# Power point

Second stage

PowerPoint offers its users the ability to search for specific text and if required replace it automatically. This is a very useful tool when you need to review a very large presentation or correct the same error in multiple places in the slide. Given below are the steps to find and replace text in PowerPoint. Although, you can only use this function for text, the text itself can be present in a text box, in another shape, as a WordArt, in SmartArt or tables.

Finding Content

The following steps will show you how to find content in PowerPoint.

Step 1: In the **Home** tab, under the **Editing** section click on **Find**.
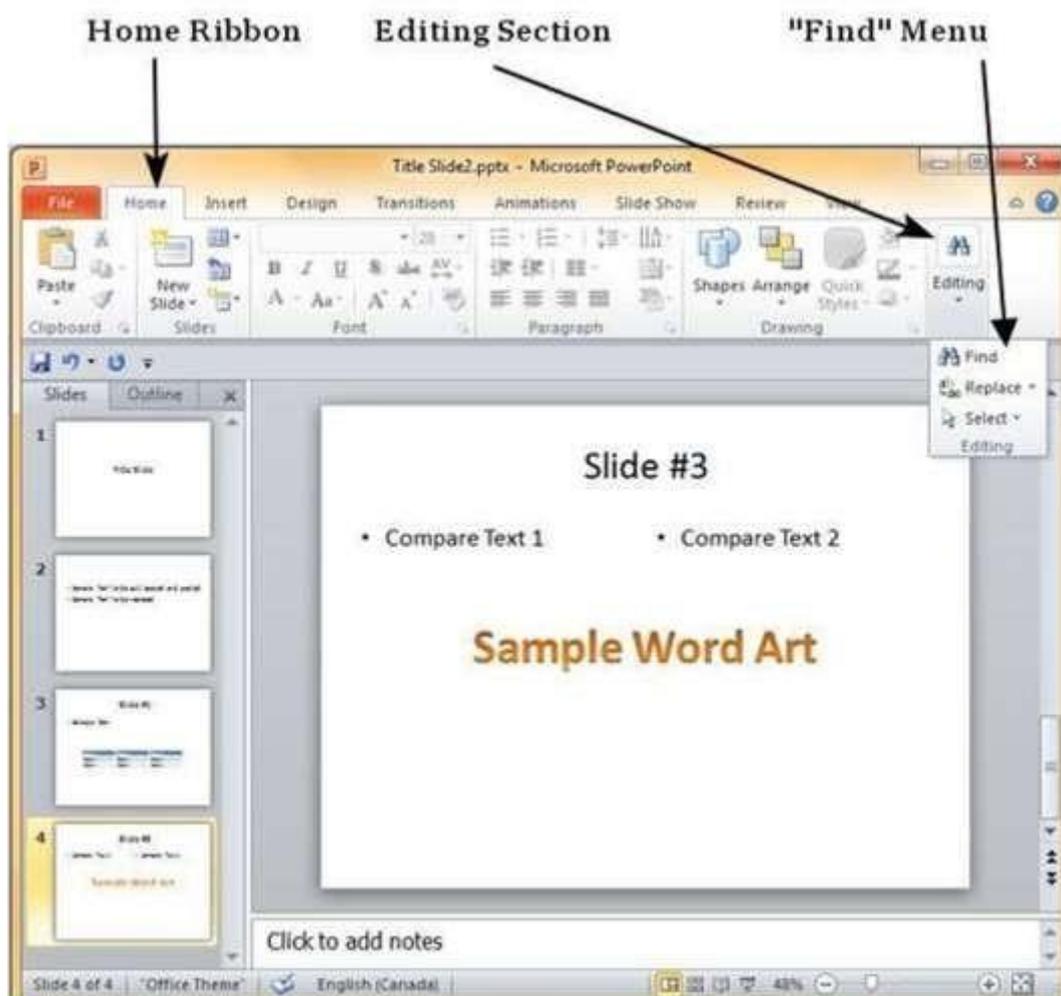
Step 2: Type the text you want to search in the **"Find what:"** field.

Step 3: You can narrow your search by selecting "**Match Case**" - to find exact case match - and "**Find whole words only**" - to find whole words and not words where typed word is just a part of the word.

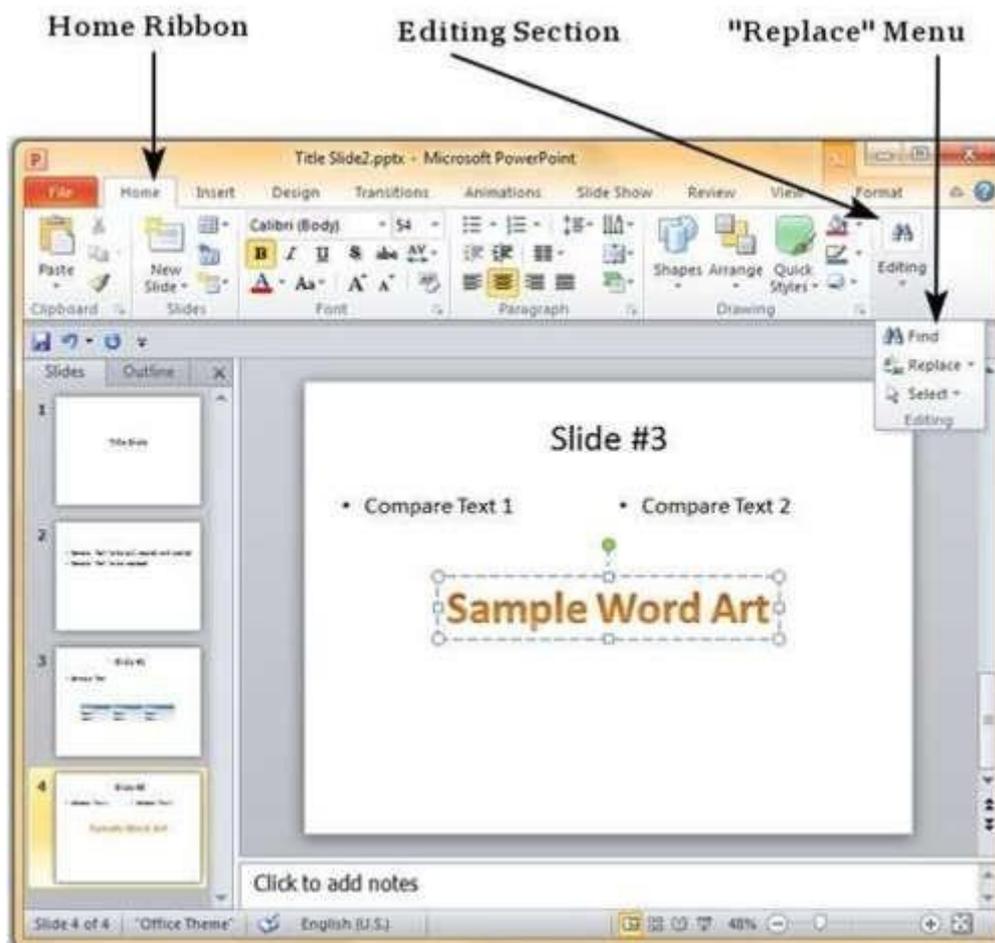**Step 4:** Press on "Find Next" to find the next occurrence of the search word.

Step 5: The Find dialog does not disappear after finding the first instance, so you can keep pressing "Find Next" multiple times till you reach the end of the search. At this point, you will receive a message from PowerPoint indicating the end of the search.
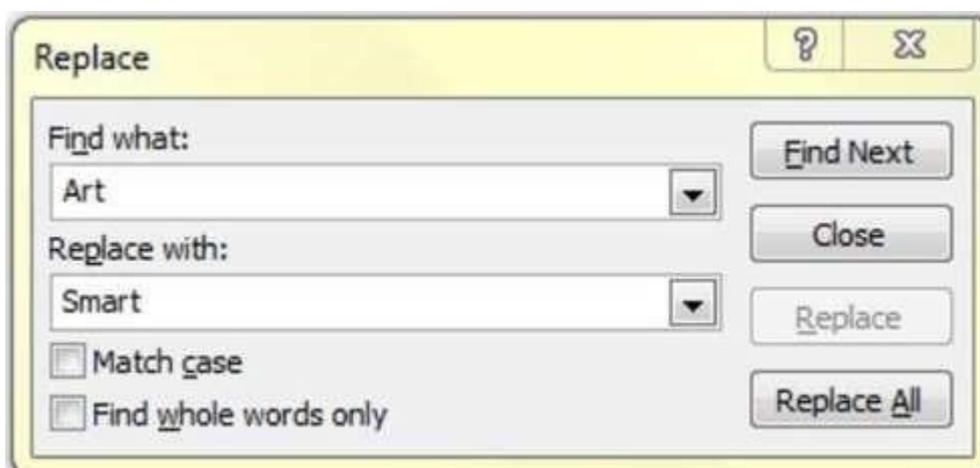
Replacing Content

Here are the steps to replace content in PowerPoint.

Step 1: In the **Home** tab, under the **Editing** section click on the **Replace** button.

Step 2: Type the text you want to replace in the "**Find what:**" field and the replaced text in "**Replace with:**" field

Step 3: You can narrow your search by selecting "**Match Case**" - to find the exact case match - and "**Find whole words only**" - to find the whole words and not words where typed word is just a part of the word.

Step 4: Press on "**Find Next**" to find the next occurrence of the search word. PowerPoint will show you the next occurrence and you can then click on "**Replace**" to replace the word. If you want to skip the occurrence, you can press "Find Next" again without pressing "Replace"

Step 5: The Replace dialog does not disappear after finding the first instance, so you can keep pressing "Find Next" multiple times till you reach the end of the search. At this point, you will receive a message from PowerPoint indicating the end of the search.

Special characters

PowerPoint supports the insertion of special characters. This allows the users to adjust the font characteristics of these characters just like any other text giving them greater flexibility in terms of the presentation design. The following steps will help you insert special characters.

