

## **Unit 3**

**Word Processing and presentations:** Word Processing Basics: Using MS Word/Google Docs – formatting, styles, tables, mail merge.

**Presentation Tools:** Using PowerPoint/Google Slides – slide design, animations, transitions. **Applications:** Creating resumes, reports, brochures, and presentations. Keyboard Shortcuts.

### **Microsoft Office (MS Office)**

Microsoft Office (MS Office) is a collection of application software developed by Microsoft Corporation.

It is mainly used for office work, documentation, presentations, data management, and communication.

It helps students, teachers, businesses, and professionals to create, edit, and manage different types of documents easily and efficiently.

#### **History**

- MS Office was first introduced in 1989 for Apple Macintosh computers and in 1990 for Windows.
- It was developed by Bill Gates' company – Microsoft Corporation.
- Over the years, several versions have been released such as:  
MS Office 95, 97, 2000, 2003, 2007, 2010, 2013, 2016, 2019, and Office 365.
- The latest versions include cloud-based features that allow users to work and save documents online using OneDrive.

### **Main Components of MS Office :-**

#### **1. MS Word**

Microsoft Word is a word processing application used to create and edit text documents.

It helps in preparing letters, resumes, reports, books, and notices.

You can change the font, size, colour, and style of text and insert tables, images, charts, and clip arts easily.

It also provides spelling and grammar checking and allows printing and saving of documents.

Example: Creating a school report or a business letter.

## **2. MS Excel**

Microsoft Excel is a spreadsheet program used for storing and managing numerical and tabular data.

It allows you to perform mathematical and logical calculations using formulas and functions.

It also helps in creating charts and graphs to analyze data visually.

Excel is widely used for accounting, budgeting, and data analysis.

Example: Creating a student marks list or monthly expense sheet.

## **3. MS PowerPoint**

Microsoft PowerPoint is a presentation software used to create slideshows that include text, images, charts, videos, and animations.

It is useful for delivering lectures, business meetings, and seminars.

You can apply designs, transitions, and animations to make slides more attractive.

Example: Preparing a college project presentation.

## **4. MS Access**

Microsoft Access is a database management system (DBMS) used to store and manage large amounts of data efficiently.

It allows users to create tables, queries, forms, and reports for better data handling.

Access is helpful for organizations that need to maintain records such as student details, employee data, or inventory.

Example: Maintaining a student database in a college.

## **5. MS Outlook**

Microsoft Outlook is an email and personal information management tool.

It helps in sending and receiving emails, scheduling meetings, and storing contacts.

It also includes a calendar, task manager, and reminder system to manage work efficiently.

Example: Sending official emails or scheduling online meetings.

### **Word Processing:-**

A word processor is a general-purpose application software used to create, edit, and store different types of documents such as letters, articles, books, and reports. It allows users to work mainly with text, numbers, symbols, pictures, and clip arts.

Word processors like MS Word and Google Docs, zoho writer provide many features such as changing font style, size, colour, and alignment, as well as creating tables and performing mail merge operations. These tools make document creation faster, easier, and more accurate.

Additionally, they allow printing documents neatly and support colourful graphical presentations, making the final output attractive and professional. Some of the popular word processors are Microsoft Word, Google Docs, LibreOffice Writer, and WPS Office, Zoho writer.

### **Main Features of Word Processing:-**

#### **1. Creating Documents**

Word processors allow users to create different types of documents such as letters, reports, resumes, books, and notices.

You can start with a blank document or use built-in templates to save time.

#### **2. Editing Tools**

You can easily add, delete, move, copy, or replace any part of the text.

Editing in a word processor is very simple and can be done instantly without retyping the entire page.

#### **3. Formatting Text**

Formatting helps to make your document attractive and professional.

You can change font type, size, colour, alignment, line spacing, and apply bold, italics, underline, and highlighting to important words.

#### **4. Spell and Grammar Check**

Word processors automatically check your spelling and grammar as you type.

Errors are underlined, and the software provides suggestions to correct them, improving accuracy and quality

#### **5. Inserting Tables and Charts**

You can insert tables, charts, and graphs to display data clearly. This is useful for reports, marks lists, invoices, and research papers.

#### **6. Mail Merge**

Mail merge allows you to send the same letter to many people by automatically changing names and addresses.

It saves time and effort when preparing invitations, result letters, or salary slips.

#### **7. Inserting Pictures and Clip Art**

Images, logos, and clip art can be added to make documents visually appealing.

This feature is very helpful in designing brochures, newsletters, and posters.

#### **8. Page Setup and Layout**

You can adjust page margins, size, and orientation (portrait or landscape).

You can also set columns, page borders, and background colors for better presentation.

#### **9. Header, Footer, and Page Numbering**

You can add a header (top section) or footer (bottom section) with information such as titles, author names, dates, or page numbers.

This makes documents more organized and professional.

#### **10. Find and Replace**

This feature helps you quickly locate specific words or phrases in a document.

You can also replace them automatically with new text, saving time in large documents.

