



B.Com Honours

Semester VI

Calicut University

OFFICE AUTOMATION TOOLS

Course Code: COM6EJ307 • Module 3 Notes

Module III: MS-PowerPoint Presentation Graphics

Covers PowerPoint basics, slide creation options, AutoContent Wizard, design templates, slide views (Normal, Slide Sorter, Slide Show), custom animations, build effects, slide transitions, and Slide Master design.

Unit 3.1: PowerPoint Basics & AutoContent Wizard

PowerPoint Terminology: Slides, Deck, Placeholders, & Notes. Creation Options: Blank presentation, Design Templates, & AutoContent Wizard (automated slide structure setup for business proposals, training, & corporate reports).

Unit 3.2: Slide Layouts, Templates, & Graphic Objects

Slide Design: Standard layouts (Title slide, Title & Content, Two Content, Comparison). Graphics: Inserting images, SmartArt diagrams, charts, Excel table embedding, & vector drawing tools.

Unit 3.3: Slide Transitions, Build Effects, & Timings

Dynamic Delivery:

- **Slide Transitions:** Visual effects during slide advance (Fade, Wipe, Push, Dissolve).
- **Custom Animations & Build Effects:** Controlling Entrance (Fly In, Appear), Emphasis (Spin, Grow), & Exit motion for individual bullet points & charts.

Unit 3.4: Slide Master Design, Numbering, & Export Options

Slide Master: Top slide in hierarchy controlling theme, fonts, background graphics, & footer placeholders across entire presentation deck. Exporting to PDF, Handouts, & Video presentation files.

Practical Case Framework 1 (PowerPoint Presentation Views Comparison Matrix): Compare presentation view, visual layout structure, primary editing action, and design utility.

PowerPoint Slide Views Reference Table:

Slide View	Visual Layout Structure	Primary Editing Action	Design Utility
Normal	Single content area	Text entry	Basic layout
Slide Sorter	Thumbnail view of all slides	Slide reordering	Overall presentation structure
Slide Show	Full screen presentation	Navigation	Final review
Slide Master	Master slide with placeholders	Theme and font editing	Consistent branding

PowerPoint Slide View	Visual Layout Structure	Primary Executive Utility
Normal View	Three-pane layout (Slide, Outline, Notes)	Detailed slide text editing & graphic design
Slide Sorter View	Grid of slide thumbnails	Reorganizing slide sequence & timing transitions
Slide Master View	Hierarchy of master slide templates	Global formatting of headers, footers, & logos

Practical Case Framework 2 (Slide Transitions vs Custom Animations Matrix): Compare feature, application level, visual scope, and presentation delivery impact.

Transitions vs Animations Comparison Table:		
Presentation Effect	Application Scope	Visual Motion Impact
Slide Transition	Entire Slide (Between Slide A & Slide B)	Smooth visual motion during slide changeover
Custom Animation	Individual Slide Object (Text / Graphic)	Controls entrance, emphasis, & exit of bullet points

Practical Case Framework 3 (PowerPoint Presentation Delivery & Export Options): Compare export format, target usage, file extension, and audience delivery benefits.

PowerPoint Export & Output Formats Table:		
Export Format Name	File Extension	Primary Audience Delivery Utility
PowerPoint Show	.ppsx	Launches immediately into full-screen presentation mode
PDF Handout Document	.pdf	Distributes printable 3-slide handouts with note lines

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