step 1:In the **Insert** Tab, under the **Symbols** group, click on the **Symbol** command.
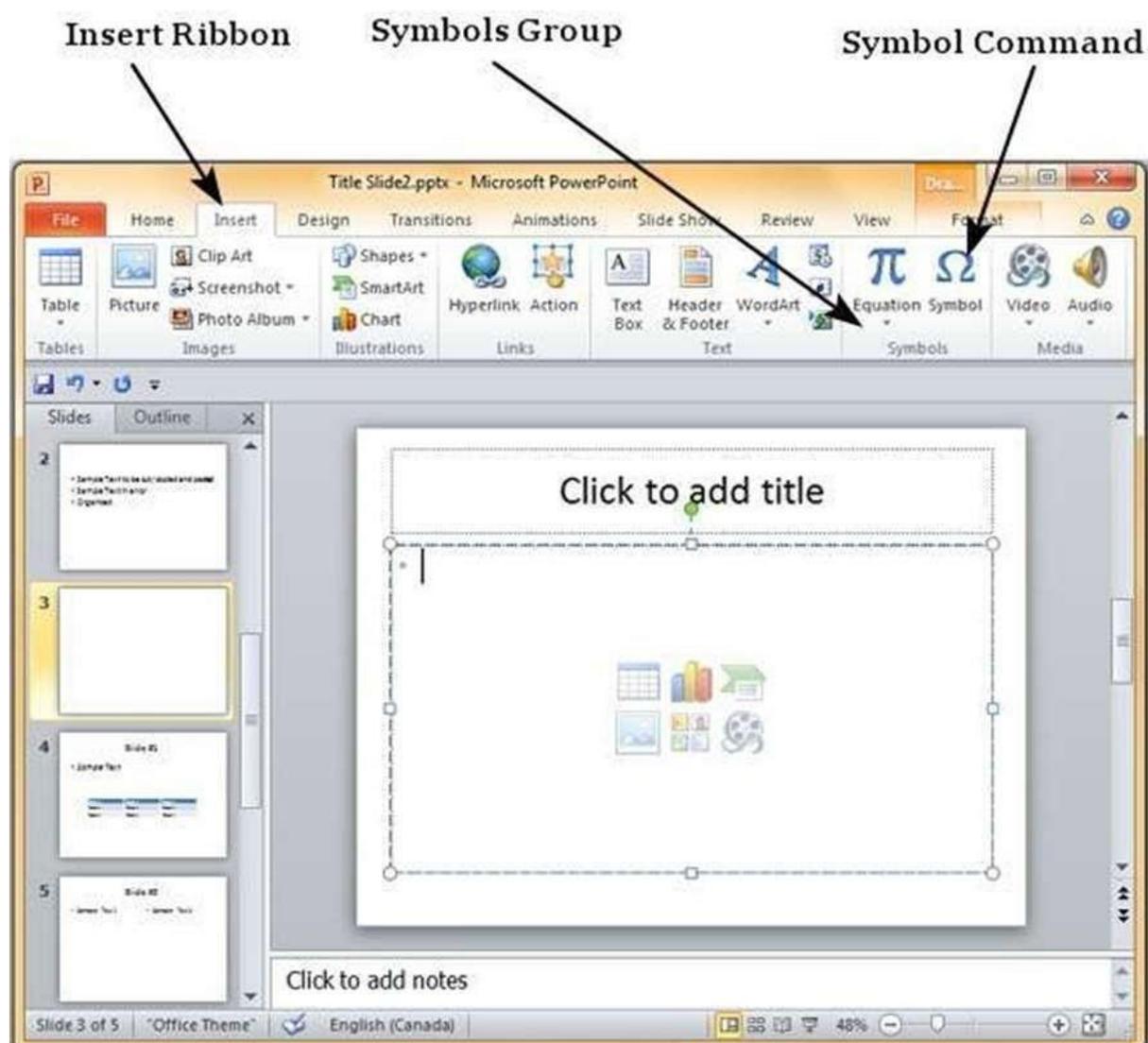
Step 2: In the **Symbol** dialog, select one of the special characters you want to insert in the presentation.
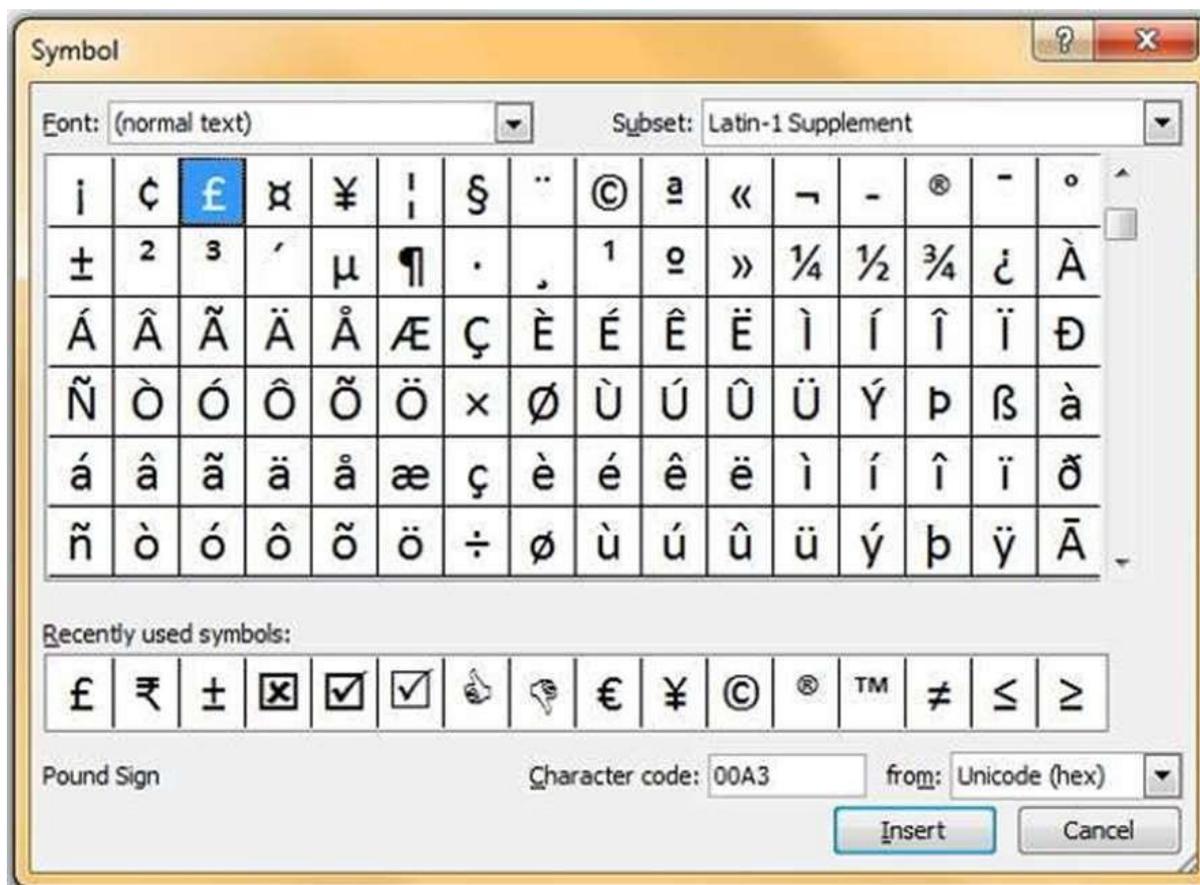
Border and shades

One can change the borders and shading for most of the content in PowerPoint 2010. Let's see how it is done.
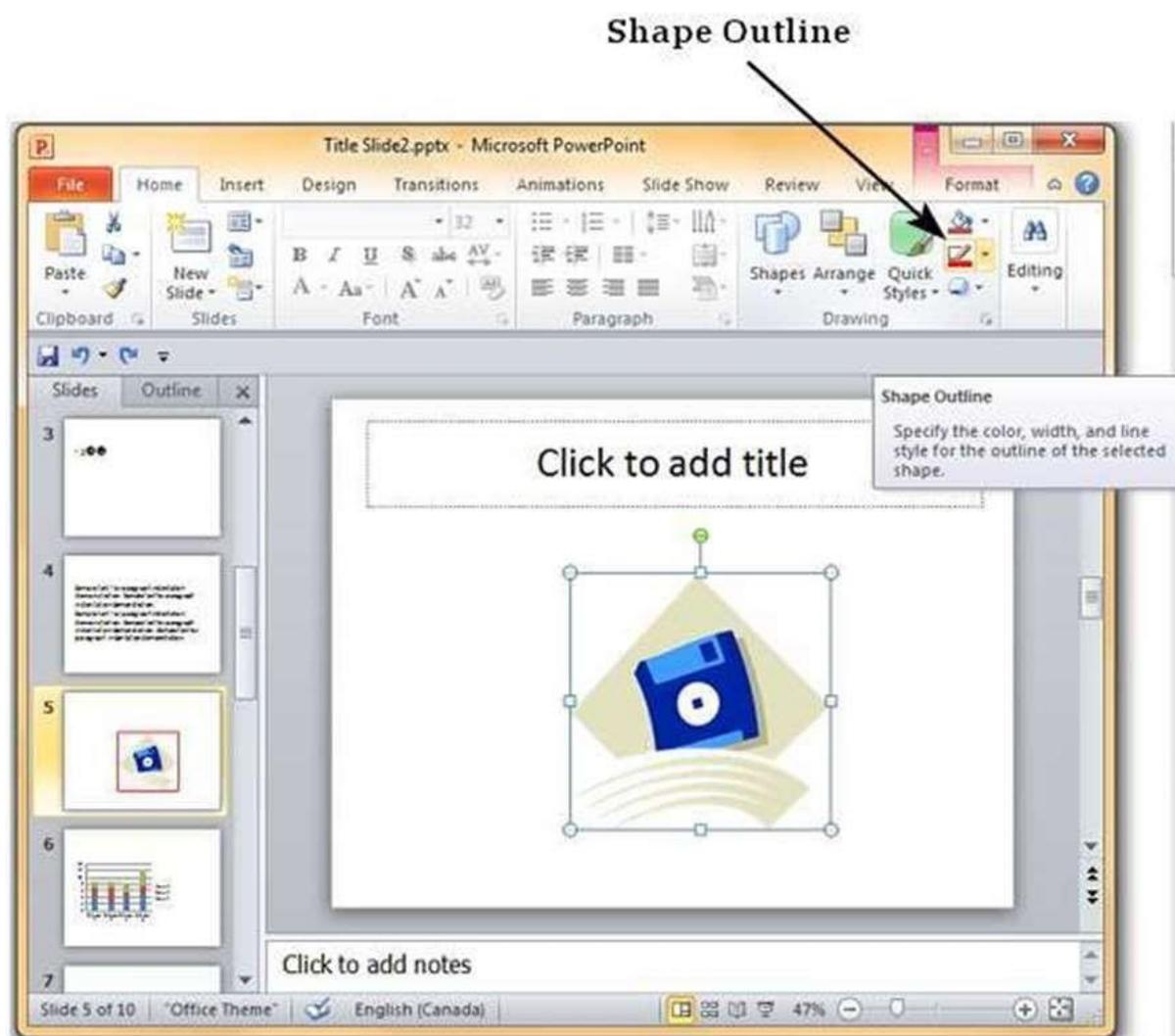
Applying Borders

The following are the steps that will help you apply borders in your presentation.

Step 1: Select the object (text box, image, chart, picture, etc.) to which you want to apply the border.

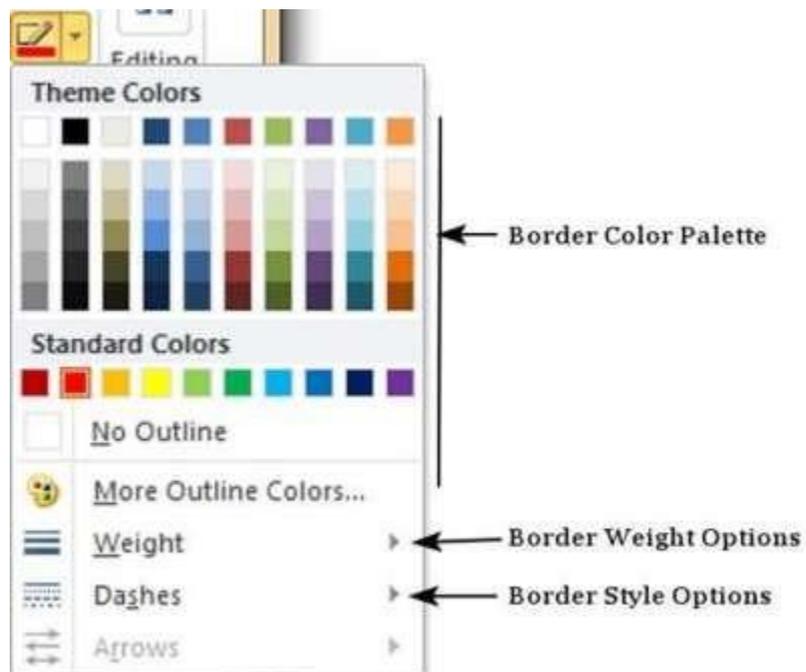**Step 2:** Go to the **Drawing** group under the **Home** ribbon.
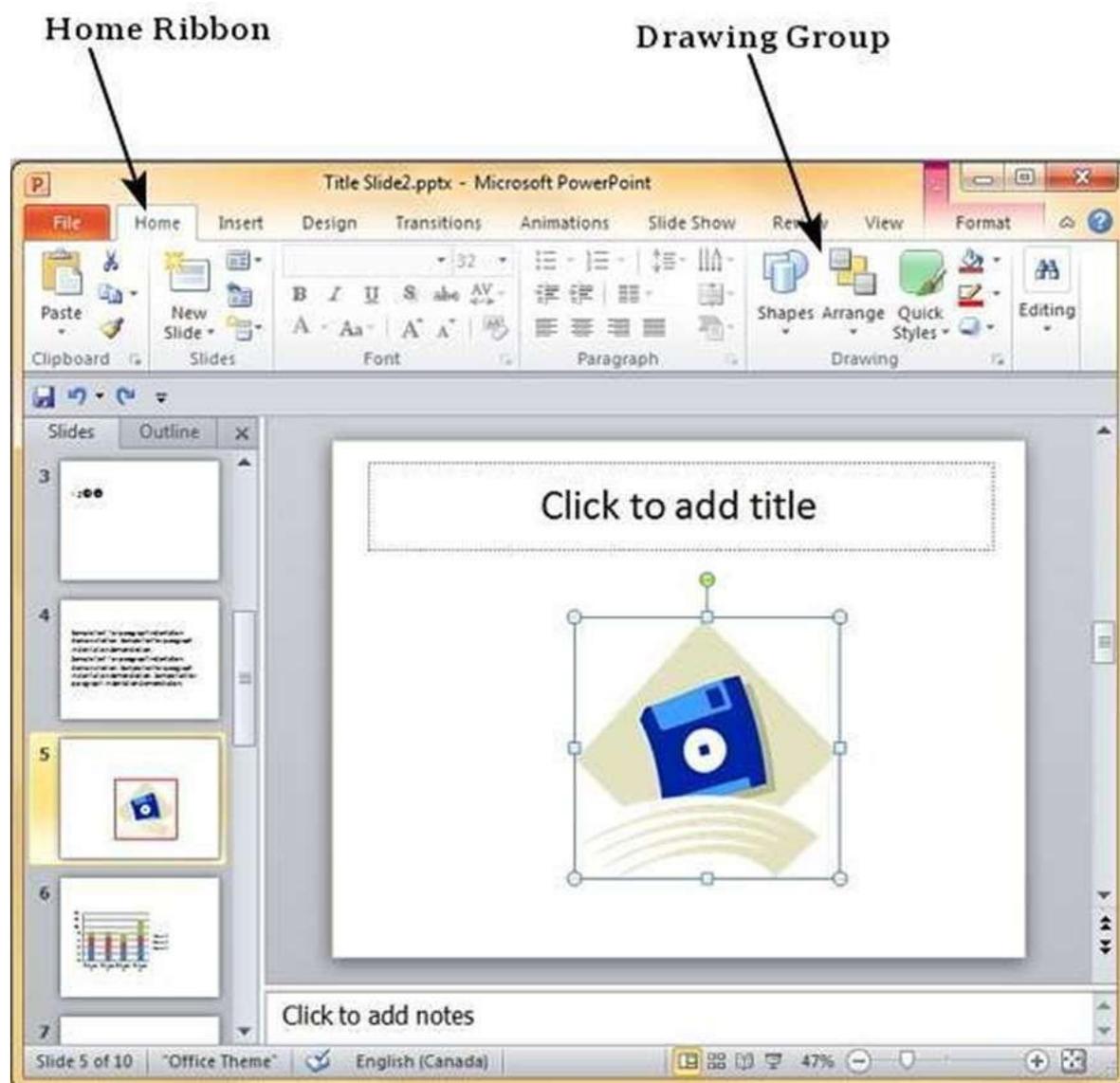
Step 3: Click on the **Shape Outline** to choose the border settings.

