

THEMES AND VIEWS IN MS POWERPOINT



INTRODUCTION

Microsoft PowerPoint helps you structure the ideas and information you want to convey to your audience. It lets you create the contents of your presentation by typing or inserting text, pictures, sounds and animations. With its help, you add visual images, supporting documents and audio recordings to enhance your presentation.

Some other presentation software are **Google Slides**, **OpenOffice Impress** and **Keynote**. In this chapter, let us learn to apply more features and use editing options of PowerPoint to make your presentation more engaging and interesting.

SUCCESS MANTRAS FOR LIFE

1. Clarify Your Goals.
2. Motivate Yourself.
3. Trust Yourself.
4. Evaluate Your Achievement.
5. Do Your Best.
6. Enjoy Your Life.
7. Keep Challenging.

slide

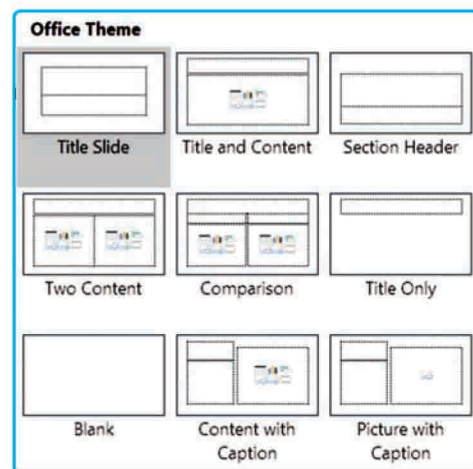
SLIDE LAYOUTS

Layout is the method of arranging things or objects on a slide. A layout generally consists of placeholders for different types of objects or text. On a new slide, boxes with dotted borders are called **placeholders**. They hold titles, body text, bulleted lists, pictures, tables and charts. Each time you add a new slide, you choose a different slide layout.

Types Of Slide Layouts

There are different types of **Slide layouts**.

- 🕒 Title Slide
- 🕒 Two Content
- 🕒 Title and Content
- 🕒 Title Only
- 🕒 Section Header
- 🕒 Comparison
- 🕒 Blank
- 🕒 Content with Caption
- 🕒 Picture with Caption



Changing The Slide Layout

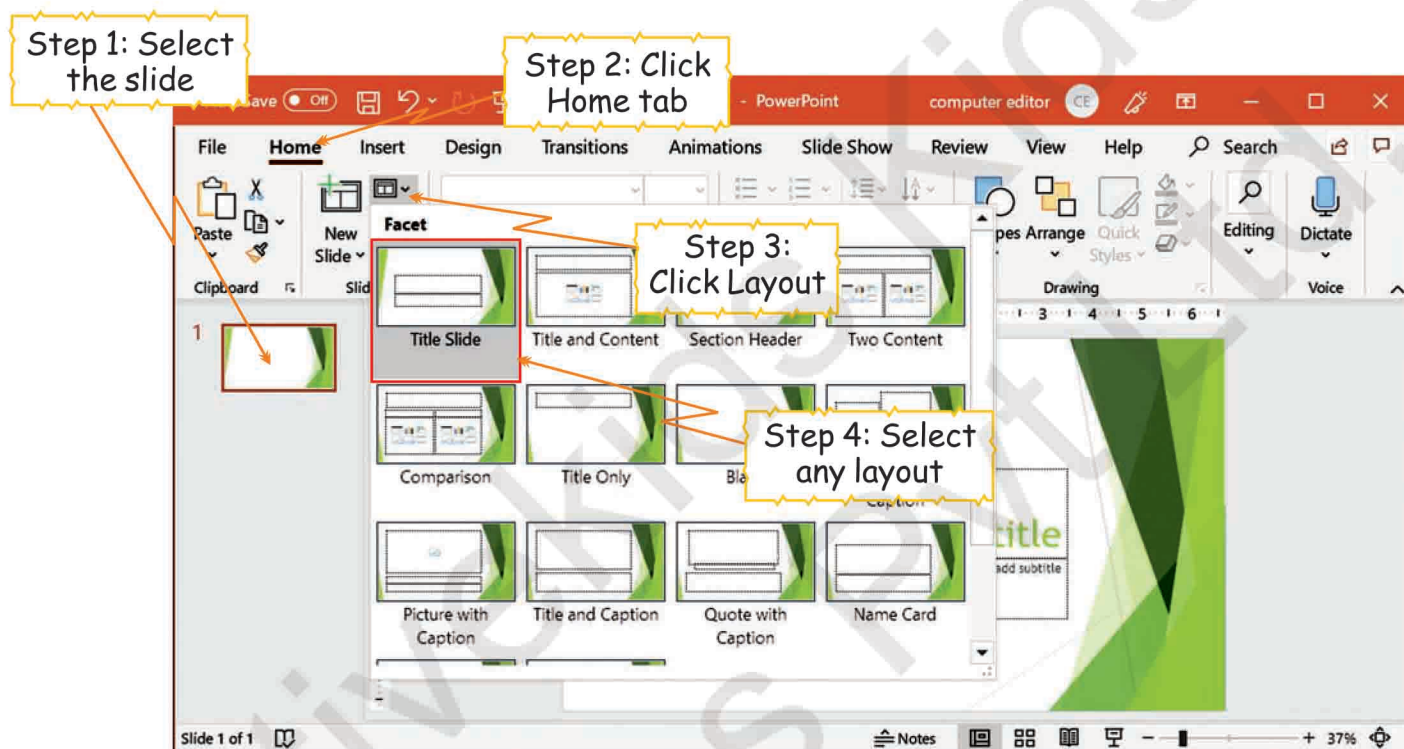
To change the slide layout, follow the given steps:

