

MICROSOFT POWERPOINT

Complete Notes for ADCA Course

Presentation Design • Multimedia • Animation • Office Automation

Prepared by	SOFTUCATOR COMPUTER EDUCATION
Website	info.softucator.com
Coverage	10 modules covering the complete syllabus with theory, procedures, practical exercises, shortcuts and viva preparation.

A structured classroom and practical-lab guide for ADCA learners.

Course Contents

Module	Topic
1	Introduction to MS PowerPoint & Interface
2	Slide Creation & Layout Formatting
3	Text & Shape Formatting
4	Graphics, Images & SmartArt
5	Tables, Charts & Visual Data
6	Slide Design & Themes
7	Master Views (Slide Master Setup)
8	Slide Transitions & Custom Animations
9	Multimedia & Interactivity Integration
10	Slide Show Setup, Export & Printing

Learning outcomes: By the end of this course, the learner should be able to create, format, design, animate, present, automate and export professional PowerPoint presentations.

Study method
For every module: understand the concept, follow the practical procedure in PowerPoint, complete the exercise, and revise the questions. Menu names can vary slightly across PowerPoint versions.

MODULE 1: Introduction to MS PowerPoint & Interface

Learning objective: understand PowerPoint, its interface, presentation views and essential file-management operations.

1.1 What is Microsoft PowerPoint?

Microsoft PowerPoint is presentation software used to create slide-based visual communication. Presentations can combine text, pictures, shapes, charts, SmartArt, audio, video, hyperlinks, animations and speaker notes.

1.2 PowerPoint User Interface

- Title Bar – shows the presentation and application name.
- Quick Access Toolbar – provides frequently used commands such as Save, Undo and Redo.
- File tab – contains New, Open, Save, Save As, Print, Export, Account and Options.
- Ribbon – organizes commands into tabs such as Home, Insert, Design, Transitions, Animations, Slide Show, Review and View.
- Slide Pane / Thumbnail Pane – displays slide thumbnails for navigation and arrangement.
- Slide Area – the main workspace where the current slide is edited.
- Notes Pane – provides a place for speaker notes.
- Status Bar – shows slide information, view controls and zoom.

1.3 Presentation Views

- Normal View – primary editing view for creating and formatting slides.
- Outline View – focuses on the text hierarchy and is useful for planning content.
- Slide Sorter – shows thumbnails of many slides and is useful for rearranging, sections and timing.
- Reading View – displays a presentation in a window for review.
- Slide Show View – presents slides full-screen to an audience.

1.4 File Tab and File Management

Use File > New to create a presentation, File > Open to access an existing file, Ctrl+S to save, and Save As to create a new copy or change format. PowerPoint presentations normally use .pptx. Templates use .potx. A presentation can also be exported to PDF or video where supported.

1.5 Basic File Operations

- New – creates a blank presentation or uses a template.
- Open – loads an existing presentation.
- Save – stores the current changes.
- Save As – saves a separate copy or different file format.
- Print – prints slides, notes or handouts depending on the selected layout.
- Close – closes the current presentation.

1.6 Good File Management

Use meaningful names such as ADCA_Presentation_Practical_01.pptx. Store source presentations separately from exported PDFs/videos, and keep backup copies of important work.

Practical Exercises

1. Open PowerPoint and identify the Ribbon, Slide Pane, Notes Pane and Status Bar.
2. Create a blank presentation and save it as ADCA_Presentation_01.pptx.
3. Switch through Normal, Outline, Slide Sorter, Reading and Slide Show views.
4. Save a second copy using Save As and export the presentation as PDF.

Revision Questions

1. What is Microsoft PowerPoint?

2. Name five parts of the PowerPoint interface.

3. Differentiate Normal View and Slide Sorter View.

4. What is the purpose of the Notes Pane?

5. What is the difference between Save and Save As?

MODULE 2: Slide Creation & Layout Formatting

Learning objective: create and organize slides efficiently using layouts, duplication, hiding, deletion and sections.

2.1 Creating New Slides

Use Home > New Slide or Ctrl+M to insert a slide. The layout can be selected from the Layout command. Choosing a suitable layout improves consistency and reduces manual positioning.

