

# Introduction to MS Office

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## Word, Excel and Power Point

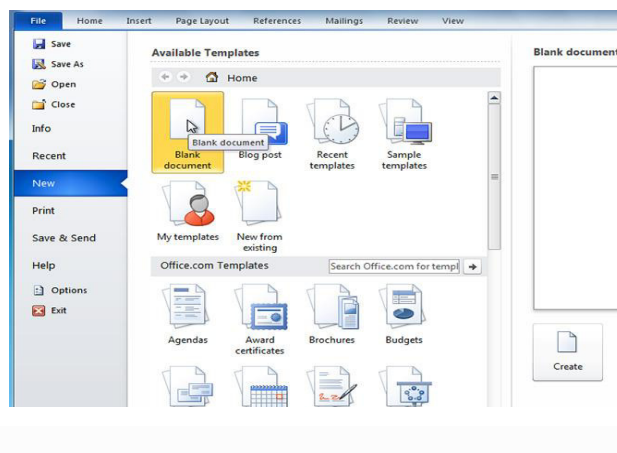
Microsoft Office is a productivity suite which integrates office tools for personal and professional use. It includes a wide range of basic and advanced features that can help you to perform any task in a fast, efficient and productive way. The Microsoft Office suite is an essential collection of desktop applications that includes Word for documents, Excel for spreadsheets, and PowerPoint for presentations. Apart from this it integrates some other utilities such as Outlook, Access, **Publisher** and OneNote. With Microsoft Office, you can create impressive projects, from multi-media presentations to multi-page biographies.

### Word

Word 2010 is a word processing application in the Microsoft 2010 Office suite that lets you easily create professional-looking documents using various themes, visual designs, formatting tools, and sharing features.

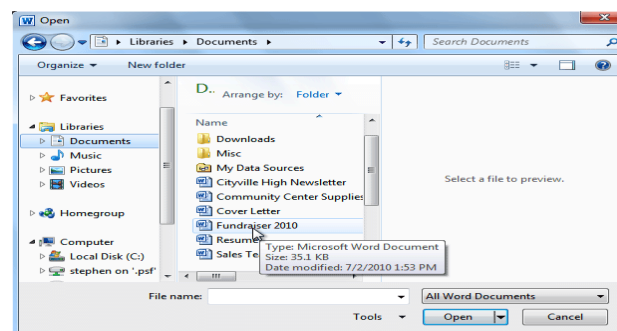
### Creating and Opening Documents

Word files are called **documents**. When you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. You'll also need to know how to **open an existing document**.



To create a new blank document:

1. Click the **File** tab.
2. Select **New**.
3. Select **Blank document** under **Available Templates**. It will be highlighted by default.
4. Click **Create**. A new blank document appears in the Word window.



To open an existing document:

- Click the **File** tab. This takes you to the **Backstage** view.
- Select **Open**. The Open dialog box appears.
- Select your document, And then click open.



### Working with text

If you're new to Microsoft Word, you'll need to learn the **basics of working with text** so you can type, reorganize, and edit text. You'll need to know how to **insert, delete, and move text**, as well as how to **find and replace** specific words or phrases.

To insert text:

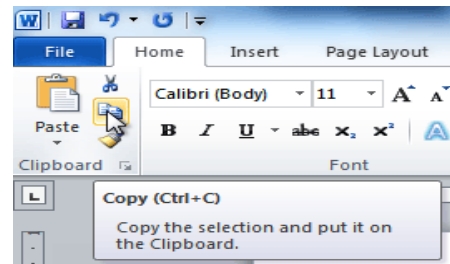
1. Move your mouse to the location where you want text to appear in the document.
2. Click the mouse. The **insertion point** appears
3. Type the text you want to appear.

To delete text:

1. Place the **insertion point** next to the text you want to delete.
2. Press the **Backspace** key on your keyboard to delete text to the **left** of the insertion point.
3. Press the **Delete** key on your keyboard to delete text to the **right** of the insertion point.

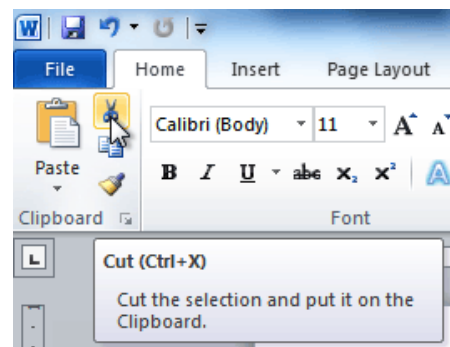
To select text:

1. Place the **insertion point** next to the text you want to select.
2. Click the mouse. While holding it down, drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A **highlighted box** will appear over the selected text.



To copy and paste text:

1. Select the text you want to copy.
2. Click the **Copy** command on the **Home** tab. You can also right-click your document and select **Copy**.
3. Place your insertion point where you want your text to appear.
4. Click **Paste** command on your **Home tab**. The text will appear.



To cut and paste text:

1. Select the text you want to copy.
2. Click the **Cut** command on the **Home** tab. You can also right-click the document and select **Cut**.
3. Place your insertion point where you want the text to appear.
4. Click the **Paste** command on the **Home** tab. The text will appear.

## Finding and replacing text

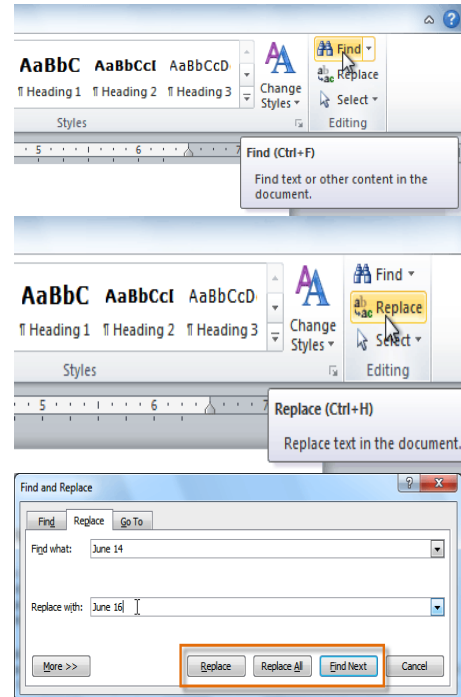
When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it even allows you to change words or phrases using **Replace**.