Step 1: Select the slide which layout you want to change.

Step 2: Click the **Home** tab.

Step 3: Now, click the **Layout**  from the **Slides** group.

Step 4: Choose the layout you want from the various options displayed.



Practice Time

(Experiential Learning)

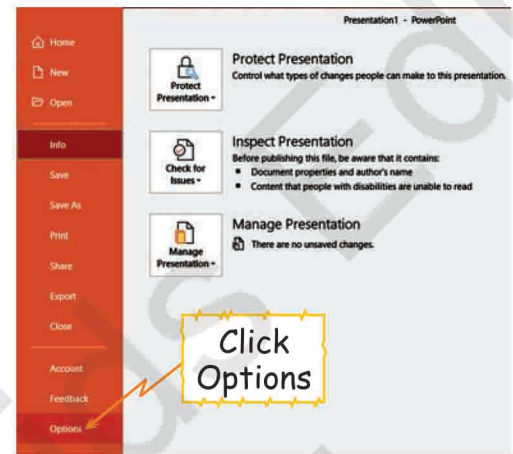
Visit the computer lab and open PowerPoint software. Check different layouts. Try inserting picture in the 'Picture with Caption' layout.

CHANGING OFFICE THEME

MS PowerPoint offers various **themes** that may be applied to the presentation to make it better. It also provides themes for MS Office. The available themes are **Colourful**, **White**, **Black** and **Dark Gray**. These themes change the look and feel of the window you are working on. The same applies to all the other themes. They change the colour of the window and the title bar according to their names respectively.

To change the MS Office theme, follow the given steps:

- Step 1: Click the **File** tab.
- Step 2: From the **backstage view**, click **Options**. The **PowerPoint Options** dialog box appears.
- Step 3: The **General** tab is selected by default. Select the desired theme option from the **Office Theme** drop down list.
- Step 4: Click the **OK** button and observe the changes.



APPLYING THEME

A **theme** is a set of colours, fonts and special effects. Theme provides an attractive background to your slides.

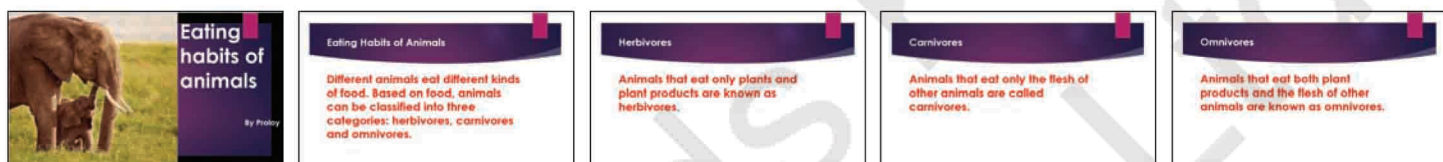
To apply a theme to all the slides in your presentation, follow the given steps:

- Step 1: Click the **Design** tab.
- Step 2: Click the **More**  button from the **Themes** group.
- Step 3: Click any theme to apply it to all the slides.