2.2 Common Slide Layouts

- Title Slide – title and subtitle.
- Title and Content – heading plus a main content placeholder.
- Two Content – two content areas for side-by-side information.
- Comparison – supports headings and parallel content.
- Blank – an empty canvas for fully custom designs.

2.3 Working with Slides

- Rearrange – drag slide thumbnails to a new position or use Slide Sorter.
- Duplicate – use Duplicate Slide to create a copy while preserving formatting.
- Hide – hides a slide during a normal slide show without deleting it.
- Delete – removes the selected slide.
- Reset – restores placeholder positions/formatting to the selected layout defaults.

2.4 Sections

Sections organize a large presentation into logical groups. In the thumbnail pane, use Add Section, rename sections, and collapse or expand them. Sections are useful for chapters, departments, topics or different presenters.

2.5 Planning Slide Structure

Start with a logical sequence: title → agenda/objectives → content → examples/data → summary → questions. One slide should communicate one main idea whenever practical.

Practical Exercises

1. Create a six-slide presentation using at least four different layouts.
2. Duplicate a formatted slide, change its content, and move it to another position.
3. Hide one slide and verify that it is skipped during Slide Show.
4. Create three sections named Introduction, Main Content and Conclusion; collapse and expand them.

Revision Questions

1. What is a slide layout?

2. What is the use of Duplicate Slide?

3. What happens when a slide is hidden?

4. What are sections in PowerPoint?

5. Why is slide planning important?

MODULE 3: Text & Shape Formatting

Learning objective: format slide text professionally and create, align, group and layer shapes.

3.1 Text Boxes and Placeholders

Text can be entered into placeholders or independent text boxes. Placeholders belong to the slide layout and support consistent positioning; text boxes are useful for custom placement.

3.2 Character Formatting

- Font family and font size control typeface and readability.
- Bold, italic and underline provide emphasis.
- Font color should maintain sufficient contrast with the background.
- WordArt provides decorative text effects and should be used selectively.
- Text alignment controls the horizontal position of text inside its container.

3.3 Paragraph Formatting

- Bullets organize unordered points.
- Numbering presents ordered steps.
- Line spacing controls vertical distance between lines.
- Paragraph spacing controls space before or after paragraphs.
- Indentation creates hierarchy in bullet lists.

3.4 Shapes

Insert > Shapes provides rectangles, circles, arrows, lines, callouts and other objects. Shapes can contain text and can be formatted with fill, outline, effects and styles.

3.5 Resize, Align and Distribute

Use Shape Format > Align to align selected objects to one another or to the slide. Distribute Horizontally/Vertically creates even spacing. Hold Shift while resizing certain shapes to preserve proportions.

3.6 Grouping and Layer Order

Group combines multiple objects so they can be moved and formatted together. Ungroup separates them. Bring Forward/Bring to Front and Send Backward/Send to Back control the stacking order.

3.7 Shape Best Practices

Use a consistent shape style, avoid overcrowding, align objects precisely, maintain adequate white space and use arrows/lines only when they clarify relationships.

Practical Exercises

1. Create a title slide and format its text using font, size, alignment and color.
2. Create a five-step process diagram using shapes and arrows.
3. Select several shapes, align them, distribute them evenly and group them.
4. Demonstrate Bring to Front and Send to Back with overlapping shapes.

Revision Questions

1. What is the difference between a placeholder and a text box?

2. What are bullets and numbering used for?

3. **What is WordArt?**
4. **Why are Align and Distribute commands useful?**
5. **What is the difference between Group and Ungroup?**

MODULE 4: Graphics, Images & SmartArt

Learning objective: insert and edit pictures, build SmartArt diagrams and use symbols, equations and icons.

4.1 Inserting Pictures

Insert > Pictures adds images to slides. After insertion, use Picture Format to crop, resize, adjust, apply styles and control layout.

4.2 Picture Editing

- Crop removes unwanted areas.
- Resize changes dimensions; use proportional resizing to avoid distortion.
- Corrections can adjust brightness, contrast and sharpness where supported.
- Picture Styles apply borders, shapes and visual effects.
- Background removal can isolate a foreground subject in supported versions.
- Compress Pictures can reduce file size when appropriate.