#### **11. Saving and Printing Documents**

Documents can be saved in various formats like .docx, .pdf, or .txt.

You can also print them easily with options for page range, colour, and layout settings.

### **Advantages of Word Processing:-**

#### **1). Easy Editing :-**

Word processors make it very simple to modify text at any time. You can add, delete, copy or move text without retyping the entire document. This flexibility helps in saving both time and effort during corrections.

#### **2). Formatting features :-**

You can make your document more attractive by changing the font style, size, colour, and alignment. Word processors also allow you to highlight important text, add bullet points, and adjust spacing to improve readability.

#### **3). Time-Saving :-**

Creating and editing documents on a computer is much faster compared to manual typing. Built-in tools like templates, copy-paste, and auto-correct help complete tasks quickly and efficiently.

#### **4). Spell and Grammar Check:**

The software automatically checks spelling and grammar while typing. It underlines errors and suggests corrections, which helps improve the accuracy and professionalism of the document.

#### **5). Mail Merge Feature:**

Mail merge is used to create personalized letters or emails for multiple recipients. It automatically replaces names and addresses from a data list, saving a lot of manual work and ensuring consistency.

#### **6). Multimedia Insertion:**

You can insert pictures, clip art, charts, tables, and graphs to make the document more appealing. This is especially useful for reports, newsletters, and brochures where visuals help in better understanding.

#### **7). Printing and Sharing:**

Documents can be printed in various formats with different page layouts and colors. You can also share them easily through

email or cloud platforms, making collaboration faster and more convenient.

### **8).Security:**

Word processors offer password protection to keep confidential documents safe. This ensures that only authorized users can access, edit, or print the file, providing data privacy and security.

### **Applications of Word Processing :-**

Word processing applications like MS Word and Google Docs are widely used in schools, colleges, offices and businesses for creating and managing documents. They help users to type, edit, format and print different types of documents quickly and neatly.

#### **1). Creating letters and official documents :-**

Word processors are used to prepare letters, circulars, and official notices neatly and professionally. You can easily edit names, addresses, and dates without rewriting the entire documents. This is especially useful for business letters and company communications.

#### **2). Preparing Reports and Projects :-**

Students, teachers, and employees use word processors to write project reports, assignments, and annual reports. They can include headings, bullet points, tables, and charts to make the reports well-organized and clear.

#### **3. Designing Resumes and Cover Letters**

Job seekers use word processors to design resumes and cover letters.

Features like templates, borders, and alignment tools help in creating professional-looking documents that attract employers.

#### **4. Creating Brochures and Newsletters**

Organizations and educational institutions design brochures, pamphlets, and newsletters using MS Word.

With tools for inserting images, clip art, and color themes, it's easy to make creative designs.

## **5. Writing Books, Articles, and Journals**

Authors and researchers use word processors to write books, articles, journals, and research papers.

The spell-check, grammar-check, and page numbering features help them write efficiently and accurately.

## **6. Mail Merge for Mass Communication**

Mail Merge is a special feature used to send the same letter to many people, with each copy having a different name or address.

This is useful for sending invitations, salary slips, and result letters.

## **7. Creating Question Papers and Certificates**

Teachers can use word processors to prepare exam question papers and certificates.

It saves time and allows easy reuse of templates for future documents.

## **8. Preparing Forms and Applications**

Word processing software helps design application forms, feedback forms, and registration forms using tables and shapes. These forms can be printed or shared online.

## **9. Documentation and Record Keeping**

Offices use word processors to maintain meeting minutes, agreements, and legal documents.

Files can be stored digitally for future reference, avoiding paper storage.

## **10. Creating Invoices and Bills**

Small businesses use word processors to create invoices, quotations, and billing formats quickly using tables and automatic numbering.

## **Common Uses of MS Word:**

- Writing letters, resumes, and reports.
- Preparing presentations with text.
- Designing brochures, flyers, and newsletters.
- Creating academic and professional documents.

## Examples of word processing software :-

Software name	Developer	Platform
Microsoft word	Microsoft	Windows, mac
Google Docs	Google	Web-based
WPS writer	Kingsoft	Windows, Android
Apple pages	Apple inc.	macOS, ios

Formatting is the process of modifying text, paragraphs, and pages to make a document clear, readable, and attractive.

## **Formatting in MS Word :-**

Formatting means changing the appearance, style, and layout of the text or document to make it look clear, attractive and professional. In word processing formatting helps organize information properly so that the document becomes easier to read and understand.

Formatting can be divided into two main types :-

1. character or text formatting.
2. paragraph and page formatting.

### **1). Character or Text formatting :-**

Character formatting refers to the changes you make to individual characters or words in a document.

Common character formatting options:-

#### **1. font style and size :-**

You can change the font type (e.g., Arial, times new roman etc..) and font size to make the text look better.

Shortcut : ctrl+D (to open font dialog box).

#### **2. Bold, Italic and underline:-**

These styles help to highlight important words or headings.