*To find text:*

1. From the **Home** tab, click the **Find** command. The **navigation** pane will appear on the left side of the screen.
2. Type the text you want to find in the field at the top of the navigation pane.
3. If the text is found in the document, it will be highlighted in yellow, and a preview will appear in the navigation pane.
4. If the text appears more than once, you can click the **arrows** on the navigation pane to step through the results. You can also click the **result previews** on the navigation pane to jump to the location of a result in your document.
5. When you close the navigation pane, the highlighting will disappear.

*To replace text:*

1. From the **Home** tab, click the **Replace** command.
2. The **Find and Replace** dialog box will appear.
3. Type the text you want to find in the **Find what** field. Type the text you want to replace it with in the **Replace with** field.
4. Click **Find Next** and then **replace** to replace text. You can also click **Replace All** to replace all instances within the document.



## Formatting Text

To create and design effective documents, you need to know how to **format text**. In addition to making your document more appealing, **formatted text** can draw the reader's attention to specific parts of the document and help communicate your message.

**Formatted text** can emphasize important information and help organize your document. In Word, you have several options for adjusting the **font** of your text, including **size**, **colour**, and inserting special **symbols**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

*To change the font size:*

1. Select the text you want to modify.
2. Click the **drop-down arrow** next to the **Font Size** box on the **Home** tab. A drop-down menu appears.
3. Select the desired font size from the menu. Alternatively, you can type the value you want and then press **Enter** on your keyboard. You can also use

the **Grow Font** and **Shrink Font** commands to change the size.

*To change the font:*

1. Select the text you want to modify.
2. Click the **drop-down arrow** next to the **Font** box on the **Home** tab. The **Font** drop-down menu appears.
3. Move the mouse pointer over the various fonts. A live preview of the font will appear in the document.
4. Select the font you want to use. The font will change in the document.

*To change the font colour:*

1. Select the text you want to modify.
2. Click the **Font Color** drop-down arrow on the **Home** tab. The **Font Color** menu appears.
3. Move the mouse pointer over the various font colors. A live preview of the color will appear in the document.
4. Select the font color you want to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the list to access the Colors dialog box. Choose the color you want, and then click OK.

*To highlight text:*

1. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.
2. Select the desired highlight color.
3. Select the text you want to modify. It will then be highlighted.
4. To switch back to the normal cursor, click the **Text Highlight Color** command.

*To use the bold, italic, and underline commands:*

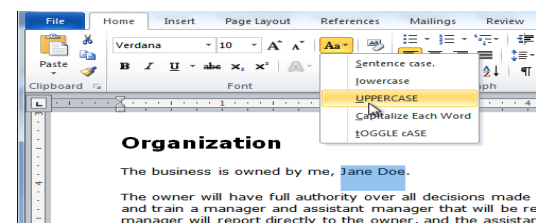
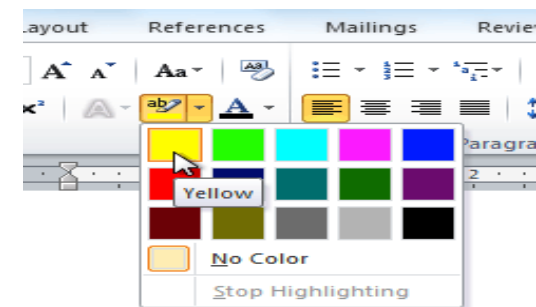
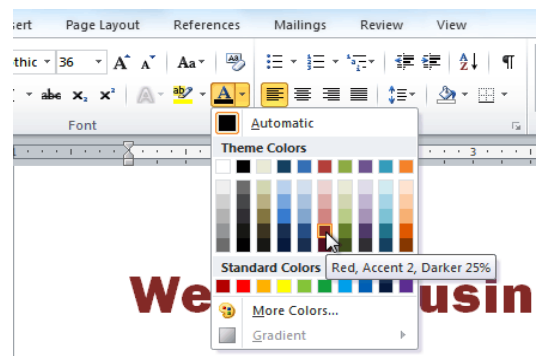
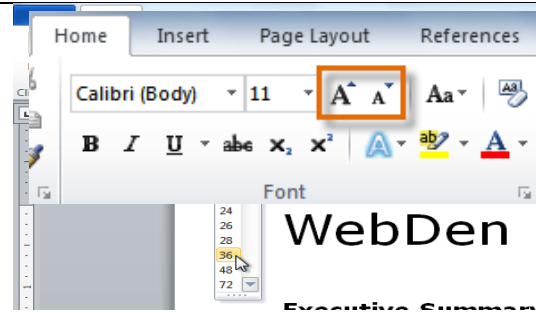
1. Select the text you want to modify.
2. Click the **Bold**, **Italic**, or **Underline** command in the **Font** group on the **Home** tab.

*To change text case:*

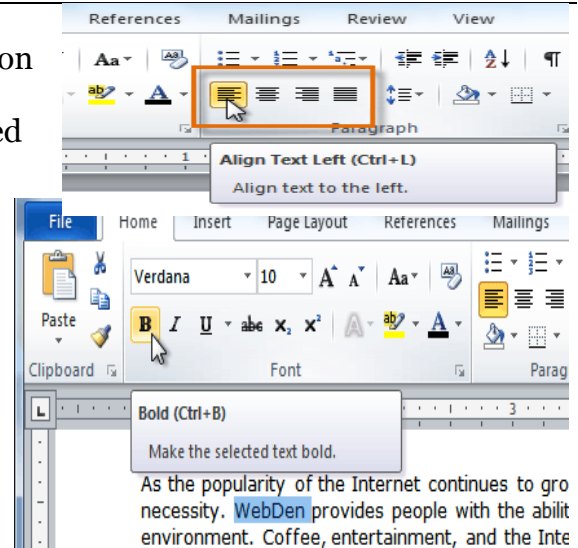
1. Select the text you want to modify.
2. Click the **Change Case** command in the **Font** group on the **Home** tab.
3. Select the desired case option from the list.

