

Tender Heart School, Sec-33B, Chandigarh

CLASS-IV

Subject- Computers

Teacher-

Rupinder Kaur

Chapter- 5 → Microsoft Powerpoint

Good Morning students,

Students, this lesson is of class 4 for the subject of Computers, Topic - 'Introduction to Microsoft Powerpoint', which is covered in Chapter-5 -

- Students, All of you, May Now please open page No- 56 in front of you.
- I hope all of you are ready for today's lesson. So let us start with New chapter 'Microsoft Powerpoint'
- * Children, you have already read about MS-word in class 3 and you know, in MS-word you can create different types of documents like - letters, notices etc. MS-word is a part of Microsoft office. In the same way MS-Powerpoint is also a part of Microsoft office. But in Microsoft Powerpoint you create slides in place of documents. So, Microsoft Powerpoint is a presentation software, which is designed to create and display beautiful

CLASS-IV

Subject - Computers

Teacher - Rupinder Kaur

presentations with text, pictures, charts, audio, video and animation etc.

* Students, Do you know what is the meaning of presentation?

In general, A presentation is the process of presenting any topic to the people or audience.

Define Presentation - This is given on page No-56 in your book. and here:-

* Presentation is a collection of slides arranged in systematic order one after another and is used to display the information with graphics, sound and animation etc. Presentation is like your book which is having so many pages contained in it in sequence.

* Slide:-

A slide is like a page of power point that displays any information related to any topic. Slide is like a page of book. Like a page contain text, graphics etc. A slide also contain text, images etc.

Presentation is helpful for us in the following ways:-

1. To present our views and ideas effectively.
2. Business class people use presentations for their meetings and seminars

CLASS-IV Subject- Computess

Teaches- Rupinder Kaur

3. Teachers can also use presentations for their lesson plans.
4. The pictures that we use in presentation can create visual impact on the audience.

How to start Power Point :- Students, like you open MS-Word in your computer. In the same way you will be able to open MS-Powerpoint. To open power point steps are:-

1. Click on Start button.
2. Choose All programs.
3. Choose MS-office and click on it.
4. Select MS-Powerpoint 2010.
5. The first screen of Microsoft Powerpoint will open with the name Presentation 1.

* Students, All of you, May Now take 5 Minutes break. During break time you are going to do one activity. All of you will create two pages of your notebook as slides. In this, you will draw two small pictures one is of earth and other is of tree and write at least three lines on the topic - 'save earth'.

Page-3

CLASS-IVSubject - ComputersTeacher - Rupinder Kaur

* Students, 5 minutes break is over now. Let us continue with the next topic in your book and the topic is-

Components of Microsoft Powerpoint :- Students, for this topic, you will follow Figure-6.2 present on page No-57.

The different components of Microsoft Powerpoint are:-

1. Title bar :- Students, like in your note books you start writing anything with Heading and title. In the same way MS-Powerpoint will display the name of the presentation in which you are currently working. This is the top most bar of any Powerpoint screen.
2. Quick Access Toolbar :- Students, As you are aware with the name only 'Quick Access' means to use any tools easily from the toolbar. It contains frequently used commands like save, new, undo, redo etc. You can place this toolbar above or below the ribbon. By right clicking on the item present on Ribbon you can add that item in this Quick Access toolbar for easy access.

CLASS-IV Subject- Computers

Teacher- Rupinder Kaur

3. Ribbon:- Students, Ribbon is present at the top area as shown in figure - 6.2 in your book. Ribbon is divided into tabs and groups. Tabs contain different tabs like - File, Home, Insert etc. : Groups contain different commands.

Now, we are going to discuss different tabs ^{other and components} one by one.

1. File Tab:- This tab of Microsoft Power point 2010 contains different options like - New, open, Save, Print etc.
2. Slides Pane:- Students, like in ^{MS} Paint you get the blank area for making drawings. Here, also you will get working area in the middle of the window and where you can work on individual slides. You can type text, insert pictures, ^{and give} animation effects also to the slides.

* children, I am ending the lesson here. All of you will learn carefully as it is a new topic for you and also learn the definition of Presentation and slide. All of you will also learn the steps - how to start Power point.

Thank you...

Page-5 (Last Page)