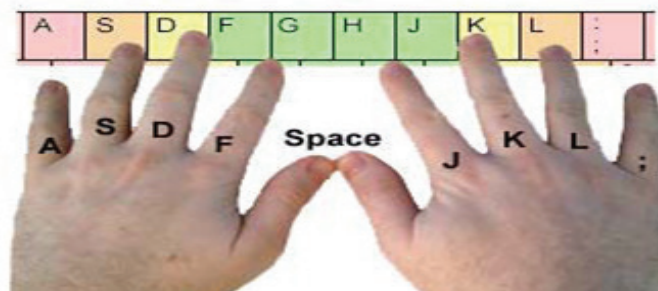| Name of the Finger	Keys on the Keyboard
Little Finger	;
Ring Finger	L
Middle Finger	K
Index Finger	J,H
Thumb	Spacebar

THE QWERTY LAYOUT

The keys on the keyboard is arranged in QWERTY layout. The layout is referred to us as "QWERTY" because of the arrangement of the keys in the upper row is QWERTY.

HOME ROW

The finger of an experienced typist never "rest" However, if we could ask the fingers where they spend most of their time, it is over the home row.

When you are still learning to access keyboard, be careful to keep at least one finger of each hand anchored over the home row.

UPPER ROW / QWERTY ROW

QWERTY Row is located just above the Home row. It contains many number of characters.

LOWER ROW

Lower Row is located just below the home row, contains limited number of keys.

NUMBERS ROW

Numbers Row is located above the upper row, number keys are also available in a separate place at the right side of the keyboard.

ANCHORING

Anchoring means to keep a finger in very light contact with its home row key.

During the early stages of learning keyboard, this is necessary for the brain to develop a sense of position for the hands and fingers.

As you become a more skilled typist, your fingers will automatically move to the correct position of the keys.