Getting started with Microsoft Office

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1. Chapter two objectives.

- *Describe* the PowerPoint Interface.
- *Create* a PowerPoint presentation and add a title slide and new slides.
- *Apply* themes, slide transitions, and animations.

2. What is MS PowerPoint?

🔍 *Définition*

PowerPoint is an essential *multifunctional tool* for *making presentations* which had been created by Microsoft. As a part of the Microsoft office suite, it offers a toolbox *to organise the presentation* by using different tools and features to make it visually pleasant and attractive. Microsoft PowerPoint gives the opportunity for the *text*, *graphics*, *multimedia objects*, and *animation elements* to be combined in one place to allow the users to present information in a more effective way.

Microsoft PowerPoint logo

⊕ *Complément*

There are different features of Microsoft PowerPoint, some of them are discussed below:

- *Slide Templates*: PowerPoint provides a collection of pre-designed templates that make it easy to create visually appealing slides.
- *Slide Master*: The Slide Master feature allows users to define the overall layout, font styles, and colour scheme for the entire presentation.
- *Animations and Transitions*: PowerPoint offers various animation effects and slide transitions to add visual interest and captivate the audience.
- *Multimedia Integration*: Users can embed images, videos, and audio files directly into their presentations, enhancing the overall impact.
- *Collaboration Tools*: MS PowerPoint allows multiple users to work on a presentation simultaneously, making it ideal for team projects and remote collaboration.
- *Presenter View*: The Presenter View feature gives presenters access to speaker notes, a timer, and a preview of upcoming slides, enabling a seamless presentation experience.

3. Creating a Microsoft PowerPoint presentation

3.1. Components of PowerPoint work space

The PowerPoint Program provides the presenter with an easy-to-use interface for designing and updating the presentation. It is important to master its main functions in order to conduct operations using this software with a level of proficiency. Here's a breakdown of the Microsoft PowerPoint interface:

- *Ribbon*: The Ribbon is located at the top of the MS PowerPoint window and has several tabs which include Home, Insert, Design, Transitions, etc.
- *Slides Pane*: Slide pane which is positioned to the far left of the window, is the PowerPoint window. You will see there a collection of your slides examples (thumbnails) which enables you to adjust and customize them with greater ease. The floating pane of the editor lets you not only add, delete, duplicate, but also hide slides from there.
- *Notes Pane*: The Notes pane is located below the Slides pane. It provides space for adding speaker notes or additional information related to each slide.
- *Slide Area*: The Slide area occupies the central part of the PowerPoint window. It displays the selected slide, where you can add and arrange content such as text, images, charts, and multimedia elements.
- *Task Panes*: Task panes are additional panels on the PowerPoint window's right side. They offer various functionalities such as formatting options, slide layouts, animations, etc. Task panes can be opened or closed based on your specific needs.
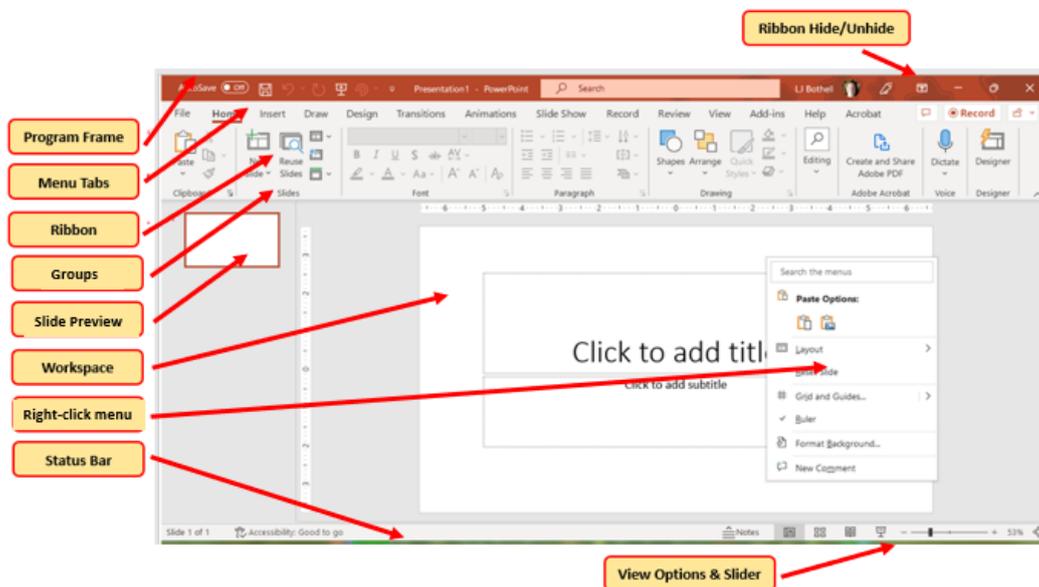
PowerPoint interface

3.2. Using PowerPoint to create a presentation

the guide below on how to create a presentation respectively will be explained to the students in details:

- Launch PowerPoint and choose a template, or start with a blank slide.
- Add slides by clicking "New Slide" or using the shortcut key (Ctrl + M).
- Customise slide content by entering text and inserting visuals.
- Rearrange slides for a logical flow by dragging them in the slide navigation pane.

- Apply slide transitions for visual effects in the "Transitions" tab.
- Add animations to objects in the "Animations" tab.
- Preview your presentation by clicking "Slide Show".
- Save your presentation and choose a format (.pptx or .pdf).
- Share your presentation via email, cloud storage, or collaboration tools.

Cf. "how to create a powerpoint presentation (youtube video)"

✎ *Remarque*

As this is a practical phase, the students will be asked to perform the above tasks on their computers to design a small powerpoint presentation while they are in class.

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