Step 4: Use the color palette to choose the border color. You can choose **More Outline Colors** to get access to additional color choices

Step 5: Use the **Weight** dropdown to define the thickness of the border.

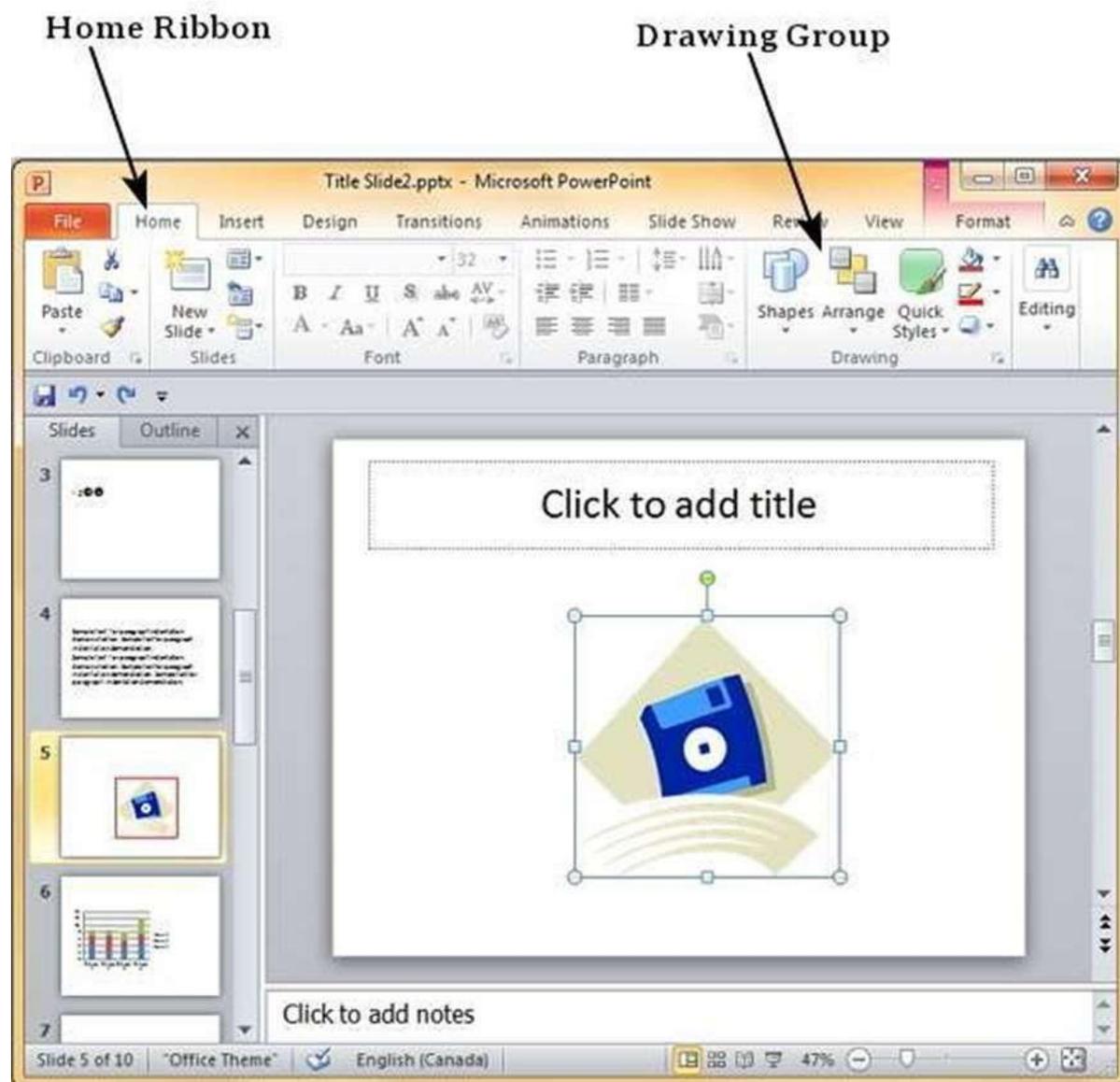**Step 6:** Use the **Dashes** option to define the border style.
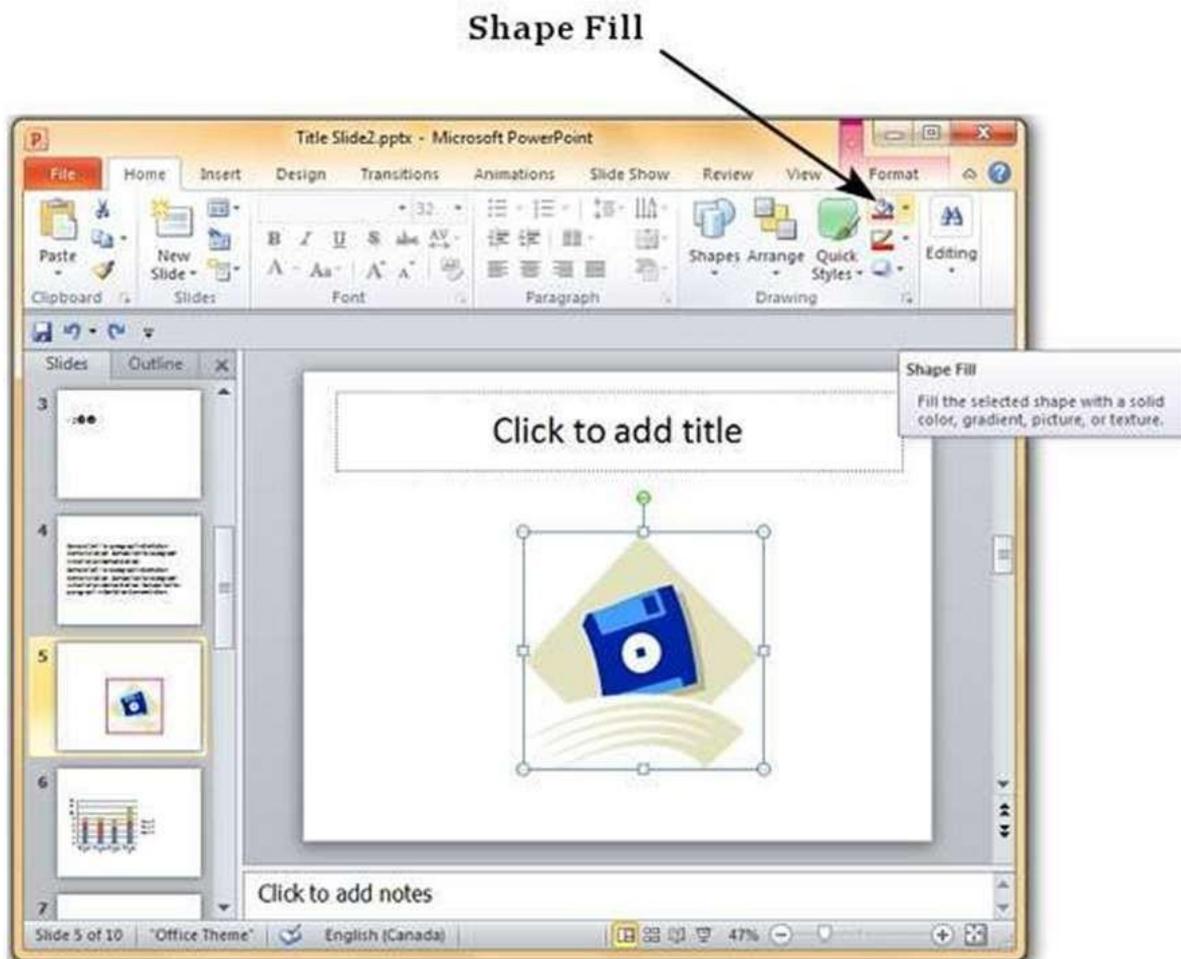
Applying Shades

The following steps will help you apply shades to your presentation.

Step 1: Select the object (text box, shape, chart, etc.) to which you want to apply the shades.

Step 2: Go to the **Drawing** group under the **Home** ribbon.

**Step 3:** Click on the **Shape Fill** to choose the shade settings.

Step 4: Use the color palette to choose the shade color. You can choose **More Outline Colors** to get access to a choice of colors.

Step 5: Use the **Picture** to add a picture as the background rather than a color.

Step 6: Use the **Gradient** option to add color gradient in the background. You can use the pre-defined gradients or click on "**More Gradients...**" to customize the shading with gradient colors.