Bold (ctrl+B) → makes text darker

Italic (ctrl+I) → slants the text

Underline (ctrl+U) → adds a line below the text.

#### **3. font color and highlighting:-**

You can change the text color and use a highlighter to emphasize important words.

Shortcut for highlight : alt+H+I

#### **4. change case :-**

Converts text between uppercase, lowercase, title case etc..

Shortcut : shift+F3

## **5. subscript and superscript:-**

Subscript :- text appear slightly below the line

Superscript :- text appears slightly above the line.

## **2). Paragraph Formatting :-**

Paragraph formatting applies changes to entire paragraphs – not just individual words.

Shortcut :-

Left : ctrl +L

Center : ctrl +E

Right : ctrl+R

Justify : ctrl+J

## **line and paragraph spacing :-**

Adjusts the amount of space between lines or paragraphs (e.g., 1.0, 1.5, 2.0).

- Shortcut: **Ctrl + 1** (single), **Ctrl + 2** (double spacing)

## **Indentation:**

Moves the text inward from the left or right margin to create clear structure.

Useful for starting new paragraphs or quotations.

Bullets and Numbering:

Used to list items clearly using symbols (•) or numbers (1, 2, 3).

Borders and Shading:

Adds decorative lines or background colors to paragraphs to highlight important sections.

## **3). Page Formatting**

Page formatting affects the overall appearance of the page layout.

Common Page Formatting Options:

### **1. Page Margins:**

Adjusts the white space around the edges of the page.

- Found in Layout → Margins

### **2. Page Orientation:**

Sets the page direction — Portrait (vertical) or Landscape (horizontal).

### **3. Page Size:**

Selects paper size such as A4, Letter, or Legal.

#### 4. **Headers and Footers:**

Allows adding text (like titles, page numbers, or dates) at the top (header) or bottom (footer) of each page.

#### 5. **Page Borders and Colors:**

Adds borders or background colors to improve the document's visual appearance.

### **Styles in MS Word:-**

In MS Word, a *Style* is a set of predefined formatting options that can be applied to text to change its appearance quickly and consistently.

Styles help make documents look professional, neat, and uniform without manually changing each formatting option like font, color, or size again and again.

A Style is a collection of formatting features, such as:

- Font type, size, and color
- Bold, Italic, and Underline effects
- Line spacing and paragraph alignment
- Borders and shading

### **Types of Styles in MS Word**

#### **1. Paragraph Style**

- Used to format entire paragraphs.
- Controls alignment, spacing, indentation, and line spacing.
- Example: *Normal, Heading 1, Heading 2.*

#### **2. Character Style**

- Used to format selected text or characters.
- Controls font, size, color, and bold/italic effects.
- Example: *Emphasis, Strong.*

#### **3. Linked Style (Paragraph + Character)**

- Can be applied to both paragraphs and selected text.
- It combines the properties of both paragraph and character styles.

#### **4. Table Style**

- Used to format tables in a consistent way.
- Defines borders, shading, and text alignment for table cells.

## **5. List Style**

- Used to format lists (bulleted or numbered).
- Controls bullet style, number type, and indentation.

### **How to Apply a Style in MS Word**

1. Select the text or paragraph you want to format.
2. Go to the Home tab on the Ribbon.
3. In the Styles group, click on a style (e.g., *Heading 1*, *Title*, *Subtitle*).
4. The selected text will automatically take that style's format.

### **How to Create a New Style**

#### **Method 1: From the Styles Group**

1. Click the Home tab → In the Styles group, click the small arrow (▼) at the bottom-right corner.
2. Click on Create a Style → then click Modify.
3. In the Modify Style box:
  - Type a name for your style.
  - Choose font, size, color, spacing, alignment, etc.
4. Click OK → your new style will appear in the style list.

#### **Method 2: From Formatted Text**

1. Format a piece of text manually (e.g., font size, color).
2. Select that text.
3. In the Styles group, click the arrow ▼ → choose Save Selection as a New Quick Style.
4. Give it a name and click OK.

### **Shortcut Keys Related to Styles :-**

Ctrl+Shift+N → apply normal style  
Ctrl+Alt+1 → apply heading 1 style  
Ctrl+Alt+2 → apply heading 2 style  
Ctrl+Alt+3 → apply Heading 3 style  
Alt+Ctrl+Shift+S → open styles pane

## Tables in MS Word :-

A table in MS Word is a grid made up of rows and columns that helps to organize information neatly.

Each box in the grid is called a cell, and it can contain text, numbers, or images.

Ex:-

Name	Group	Marks
Sri Rama	Msc Computer	98
Gnanambica	BSC	99
Venkateswara	BCA	97

This is a table with **3 columns** and **3 rows**.

### How to create Table :-

#### Method 1: Using the Insert Tab

1. Go to the Insert tab on the Ribbon.
2. Click on Table.
3. Drag your mouse over the grid to select the number of rows and columns you want.
4. Click — the table will appear in your document.