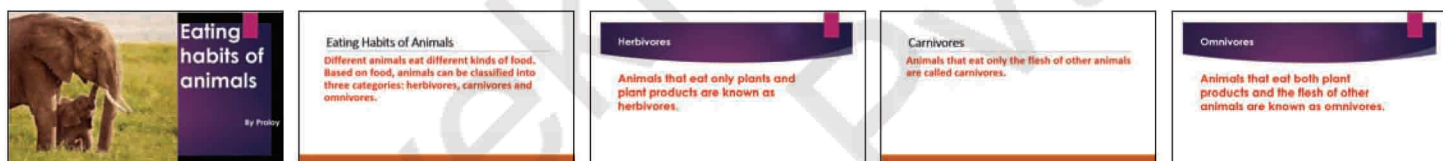


To apply a theme on the selected slides, hold down the **Ctrl** key and then click to select the slides on which you want to apply a theme and follow the given steps:

- Step 1: Click the **Design** tab on the ribbon.
- Step 2: Click the **More**  button from the **Themes** group.
- Step 3: Right-click the required theme and click **Apply to Selected Slides**.



theme applied to all slides



theme applied to selected slides

Editing Theme

You can change the colours, fonts, effects and background styles for the current theme.

To change colours for the theme, select the slide, click the **More** button from the **Variants** group in the **Design** tab and choose the **Colors** option. Now, select the colour scheme of your choice.

To change the Background styles, select the slide, click the **More** button from the **Variants** group in the **Design** tab and click the **Background Styles** option. Select the background style of your choice from the dropdown menu that appears.

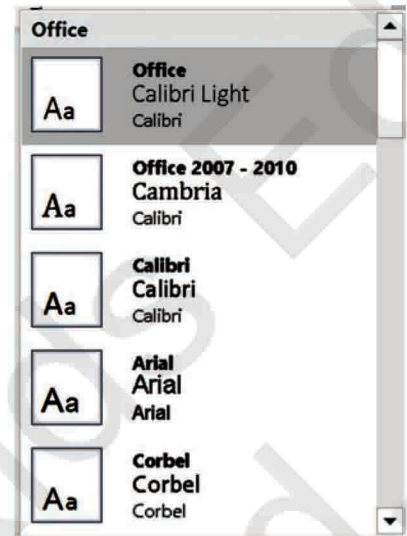
To change the Fonts, select the slide, click the **More** button from the **Variant** group in the **Design** tab and click the **Fonts** option. Select the desired font from the drop down menu that appears.



changing colours for the theme



changing background style
for the theme



changing font for
the theme

Practice Time

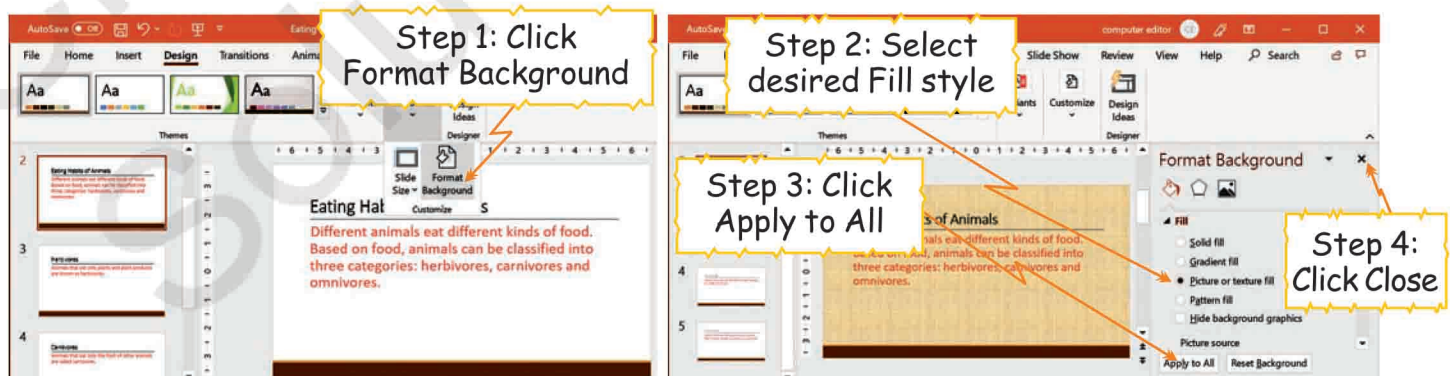
(Experiential Learning)

1. Apply a theme to any presentation you made earlier.
2. Edit the theme by changing the colours, fonts and background styles of the slide.

CHANGING BACKGROUND COLOUR

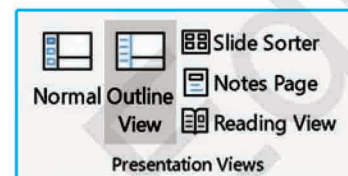
To format background, follow the given steps:

- Step 1: Click the **Format Background** button present under the **Customize** group in the **Design** tab. The **Format Background** task pane appears.
- Step 2: Select the desired **Fill** style by clicking the radio button.
- Step 3: Click the **Apply to All** option and the desired background is applied to all slides.
- Step 4: Click the **Close** button to close the **Format Background** task pane.