Step 7: Use the Texture option to add a pre-defined texture instead of a color shade.
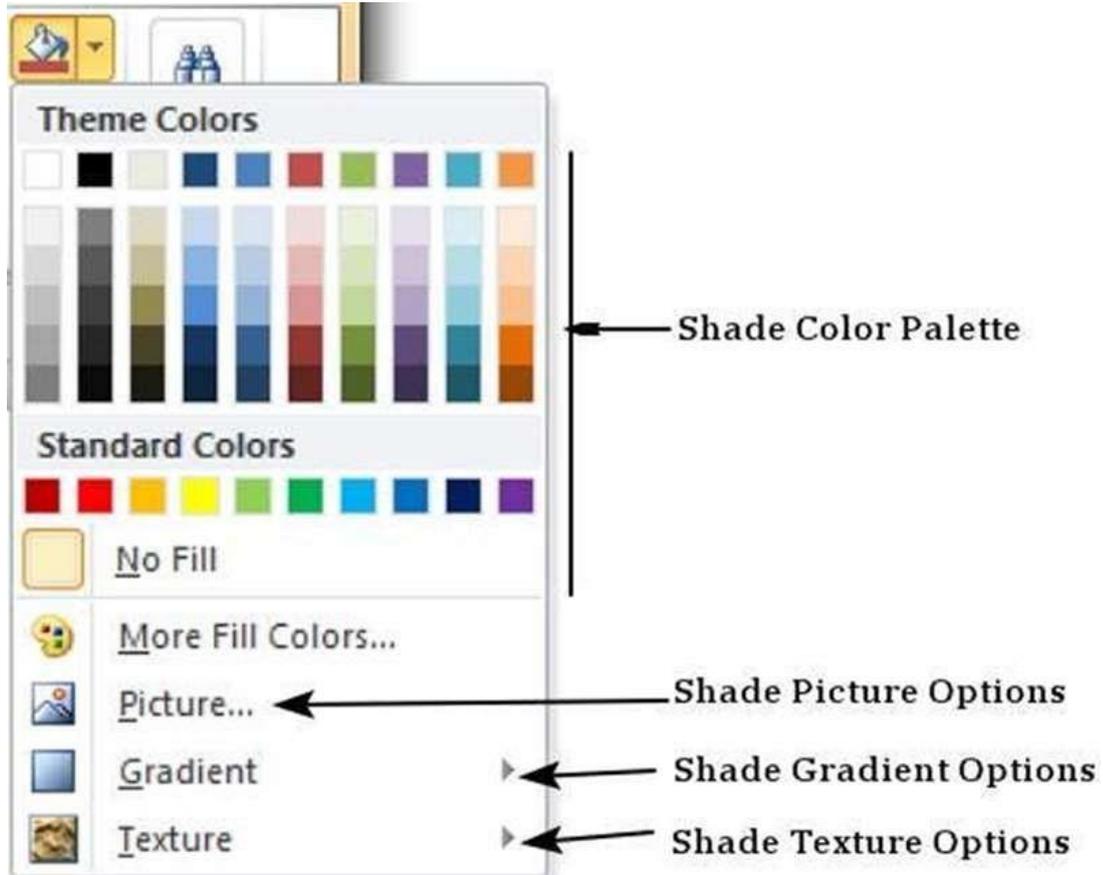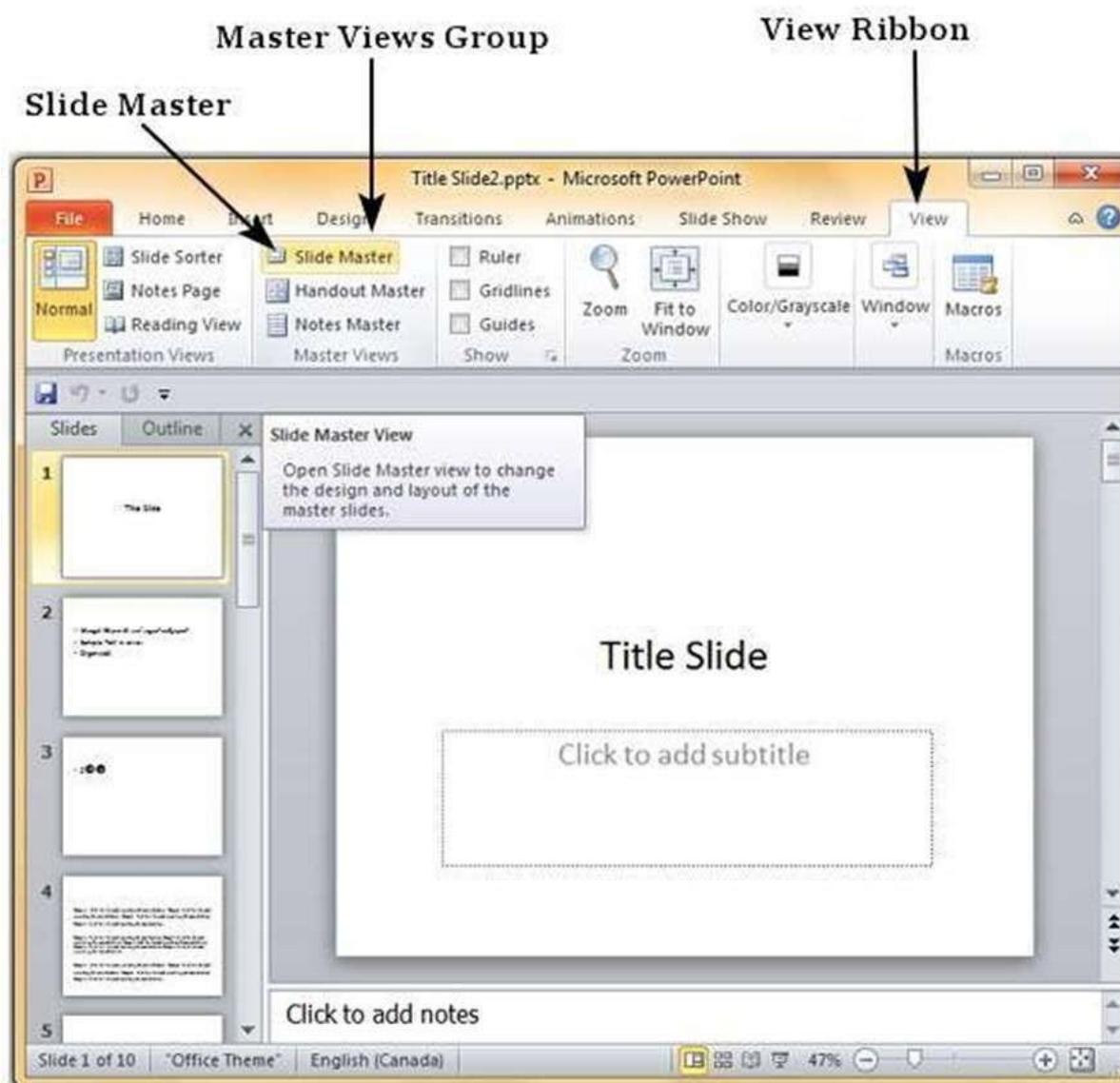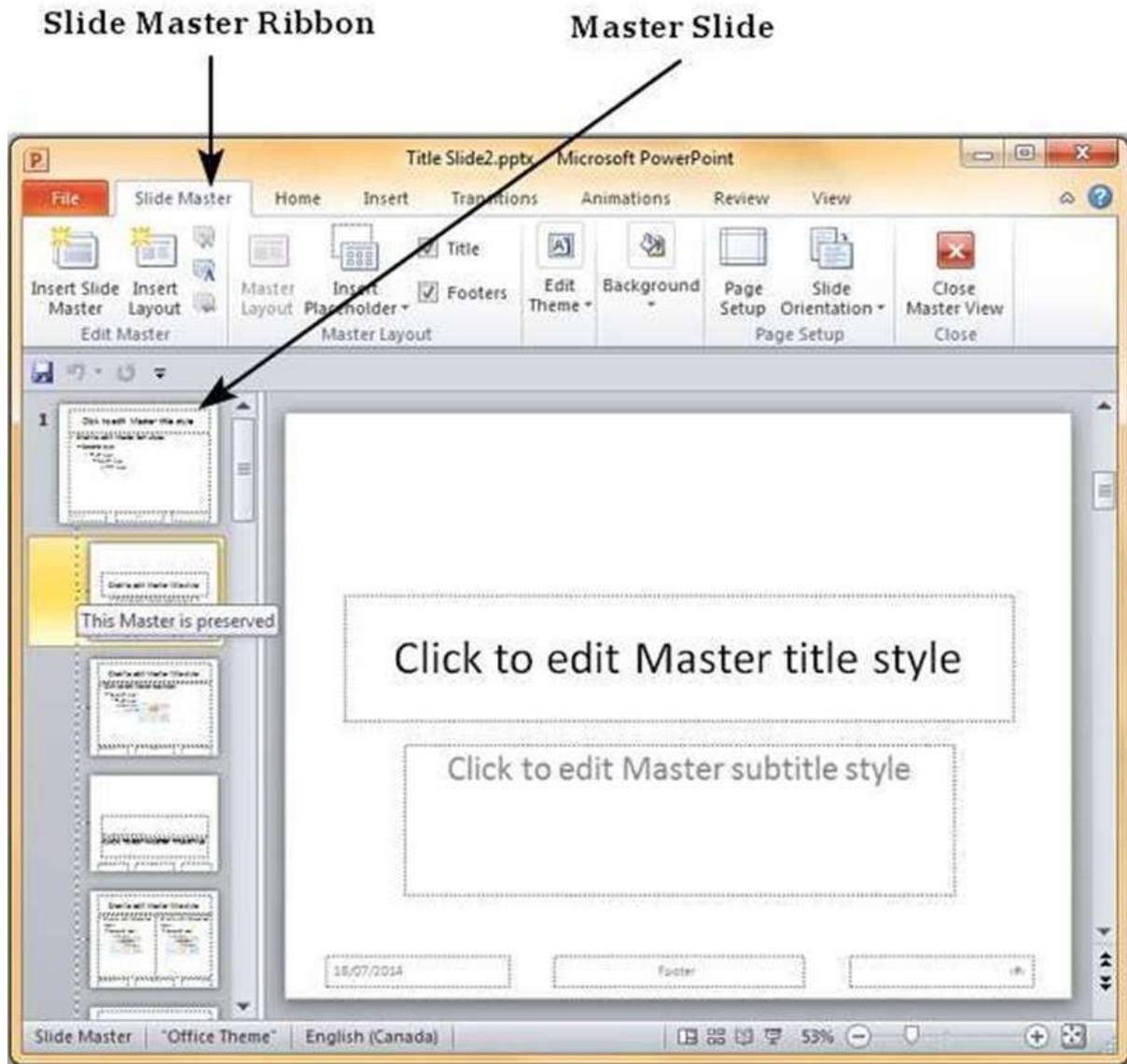
Using slide master

Slide master is simple way of applying changes to the entire slide. Every presentation has at least one slide master, but you can have more than one. Using features like copy/ paste and format painting you can make changes to different sections within the presentation to make them look similar, however, if you want to use a theme and background throughout the slide, using the slide master is a simpler and more graceful way of approaching it.

Given below are the steps to customize your slide master.

**Step 1:** Go to the **Master Views** group under the **View** ribbon.

Step 2: Click on **Slide Master** to open the **Slide Master** Ribbon. The top most slide in the left sidebar is the **Master** slide. All the slides within this master template will follow the settings you add on this master slide.