#### Method 2: Using “Insert Table” Option

1. Go to Insert → Table → Insert Table.
2. Enter the number of rows and columns.
3. Click OK.

#### Method 3: Draw Table

1. Go to Insert → Table → Draw Table.
2. The cursor changes to a pencil icon — now you can draw custom-sized rows and columns manually.

### Editing and Formatting Tables

After creating a table, you can modify it easily.

#### Add or Remove Rows/Columns:

- Right-click inside the table → choose Insert → Insert Rows/Columns.
- Or press Tab key at the end of the last cell to automatically add a new row.

### **Merge and Split Cells:**

- **Merge Cells:** Select cells → Right-click → Merge Cells.
- **Split Cells:** Select cell → Right-click → Split Cells → choose number of rows/columns.

### **Adjust Row Height and Column Width:**

- Place cursor on a line between two cells → drag it to adjust the size.

### **Apply Borders and Shading:**

- Go to Table Design tab → Borders or Shading.
- You can change border color, thickness, and background color.

### **Align Text Inside Cells:**

- Select the cell(s) → Right-click → Table Properties → Cell → Vertical Alignment (Top, Center, Bottom).

### **Uses of Tables**

- To prepare **marks lists, attendance sheets, and reports.**
- To organize **data and calculations.**
- To create **invoices, resumes, schedules,** etc.
- To make the document **more professional and readable.**

### **Shortcut Keys:-**

Action	Shortcut Key
Move to next cell	Tab
Move to previous cell	Shift + Tab
Add a new row at the end	Tab (from last cell)
Select a column	Alt + Click
Select a row	Shift + Spacebar
Merge cells	Alt + A + M
Split cells	Alt + A + P

## **Mail Merge :-**

Mail merge is a feature in MS Word that helps you create multiple personalized documents such as letters, certificates, emails, labels and envelopes by combining.

1. a main document (letter or template)
2. a data source (excel file, address list, outlook contacts, etc..)

Instead of typing each letters separately, mail merge automatically inserts details like name, address, roll numbers, marks, etc. into the document.

## **Uses of Mail Merge ?**

- to save time when preparing many similar documents
- to avoid typing mistakes.
- to produce consistent and professional documents.
- to personalize each document automatically

Ex :- creating certificates for 200 students with different names.

## **Main components of mail merge :-**

### **1. Main Document :-**

The common content that is the same for all recipients.

Ex:- a letter format, certificate template, invitation, etc.

### **2. Data Source :-**

The list of individual information stored in : Excel sheet, CSV, Access database, outlook contacts, new address list.

Ex:- name, address, phone, email, marks, roll number etc.

### **3. Merge Fields :-**

Placeholders used in the document.

Example: «Name», «Address», «RollNo»

These fields get replaced with actual data during merging.

## **Steps to Perform Mail Merge**

### **Step 1: Start Mail Merge**

- Open Word → **Mailings** tab
- Click **Start Mail Merge**
- Select document type (Letters, Email, Labels, etc.)

### **Step 2: Select Main Document**

Choose **Use Current Document**

(Your existing document becomes the template)

### **Step 3: Select Recipients**

You can choose:

- **Type a New List**
- **Use an Existing List (Excel file)**
- **Select from Outlook Contacts**

Most commonly:

Click **Type a New List** → **Create**

### **Step 4: Enter Data**

- Add fields (Name, Address, etc.)
- Customize fields (Add/Delete fields)
- Enter all records
- Save the list

### **Step 5: Write Your Document**

Type your letter normally.

Insert merge fields:

- Click **Insert Merge Field**
- Select fields like «Name», «Address», etc.

These placeholders will be replaced with actual data.

### **Step 6: Preview**

- Click **Preview Results**
- Check if the data appears correctly
- View each recipient's letter

### **Step 7: Complete the Merge**

Click **Finish & Merge**

- Print documents  
or
- Edit individual documents  
or
- Send email (requires MS Outlook)

## **Header and Footer in MS Word :-**

Header and Footer are important tools in MS Word that help create a clean, professional, and well-organized document. They allow us to repeat information automatically on all pages, saving time and improving readability.

### **Header :-**

A header is the section at the top of every page in a word document. Anything written in the header will automatically appear on all pages (unless we change the settings).

Examples:- Document title, chapter name, institution name, logo, author name etc.

### **Why header is useful ?**

- it makes the document professional.
- it helps identify the document when printed.
- it saves time because we do not need to type the same text on every page.

### **Footer :-**

A footer is the section at the bottom of every page in a word document. Anything written in the footer will appear on all pages.

Examples :- page numbers, date, full name, websites or email ID etc.

### **Why footer is useful ?**

- it helps readers easily navigate long documents using page numbers.
- important details like date or reference appear consistently on all pages.
- it maintains a clean and organized look.

How to insert Header and Footer in MS Word :-

### **To insert a Header :**

1. open MS word.
2. go to the insert tab
3. click Header
4. choose a style (blank, title, line etc..)
5. type the text you want.
6. click close header and footer or press Esc.