*To change text alignment:*

1. Select the text you want to modify.



2. Select one of the four **alignment options** from the **Paragraph** group on the **Home** tab.
  - **Align Text Left:** Aligns all selected text to the left margin
  - **Center:** Aligns text an equal distance from the left and right margins
  - **Align Text Right:** Aligns all selected text to the right margin
  - **Justify:** Aligns text equally on both sides and lines up equally to the right and left margins; used by many newspapers and magazines



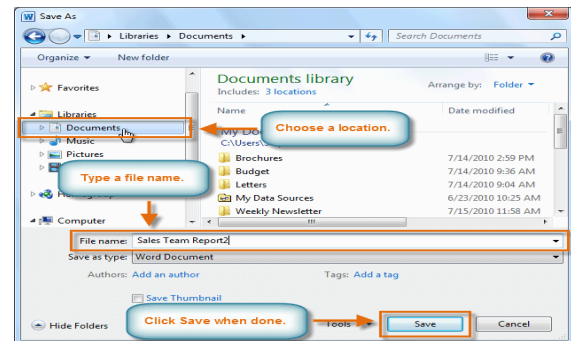
## How to save documents

When you create a new document in Word, you'll need to know how to **save** it in order to access and edit it later. Word allows you to save your documents in several ways.

### To use the Save As command:

**Save As** allows you to choose a name and location for your document. It's useful if you've first created a document or if you want to save a different version of a document while keeping the original.

1. Click the **File** tab.
2. Select **Save As**.
3. The **Save As** dialog box will appear. Select the location where you want to save the document.
4. Enter a name for the document, then click **Save**.



If you're using **Windows 7**, you'll usually want to save files to your **Documents library**, while in other versions of Windows you'll save them to the **My Documents folder**. For more information, check out our lessons on Windows 7 and Windows XP.

To use the **Save** command:

1. Click the **Save** command on the **Quick Access toolbar**.
2. The document will be saved in its current location with the same file name.
3. If you are saving for the first time and select **Save**, the **Save As** dialog box will appear.



## Page layout and formatting

*Video: Page Layout in Word 2010*

Word offers a variety of **page layout** and **formatting** options that affect how content appears on the page. You can customize

the **page orientation**, **paper size**, and **page margins** depending on how you want your document to appear.

*To change page orientation:*

1. Select the **Page Layout** tab.
2. Click the **Orientation** command in the Page Setup group.
3. Click either **Portrait** or **Landscape** to change the page orientation.

*To change page size:*

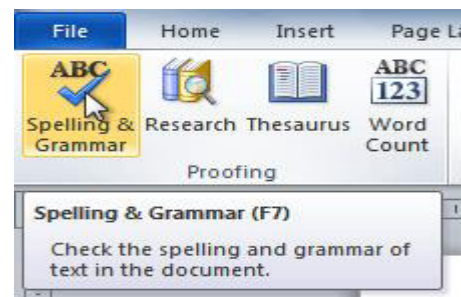
1. Select the **Page Layout** tab.
2. Click the **Size** command, and a drop-down menu will appear. The current page size is highlighted.
3. Click the **size option** you want. The page size of the document changes.

## Checking spelling and grammar

To make your document appear professional, you'll want to make sure it is free from **spelling and grammar** errors. Word has several options for checking your spelling. You can run a spelling and grammar **check**, or you can allow Word to check your spelling **automatically** as you type.

*To run a spelling and grammar check:*

1. Go to the **Review** tab.
2. Click on the **Spelling & Grammar** command.
3. The **Spelling and Grammar** dialog box will open. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.
4. If no suggestions are given, you can manually type the correct spelling.



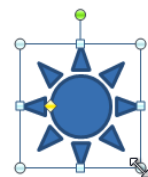
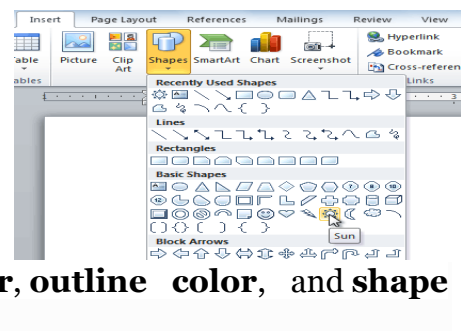
## Using shapes

Word's large shape collection allows you to organize and design the image you want. While you may not need shapes in every document you create, they can add visual appeal. To use shapes effectively, you'll need to know how to **insert a shape** and **format** it by changing its **fill color**, **outline color**, and **shape style**, as well as add **3D effects**.

1. Select a shape from the drop-down menu.
2. Click and drag the mouse until the shape is the desired size.
3. Release the mouse button.

*To resize a shape:*

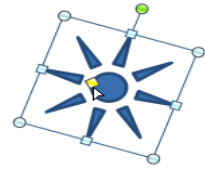
1. Click the shape to select it.
2. Click and drag one of the **sizing handles** on the corners and sides of the shape until it is the desired size.
3. To rotate the shape, drag the **green handle**.
4. Some shapes also have one or more **yellow handles** that can be used



to modify the shape. For example, with star shapes you can adjust the length of the points.

*To change the order of shapes:*

If one shape overlaps another, you may need to change the **ordering** so the correct shape appears in front. You can bring a shape to the **front** or send it to the **back**. If you have multiple images, you can use **Bring Forward** or **Send Backward** to fine tune the ordering. You can also move a shape **in front of** or **behind** text.



1. Right-click the shape you want to move.
2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear.
3. Select the desired ordering option. The shapes will reorder themselves.

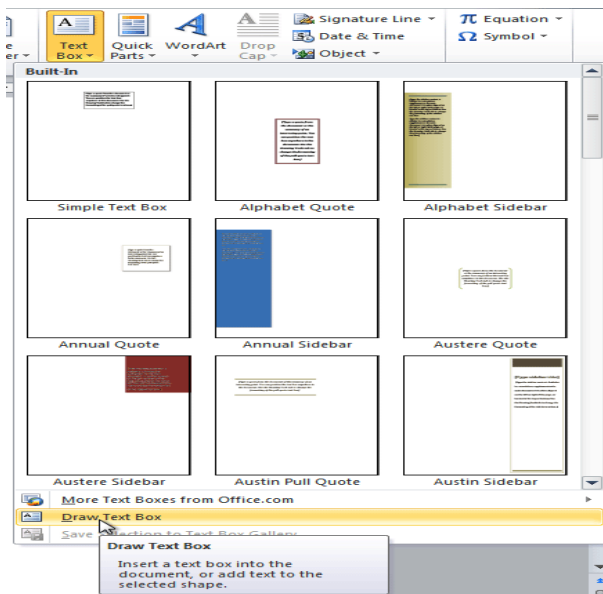
## Text boxes

**Text boxes** are useful for helping to organize your document. They are basically treated the same as **shapes**, so when you **insert a text box** you can **format** it by changing its **fill color**, **outline color**, and **shape style**, as well as create **WordArt** and add **3D effects**.