Step 3: You can make changes to the master slide in terms of the theme, design, font properties, position and size of the title and other content using the remaining ribbons which are still accessible.
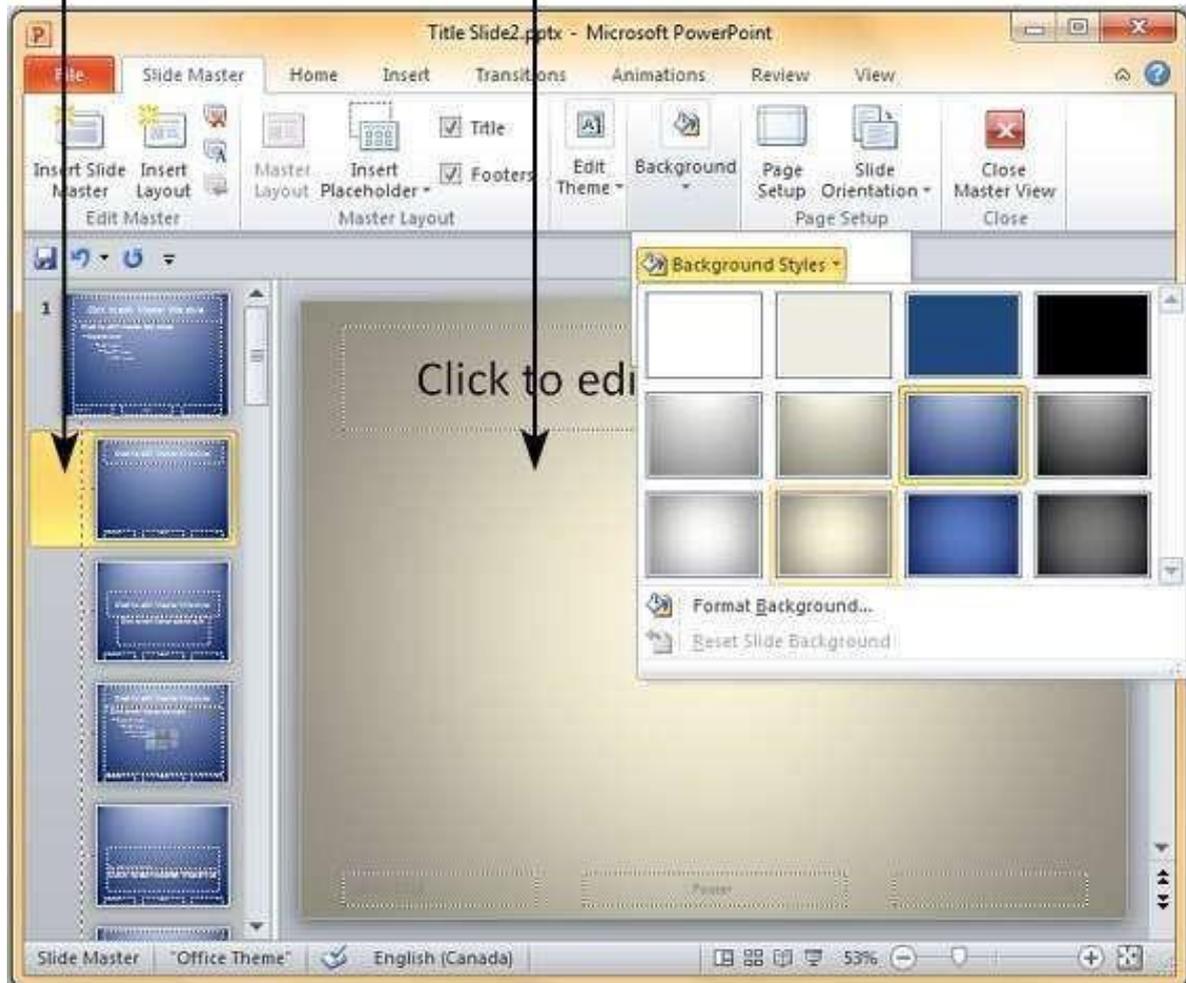
Step 4: While PowerPoint provides some default slide layouts, you can create your own layouts by clicking on the "**Insert Layout**" in the Edit Master section of the Slide Master ribbon.
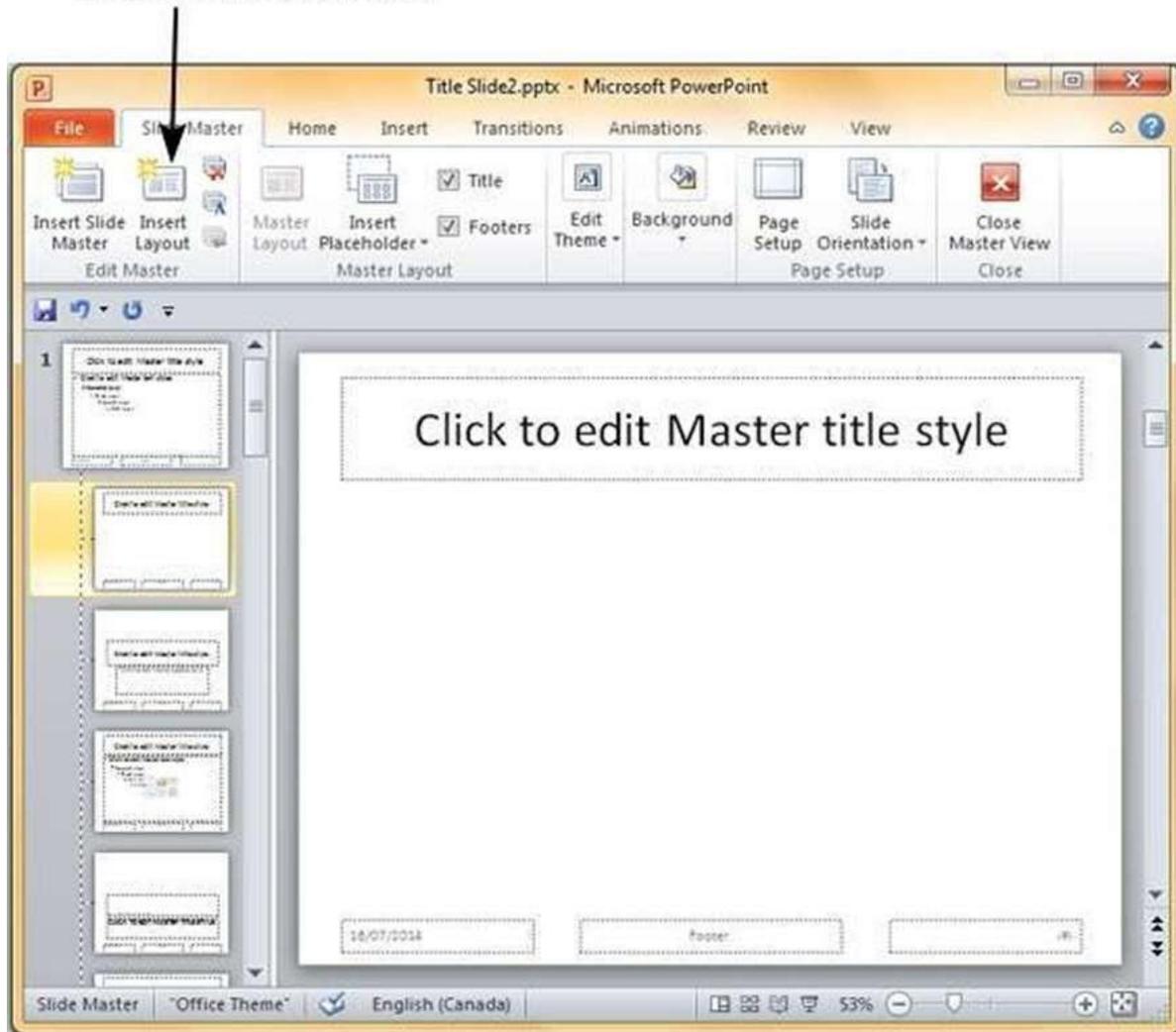
Individual Layout

Customised Background

Add picture to slide

PowerPoint supports multiple content types including images or pictures. With regards to pictures PowerPoint classifies them into two categories:

- **Picture:** Images and photos that are available on your computer or hard drive

- **Clip Art:** Online picture collection that you can search from the clip art sidebar

Although their sources are different, both these types can be added and edited in similar fashion. Given below are the steps to add picture to a slide.

**Step 1:** Go to the **Images** group in the **Insert** ribbon.
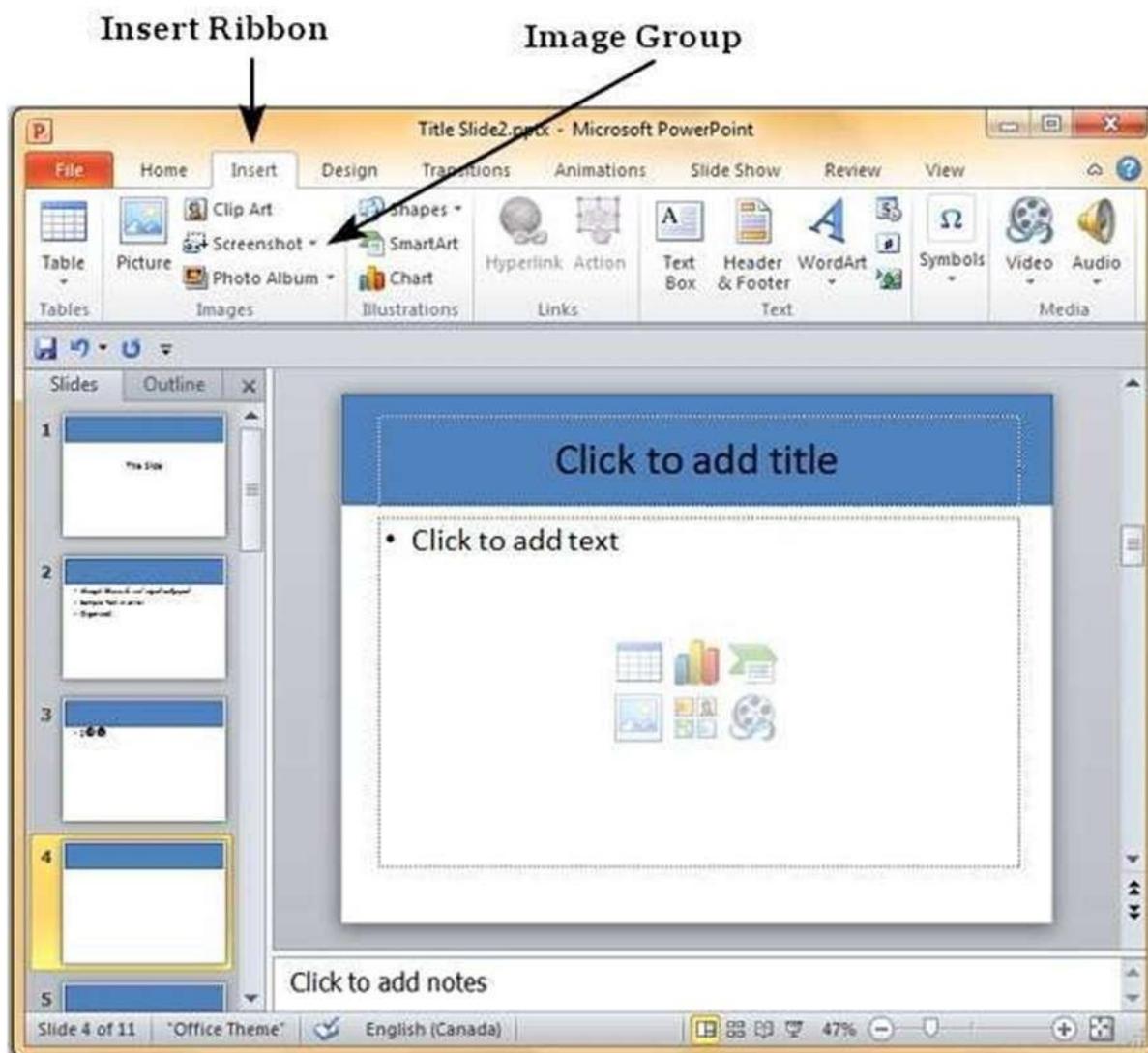
Step 2: Click on Picture to open the **Insert Picture** dialog and add a picture to the slide.

