



# POWER POINT

**Ms. Firdaws Azad**

Introduction to IT - IT 103

Semester 1

Lab 3

28-Jan-24

# Outline

- Power point:
- Blank presentation:
- Creating a slideshows of presentation:
  - Title slide:
  - Adding the other slides:
  - ending slide:
  - Themes:
  - Slide Number:
  - Transition:
  - Animation:

# Power Point:



Presentation2 - PowerPoint

Home

New

Open

Account

Feedback

Options

Good evening

▼ New

Blank Presentation

More themes →

Search

Recent Pinned Shared with Me

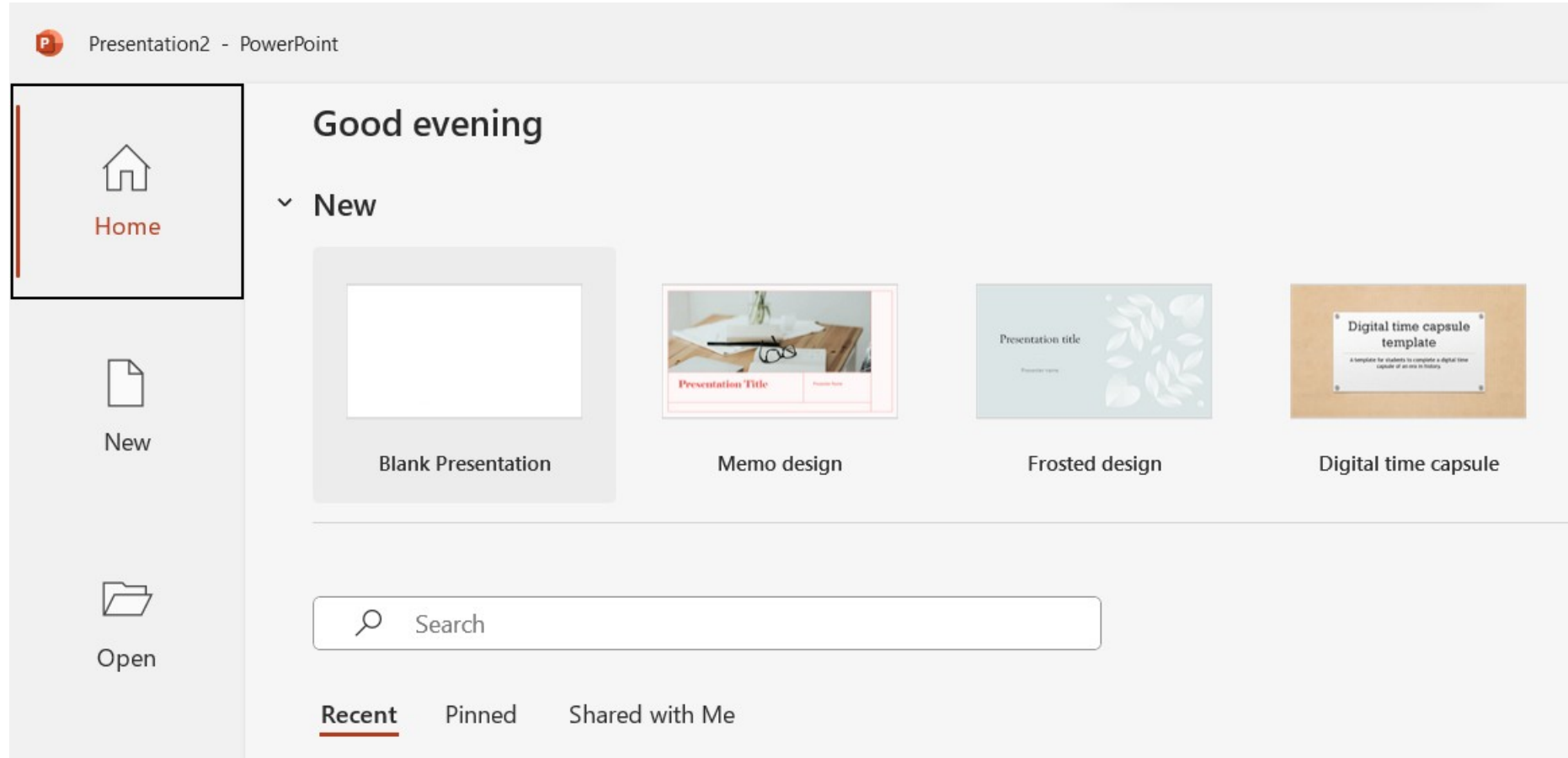
Name	Date modified
Intro to IT - Lab 5 (2023 - 2024) Desktop » IT First Grade 23-24	Just now
Intro to IT - Lab 4 (2023 - 2024) Desktop » IT First Grade 23-24	9m ago
Intro to IT - Lab 1 (2023 - 2024) Desktop » IT First Grade 23-24	39m ago
lab 2 Desktop » IT First Grade 23-24	49m ago
lab 2 - Copy (3) Desktop » IT First Grade 23-24	49m ago
lab 2 - Copy [Autosaved] Desktop » IT First Grade 23-24	49m ago