POWERPOINT VIEWS

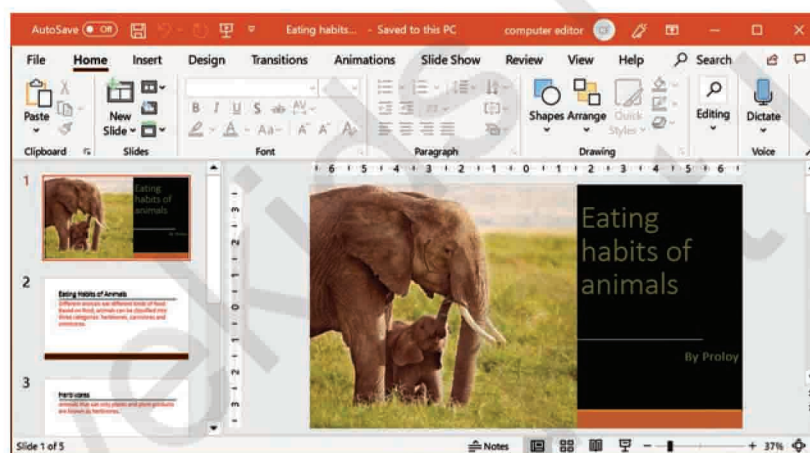
Microsoft PowerPoint comes with different views to help you while creating a presentation. View options are present in **Presentation Views** group of the **View** tab.



A presentation always opens in the **Normal View** by default.

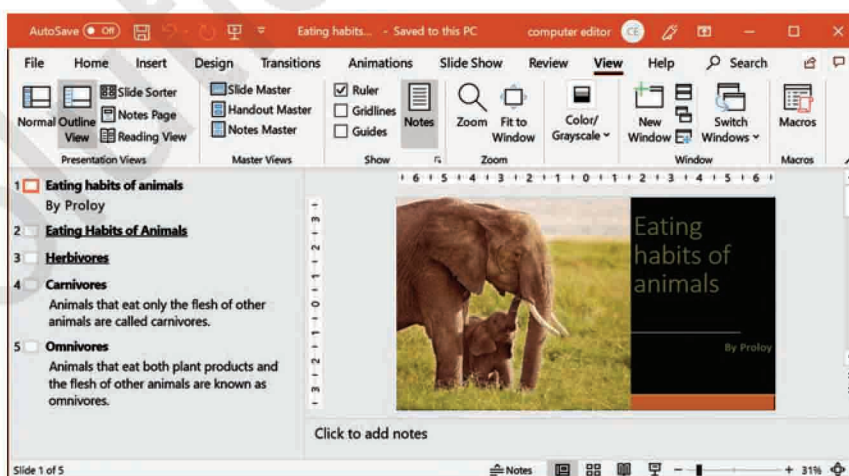
Normal View

It is the main editing view used to write, edit and design the presentation. This view displays a large view of the current slide. **To open the Normal View**, click the **Normal**  button from the **Presentation Views** group in the **View** tab or on the **Status bar**.



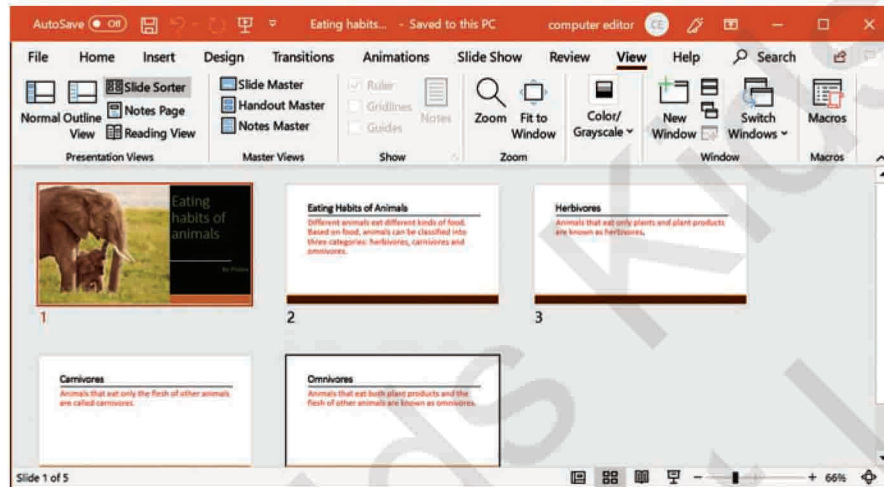
Outline View

It allows working with the text. You promote and demote text to create the main points and sub-points, move the text around and create summary slides. **To open the Outline View**, click the **Outline View**  button from the **Presentation Views** group in the **View** tab.