### **To insert a Footer :-**

1. go to the insert tab.
2. click footer.
3. select a footer style.
4. type the text.
5. close the footer.

Adding page numbers :-

To insert page numbers:-

1. go to insert → page number
2. choose top of page (header) or bottom of page (footer).
3. select the style.

The page numbers will automatically appear on all pages.

### **Difference between Header and Footer :-**

Header	Footer
Appears at the top of the page.	Appears at the bottom of the page
Mostly contains title, chapter name, logo.	Mostly contains page numbers, date, notes.
Helps identify document or chapter.	Helps with navigation and additional information.
Readers look at it first.	Readers look at it fast.

### **Important Shortcut Keys in MS Word :-**

<u>Shortcut Key</u>	<u>Action</u>
Ctrl+N	Create a new document.
Ctrl+O	Open an existing document
Ctrl+S	Save the current document
F12	Save as (save with a new name)
Ctrl+P	Print the document
Ctrl+C	Copy selected text
Ctrl+X	Cut selected text
Ctrl+V	Paste copied text
Ctrl+Z	Undo the last action
Ctrl+Y	Redo the last and one action

Ctrl+A	Select all text in the document
Ctrl+ B	Make selected text bold
Ctrl+I	Make selectd text italic
Ctrl+U	Underline selected text
Ctrl+E	Align text to the center
Ctrl+L	Align text to the left
Ctrl+R	Align text to the right
Ctrl+J	Justify text
Ctrl+F	Open the find dialog box
Ctrl+H	Open find and replace dialog box
Ctrl+K	Insert a hyperlink
Ctrl+Shift+>	Increase font size
Ctrl+Shift+<	Decrease font size
Ctrl+Home	Move to the beginning of the document.
Ctrl+End	Move to the end of the document
Ctrl+1	Set single line spacing
Ctrl+2	Set double line spacing
Ctrl+shift+L	Apply bullet points
Ctrl+=	Apply subscript
Ctrl+Shift+ +	Apply superscript
Alt+F4	Close ms word
Ctrl+W	Close the current document.

## **Presentation Tools in MS Office :- (MS PowerPoint)**

In MS office, the primary presentation tool is Microsoft PowerPoint. It is widely used in education, business, seminars, training programs, and personal presentations. PowerPoint helps us create, design, organize, and present information in a visual and professional manner.

A presentation is made up of multiple slides, and each slide contains different types of content like text, images, charts, videos, audio, tables, and SmartArt.

→ MS PowerPoint is an application software used to prepare slideshows or presentations. It includes tools for creating, and displaying information in a structured and attractive format.

### **Features of Presentation Tools (MS PowerPoint)**

#### **Slides**

- Slides are like pages of your presentation.
- Each slide contains key points, headings, images, or diagrams.
- You can add, delete, duplicate, or rearrange slides easily.
- Slide Layouts help decide how your content appears.

Example:

Title Slide, Title and Content, Two-Content Layout, Picture Layout, Blank Layout

#### **Themes and Slide Design**

A **theme** is a ready-made design with matching colours, fonts, and backgrounds.

- Themes provide consistency to the entire presentation.
- Students can select professional themes like *Office Theme*, *Ion*, *Wisp*, *Slice*, etc.
- “Variants” allow small changes in color or style.

This saves time and makes your presentation look neat and attractive.

#### **Insert Menu**

The **Insert** tab lets you add different types of objects:

- ✓ **Text Box** – For writing text anywhere on the slide
- ✓ **Pictures** – Insert images from your computer

- ✓ **Online Pictures** – Insert images from the internet
- ✓ **Shapes** – For diagrams and flowcharts
- ✓ **SmartArt** – Create organizational charts, process charts, cycles
- ✓ **Charts** – Show data as bar, line, pie charts
- ✓ **Tables** – Display data in rows and columns
- ✓ **Audio & Video** – Add sound or videos to slides
- ✓ **WordArt** – Decorative text

These elements make a presentation more meaningful and visually engaging.

### **Animations**

Animations give **movement effects** to text or objects.

Types:

1. **Entrance** (how the object enters)
  - Fade, Fly In, Zoom
2. **Emphasis** (highlight the object)
  - Spin, Grow/Shrink
3. **Exit** (how the object leaves)
  - Fade Out, Fly Out
4. **Motion Paths**
  - Move the object in any path

Animations help draw the audience's attention to key points.

### **Transitions**

Transitions are effects that appear **between slides**.

Examples:

- Wipe
- Push
- Split
- Fade
- Morph

Transitions make moving from one slide to another smooth and attractive.

## **Slide Show**

The **Slide Show** feature displays the entire presentation in full screen.

### **Shortcuts:**

- **F5** – Start slideshow from the beginning
- **Shift + F5** – Start slideshow from current slide

Useful for:

- classroom teaching
- business meetings
- project seminars

## **Notes and Handouts**

### **Notes**

- Each slide has a “Notes” section where the presenter can type reminders.
- These notes are visible only to the presenter (using Presenter View).