13°C Mostly cloudy

Search

ENG 8:37 PM 12/9/2023

# Blank presentation:

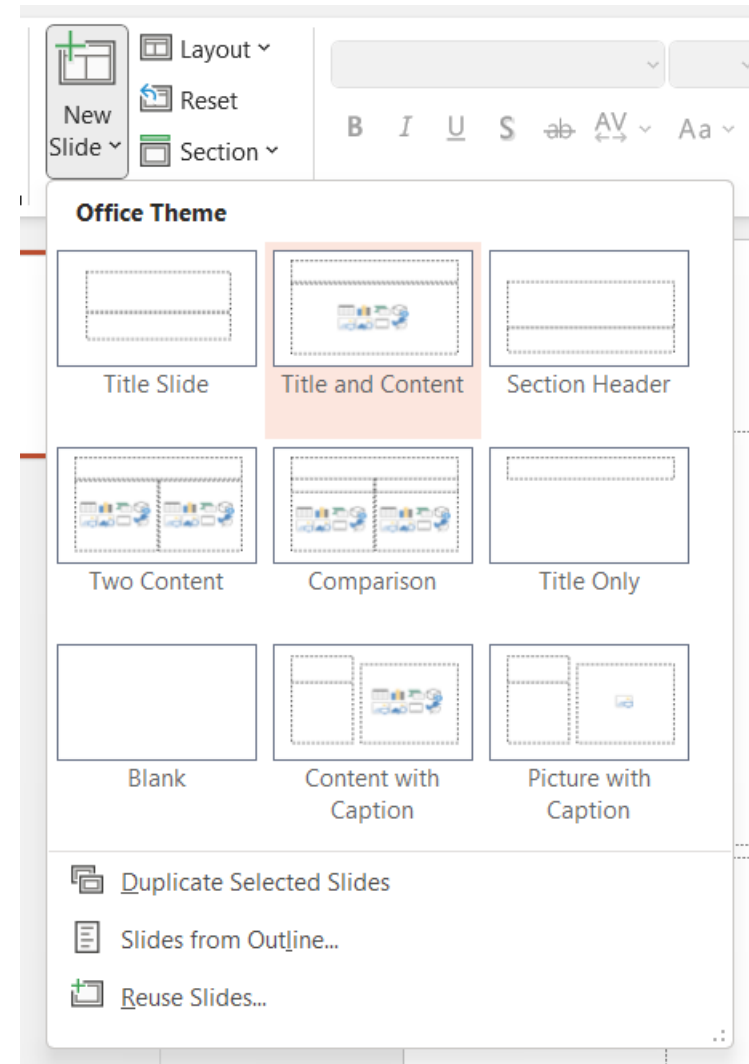


# Adding slides:

Selecting one of the themes:

- Title Slide
- Content Slides
- Ending Slide

•  
•  
•  
•  
•  
•

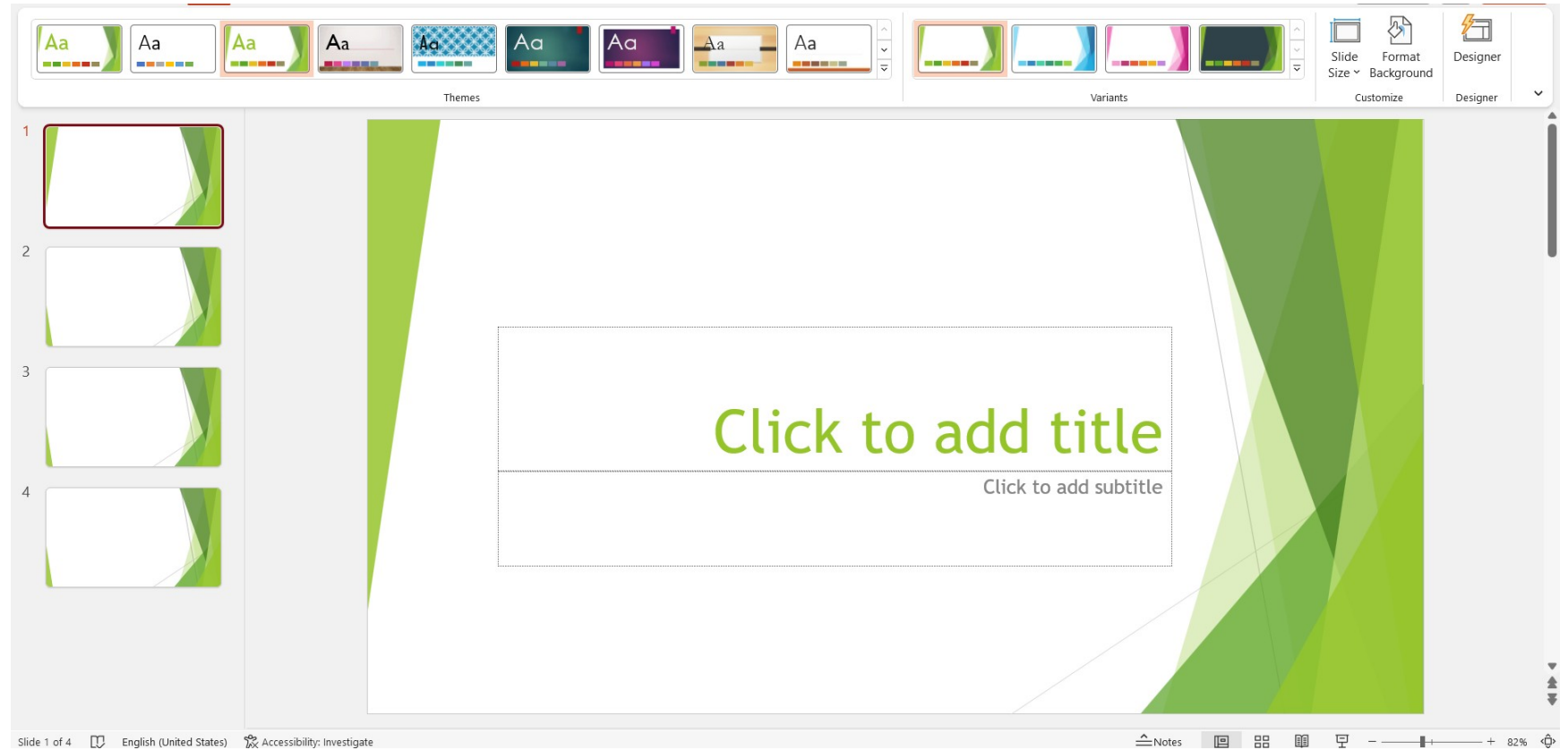


# Themes:

Design Tab



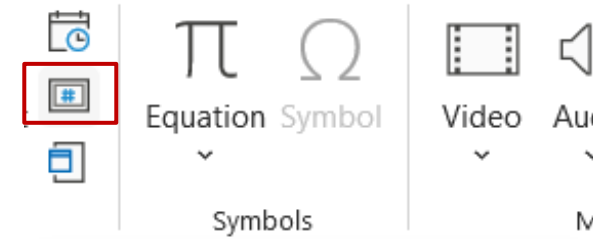
Used to change the  
design of the  
presentation



# Slide number:

To add Slide Number, you will:

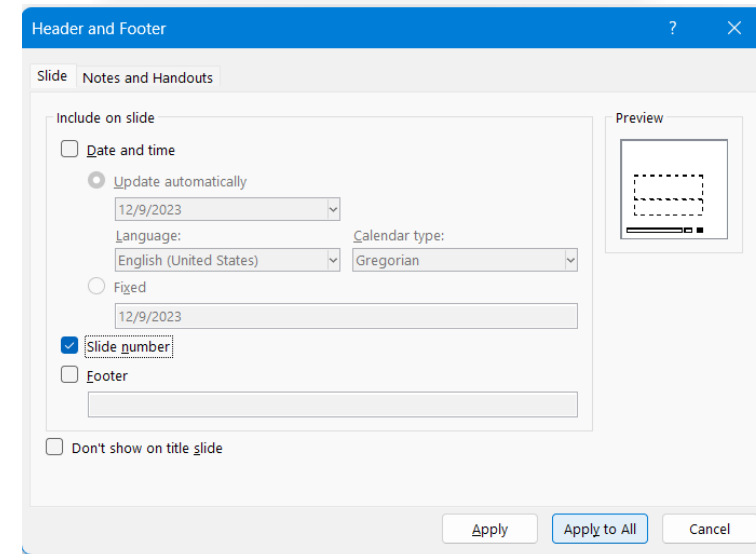
1. Go to Insert Tab
2. Click on Insert Slide Number
3. Select Slide Number
4. Apply to All