*To insert a text box:*

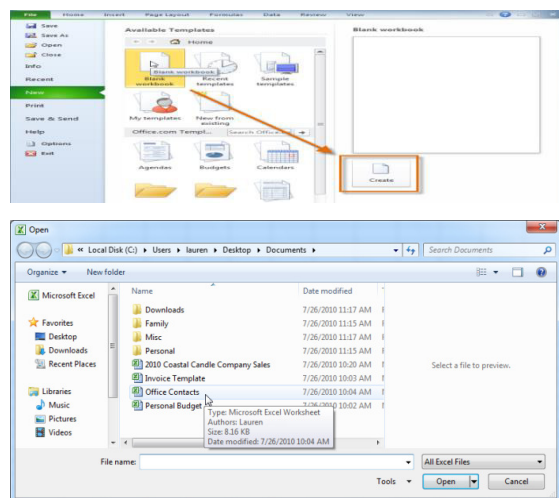
1. Select the **Insert** tab on the Ribbon.
2. Click the **Text Box** command in the **Text** group. A drop-down menu will appear.
3. Select **Draw Text Box**.

Click and drag on the document to create the text box.



## MS Excel

Excel is an electronic spreadsheet that enables you to create worksheets for data entry, to make calculations and to manage a database. Excel is also a useful tool when preparing graphs detailing the results of your calculations. With Excel, you can perform many types of financial, statistical or logical calculations. Excel is easy to use; it has helpful tools that effectively and quickly perform calculations that may have seemed impossible.



## Creating and opening Workbooks

Excel files are called **workbooks**. Each workbook holds one or more **worksheets** (also known as spread sheets).

To open an existing workbook:

1. Click the **File** tab. This takes you to the **Backstage** view.
2. Select **Open**. The Open dialog box appears.
3. Select your desired workbook and then click **Open**.

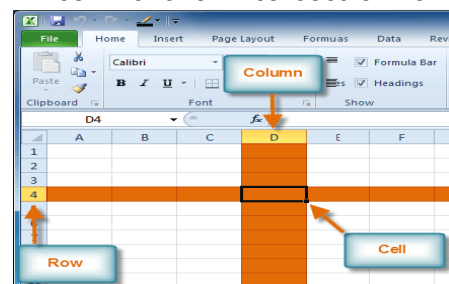
## Introduction to cells and cell content

Cells are the basic building blocks of a worksheet. They can contain a variety of content such as **text**, formatting **attributes**, **formulas**, and functions. To work with cells, you'll need to know how to **select** them, **insert content**, and delete **cells** and **cell content**.

### The cell


Each rectangle in a worksheet is called a **cell**. A cell is the intersection of a **row** and a **column**.

Each cell has a name, or a **cell address** based on which **column** and **row** it intersects. The **cell address** of a selected cell appears in the **name box**. Here, you can see that **C5** is selected.



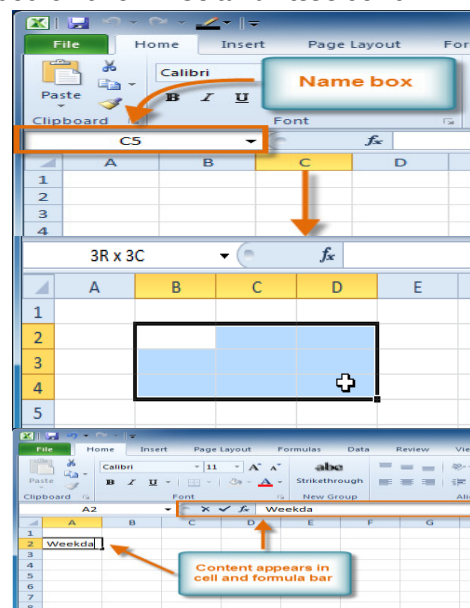
You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Rather than a single cell address, you will refer to a cell range using the cell addresses of the **first** and **last** cells in the cell range, separated by a **colon**. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as **A1:A5**.

To select a cell:

1. **Click a cell** to select it. When a cell is selected, you will notice that the **borders** of the cell appear bold  and the **column heading** and **row heading** of the cell are highlighted.
2. Release your mouse. The cell will stay selected until you click another cell in the worksheet.

To select multiple cells:

1. **Click and drag your mouse** until all of the adjoining cells you want are highlighted.





2. Release your mouse. The cells will stay selected until you click another cell in the worksheet.

### Cell content

Each cell can contain its own text, formatting, comments, formulas, and functions.

- **Text**  
Cells can contain letters, numbers, and dates.
- **Formatting attributes**

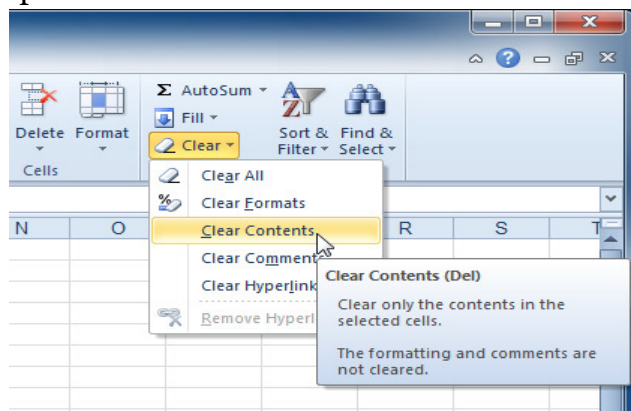
Cells can contain formatting attributes that change the way letters, numbers, and dates are displayed. For example, dates can be formatted as MM/DD/YYYY or M/D/YYYY.