### **Handouts**

- PowerPoint can print multiple slides on one page as a handout.
- Useful for distributing notes to students or meeting participants.

### **Templates**

Templates are **pre-designed presentations** with ready slides, themes, and layouts.

Examples:

- Business Presentation
- Marketing Plan
- Lesson Plan
- Portfolio
- Event Invitation

Templates save time and help beginners create professional slides.

### **Export and Save Options**

PowerPoint allows exporting the presentation as:

- **PDF Document**
- **Video File (MP4)**

- **Image Files (JPG/PNG)**
- **PPT/PPTX**
- **Handouts**

This makes sharing and submitting presentations much easier.

### **Applications of Presentation Tools :-**

Presentation tools such as **MS PowerPoint** and **Google Slides** are widely used in education, business, training, research, and personal activities. They help present information in a **visual, structured, and engaging** manner using slides that include text, images, charts, audio, and videos.

Below are the major applications explained clearly:

#### **1. Education and Teaching**

Presentation tools are extremely useful for teachers and students.

##### **Uses in Education:**

- Teachers prepare lessons using slides with diagrams, pictures, and examples.
- Students use PowerPoint for **seminars, project presentations, and assignments.**
- Complex topics become easier to understand when explained with visuals, animations, and charts.

**Example:** Explaining "Computer Architecture" or "Photosynthesis" using slides.

#### **2. Business and Corporate Meetings**

In companies, presentations help in decision-making and communication.

##### **Uses in Business:**

- Presenting **sales reports, growth analysis, and performance reviews.**
- Explaining business strategies, new product launches, marketing plans, and project status.
- Training employees using step-by-step slides.

**Example:** A company showing quarterly profits using charts and graphs.

#### **3. Seminars, Conferences, and Workshops**

Every seminar or conference uses PowerPoint slides to explain content clearly.

**Uses:**

- Presenting research papers
- Explaining case studies
- Displaying main points, statistics, and conclusions
- Keeping the audience engaged with visuals

**Example:** A college lecturer presenting a research topic in a national conference.

**4. Training and Skill Development**

Presentation tools are widely used in training sessions.

**Uses:**

- Technical training
- Soft skills training (communication, teamwork)
- Safety training in companies
- E-learning and online courses

**Example:** A trainer teaching “Digital Marketing Basics” using slides with screenshots and examples.

**5. Marketing and Product Promotion**

Companies use presentations to promote their products and services.

**Uses:**

- Showing product features and benefits
- Explaining pricing models
- Presenting promotional offers
- Highlighting customer testimonials

**Example:** A mobile company presenting the features of a new smartphone.

**6. Government and Administrative Use**

Government officers use presentations for planning and reporting.

**Uses:**

- Displaying development plans
- Project budgets
- Progress reports
- Public awareness programs

**Example:** A district officer presenting disaster management plans.

## 7. Personal and Creative Use

Presentation tools are also used for personal tasks.

### Uses:

- Creating **photo slideshows** for birthdays, weddings, or events
- Designing **invitations** and **greetings**
- Making a **resume presentation**
- Creating simple brochures or posters

**Example:** A student creating a photo album slideshow for a college farewell.

## 8. Online Teaching and Virtual Presentations

With the rise of online platforms like **Zoom**, **Google Meet**, and **Microsoft Teams**, presentations have become more important.

### Uses:

- Online lectures
- Webinars
- Remote training
- Virtual meetings

**Example:** A lecturer using slides to teach “AI Basics” in an online class.

### Advantages of Presentation Tools

Presentation tools such as **MS PowerPoint** and **Google Slides** offer several advantages that make communication effective, attractive, and easy to understand. These tools help present information using text, images, charts, animations, and multimedia, which improves the quality of presentations.

Below are the major advantages explained clearly:

#### 1. Easy to Understand Information

Presentation tools convert information into **visual formats** such as images, diagrams, charts, and videos.

This helps the audience understand the topic more easily.

**Example:** Explaining a company’s profit using a chart is easier than reading numbers.

## **2. Attractive and Professional Look**

PowerPoint offers **themes, templates, colours, backgrounds, and layouts** that make presentations look clean, modern, and professional.

This improves audience attention and makes the presenter's work look well-organized.

## **3. Supports Multimedia (Images, Audio, Video)**

Presentation tools support:

- Pictures
- Audio clips
- Video files
- Animations
- GIFs

This makes the presentation more interactive and engaging.

## **4. Easy to Edit and Update**

Slides can be edited, rearranged, or updated quickly at any time without rewriting the entire content.

**Example:** If a date or percentage changes, you only have to update the corresponding slide.

## **5. Helps the Presenter Stay Organized**

Presentation tools allow the presenter to structure content clearly using:

- Bullet points
- Headings
- Sub-headings
- Flowcharts
- Tables

This helps the presenter stay on track and deliver information step-by-step.