Slide Sorter View

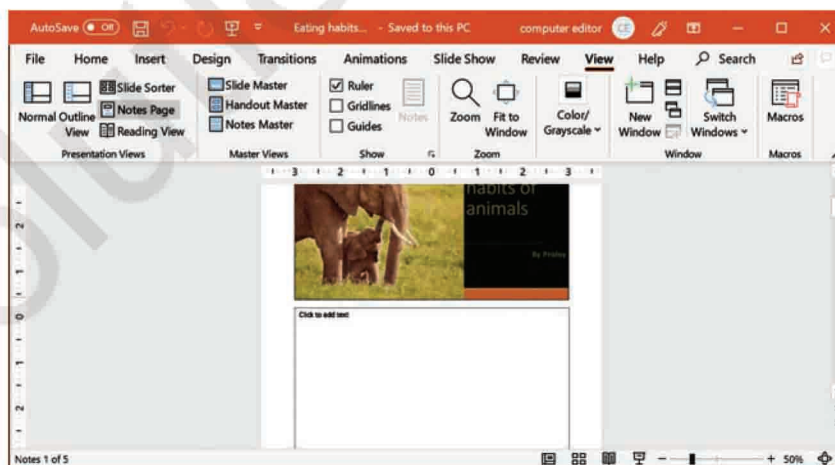
It allows you to view all the slides in the presentation at the same time, in a miniature (short) form. You cannot add text or pictures in the Slide Sorter View, but you can delete slides, add transition and animation effects to the slide.



To open the Slide Sorter View, click the **Slide Sorter**  button from the **Presentation Views** group in the **View** tab or on the **Status bar**. In this view, you can also drag or move any slide from one position to another to arrange the slides in a sequence for a slide show.

Notes Page View

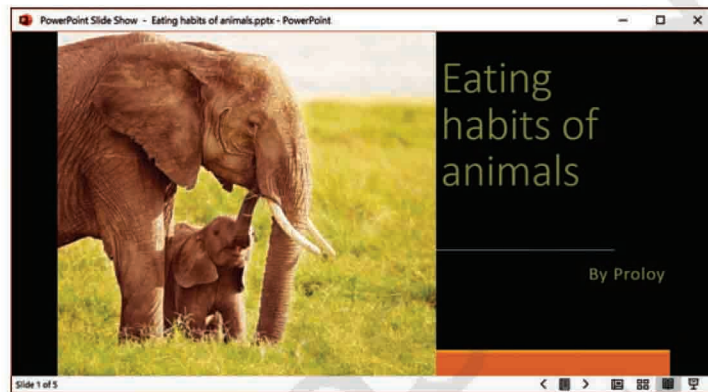
It allows you to add notes related to contents on each slide. You can print them and use them during your presentation. **To open the Notes Page View,** click the **Notes Page**  button from the **Presentation Views** group in the **View** tab or on the **Status bar**.



Reading View

It is useful when you do not want to view the presentation on full-screen, but as a slide show within a window. This view provides simple controls that help to switch between views to easily review the presentation.

To open the Reading View, click the **Reading View**  button from the **Presentation Views** group in the **View** tab.



Slide Show View

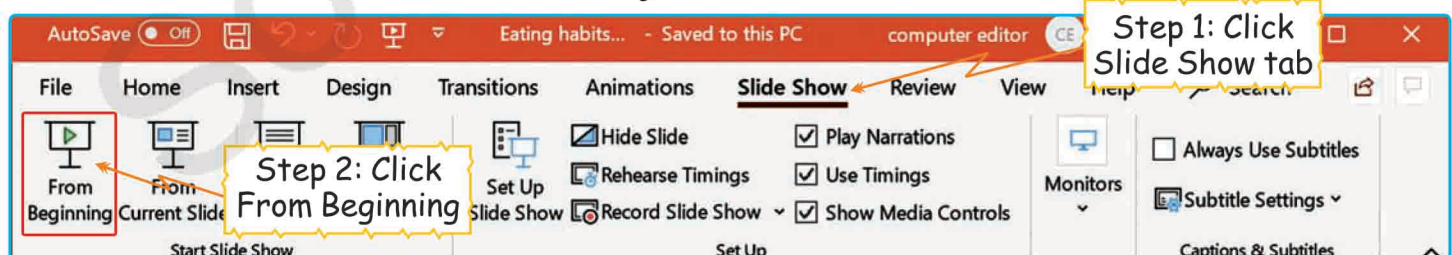
The Slide Show view is used for giving an on-screen presentation.

To view the on-screen presentation, click the **Slide Show**  icon on the **Status bar** or follow the given steps:



Step 1: Click the **Slide Show** tab on the ribbon.