4.3 SmartArt Graphics

SmartArt converts structured information into visual diagrams. Common categories include List, Process, Cycle, Hierarchy, Relationship, Matrix and Pyramid.

4.4 Hierarchy, Process and Cycle

- Hierarchy – organization charts and reporting structures.
- Process – sequential steps such as workflows.
- Cycle – repeating stages such as a continuous improvement cycle.

4.5 Icons and Symbols

Insert > Icons provides scalable graphical symbols where supported. Insert > Symbol provides special characters. Use consistent icon styles and sizes.

4.6 Equations

Insert > Equation supports mathematical notation and structured equations. Equation tools are useful for science, mathematics and technical presentations.

4.7 Accessibility

Add meaningful alternative text to important pictures and diagrams. Ensure text and graphics have sufficient contrast and avoid conveying essential information only through color.

Practical Exercises

1. Insert a picture, crop it and apply a picture style.
2. Create an organization chart using SmartArt Hierarchy.
3. Create a three-stage process using SmartArt Process.
4. Create a cycle diagram showing the stages of a learning cycle.
5. Insert an icon, symbol and mathematical equation on separate slides.

Revision Questions

1. What is SmartArt?

2. When is a Crop command useful?

3. **What is the difference between a process diagram and a cycle diagram?**
4. **What are icons used for?**
5. **Why is alternative text important?**

MODULE 5: Tables, Charts & Visual Data

Learning objective: present structured data using tables and create/edit charts for visual analysis.

5.1 Tables

Insert > Table creates rows and columns for structured information. Tables are useful for schedules, comparisons, marks, fees, specifications and summary data.

5.2 Table Formatting

- Add or delete rows and columns.
- Merge or split cells where appropriate.
- Adjust row height and column width.
- Apply borders, shading and table styles.
- Align text horizontally and vertically within cells.
- Keep headings short and make the table readable at presentation distance.

5.3 Charts

Charts convert numerical data into visual patterns. Common chart types include Column, Bar, Line and Pie.

5.4 Excel Chart Data

When a chart is inserted, PowerPoint can provide an embedded Excel-like data sheet for editing the chart's source values. Changes to the data update the chart.

5.5 Chart Elements

- Chart Title – explains what the chart shows.
- Data Labels – display values directly on data points.
- Legend – identifies data series.
- Axes – show categories and numerical scales where applicable.
- Gridlines – can help estimate values but should not dominate the design.

5.6 Choosing a Chart

Column/Bar charts compare categories; Line charts emphasize trends over time; Pie charts show parts of a whole when there are only a few meaningful categories.

Practical Exercises

1. Create a student marks table with six subjects.
2. Create a column chart from sample monthly sales data.
3. Change the chart to a line chart and compare the visual effect.
4. Add a title, data labels and legend; adjust axis settings.
5. Create a simple pie chart showing a budget split.

Revision Questions

1. What is a table?

2. Name four common PowerPoint chart types.

3. What is the purpose of a chart title?

4. What is a legend?

5. When is a line chart useful?

MODULE 6: Slide Design & Themes

Learning objective: apply consistent themes, backgrounds and footer information to create professional presentations.

6.1 Themes

A theme is a coordinated set of colors, fonts and visual effects. Applying a theme helps keep the entire presentation visually consistent.

6.2 Color Schemes

Theme colors can be used for text, backgrounds, accents and hyperlinks. Select colors with good contrast and avoid using too many unrelated colors.

6.3 Background Styles

- Solid Fill – a single color.
- Gradient Fill – a gradual transition between colors.
- Texture Fill – a textured visual surface.
- Pattern Fill – repeated geometric or decorative patterns.
- Picture/Texture Fill – an image or texture used as the background where appropriate.

6.4 Background Formatting

Use Format Background to apply a selected fill and decide whether to apply it to one slide or all slides. Busy backgrounds can reduce readability.

6.5 Header and Footer

Insert > Header & Footer can add date/time, slide numbers and static footer text. Notes and handouts have additional header/footer controls in supported versions.

6.6 Design Principles

- Use high contrast between text and background.
- Use a limited font family set.
- Keep headings visibly different from body text.
- Use consistent spacing and alignment.
- Prefer readable content over decorative effects.