## **6. Time-Saving and Efficient**

Using templates, themes, and ready-made slide layouts helps in preparing presentations quickly.

This saves time, especially for students and professionals.

## **7. Enhances Audience Engagement**

Animations, transitions, and visual elements make the presentation more interesting.

The audience stays focused and remembers key points better.

## **8. Can Be Used for Online and Offline Presentation**

PowerPoint presentations can be:

- Displayed on projectors
- Shared on Zoom/Google Meet
- Sent via email
- Uploaded to the internet

This flexibility makes presentations suitable for both classroom and online teaching.

## **9. Easy to Share and Print**

Presentation tools allow saving in many formats like:

- PDF
- PPT/PPTX
- Video
- Images

You can also print handouts for students or participants.

## **10. Useful for All Fields**

Presentation tools are helpful for:

- Education
- Business
- Research
- Marketing
- Training
- Government planning
- Personal projects

This makes them essential in today's digital world.

### **Slide Design in Powerpoint :-**

Slide Design is the process of arranging text, images, colours, layouts, and visual elements in a presentation to make the content clear, attractive, and easy to understand. Presentation tools like MS PowerPoint and Google Slides provide different features to create well- designed slides.

## **Components of slide design :-**

### **1). Themes :**

Themes are pre-designed styles in PowerPoint/Google Slides. A theme includes : colours, fonts, background designs, layouts.

When you select a theme, all slides automatically look uniform and professional. The main purpose of theme is it keeps your presentation consistent and saves time because you don't have to design each slide separately.

### **2). Layouts :-**

Layouts decide where text, titles and images will appear on the slide.

Common layouts :-

- **Title Slide** – for the first slide
- **Title and Content** – for normal slides
- **Two-Column Layout** – for comparing information
- **Picture with Caption** – when including images

### **3). Fonts and text formatting :-**

Fonts refer to the style of text. Text formatting includes bold, italics, underline, size, and colour.

### **4). Colours :-**

Colours affect the readability and attractiveness of the slide.

### **5). Images & Icons :-**

Images and icons make the presentation visually attractive and easy to understand.

### **6). Charts and Graphs :-**

Charts help to present numerical or statistical data in visual form.

Types :-

- Bar charts – compare values
- Pie charts – show percentages
- Line graphs – show changes over time.

Charts make the audience understand complex information in a simple way.

### **7). SmartArt Graphics :-**

SmartArt is used for showing structured information like: Processes, cycles, hierarchies(organization chart), relationships. Smartart makes ideas look professional and visually appealing instead of typing long text.

### **8). Transitions :-**

Transitions are special effects applied between slides when moving from one slide to another.

Examples : fade, wipe, push.

Use transitions lightly. Too many fancy transitions look unprofessional.

### **9). Animations :-**

Animations are effects applied to text or objects inside a slide.

Uses :

- show bullet points one by one
- make images appear smoothly
- highlight a chart or diagram.

## **Transitions in PowerPoint:-**

Transitions in PowerPoint are **visual effects that occur when one slide moves (changes) to the next slide**. They help make presentations look smooth, professional, and more interesting.

### **Meaning of Slide Transitions:-**

A **transition** is an effect that controls:

- How the current slide ends
- How the next slide enters
- The speed of the movement
- Whether sound is included or not

Transitions are applied **between two slides**.

### **Important of Transitions :-**

#### **1. Makes the presentation smooth**

Transitions help slides change naturally without sudden shifts, which makes the flow pleasant for viewers.

## **2. Helps the audience follow the presentation**

When you begin a new point, chapter, or topic, a transition helps the audience understand that a new idea is starting.

## **3. Keeps attention**

Simple transitions keep the audience focused and prevent the presentation from becoming boring.

## **4. Makes presentation professional**

Using the right transitions gives your slides a clean and professional look, especially in business or academic presentations.

## **5. Controls pacing**

With transitions, you can control how fast or slow slides appear. This helps in:

- teaching step-by-step
- seminar presentations
- explaining topics one-by-one

## **Types of Transitions :-**

### **1. Subtle Transitions (Simple Transitions)**

These are soft, simple, and professional-looking transitions. They do not distract the audience and are used in most academic and business presentations.

Examples:

- Fade – The slide slowly appears or disappears.
- Push – The next slide pushes the current slide off the screen.
- Wipe – The slide appears from one side like wiping a screen.
- Cut – Instantly changes to the next slide with no effect.
- Split – The slide splits into two parts to show the next slide.

Best used for:

- College presentations
- Business/official slides
- Seminar presentations
- Simple and clean slides

## **2. Exciting Transitions (Attractive Transitions)**

These transitions are more colorful, dramatic, and eye-catching. They add fun and movement to your presentation.

Examples:

- Bounce – The slide bounces while appearing.
- Swivel – The slide rotates like a wheel.
- Zoom – The slide zooms in/out quickly.
- Flip – The slide flips like a card.
- Rotate – The slide rotates before changing.

