

Tender Heart School, Sec-33B, Chandigarh

CLASS-V

Subject- Computers

Teacher-

Rupinder
Kaur

Chapter-5 → Presentation Software - Special Effects

Good Morning Students,

Students, this lesson is of class 5 for the subject of Computers, Topic - 'Built in Templates' which is covered in chapter-5,

• I hope, all of you are ready for today's lesson. So let us start with topic - 'Built in Templates'.

* children, you have already studied the concept of MS-Powerpoint in the previous class 4. In MS-Powerpoint, you can create different presentations with number of slides that you want to add. In this class, you will learn how to format text and work with themes. In MS-Powerpoint, we can create a presentation in two ways:-

1. Blank Presentation
2. Sample templates

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Students, you have already worked with blank presentation in class 4. Now, you are going to study about templates.

Templates are pre-designed layouts of different slides. With the help of templates we can make our presentation easily and quickly. We can change the existing text of any template and add new text that we want to add in a slide. We can add pictures, sound etc. and ^{can} also delete the contents present in any template that we are using for our presentation.

* Students, Now you will study about the topic - 'Built-in templates'.

In this, you will learn how to apply built in templates for presentation. For this, we are going to follow some steps and the steps are:-

1. Open MS-Power point 2010 and click on file tab and then choose New option.
2. One window will appear as shown in figure -
3. Select sample templates from this window.
4. Select any topic - like 'Introducing Power point 2010' from the list.

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5. Click on create button.
 6. The selected template will appear as a new presentation as shown in figure.
 7. This template contains 20 slides with different slide layouts, themes etc.
- Different ^{button} templates contain different numbers of slides.
- * Students, All of you may now take 3 minutes break. During break time you are going to give answers for some easy questions and will write in the note book. And the questions are:-

- Q:-1. In how many ways you can create a presentation?
- Q:-2. Define Templates.
- Q:-3. Write steps to open power point?

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

Ans:-1. Two ways:- Blank Presentation and Sample Templates.

Ans:-2. Templates are pre-designed themes or layouts for designing or creating a presentation.

Ans:-3. Steps are:- 1. Click on start button

2. Select All programs

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3. Choose MS-office and click on MS-Power-point 2010.

* Students, let us continue with the new topic,

Enhancing the look of a Presentation:- Students, like, in MS-word you make your text beautiful - by applying different font styles, colours, Size to the text. In the same way you will make your presentations beautiful with different effects. These effects are as follows:-

Follow figure - 5.3 present on page No-55 for these effects.

1. By using blank presentation, Create a new presentation and type any text of your choice.
2. Click on Home tab and select font option.
3. From here you can change font size, style, colour etc.
4. Click on Increase font Size button to increase the size, after selecting the text.
5. In the same way, if you want to decrease the size for text then select Decrease font size button.
6. By using text shadow button, you can give shadow effect to the text.

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7. For applying formatting effects click on B, I, U buttons
B for Bold, I for Italic or U for Underline.
8. You can also use Format Painter button for applying already existing effects to new text.
By using all these effects you will be able to enhance the look of presentation according to you.

* children, Now I am ending the lesson here.

Please try to understand the concept of Templates.
And all of you will also learn the effects for making the slides or presentation beautiful as discussed here!

Thank you...