Step 3: In this dialog, you have three sections: to the left corner, you have folders that can be browsed, the section in the center shows the subfolders and files in the selected folder and to the right, you can have a preview of the selected image.
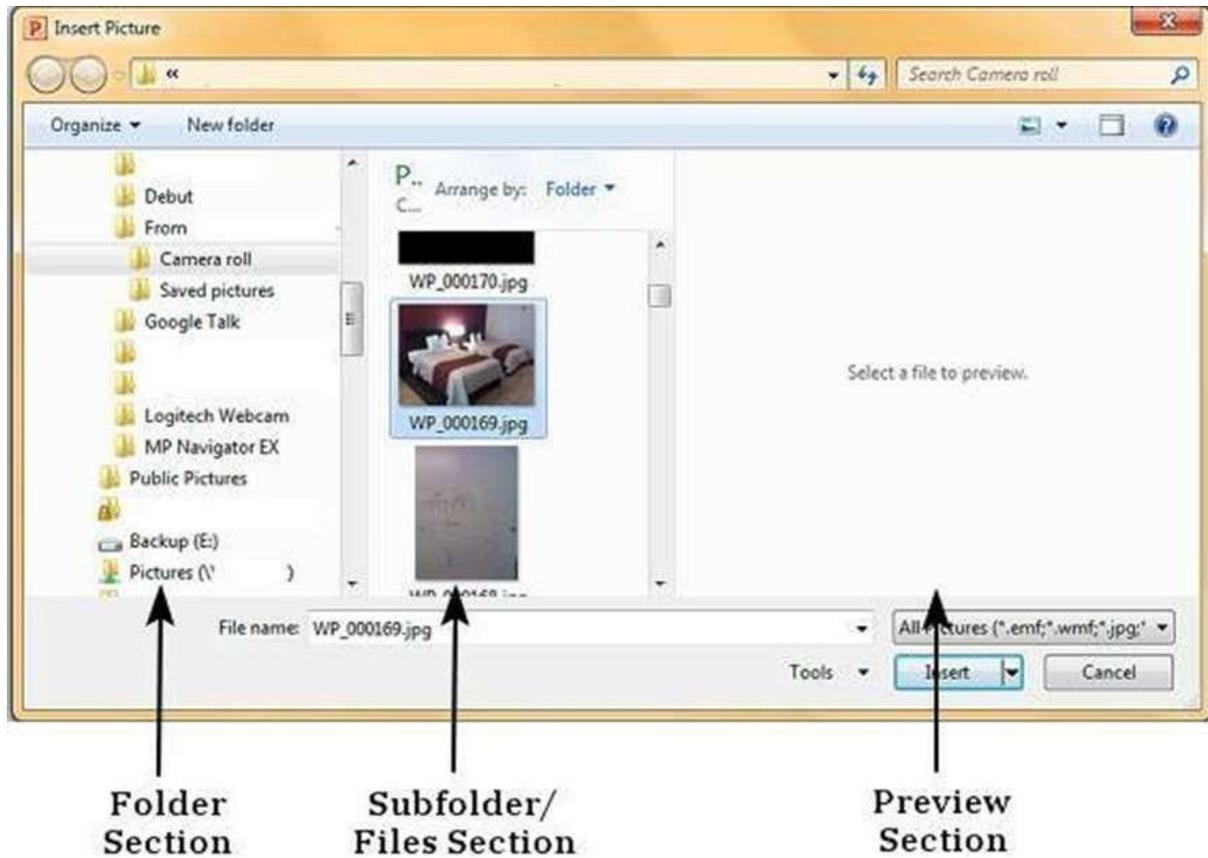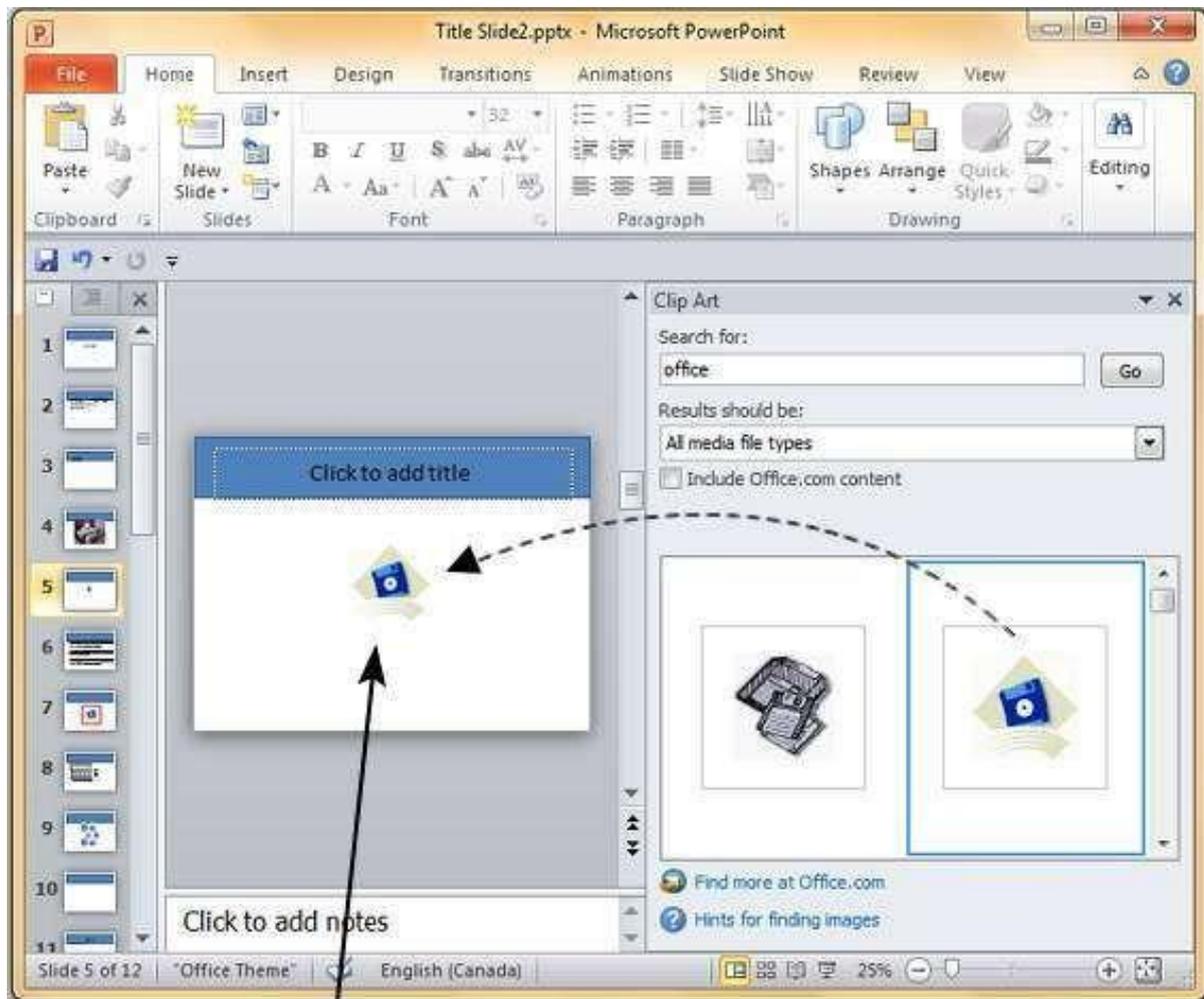
Step 4: Select the image you want and click **Open** to add the picture to the slide.
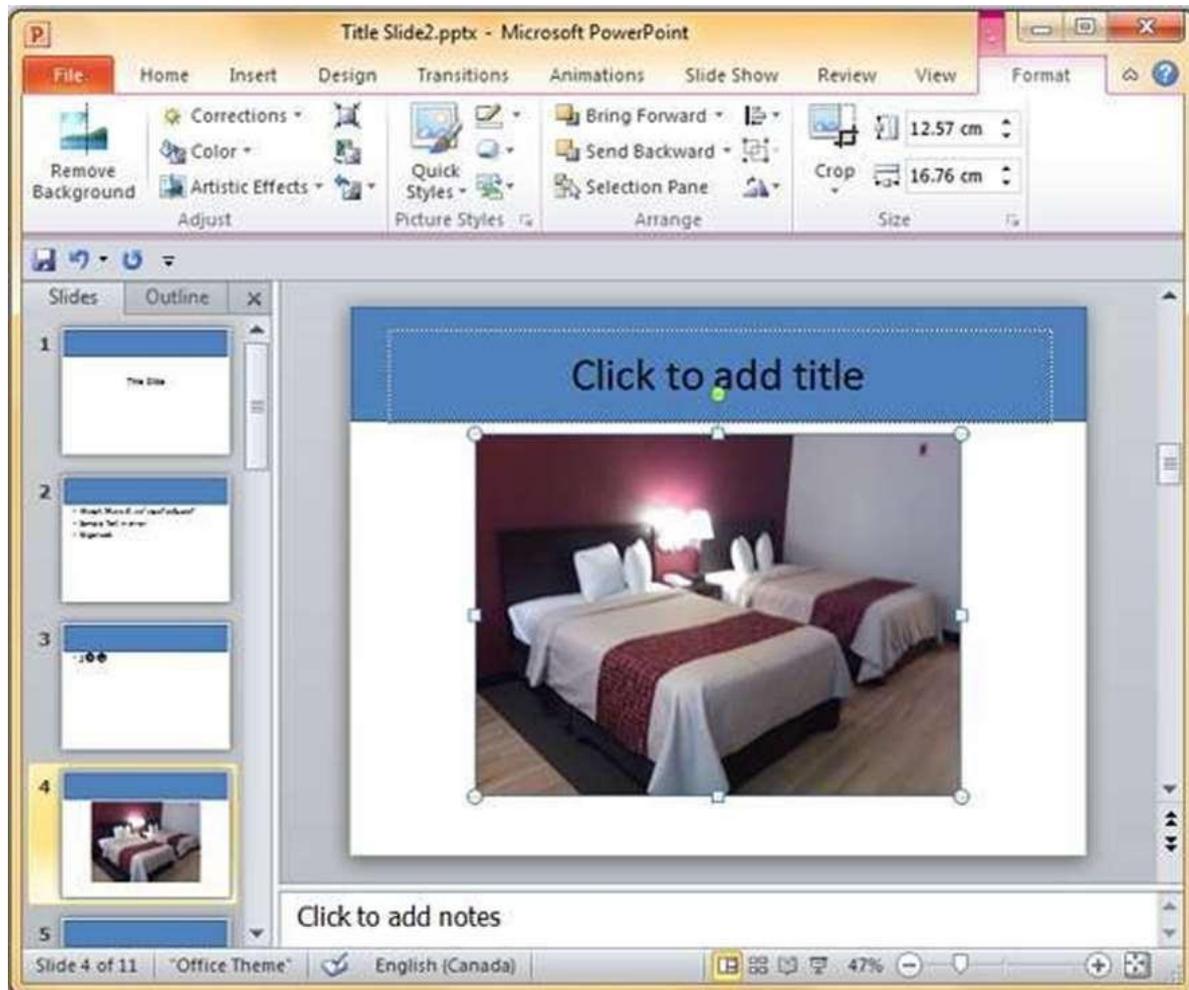
Step 5: To add online pictures, click on **Clip Art** and search for keywords in the **Clip Art sidebar.**
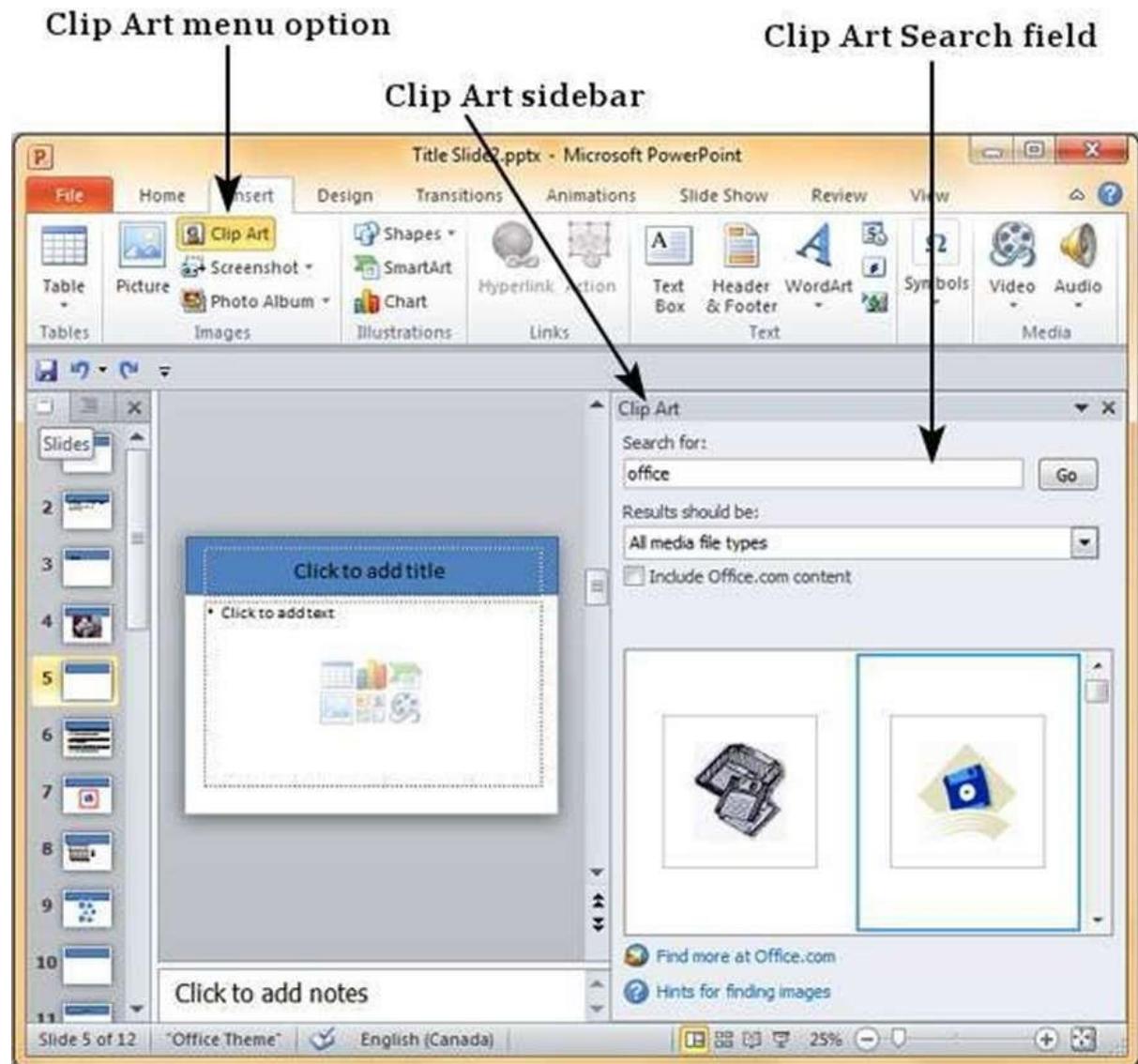
**Step 6:** Once you have the clipart you want to use, double-click on the image to add it to the slide.

