

Good Morning Students,

Students, this lesson is of class-5 for the subject of Computers, Topic- 'Specifying Alignments' which is covered in chapter-5.

- All the students, May Now Please open page No - 56 in front of them.
- I hope all the students are ready for today's lesson, so let us start with topic - 'Specifying Alignments'.
- * children, you have already studied about alignments in MS-Word also. Now, In Power point, Alignment refers to the positioning of text in a slide. You can set alignment before typing or after typing text in slides. The alignment can be set in two ways either Horizontal means row wise format or vertical means column wise format.

1. Vertical Alignment :- ^{Students,} for setting alignment or position of the text vertically, we are going to follow some steps and the steps are:-

- (i) Select the text.
- (ii) Click on Align text button on the Home tab.
- (iii) select the desired option (Top, bottom, middle)
- (iv) The text will be aligned according to the selection. It means the position of the text will be changed - either top or bottom or middle.

2. Horizontal Alignment :- Students, In place of vertical alignment you can set horizontal also. for this, you will follow the given steps:-

- (i) Select the text.
 - (ii) Select the desired option - like Align text left, center, Align text Right, Justify.
 - (iii) All these options are present on the home tab. Follow Figure - 5.4 for applying different alignments.
- * Students, Now we are going to study New topic present on page No- 56 in your book and the topic is :-

→ Specifying line spacing:- Students, while typing anything in MS-word, you always press enter key to move to the next line. In MS-powerpoint, also you can use enter key for moving from ^{one} line to other line for typing text. And, you can also set space between lines by following some steps, that are as follows:-

1. Select the text.
2. click on line spacing button on the Home tab.
3. A list will appear with different options as shown in figure-5.5 present on page no-56 in the book.
4. Choose the desired spacing.
5. The line spacing will be applied to the selected text.

*

let me ask you some easy questions. Please write down these questions in the notebook and give suitable answers. And the questions are:-

- Question-1: How many types of alignments are there? Name them.
- Question-2: Define the term 'Alignment'.

Question: Line spacing button is present on which tab?

*

let me give you answers first for the questions that I asked you before break and the answers are:-

First Answer is:- Two types - (1) Horizontal (2) Vertical

Second Answer is:- Alignment refers to the positioning of text on a slide.

Third Answer is:- Home tab.

* Students Now let us start with the new topic - present on page No- 56 and the topic is:-

→ Applying Themes:- Students, Please follow figure - 5.6 before reading or learning about this topic.

So, Themes are pre-designed formats that can be applied to any presentation to make it attractive and beautiful for professional purpose. These formats include - text, layouts, background and colour schemes etc. as shown in the figure - 5.6 present on page No- 57. For applying these beautiful themes to the presentation, we are going to follow these steps:-

1. Click on the Design tab.
2. Under themes group, scroll the mouse over themes
3. select the desired theme that you want to apply.
4. The selected theme will be applied to the slides of presentation.

OR

You can select themes option by clicking on File tab then New and then Themes option.

- * children, Next topic is present on page No-57 in your book and the topic is -
→ Changing colour scheme :- Students, like you apply themes on different slides. In the same way you can make changes in the colour also of any slide. You can change the colour of the title and the background of the slide according to you with different colour schemes. For changing colour scheme, some steps are there, we will study these steps in ^{the} next assignment.

* children, Now I am ending the lesson here. Please learn steps for applying alignments, line spacing and themes. Thank You... Page-5 (Last Page)