

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 - 'Saving a Presentation' which is covered in chapter-6 starting on page no. - 59 of your text book, titled - Kips-Logix 4 and is being submitted to you on 11.11.24

- All students, May now please open page no. - 59 in front of them.
 - I hope all the students are ready for today's lesson, So let us start with topic - 'Saving a Presentation'.
 - * Children, In the previous assignment, you have studied about how to create a presentation and write text into a place holder. Now, In this assignment, you are going to study ^{about} how to save a presentation. Same method for saving a presentation you will follow, like in MS-Word, MS-Paint you do.
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To avoid any type of data loss due to any hardware or power failure, we save our work. In MS-Powerpoint, to save a presentation, we are going to follow some steps and the steps are:-

1. Select Save button from Quick Access toolbar. OR select File tab and choose save option.
2. Saveas dialog box will appear as shown in figure-6.6 present on page no.- 59 in the book.
3. Write any name for your presentation in the 'File name' text box.
4. Click on Save button.
5. Your presentation will be saved with the name written by you and with extension .pptx.

* Students, Now you are going to study the next topic present on page No-60 and the topic is -

→ Closing and Exiting a Presentation:- Students, Close option is used to close only the current presentation in which you are working and Exit option is used to close the power point window. Now, you are going to study about these two options of file tab in detail.

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1. Closing a Presentation:- Students, All of you will follow the given steps to close a presentation.

- (i) Click on file tab and select close option.
- (ii) The power point ^{presentation} window will be closed.
- (iii) Power point application window will remain open.

2. Exiting a Presentation:- Students, To come out of the main power point screen, you will follow the given steps.

- (i) Click on file tab and select Exit option. OR click on close button [X] on the title bar.
- (ii) Now, power point application window will be closed.

Figure-6.7, Present on page no.- 60 is representing these two options of file tab.

* Students, All of you, May Now take 3 Minutes break. During break time, you will give answers for some easy questions. Please write questions in the notebook and the questions are:-

Question:1 Save ^{button} is present on which tool bar?

Question:2 which extension is used to save a power point presentation?

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Question 3:- Close and Exit options are present on which tab?

* let me give you answers for the questions that I asked you before break. And the answers are:-

Answer:-1 Quick Access tool bar.

Answer:-2 .pptx extension.

Answer:-3 File tab.

Students, Now, we will continue with the next topic present on page no-60 in the book and the topic is:-

→ opening a Presentation:- Students, open option is used to open any existing presentation that you have saved with any name. We are going to follow some methods to open a presentation.

Method:-1 → click on file tab and select open option.

Method:-2 → click on open button from Quick Access tool bar.

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- * The open dialog box will appear as shown in figure-6.8
- * select any file from the list
- * click on open button.

Method 3:- Students, for this method 3, you will follow figure-6.9 present on page no-60.

- (i) click on arrow next to New slide button.
- (ii) select reuse slides option.
- (iii) click on power point ^{file} option in Reuse slides pane.
- (iv) click on open button.

* children, Now, I am ending the lesson here, please read the assignment carefully. And also learn different options of file tab. learn the methods for opening a presentation

Thank you...

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