Inserted Clip Art

Adding audio & video

PowerPoint supports multimedia in the slides. You can add audio or video clips to the slides which can be played during the presentation.

The following steps will help you add audio or video file to the slides.
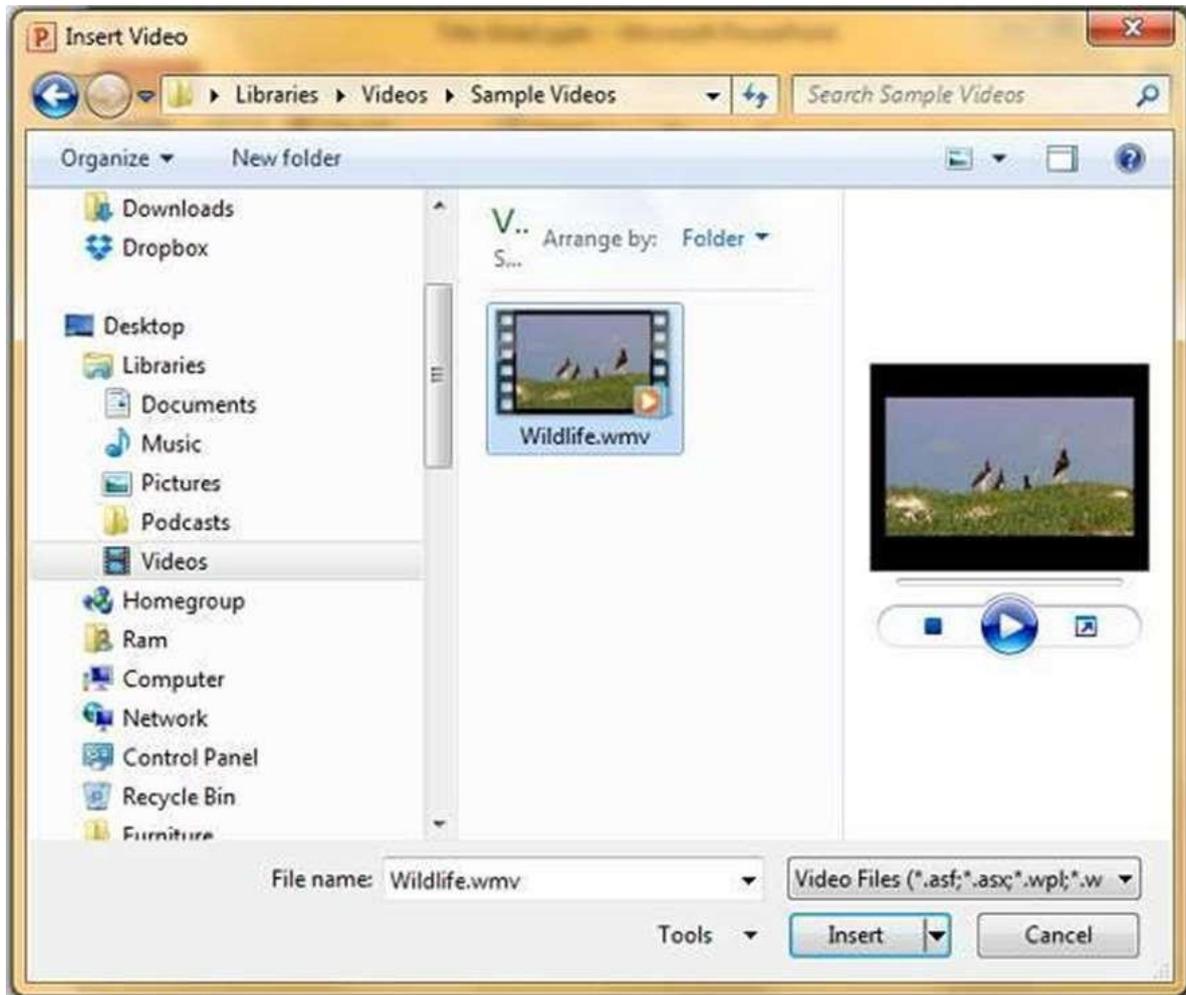
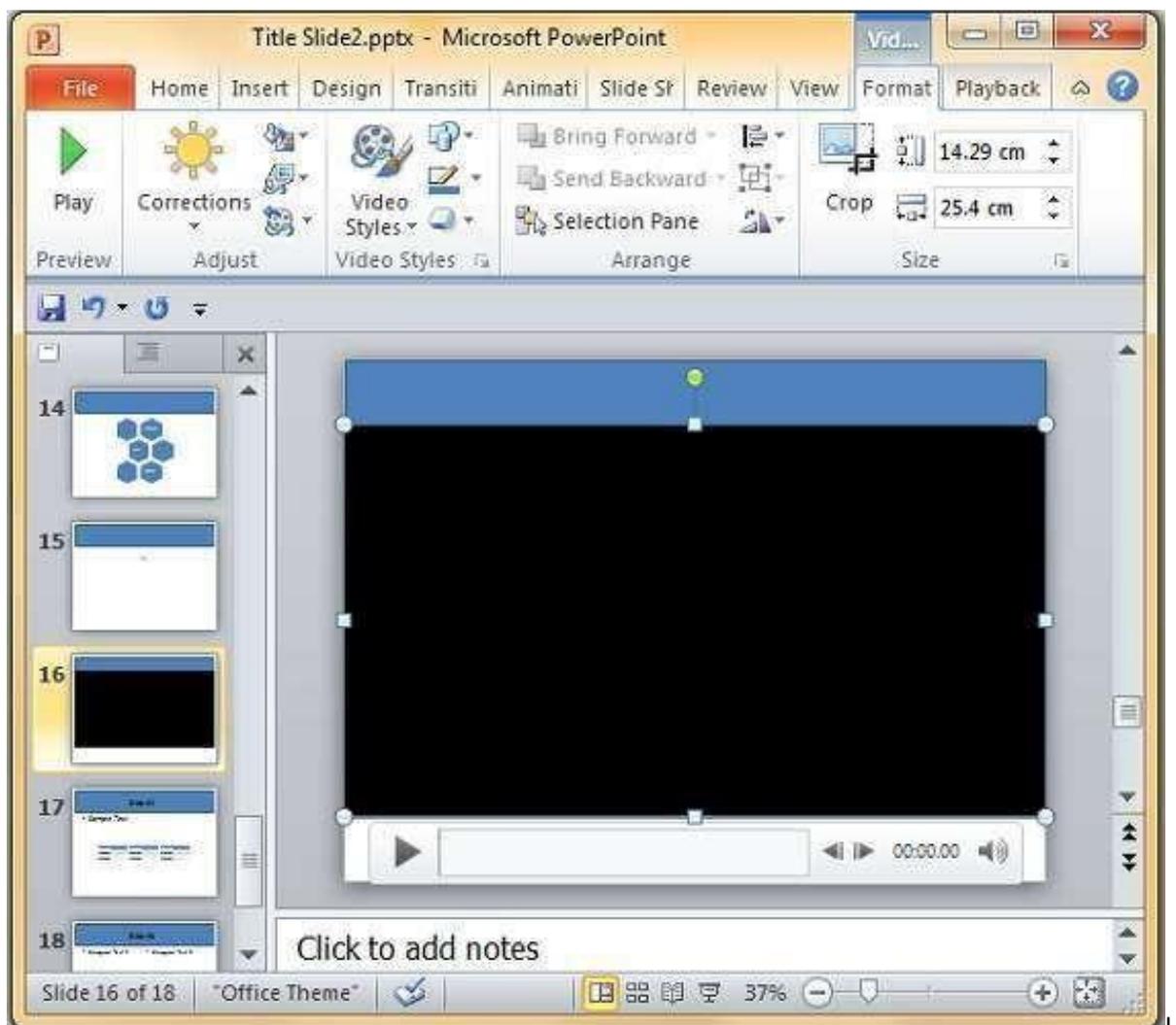**Step 1:** Go to the **Media** group under the **Insert** ribbon
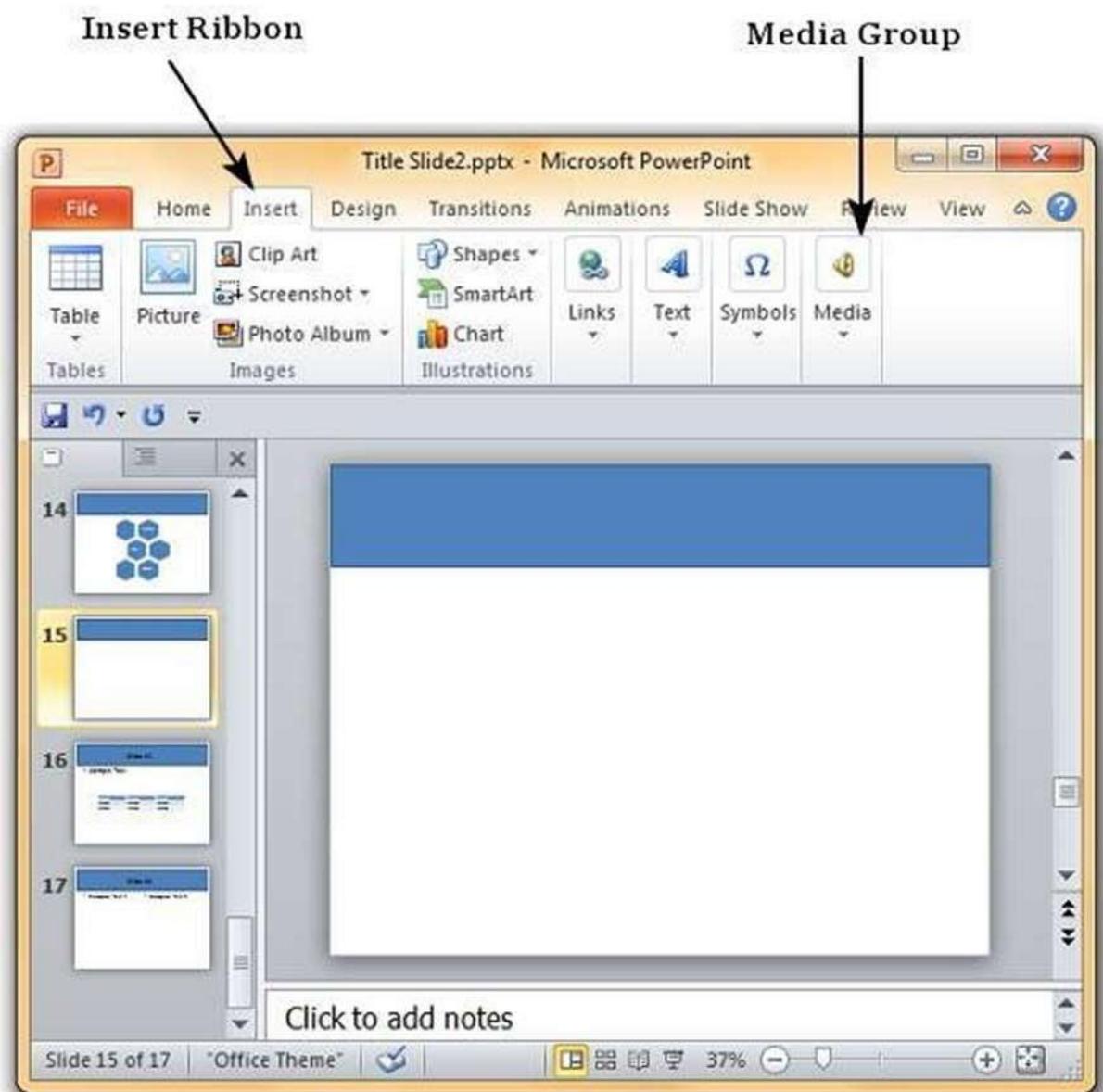
Step 2: To insert video file select **Video** as media type and **Video from File** to insert a video from your computer or hard drive.
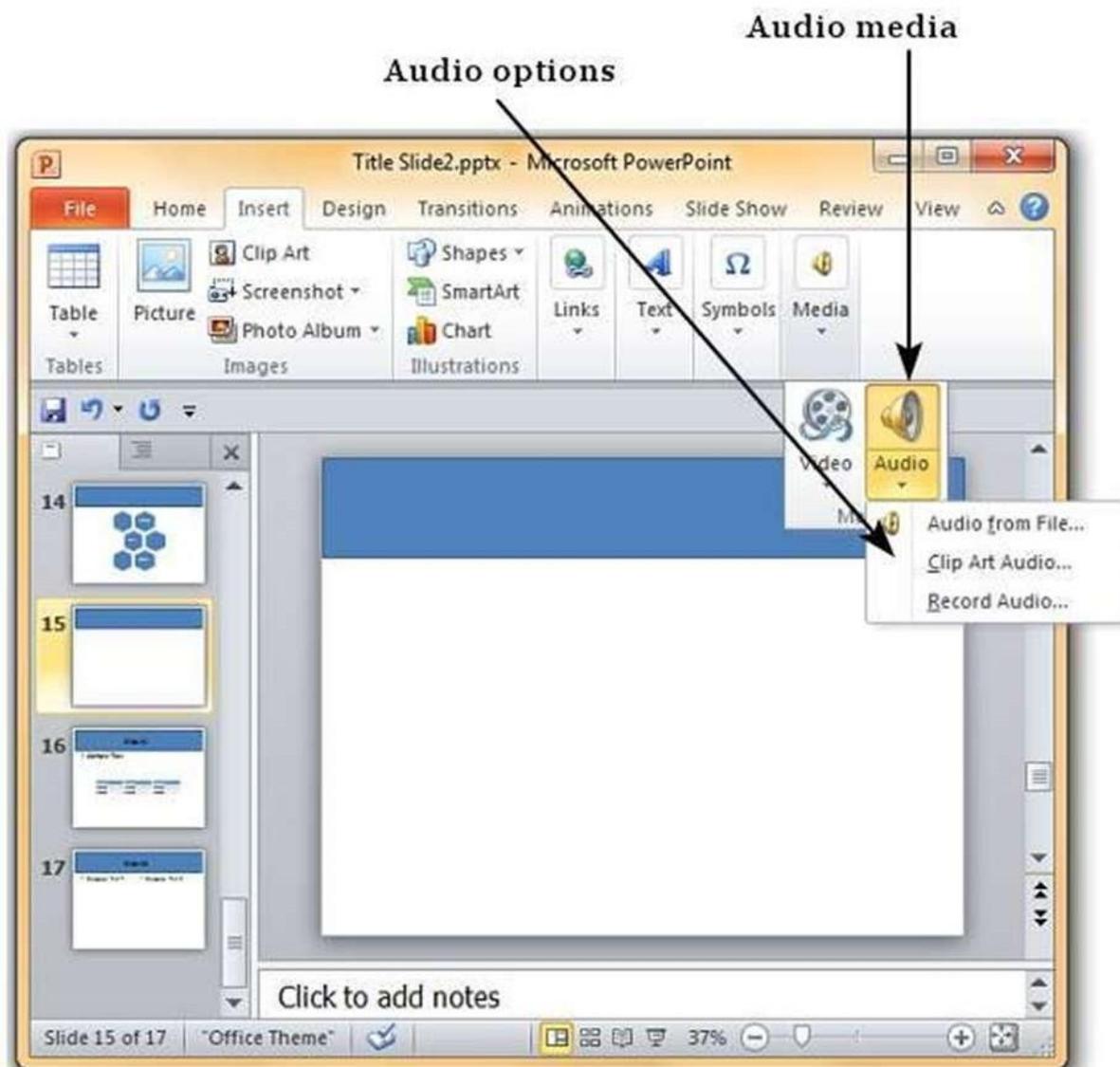

