

# Class BCA-1, Sem-II

## Unit-IV

### How to create presentations?

A power point presentation is made up of a series of slides. It contains information you want to communicate with your audience.

### Steps to create a new presentation are:

1. Click on the Microsoft office button and choose new option.
2. The new presentation dialog box will appear.
3. Blank presentation is selected by default. Click on create button .A

New presentation will open in the power point window.

4. The default slide that u appears when u create a new presentation is a title slide layout. Slides contains placeholders that are enclosed by dotted borders.

5. Now, insert desired text , images, table etc. In the placeholders and view the slide show.

## What is word Art?

WordArt is a gallery of text styles that you add to your documents to create decorative effects, such as mirrored and shadowed text.

## How to add special effect?

1. Select the slide on which u want to add the special effect.
2. Click the Insert tab, in the Text group, Click Word Art ,Click down arrow and choose the word art style that you want .
3. Enter your text.

## What is organisational chart?

An organisational chart is a graphical representation of the structure of an organisation by using smart art, graphics in power point.

## How to create an organisation chart slide:

1. Click the insert tab in the ILLUSTRATION GROUP. Click Smart Art.
2. Choose a Smart Art graphics dialog box. Click Hierarchy, click an organisation chart layout and click ok.