- **Comments**  
Cells can contain comments from multiple reviewers.
- **Formulas and functions**

Cells can contain formulas and functions that calculate cell values. For example, **SUM (cell 1, cell 2...)** is a formula that can add the values in multiple cells.

To insert content:

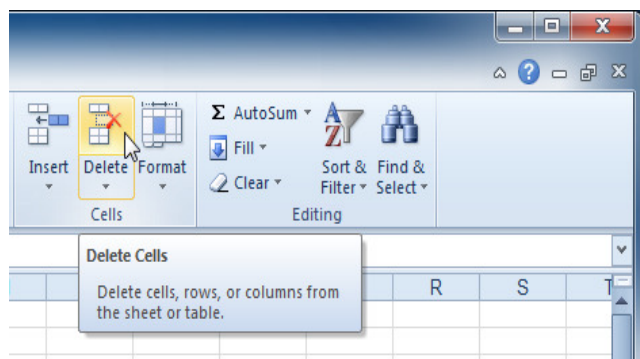
1. Click a cell to select it.
2. Enter content into the selected cell using your keyboard. The content appears in the **cell** and in the **formula bar**. You can also enter or edit cell content from the formula bar.



To delete content within cells:

1. Select the cells containing content you want to delete.
2. Click the **Clear** command on the Ribbon. A **dialog box** will appear.
3. Select **Clear Contents**.

You can also use your keyboard's **Backspace** key to delete content from a **single cell** or the **Delete** key to delete content from **multiple cells**.

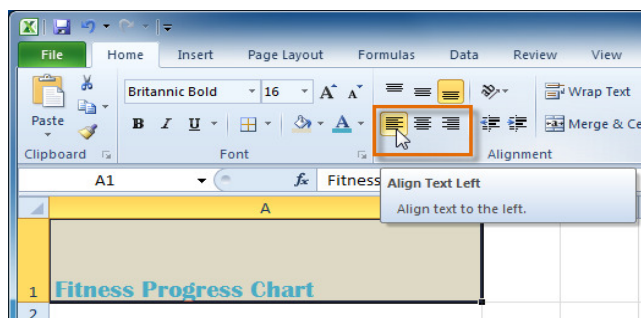


To delete cells:

1. Select the cells you want to delete.
2. Choose the **Delete** command from the Ribbon.

To copy and paste cell content:

1. Select the cells you want to copy.
2. Click the **Copy** command. The border of the selected cells will change appearance.



## Formatting text

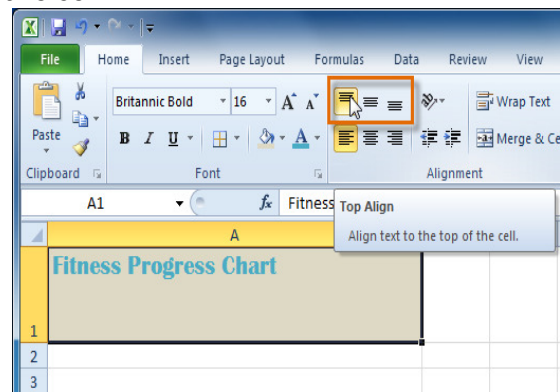
Many of the commands you will use to format text can be found in the **Font**, **Alignment**, and **Number** groups on the Ribbon. **Font** commands let you change the style, size, and color of text. You can also use them to add borders and fill colors to cells. **Alignment** commands let you format how text is displayed across cells both horizontally and vertically. **Number** commands let you change how selected cells display numbers and dates.

*To change horizontal text alignment:*

1. Select the cells you want to modify.
2. Select one of the three horizontal **Alignment** commands on the Home tab.
  - **Align Text Left:** Aligns text to the left of the cell
  - **Center:** Aligns text to the center of the cell
  - **Align Text Right:** Aligns text to the right of the cell

*To change vertical text alignment:*

1. Select the cells you want to modify.
2. Select one of the three vertical **Alignment** commands on the Home tab.
  - **Top Align:** Aligns text to the top of the cell
  - **Middle Align:** Aligns text to the middle of the cell
  - **Bottom Align:** Aligns text to the bottom of the cell.



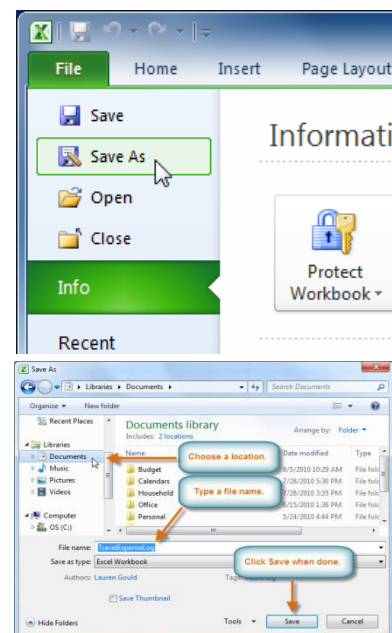
## Saving workbooks

When you create a new workbook in Excel, you'll need to know how to **save** it to access and edit it later. Excel allows you to save your documents in several ways.

*Use the Save As command:*

**Save As** allows you to choose a name and location for your workbook. Use it if you are saving a workbook for the first time or if you want to save a different version of a workbook while keeping the original.

1. Click the **File** tab.
2. Select **Save As**.
3. The **Save As** dialog box will appear. Select the location where you want to save the workbook.
4. Enter a name for the workbook, then click **Save**.



## Introduction to worksheets

Every Excel **workbook** contains at least one or more **worksheets**. If you are working with a large amount of related data, you can use worksheets to help organize

your data and make it easier to work with. When you open an Excel workbook, there are **three worksheets** by default. The default names on the worksheet tabs are **Sheet1**, **Sheet2**, and **Sheet3**. To organize your workbook and make it easier to navigate, you can rename and even color code the worksheet tabs. Additionally, you can insert, delete, move, and copy worksheets.

## Simple formulas

Excel can be used to calculate numerical information. We can create **simple formulas** in Excel to add, subtract, multiply, and divide values in a workbook. There are various ways to use **cell references** to make working with formulas easier and more efficient.

A **formula** is an equation that performs a calculation. One of Excel's most useful features is its ability to calculate using a cell address to represent the value in a cell. This is called using a cell reference.