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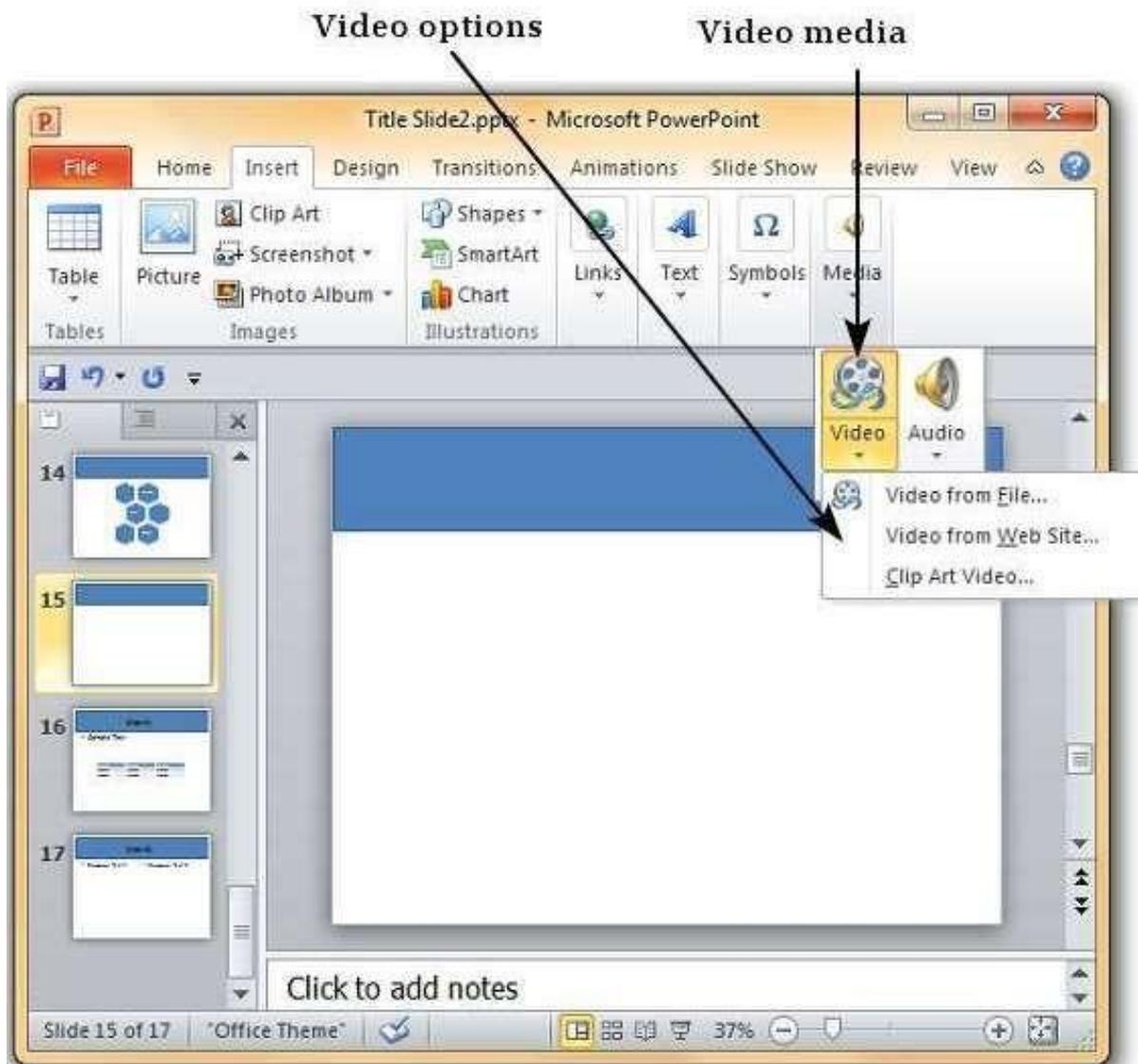
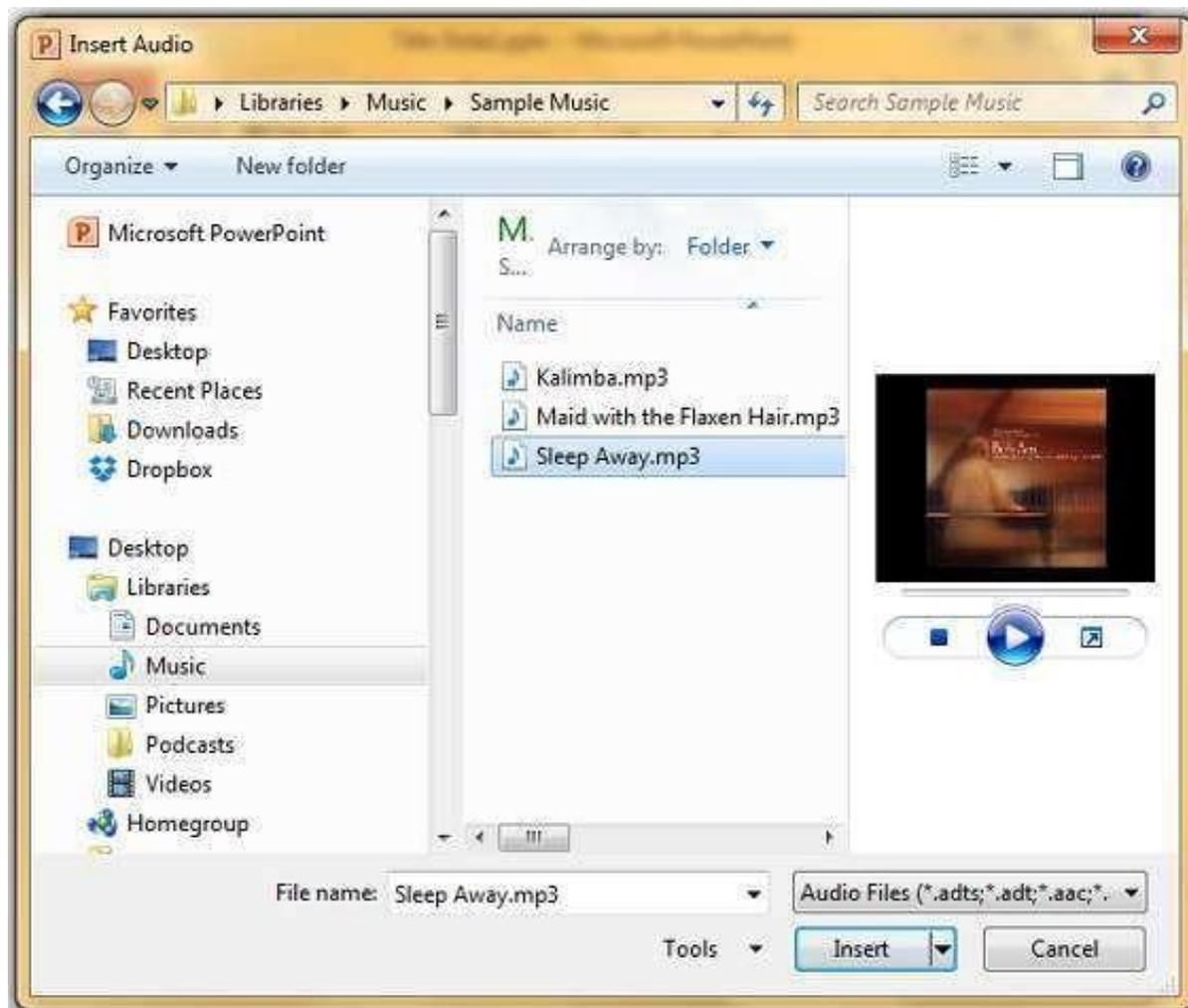**Step 3:** In the **Insert Video** dialog, browse for a video file and click Insert.

Step 4: You will now see that a Video file is added to the slide.

Step 5: To insert audio file select **Audio** as media type and **Audio from File** to insert an Audio from your computer or hard drive.

Step 6: In the **Insert Audio** dialog, browse for an audio file and click **Insert.**

Step 7: You will now see that an Audio file is added to the slide.