Step 2: Click **From Beginning**  in the **Start Slide Show** group. You see all the slides one by one on full screen.



Make a presentation on the topic 'Minerals' using Themes.

MINERALS

Minerals are the substances found in rocks.

Minerals are of two types:

1. Metallic Minerals
2. Non Metallic Minerals

Examples:

1. Metallic Minerals:
Iron, Copper
2. Non Metallic Minerals:
Salt, Gravel

Follow the given steps:

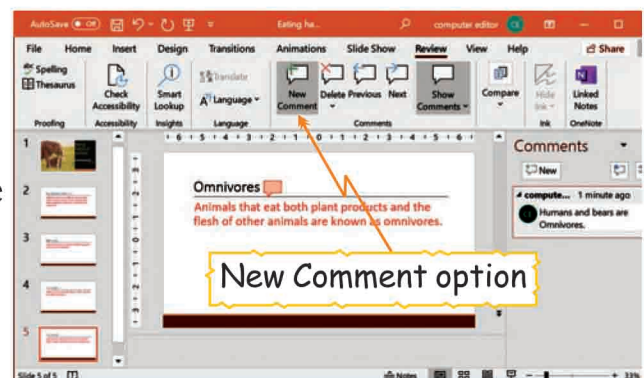
- Step 1: Open Microsoft PowerPoint 2016.
- Step 2: Click the File tab → New.
- Step 3: Click Themes and choose a type.
- Step 4: Click the Create button.
- Step 5: Add more slides and type text on each slide as shown.
- Step 6: Apply different views and notice how slides are displayed in each view.

COMMENTS

A **comment** is a type of note that is added to a text, object or an entire slide of a PowerPoint presentation. It reviews and provides feedback on a presentation. You can change, hide or delete the comment anytime.

To add comments in a slide, follow the given steps:

- Step 1: Place the cursor on the text or object where you want to add comments.
- Step 2: Select the **New Comment**  button from the **Comments** group of the **Review** tab. A **Comment** task pane appears on the right side, consisting of a comment box and a comment icon.
- Step 3: Type your comment in the comment box and click outside the comment box. Now close the **Comments** task pane. Your comment is added.



To view the comment, click on the **Comment**  icon on the slide or click on the **Show Comments**  from the **Comments** group in the **Review** tab.

SMART LOOKUP

Smart Lookup is one of the most useful features added in MS Office 2016. It automatically searches the information related to the selected word or phrase using Microsoft's search engine, **Bing**.

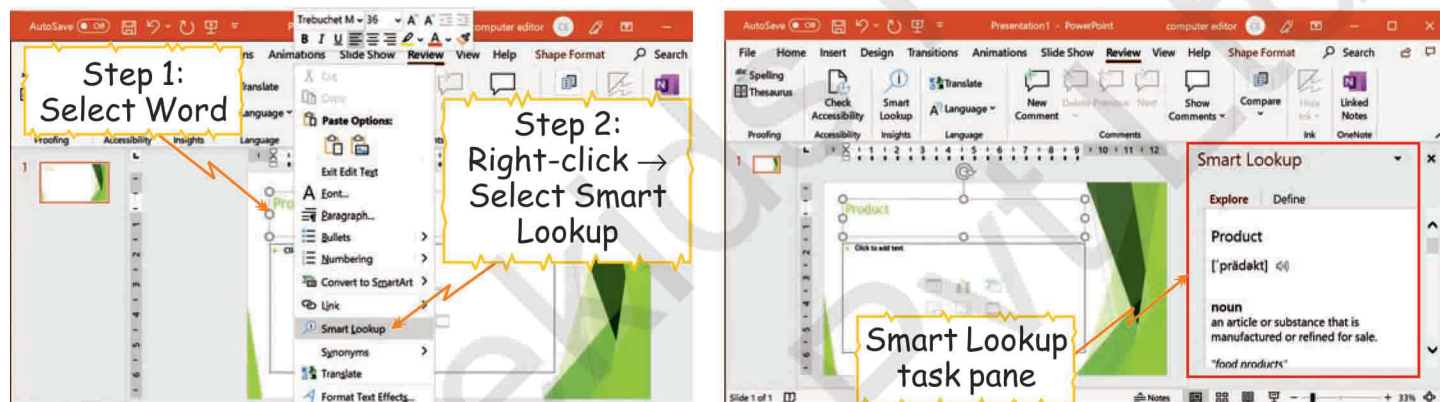
To use Smart Lookup, follow the given steps:

Step 1: Select the word or phrase you want to search.

Step 2: Right click on it and select the **Smart Lookup** from the Context menu.