### Creating formulas with cell references

When a formula contains a cell address, it is called a **cell reference**. Creating a formula with cell references is useful because you can update data in your worksheet without having to rewrite the values in the formula.

*To create a formula using cell references:*

1. Select the cell where the answer will appear (**B3**, for example).
2. Type the **equals sign (=)**.
3. Type the cell address that contains the first number in the equation (**B1**, for example).
4. Type the operator you need for your formula. For example, type the **addition sign (+)**.
5. Type the cell address that contains the second number in the equation (**B2**, for example).
6. Press **Enter**. The formula will be calculated, and the value will be displayed in the cell.

	A	B	C	D
1	Budget for June	\$ 400.00		
2	Budget for July	\$ 300.00		
3	Total Budget	=B1		
4				

	A	B	C	D
1	Budget for June	\$ 400.00		
2	Budget for July	\$ 300.00		
3	Total Budget	=B1+		
4				

	A	B	C	D
1	Budget for June	\$ 400.00		
2	Budget for July	\$ 300.00		
3	Total Budget	=B1+B2		
4				

## Basic sorting

With more than 17 billion cells in a single worksheet, Excel 2010 gives you the ability to work with an **enormous amount of data**. Arranging your data alphabetically, from smallest to largest, or using other criteria can help you find the information you're looking for more quickly.

**Sorting** is a common task that allows you to change or customize the order of your spreadsheet data. Custom sorting takes it a step further, giving you the ability to sort multiple levels..

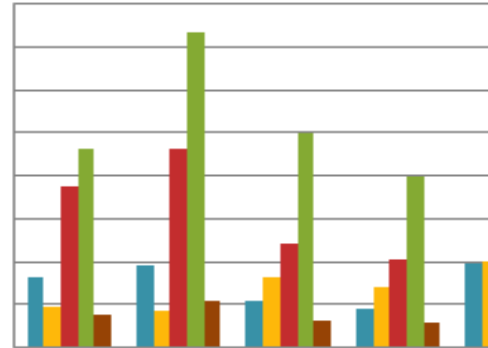
### Filtering data

Filters can be used to narrow down the data in your worksheet and hide parts of it from view. While it may sound a little like grouping, filtering is different because it allows you to qualify and display only the data that interests you. **Filters** can be

applied in different ways to improve the performance of your worksheet. You can filter text, dates, and numbers. You can even use more than one filter to further narrow your results.

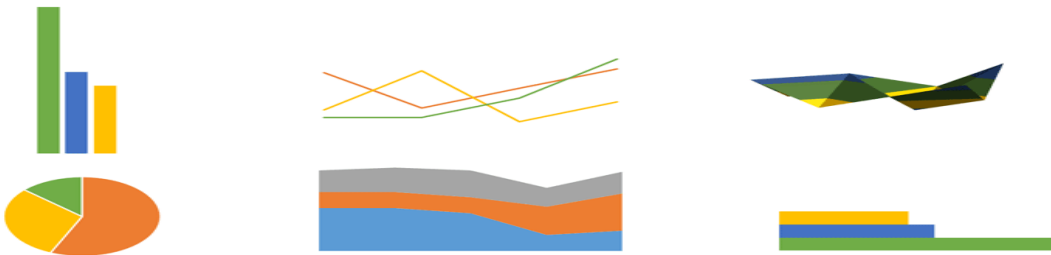
## Charts

A **chart** is a tool you can use in Excel to **communicate data graphically**. Charts allow your audience to see the **meaning behind the numbers**, and they make showing comparisons and **trends** much easier. Excel workbooks can contain **a lot of data**, and this data can often be difficult to interpret. Excel has various types of charts, so you can choose one that most effectively represents your data.



## Types of charts

### Types of Charts



## MS PowerPoint

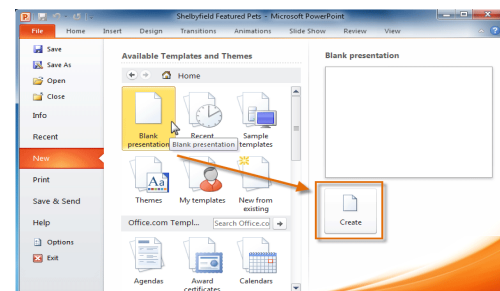
PowerPoint 2010 is presentation **software** that allows you to create dynamic slide presentations that can include animation, narration, images, and videos. PowerPoint uses slides to build a **presentation**. The slides contain the information you want to communicate with your audience. This information can include text, pictures, charts, video, and sound. You can add as many slides as you want to a presentation, and at any time you can view or play back your presentation by selecting one of the slide show play options

## Creating and opening presentations

PowerPoint files are called **presentations**. When you start a new project in PowerPoint, you'll need to **create a new presentation**.

*To create a new blank presentation:*

1. Click the **File** tab.
2. Select **New**.
3. Select **Blank presentation** under **Available Templates and Themes**. It will be highlighted by default.



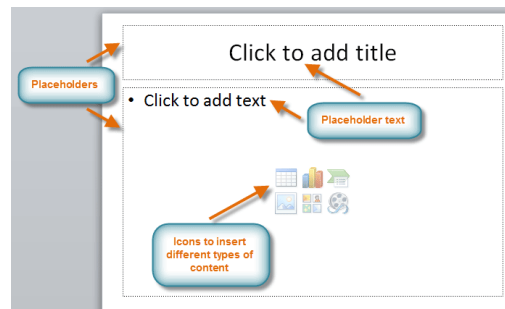
4. Click **Create**. A new blank presentation appears in the PowerPoint window.

To open an existing presentation:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **Open**. The Open dialog box appears.
3. Select your desired presentation, then click **Open**.

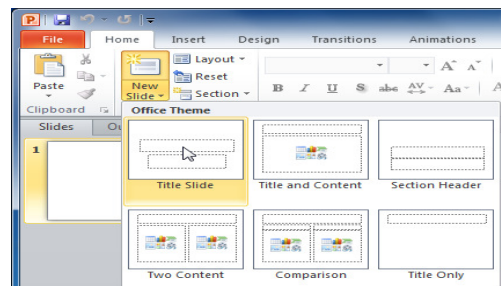
## Slide basics

Every PowerPoint presentation is composed of a series of slides. Slides contain placeholders, which are areas on the slide that are enclosed by dotted borders. Place holders can contain many different items, including text, pictures, and charts. Some placeholders have placeholder text, or text you can replace. They also have thumbnail-sized icons that represent specific commands such as Insert Picture, Insert Chart, and Insert ClipArt.



