

Class V

IT

Microsoft Powerpoint

- Microsoft Powerpoint is a component of MS Office and is used for making simple presentations.

- A presentation is a collection of slides arranged in a systematic manner.

- Opening a presentation:

START PROGRAM MS OFFICE MS POWERPOINT

- Exiting a presentation:

- By clicking on the Office button and selecting the close option.

- By clicking on the cross(X) in the title bar.

- Saving a presentation:

- By clicking on Office button and choosing the option 'Save as'.

- The presentation will be saved with the extension(.ppt).

- Different types of slides are:

- Title slide: It is used for giving the title and sub-title of the presentation.

- Title only slide: It is used for giving the title only.

c . Title and content : It is used for adding text to a slide.

d. Two content slide: It is used for writing text in two columns.

e. Comparison slide: It is used for comparing data.

f. Table slide: It is used for tabulating data.

g. Blank slide: It is used for inserting pictures and adding text.

7. Powerpoint views:

- Normal / default/Slide/Working/Editing view: This is the first view that appears when we open MS Powerpoint.

- Slide sorter view: This view shows all the slides in a compressed or minimized form. It helps us to add, delete or re-arrange the slides.
 - Slide show view: This view shows the slides in a full screen mode.
8. Title bar: It is the topmost bar in all the programs. It shows the name of the application software. It also has the minimize, maximize and close buttons.
 9. Slide: It is equivalent to a page in a presentation and is used to add text tables, pictures etc.
 10. Menu bar: It shows all the options that are available in a program.
 11. Custom animation: It is used for adding motion to pictures or objects.
 12. Transition:
 - a. These are the effects which are added in between the slides to make our presentation look more appealing.
 - b. It defines how the display will change when we move from one slide to another.

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Computer Vocabulary

- Desktop: The first screen that appears on the monitor once windows start on the computer.
- Icons: The small pictures on the desktop are called icons.
- Status bar/Task bar: It is the bar at the bottom of the screen that has the start button, displays date and time and all the running applications.
- Screen saver: It is a moving picture or a pattern that appears on the screen when the mouse or keyboard is not used for a specified period of time.
- Input: Data or instructions entered into a computer is called Input.
- Processing: When the computer works on the input, it is called processing.
- Output: Information given out by a computer after processing the input is

called Output.

- Input Device: An input device is a device that is used to give information to the computer

9. Output device: An output device is a device through which computer gives us the information or result.

10. Storage devices: Devices which are used to store information in a computer. Some examples are CD, DVD, Pen drive etc.

11. Pen drive: Pen drive is faster, holds more data and is very small, removable and light weight.

12. CD-ROM: It is a storage media that has a huge storage capacity and is most commonly used.

13. Hard disk: It is the main storage medium for computers. It is fixed inside the CPU box and contains all the software and data.

14. Motherboard: It is the most important part of CPU. All main components of computer are present on the motherboard.

15. RAM: Random Access Memory. It stores the information.

16. ROM: Read Only Memory holds the information that is needed for starting a computer. Data in ROM can only be read and not modified.

17. Recycle bin: It contains all the deleted files.

18. Scanner: It is an input device. It is used to make an exact copy of a picture or a photograph.

19. Hardware: All the physical components of the computer which we can see or touch.

20. Software: A set of programs or computer applications.

21. Operating System: The software which translates our commands into the computer's language.

22. Data: Raw facts or figures which we input into a computer.

23. Information: It is the processed data and is meaningful.

24. Default: It is the preexisting value of a user setting.
25. Upload: To upload a file is to send it to another computer.
26. Download: To download a file is to receive it from another computer.
27. File: It is collection of related information.
28. Folders: It is a collection of programs and files.
29. Computer Language: It is the special language that is understood by computers.
30. Computer Program: It is the set of instructions or commands given to the computer.
31. Projector: It is a display device that projects a computer created image.

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