OR

Select the **Smart Lookup**  option from the **Insights** group in the **Review** tab. The **Smart Lookup** task pane appears on the right side with the most relevant results.

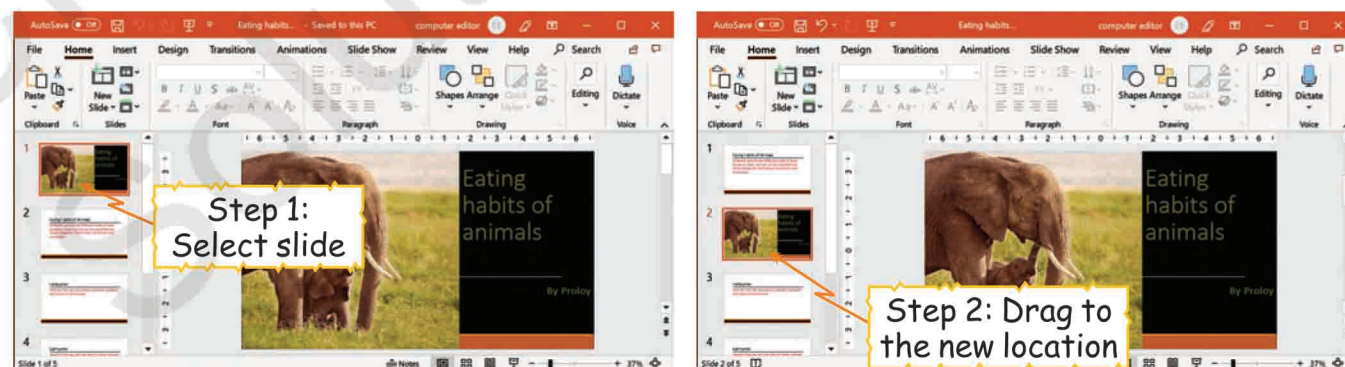


REARRANGING SLIDES

You can rearrange the order of slides in Normal, Outline and Slide Sorter View. **To rearrange the order of slides in Normal View**, open the presentation in **Normal** View and follow the given steps:

Step 1: Select a slide from the **Slides Navigation** pane which you want to move.

Step 2: Drag the selected slide to the location you want.



To rearrange the slides in the Slide Sorter View and Outline View, open the presentation in the respective view and follow the steps mentioned above.

NAVIGATING FROM SLIDE TO SLIDE

There are several ways to navigate from slide to slide when you edit your presentation. The method you choose depends on the view that is currently active. Either the keyboard or the mouse can be used to navigate the slides.

Using The Keyboard

To navigate slides using the keyboard, use the shortcuts keys listed below:

Key Combination	Movement
Page Up	: It takes you one slide back at a time.
Page Down	: It takes you one slide forward at a time.
Ctrl +Home	: It takes you to the beginning of the presentation.
Ctrl +End	: It takes you to the end of the presentation.

Using The Mouse

You can also use the mouse to scroll through your presentation. In the Normal View, the vertical scroll bar also contains the Previous slide and Next slide buttons. You click these buttons to move to the previous or the next slide.



Practice Time

Cross Curricular – Science

1. Create the following presentation and prepare a slide show.

Say 'NO' To Plastics	Plastic is a light-weight, easily available, cheap, durable and water proof material. It is used to make many useful things like bottles, lunch boxes, pencil boxes, toys, pens etc.	Harmful effects of plastic: □ Burning plastic produces many harmful gases. □ It reduces fertility of soil. □ It is non-biodegradable. □ The plastic bags blocks the drains and results in spread of dirty water which lead to many diseases.	How can we reduce plastic pollution? □ Always carry a cloth or jute bag when you go for a shopping. □ Create awareness among people about the harmful effects of plastic. □ Always prefer the alternatives of plastics. □ Recycle the things made up of plastic.
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2. Apply the Smart Lookup on the words recycle and non-biodegradable. Observe the results. Also change the layout of the first slide.
3. Change the Office theme.
4. Create another presentation on 'Importance of Recreation' using Sample templates and add relevant comments in your presentation.

Key Points

- ▶ Layout is the method of arranging things or objects on a slide.
- ▶ MS PowerPoint provides the features to import pictures into a photo album.
- ▶ Comment is used to review and provide feedback on a presentation.
- ▶ The Smart Lookup automatically searches for the information related to selected word or phrase from the web.
- ▶ PowerPoint provides different views, i.e., Normal View, Outline View, Slide Sorter View, Notes Page View, Reading View and Slide Show View.