## Slide layouts

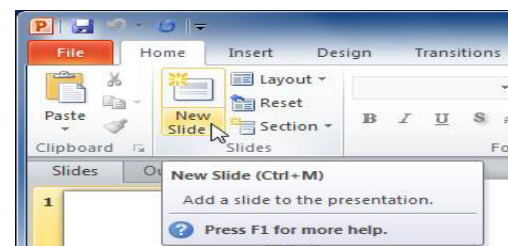
Placeholders are arranged in different layouts that can be applied to existing slides or chosen when you insert a new slide. A slide layout arranges your content using different types of placeholders, depending on what information you might want to include in your presentation.



## Working with slides

To insert a new slide:

1. From the Home tab, click the bottom half of the New Slide command to open the menu of slide layout options.
2. Select the slide you want to insert.
3. A new slide will be added your presentation.



To copy and paste a slide:

1. On the **Slides** tab in the left pane, select the slide you want to copy.
2. Click the **Copy** command on the **Home** tab. You can also right-click your selection and choose **Copy**.
3. In the left pane, click just below a slide—or between two slides—to choose the location where you want the copy to appear. A **horizontal insertion point** will mark the location.
4. Click the **Paste** command on the Home tab. You can also right-click and choose **Paste**. The copied slide will appear.

To duplicate a slide:

An alternative to copying and pasting, **duplicating slides** copies the selected slide and—in one step—pastes it directly underneath. This feature does not allow

you to choose the location of the copied slide, nor does it offer Paste Options for advanced users, so it's more convenient for quickly inserting similar slides.

1. Select the slide you want to duplicate.
2. Click the **New Slide** command.
3. Choose **Duplicate Selected Slides** from the drop-down menu.
4. A copy of the selected slide appears underneath the original.

*To delete a slide:*

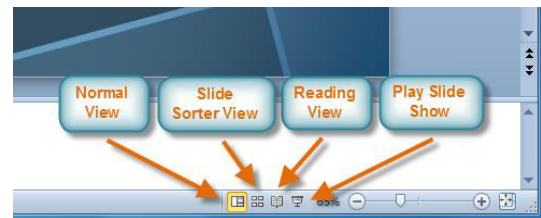
1. Select the slide you want to delete.
2. Press the **Delete** or **Backspace** key on your keyboard.

*To move a slide:*

1. Select the slide you want to move.
2. Click, hold, and **drag** your mouse to a new location. A horizontal insertion point will mark the location.
3. **Release** the mouse button. The slide will appear in the new location.

## Managing slides and presentations

As you add slides to your presentation, PowerPoint offers a variety of views and tools to help you organize and prepare your slide show.



### About slide views

It's important to be able to access the different slide views and use them for various tasks. The **slide view commands** are located on the bottom-right of the PowerPoint window in Normal view.

**Normal view:** This is the default view where you create and edit your slides. You can also move slides in the Slides tab in the pane on the left.

**Slide Sorter view:** In this view, miniature slides are arranged on the screen. You can drag and drop slides to easily reorder them and to see more slides at one time. This is a good view to use to confirm that you have all the needed slides and that none have been deleted.

**Reading view:** This view fills most of the computer screen with a preview of your presentation. Unlike Slide Show view, it includes easily accessible buttons for navigation, located at the bottom-right.

**Slide Show view:** This view completely fills the computer screen and is what the audience will see when they view the presentation. Slide Show view has an additional menu that appears when you hover over it, allowing you to navigate slides and access other features you can use during a presentation.

*To insert text:*

Text can be inserted into both placeholders and boxes text. A placeholder is a kind of text box, but it's unique because it is part of the slide layout and often contains formatting specific to the slide (a larger font size for the title of your presentation, for example). Inserting an extra textbox allows you to add to the slide layout so you can include as much text as you want.

*To resize a placeholder or text box:*

1. Click the box you want to resize.

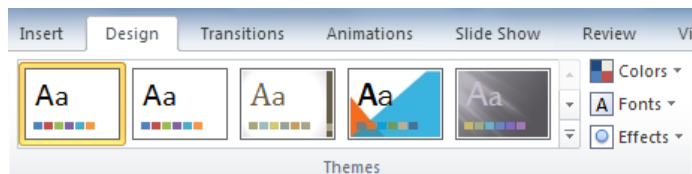
2. Position your mouse over any one of the **sizing handles** that appear on the corners and sides of the box. The cursor will become a pair of **arrows** ⇔
3. Click, hold, and **drag** your mouse until the text box is the desired size.
4. Release the mouse button. The box will be resized.

### Formatting text

You can help your text stand out on the slide by changing its formatting, including font size, color, style and alignment as in Microsoft word

### Applying a Theme

A **theme** is a predefined combination of colors, fonts, and effects that can be applied to your presentation to give it a consistent, professional look. .



PowerPoint includes built-in themes that allow you to easily create professional-looking presentations without spending a lot of time formatting. All of the themes included in PowerPoint are located in the Themes group on the Design tab. Themes can be applied or changed at any time.

*To apply a theme:*

1. Go to the **Design** tab.
2. Locate the Themes group. Each image represents a theme.
3. Click the drop-down arrow to access more themes.
4. Hover over a theme to see a **preview** of it in the presentation. The name of the theme will appear as you hover over it.
5. Click a theme to apply it to the slides.

### Inserting Images

Adding images to your presentations makes them more interesting and engaging. Pictures, clip art, and screenshots can be inserted into PowerPoint to help you effectively communicate your ideas to your audience.

*To insert an image from a file:*

1. Select the **Insert** tab.
2. Click the **Picture** command in the **Images** group. The Insert Picture dialog box appears.
3. Select the desired image file, then click **Insert**.
4. The picture will appear in your slide.



