

Tender Heart School, Sec-33B, Chandigarh

CLASS-IV

Subject - Computess

Teacher -

Rupinder
Kaur

Chapter-5 → Microsoft Power point

Good Morning Students,

Students, this lesson is of Class 4 for the subject of Computess, Topic - 'Slide layout' which is covered in chapter-5 starting on page no-61 of your text book, titled - Kips-Logix and is being submitted to you on 18.11.24

- All Students, May Now Please open page no. - 61 in front of them.
- I hope all the students are ready for today's lesson. So let us start with topic - 'Slide layout'.

* children, Slide layout means general arrangement of text, images etc. on a slide. There are different components that will help you to arrange your slides. MS-Power point provide different layouts or designs. Some of them are as follows:-

1. Title slide :- Students, With this slide layout, you can give title and sub-title to your presentation.

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Means you can set Headings and sub-heading for the presentation in this type of slide layouts.

2. Title and Content:- Students, this is the default layout. In this type of slide layouts you can write title and add contents like text, pictures, charts etc.
3. Comparison:- Students, As it is clear with the word comparison. Means if you want to make comparison between two or more things, you will use such type of slide layouts. This layout, will provide you one place holder for the title and two placeholders on left and right side for adding text, pictures.
4. Picture with Caption:- Students, this type of slide layout will help you to place only a picture. In the upper portion of this layout you can add picture and in the lower portion of this layout you can add title or caption about the picture that you have inserted.

* Students, Next topic that you are going to study is present on page no. - 61 in the book and the topic is-

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* Adding a New slide:- Students, whenever you start your work in Power point, you get only one slide by default. But you can insert more slides also as per your requirement. You can also select any layout of slide that you want to add in your presentation. Now, you are going to follow some steps for adding a slide and the steps are:-

1. open any presentation - new or existing one.
2. click on New Slide button on Home tab.
3. A list of different layouts will appear.
4. choose the desired layout.
5. The new slide will be added to the presentation.

6. Like, this, you can add more slides with different layouts in the presentation.

* Shortcut key for inserting a new slide is $Ctrl + M$.

* Students, All of you may now take 3 minutes break, during break time you are going to give answers for some easy questions. Please, write down questions in the note book and after writing questions, write suitable answers. And the questions are:-

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Question 1:- How Many types of slide layouts present in the book?
Name them.

Question 2:- In Comparison layout, how many placeholders are present?

Question 3:- Write shortcut key for inserting a new slide in the presentation?

* children, 3 minutes break is over now. let me give you answers first for the questions that, I asked you before break and the answers are:-

Answer 1:- Four types - (1) Title slide (2) Title and content.
(3) Comparison (4) Picture with caption.

Answer 2:- Three place holders - ^{one} for title and ^{other two for} left or right side.

Answer 3:- short cut key is - $ctrl + M$.

* Students, let us continue with the next topic present on page no- 62 in the book and the topic is-

* Adding pictures to title and content slide :- Students, with the help of following steps and figure- 5.11 present on page no-62, you will learn about this topic.

1. Insert a slide- Title and content in the presentation.
2. Now, click on Insert tab and select picture option.

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3. One dialog box will appear.
4. Choose the pictures folder.
5. Select the desired picture and click on insert button, the picture will be inserted in the slide.
6. You can resize the picture by dragging its corner sizing handles.

* Students, last topic of your chapter-6, Now you are going to study is:-

* Slide show:- Students, like you see the album with different pictures inside it one after the other. In the same way, slide show will show you different slides of the presentation one by one on the screen. For slide show, we will follow some steps and the steps are:-

- * click on slide show tab and select either of the following options:-
1. From Beginning - Slide show will start from first slide.
 2. From current slide - Slide show will start from current slide.
 3. Custom slide show - Only the selected slides will be displayed.
 4. Broadcast slide show - This will be displayed through web-browsers.

* children, Now, I am ending the lesson here. Please read carefully and try to solve back exercise questions that is Q-A, B, C, D
Thank You...