## Insert Slide Number

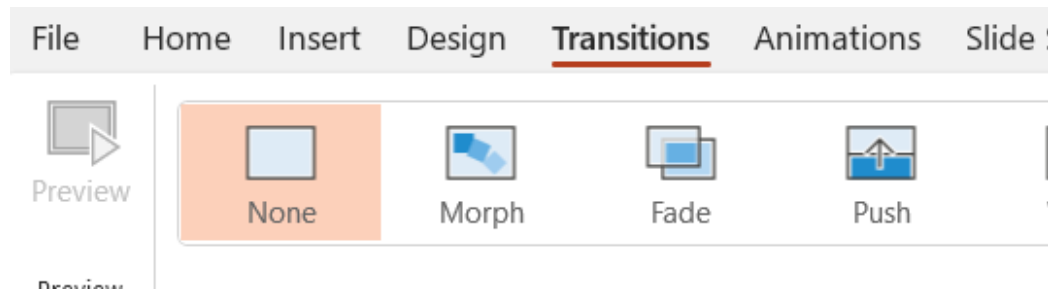
Number the slides in your presentation for easy reference.

You can also add the slide number by clicking in a text box, then clicking Slide Number.

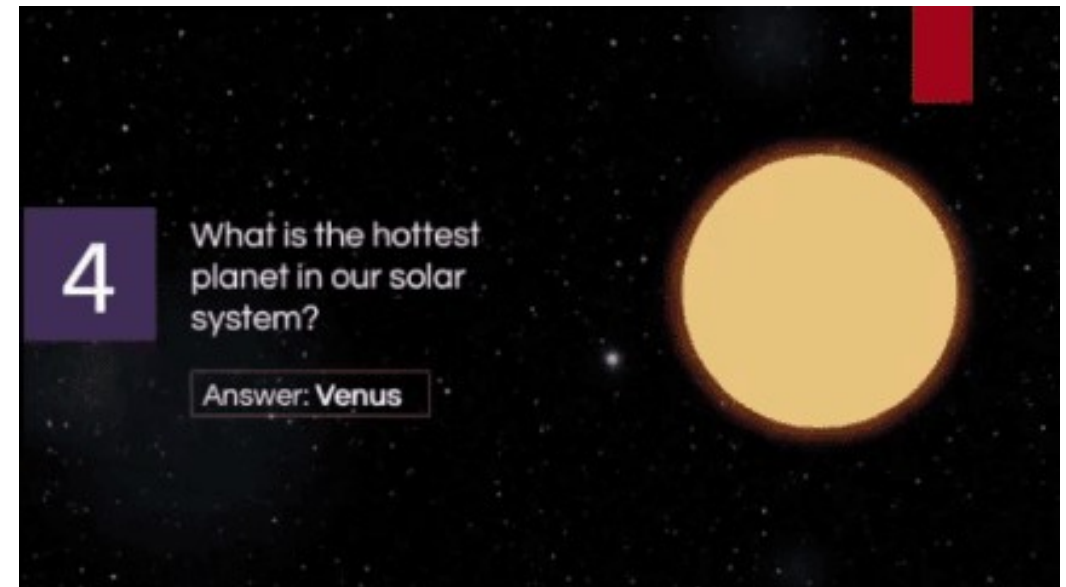
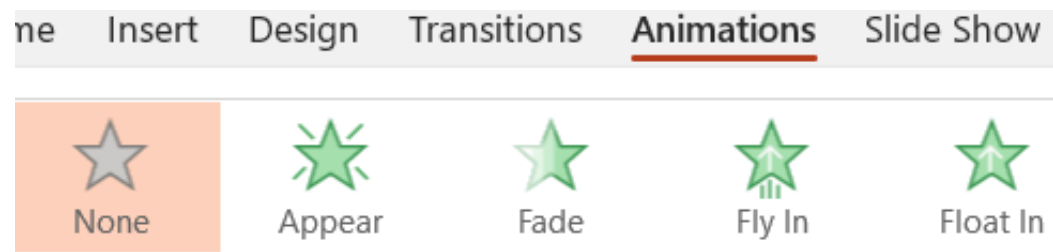


# Transitions and Animations:

## Transitions: applied to Slides



## Animations: Applied to elements in slides





# References

- [1] D. S. Shrivastava, MS Office, New Delhi: Firewall Media.

# Ending of Lab 5