In a similar manner you can insert clip art and screen shots in your presentation

## Animating Text and Objects

In PowerPoint you can **animate** text and objects such as clip art, shapes, and pictures. Animation—or movement—on the slide can be used to **draw the audience's attention** to specific content or to make the slide easier to read. PowerPoint offers a variety of **animations** you can use to enhance your presentation. Animations can be used to make text or objects **appear** on a slide, **exit** a slide, or **emphasize** the text or objects already on a slide. You can even use **motion paths** to create a customized animation.

### The four types of animations

There are many different animation affects you can choose from, and they are organized into four types:

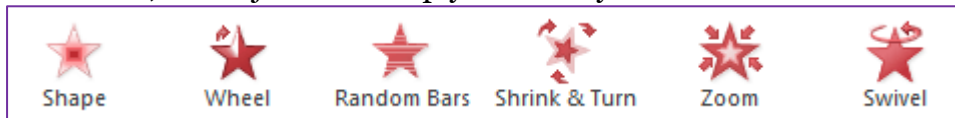
- **Entrance:** These control how the object enters the slide. For example, with the **Bounce** animation, the object will drop onto the slide and then bounce several times.



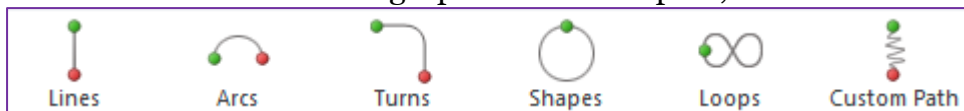
- **Emphasis:** These animations occur while the object is on the slide and are often triggered by a **mouse click**. For example, you can set an object to **Spin** when you click the mouse.



- **Exit:** These control how the object exits the slide. For example, with the **Fade** animation, the object will simply fade away.

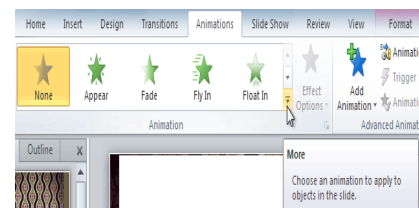


- **Motion Paths:** These are similar to **Emphasis** effects, except the object moves within the slide along a predetermined path, like a **circle**.

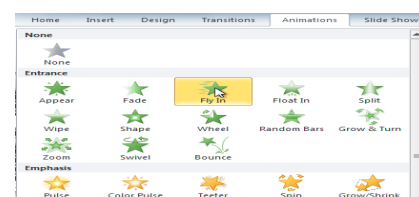


To apply an animation to an object:

1. Select an object.
2. Click the **Animations** tab.
3. In the **Animation** group, click the **More** drop-down arrow to view the available animations.
4. Select the desired animation effect.



The object will now have a small number next to it to show that it has an animation. Also, in the Slide pane, the slide will now have a star symbol next to it.





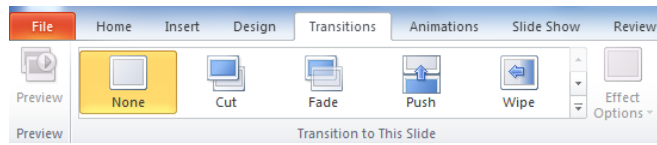
## Applying transitions

**Transitions** are motion effects that when in Slide Show view add movement to your slides as you advance from one slide to another.

There are many transitions to choose from, each one of which allows you to control the speed and even add sound. A transition can be as simple as fading to the next slide or as complex as a flashy, eye-catching effect. This means you can choose transitions to fit the style of any presentation.

*To apply a transition:*

1. Select the **slide** you want to modify.
2. Click the **Transitions** tab.
3. Locate the **Transition to This Slide** group. By default, **None** is applied to each slide.
4. Click the More drop –down arrow to display all of the transitions.
5. Click a transition to apply it to the selected slide. This will automatically preview the transition as well.

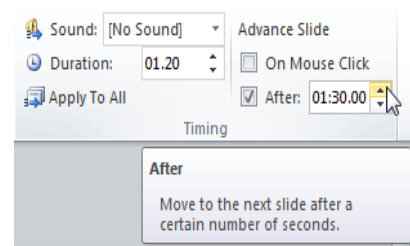


## Advancing slides

To advance slides automatically:

In Slide Show view, you would typically advance to the next slide by clicking your mouse or pressing Enter on your keyboard. Using the **Advance Slides** settings in the **Timing** group, you can set your presentation to advance on its own instead and display each slide for a specific amount of time. This is useful for unattended presentations, such as at a tradeshow booth.

1. Select the slide you want to modify.
2. Locate the **Timing** group on the **Transitions** tab.
3. Under **Advance Slide**, uncheck the box next to **On Mouse Click**.
4. In the **After** field, enter the amount of time you want to display the slide. In this example, we'll advance the slide automatically after 1 minute 30 seconds, or 01:30:00.
5. Select another slide, and repeat the process until all the desired slides have the appropriate timing.

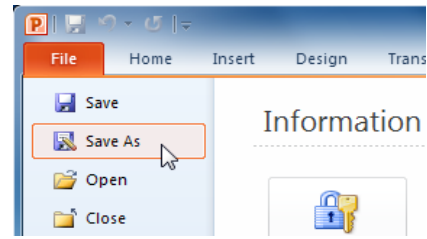


## Presentation tools and features

PowerPoint provides convenient tools and features you can use while you are presenting your slide show. Features include changing your mouse pointer to a pen or highlighter to draw attention to items in your slides. In addition, you can jump around to slides in your presentation or access items from your computer desktop if needed.

## Saving and printing presentations

When you create a new presentation in PowerPoint, you'll need to know how to **save** it in order to access and edit it later. PowerPoint allows you to save your presentations in several ways. Once you've created your document, you may want to **print** it to view and share your work **offline**. It's easy to preview and print a document in Word using the **Print** pane.



*To use the Save As command:*

**Save As** allows you to choose a name and location for your presentation. It's useful if you've first created a presentation or if you want to save a different version of a presentation while keeping the original.

1. Click the **File** tab.
2. Select **Save As**.
3. The **Save As** dialog box will appear. Select the location where you want to save the presentation.
4. Enter a name for the presentation, then click **Save**.

*To use the Save command:*

1. Click the **Save** command on the **Quick Access toolbar**.
2. The presentation will be saved in its current location with the same file name.