EXERCISES

According To NEP Guidelines

A. Multiple Choice Questions

1. The group of Home tab can be used to change the Slide layout.
(a) Slides ☐ (b) Clipboard ☐ (c) Paragraph ☐
2. The View gives on-screen presentation.
(a) Slide Show ☐ (b) Slide Sorter ☐ (c) Outline ☐
3. The Smart Lookup option is present in the group of Review tab.
(a) Proofing ☐ (b) Language ☐ (c) Insights ☐
4. To add notes related to contents, we click View.
(a) Outline ☐ (b) Slide Show ☐ (c) Notes Page ☐
5. is a set of pre-designed format of text, colour schemes and graphics effects.
(a) Pictures ☐ (b) Themes ☐ (c) Text ☐

B. Match the following.

- | | |
|----------------|-----------------------------------|
| 1. Page Up | (a) start slide show |
| 2. Page Down | (b) end of the presentation |
| 3. Ctrl + Home | (c) add new slide |
| 4. Ctrl + End | (d) next slide |
| 5. F5 | (e) beginning of the presentation |
| 6. Ctrl + M | (f) previous slide |

C. Fill in the blanks.

Comment Layout Normal View Placeholders

1. On a new slide, boxes with dotted borders are called
2. is used to review and provide feedback on a presentation.
3. By default, a presentation opens in
4. is the method of arranging things or objects on a slide.

D. Quiz

1. Name any two presentation software.
2. Does the colour of the title bar change when you change the theme?

E. Answer the following.

1. What do you mean by comment?
.....
2. Define Normal View in PowerPoint.
.....
3. What is Smart Lookup?
.....
4. How do you change the background style in a theme?
.....
.....
5. Why do we need Views in MS PowerPoint?
.....
.....

F. Computer In Everyday Life (Application-based Question)

Zareen has created a presentation of 16 slides on the topic 'Save Environment'. She wants to view all the slides at the same time. Name the View that displays all slides at the same time.

.....

A. Project

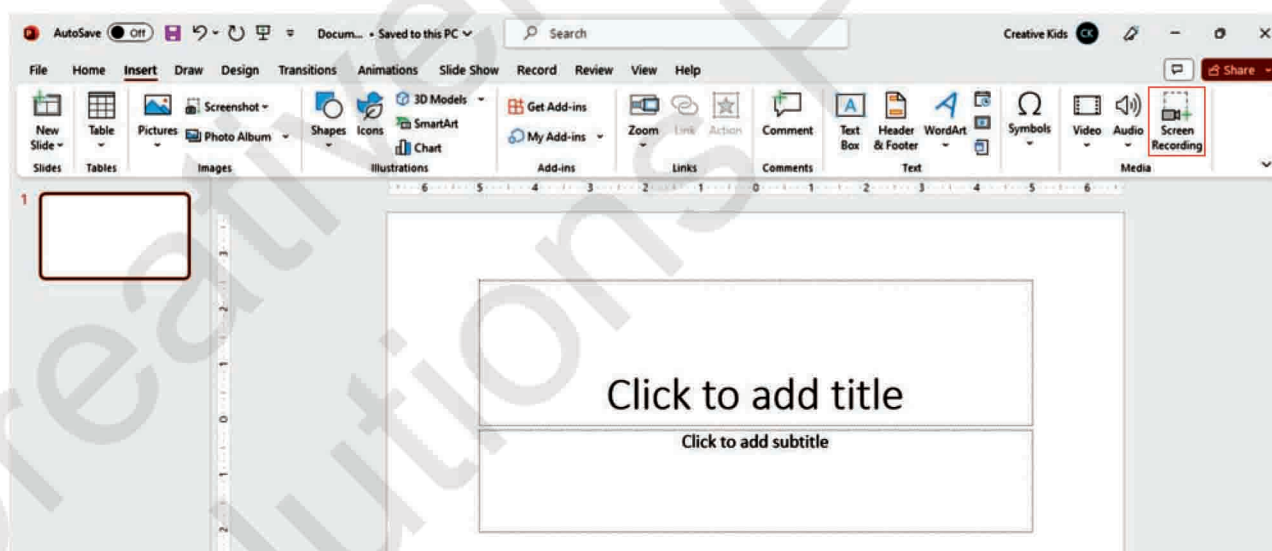
(Cross Curricular - Science)

1. Use MS PowerPoint to create a presentation describing the change of state of water. Use different themes on different slides.



B. Explore

Create a presentation in PowerPoint 2021 and record the screen with Screen Recording feature in the Insert tab.



C. Group Discussion

(Collaborative Learning)

Discuss in class: 'Using different layouts makes work easy'

Know More

To know more about Views in PowerPoint, click on the given links:

https://www.youtube.com/watch?v=_gYShFI6i94 | <https://www.youtube.com/watch?v=2Ox3Wkp60CU>