Practical Exercises

1. Apply a built-in theme to a five-slide presentation.
2. Customize the theme colors and compare the result.
3. Create one slide with solid fill, one with gradient fill and one with a pattern/texture fill.
4. Add slide numbers, date/time and the text info.softucator.com using Header & Footer.

Revision Questions

1. What is a PowerPoint theme?

2. What are theme colors?

3. Name four background fill types.

4. What can Header & Footer insert?

5. Why should background design not reduce text readability?

MODULE 7: Master Views (Slide Master Setup)

Learning objective: control global presentation formatting using Slide Master, layouts and placeholders.

7.1 What is Slide Master?

Slide Master controls common design elements and formatting for slides based on the master. Changes made to the master can be inherited by related layouts and slides.

7.2 Opening Slide Master

Use View > Slide Master. The master appears at the top of the thumbnail hierarchy, followed by its associated layouts.

7.3 Master Elements

- Common fonts and text styles.
- Background and theme formatting.
- Logo or institute identity.
- Footer or page-number positioning.
- Default placeholder positions.

7.4 Custom Layouts and Placeholders

New or existing layouts can contain placeholders for text, pictures, charts and other content. Custom layouts help standardize recurring slide types.

7.5 Applying and Resetting Layouts

After modifying a master/layout, use the corresponding layout on slides. Reset can restore placeholder positions to the layout defaults without necessarily removing content.

7.6 Why Use Slide Master?

Use it for presentations with repeated branding or formatting. It saves time and reduces inconsistent manual formatting across many slides.

Practical Exercises

1. Open Slide Master and add a Softucator logo to the master.
2. Create a custom layout with title, picture and content placeholders.
3. Add a consistent footer position to a master/layout.
4. Create a five-slide presentation using the custom layout and verify global consistency.

Revision Questions

1. What is Slide Master?

2. What is a custom layout?

3. What are placeholders?

4. Why is a logo often placed on the Slide Master?

5. What is the advantage of global formatting?

MODULE 8: Slide Transitions & Custom Animations

Learning objective: apply transitions and animations, and control their order, timing and triggers.

8.1 Slide Transitions

A transition is the visual effect used when moving from one slide to another. Transitions apply to slide changes, not individual objects.

8.2 Transition Controls

- Effect Options can modify the direction or style of supported transitions.
- Duration controls how long the transition takes.
- Sound can be added where available, but excessive sound can distract from content.
- Advance Slide can occur On Mouse Click or After a specified time.
- Apply to All applies the selected transition settings to all slides.

8.3 Animation Types

- Entrance – controls how an object appears, such as Appear, Fly In or Zoom.
- Emphasis – highlights an existing object, such as Spin, Pulse or Color Change.
- Exit – controls how an object leaves, such as Fade Out or Fly Out.
- Motion Paths – move an object along a defined path.

8.4 Animation Pane

The Animation Pane lists effects in sequence. It can be used to reorder effects and modify Start options, Duration, Delay, triggers and effect settings.

8.5 Start Options

- On Click – starts when the presenter clicks.
- With Previous – starts together with the previous animation.
- After Previous – starts automatically after the previous effect.

8.6 Animation Best Practices

Animation should clarify sequence or emphasis rather than decorate every object. Use consistent effects, reasonable timing and a logical reading order.

Practical Exercises

1. Apply a transition to a five-slide presentation and set a duration.
2. Set a slide to advance automatically after a chosen number of seconds.
3. Apply an Entrance effect to a title and an Emphasis effect to an important number.
4. Use the Animation Pane to reorder three effects and set With Previous/After Previous.
5. Create a simple motion-path demonstration.

Revision Questions

1. What is a slide transition?

2. What is the difference between a transition and an animation?

3. Name four animation categories/features.

4. What does With Previous mean?

5. What is the purpose of the Animation Pane?

MODULE 9: Multimedia & Interactivity Integration

Learning objective: add and control audio/video and build interactive navigation with hyperlinks and action buttons.

9.1 Audio

Insert > Audio can add an audio file or record audio where supported. Audio can be used for narration, background music or demonstrations.