Best used for:

- Student presentations
- Creative projects
- Events or cultural program presentations
- Presentations for children

## **3. Dynamic Content Transitions**

These transitions affect only the content, not the whole slide. They help when slides have a lot of text or images.

Examples:

- Pan – The content smoothly moves across the slide.
- Fade through black – The content fades into black and comes back.
- Window – Content appears through a moving window-like frame.

Best used for:

- Slides with charts, graphs, images
- Professional and educational presentations
- Long explanation slides

## **How to Apply Transitions in PowerPoint:-**

1. Open PowerPoint and go to the slide you want.
2. Click on the **Transitions** tab on the Ribbon.
3. Choose a transition effect from the group (Fade, Wipe, Push, etc.).
4. Adjust settings:
  - Duration (speed of transition)
  - Sound (optional)
  - Apply to All (same transition for all slides)

5. Preview the transition using the **Preview** button.

## **Animations in PowerPoint :-**

**Animations in PowerPoint** are special effects that allow text, images, shapes, charts, and other objects to **move or appear** in different ways on a slide. Animations make a presentation more attractive, interactive, and easy to understand. They help the presenter display content step-by-step and keep the audience focused.

### **Types of Animations in PowerPoint :-**

#### **1. Entrance Animations**

Entrance animations are used to make an object appear on the slide. They help in presenting information step-by-step instead of showing everything at once. This keeps the audience focused because only the current point is visible. Examples include **Appear, Fade In, Fly In, Zoom**, etc.

#### **2. Emphasis Animations**

Emphasis animations are applied to objects that are already visible on the slide. They are used to highlight or draw attention to important text, images, or shapes. These animations help the audience understand what point the presenter is explaining at that moment. Examples are **Pulse, Spin, Grow/Shrink, Font Color Change**, etc.

#### **3. Exit Animations**

Exit animations make an object disappear from the slide. They are useful when you want to remove old information and bring attention to the next point. This avoids unnecessary clutter and keeps the slide clean while presenting. Examples include **Fade Out, Fly Out, Wipe Out, Disappear**, etc.

#### **4. Motion Path Animations**

Motion path animations move an object from one position to another in a slide. They are useful for showing movement, processes, directions, or flow of information. PowerPoint provides ready-made paths like **Line, Circle, Arc**, and also allows drawing your own custom path. These animations make the presentation look dynamic and interactive.

## **Importance of Animations**

Animations are useful because they:

1. **Present information step-by-step**  
→ Bullet points appear one after another.
2. **Grab audience attention**  
→ Important points can be highlighted.
3. **Avoid information overload**  
→ Only necessary content appears at the right time.
4. **Explain concepts visually**  
→ Arrows, charts, and images can move to show processes.
5. **Improve presentation quality**  
→ Makes the slide look professional and engaging.

## **Practical Questions :-**

**Q1). Create a Microsoft Word document on the topic “My College” and perform the following tasks:**

1. Type a paragraph of 8–10 lines about *My College*.
2. Apply different font styles (Calibri, Times New Roman, Arial) to different lines.
3. Change the font size of the heading to 20 and make it Bold.
4. Apply Italic style to any two important sentences.
5. Underline the important words like *students, library, teachers, campus*.
6. Change the font color of at least 5 important words (e.g., red, blue, green).
7. Highlight one full sentence using Text Highlight Color.
8. Apply Line Spacing 1.5 to the whole paragraph.
9. Save the file with the name *My\_College\_Practical.docx*.

## **Q2:- Create a Basic Student Details Table**

Create a table with the following columns:

Roll No, Student Name, Course, Year, Mobile Number, Address

- Enter details of 10 students
- Make the header row bold
- Apply all borders
- Center-align Roll No and Year columns

## **Q3:- Create a professional Resume in MS Word without using templates.**

**Your resume must include the following items and formatting:**

### **Required Sections**

#### **1. Heading (at the top of the page):**

- Name
- Address
- Phone Number
- Email ID
- **Insert your photo on the right side of the heading**

#### **2. Objective:**

- Write 2–3 lines about your career objective.

#### **3. Educational Details:**

- Create a **table** with columns:  
*Course / Institution / Year / Percentage*
- Fill at least 3 rows.

#### **4. Technical Skills:**

- Add bullet points listing your computer/technical skills.

#### **5. Declaration:**

- Write a short declaration and add your signature (type your name).

**Q4:-Internal Marks Announcement using Mail merge**

Create a **Mail Merge Letter** informing students about their internal marks.

Include merge fields:

- Student Name
- Register Number
- Subject Name
- Marks Scored
- Grade

Use **Type a New List** option

**Q5:- Create a PowerPoint presentation with 5 slides on any topic of your choice.**

Apply a Theme, use different Slide Layouts, and insert at least one Image

**Q6:-Prepare a presentation using Animations and Transitions.**

Use at least 2 animations (Entrance & Emphasis) and 2 transitions (Fade & Wipe)

**Q7:-Insert a Table and Chart in a slide showing “Student Marks” for 5 students.**

Format the table with borders and colors