

Presentation System (MS PowerPoint) - PDF Note - computeroperatorexam.com

1. Core Concept Map

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MS PowerPoint (Presentation Software)
├─ 6.1 Introduction – Features, Uses, Views
├─ 6.2 Creating, Opening, Saving – file formats (.pptx, .ppt, .pdf, .ppsx)
├─ 6.3 Formatting Slides
│   ├── Slide Layouts (Title Slide, Content, Two Content...)
│   ├── Themes (colors + fonts + effects)
│   ├── Templates (.potx) – save/reuse designs
│   ├── Backgrounds (solid, gradient, picture, texture)
│   └── Slide Master – global formatting for all slides
├─ 6.4 Slide Show
│   ├── Start: F5 (beginning), Shift+F5 (current)
│   ├── Navigation: arrow keys, spacebar, Esc
│   ├── Set Up Show: speaker / individual / kiosk
│   ├── Rehearse Timings – record time per slide
│   └── Presenter View – notes + next slide (dual monitor)
├─ 6.5 Animation and Transition
│   ├── Animation: Entrance, Emphasis, Exit, Motion Path
│   ├── Transition: slide-level effect between slides
│   ├── Custom Show – show only selected slides
│   └── Action Buttons – interactive navigation links
└─ 6.6 Inserting Objects
    ├── Pictures (device / online / clip art)
    ├── Tables (Insert → Table)
    ├── Charts/Graphs (Insert → Chart → Excel data)
    ├── Organization Chart (Insert → SmartArt → Hierarchy)
    ├── Shapes, SmartArt
    ├── Movie/Sound (Insert → Video/Audio)
    └── Photo Album (Insert → Photo Album)
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2. Key Definitions — Quick Reference

Term	Definition
PowerPoint	Presentation software by Microsoft for creating slide-based presentations
Slide Layout	Arrangement of placeholders on a slide (title, content, etc.)
Placeholder	Dotted-line box that holds text, images, charts, or other content
Theme	Predefined set of colors, fonts, and visual effects
Template	Blueprint of slides saved as <code>.potx</code> ; reusable across presentations
Slide Master	Top-level slide controlling formatting for all slides below it
Animation	Visual effect on individual objects/text on a slide
Transition	Effect when moving from one slide to the next
Custom Show	A named subset of slides from a presentation shown without deleting others
Rehearse Timings	Feature to record time spent on each slide during practice
Presenter View	Dual-monitor mode: presenter sees notes/timer; audience sees current slide
Action Button	Interactive shape that links to a slide, file, or URL
Photo Album	A presentation created to display photos (1–4 per slide)
SmartArt	Visual diagram for lists, processes, hierarchies, relationships

3. Animation Types — Detail

Type	When shown	Direction
Entrance	Object appears	Into the slide
Emphasis	Object highlighted	In-place effect
Exit	Object disappears	Off the slide
Motion Path	Object moves	Along a custom path

Start options: On Click / With Previous / After Previous

4. Animation vs. Transition

	Animation	Transition
Applied to	Objects/text	Entire slide
When	During slide display	Between slides
Tab	Animations	Transitions
Types	Entrance/Emphasis/Exit/Motion	Fade/Push/Wipe/Split/etc.

5. File Formats

Extension	Format	Use
<code>.pptx</code>	PowerPoint Presentation	Standard editable format
<code>.ppt</code>	PowerPoint 97-2003	Backward compatibility
<code>.ppsx</code>	PowerPoint Show	Opens directly in slideshow
<code>.potx</code>	PowerPoint Template	Reusable design template
<code>.pdf</code>	PDF Document	Fixed, non-editable

6. Slide Show Keyboard Shortcuts

Action	Key
Start from beginning	<code>F5</code>
Start from current	<code>Shift + F5</code>
Next slide	<code>→</code> / <code>Space</code> / <code>Enter</code>
Previous slide	<code>←</code> / <code>Backspace</code>
End show	<code>Esc</code>
Blank screen (black)	<code>B</code>
Blank screen (white)	<code>W</code>
Pen mode	<code>Ctrl + P</code>

7. Set Up Show — Show Types

Type	Use
Presented by a speaker (full screen)	Live audience presentation
Browsed by an individual (window)	Self-study / internet viewing
Browsed at a kiosk (full screen)	Unattended, loops automatically

8. Exam Frequency Analysis

Topic	Frequency	Priority
Definition + Features of PowerPoint	★★★★★	Very High
Animation vs. Transition difference	★★★★★	Very High
Custom Show — definition + steps	★★★★☆	High
Rehearse Timings — definition + use	★★★★☆	High
Slide Master — definition + use	★★★★☆	High
Slide Show — navigation + modes	★★★☆☆	Medium
Inserting Charts / Org Charts	★★★☆☆	Medium
Photo Album — steps	★★☆☆☆	Low-Medium
Action Buttons — types	★★☆☆☆	Low-Medium
Templates vs. Themes	★★★☆☆	Medium