9.2 Audio Playback

- Start options may include On Click, Automatically or related playback choices.
- Play Across Slides can continue audio through multiple slides.
- Trim Audio removes unwanted beginning or ending sections.
- Fade In/Fade Out can create smoother starts and endings.
- Volume and other playback controls help manage presentation sound.

9.3 Video

Insert > Video adds video clips. Playback options can include trimming, start mode, full-screen playback and looping depending on the version and media type.

9.4 Video Editing

Use Trim Video to select the required segment. Keep media files compatible with the presentation and test playback on the actual presentation computer when possible.

9.5 Hyperlinks

Hyperlinks can point to a website, email address, another file, or a location within the same presentation. Select text or an object and use Insert > Link.

9.6 Action Buttons

Action Buttons are shapes with predefined actions such as Next, Previous, Home or custom hyperlinks. They are useful for interactive lessons and kiosk-style presentations.

9.7 Slide Jump Links

Links can connect an index/menu slide to a specific slide. This creates non-linear navigation for tutorials, quizzes and reference presentations.

9.8 Multimedia Best Practices

Keep file sizes manageable, use legal/authorized media, test audio levels, provide captions or transcripts when appropriate, and maintain a clear visual hierarchy.

Practical Exercises

1. Insert an audio file and set it to play across at least three slides.
2. Trim an audio clip and add a short fade.
3. Insert a video, trim it and configure its start mode.
4. Create a menu slide with hyperlinks to three content slides.
5. Add Home and Back action buttons to an interactive presentation.

Revision Questions

1. **What is Play Across Slides?**
2. **What is Trim Audio?**
3. **What is the purpose of Trim Video?**
4. **What is a hyperlink?**
5. **What are Action Buttons used for?**

MODULE 10: Slide Show Setup, Export & Printing

Learning objective: run and record presentations, use Presenter View, rehearse timings and produce PDF/video/print outputs.

10.1 Starting a Slide Show

- From Beginning – starts at slide 1.
- From Current Slide – starts from the selected slide.
- Custom Slide Show – presents a selected subset/order of slides.

10.2 Presenter View

Presenter View is designed for the presenter when using a suitable multi-monitor setup. It can display the current slide, next slide, speaker notes, timer and presentation controls while the audience sees the slide show.

10.3 Rehearse Timings

Rehearse Timings records the time spent on each slide so the presentation can later advance automatically using those timings.

10.4 Recording a Slide Show

Supported PowerPoint versions can record slide narration, timings and sometimes ink/camera information. Review the recording before sharing.

10.5 Printing

Print settings can produce full-page slides, notes pages or handouts. Handouts may be arranged as 1, 2, 3, 4, 6 or other supported slides per page depending on version/printer.

10.6 Exporting to PDF

Export or Save As can create a PDF that preserves a fixed page layout. Check page size, animations and multimedia expectations because PDF is not a substitute for an interactive slide show.

10.7 Exporting to Video

PowerPoint can export a presentation as a video in supported versions. Recorded timings/narration can be included depending on the chosen settings.

10.8 Animated GIF

Some modern PowerPoint versions can export animated GIFs. GIF output is suited to short, simple animations rather than full presentations.

10.9 Final Presentation Checklist

- Check spelling and content accuracy.
- Verify slide order and section structure.
- Test hyperlinks, audio and video.
- Check transitions and animation timing.
- Run the slide show from beginning to end.
- Check Presenter View and speaker notes if used.
- Preview handouts and PDF pages.

- Keep the editable .pptx source file before exporting.

Practical Exercises

1. Run a six-slide presentation from Beginning and from Current Slide.
2. Create a Custom Slide Show containing selected slides.
3. Use Rehearse Timings for a short five-slide presentation.
4. Practice Presenter View with a second display if available.
5. Print a six-slides-per-page handout and export the same presentation to PDF.
6. Export the presentation as an MP4 video where supported and test the result.

Revision Questions

1. What is Presenter View?

2. What is Rehearse Timings?

3. What is a Custom Slide Show?

4. Name common PowerPoint print output types.

5. What is the difference between a PPTX source and a PDF export?

Essential PowerPoint Keyboard Shortcuts

Shortcut	Function	Shortcut	Function
Ctrl+N	New presentation	Ctrl+O	Open presentation
Ctrl+S	Save	Ctrl+P	Print
Ctrl+W	Close presentation	Ctrl+Z	Undo
Ctrl+Y	Redo/Repeat	Ctrl+C	Copy
Ctrl+X	Cut	Ctrl+V	Paste
Ctrl+A	Select all	Ctrl+M	New slide
Ctrl+D	Duplicate selected object/slide	Ctrl+K	Insert hyperlink
Ctrl+F	Find	Ctrl+H	Replace
Ctrl+B	Bold	Ctrl+I	Italic
Ctrl+U	Underline	Ctrl+E	Center align
Ctrl+L	Left align	Ctrl+R	Right align
Ctrl+J	Justify	Ctrl+Shift+>	Increase font size
Ctrl+Shift+<	Decrease font size	F5	Start slide show
Shift+F5	Start from current slide	Esc	End slide show
Home	First slide in Slide Show	End	Last slide in Slide Show
Page Up	Previous slide	Page Down	Next slide

Presentation tip
Keyboard shortcuts are especially useful during live delivery because they reduce dependence on mouse navigation and help maintain a smooth presentation flow.

PowerPoint Design & Presentation Checklist

Use this checklist before submitting or presenting any ADCA PowerPoint project.

Content

- Clear title and objective.
- Logical slide sequence.
- One main message per slide where practical.
- Accurate facts, labels and numbers.
- Concise bullet points instead of long paragraphs.

Visual Design

- Consistent theme, fonts and colors.
- Strong contrast between text and background.
- Aligned objects and consistent spacing.
- Readable charts, tables and diagrams.
- Images are sharp and appropriately cropped.

Animation & Multimedia

- Transitions are consistent and not excessive.
- Animations have a purpose and logical order.
- Audio volume is appropriate.
- Videos play correctly and are trimmed where needed.
- Hyperlinks and action buttons have been tested.

Delivery

- Speaker notes are prepared where needed.
- Timing has been rehearsed.
- Presenter View has been tested if used.
- Presentation has been checked from beginning to end.
- Backup copy of the PPTX file is available.

ADCA PowerPoint Practical Project

Create a professional 10–12 slide presentation titled “Computer Education & Digital Skills”.

Required components

1. Cover slide with presentation title, institute name and student details.
2. Agenda/objectives slide using a suitable layout.
3. At least two sections to organize the presentation.
4. Text formatting with bullets, numbering and a WordArt example.
5. At least three shapes forming a process/diagram.
6. One picture with crop and picture formatting.
7. One SmartArt hierarchy or process graphic.
8. One formatted table.
9. One chart with title, legend and data labels.
10. Theme customization and a consistent background.
11. Slide Master containing the institute logo and common footer elements.
12. At least one transition and a controlled animation sequence.
13. One audio or narration example and one video example where available.
14. Interactive menu using hyperlinks or action buttons.
15. Presenter notes and rehearsed timings.
16. Final PDF export plus the original editable PPTX.

Suggested assessment areas
Content organization, formatting accuracy, visual consistency, correct use of PowerPoint tools, animation control, multimedia handling, interactivity, presentation delivery and export/printing quality.

Common mistakes to avoid

- Putting too much text on one slide.
- Using many unrelated fonts or colors.
- Stretching pictures and causing distortion.
- Applying animation to every object.
- Using sound effects without a clear purpose.
- Failing to test videos and hyperlinks.
- Manually placing repeated logos on every slide instead of using Slide Master.
- Exporting without checking the PDF/video result.
- Keeping only the exported file and losing the original PPTX.

ADCA Viva & Examination Preparation

Question	Short Answer
What is PowerPoint?	Presentation software used to create and deliver slide-based visual information.
What is a slide layout?	A predefined arrangement of placeholders for content on a slide.
What is a theme?	A coordinated set of colors, fonts and visual effects used across a presentation.
What is Slide Master?	A master-level control used to manage common formatting and elements across related slides.
What is SmartArt?	A set of visual layouts for presenting structured relationships and information.
What is a transition?	An effect used when moving from one slide to another.
What is animation?	An effect applied to an object on a slide, such as text, a shape or picture.
What is Presenter View?	A presenter-oriented display that can show notes, current/next slides and timing information.
What is Mail Merge?	Not a PowerPoint feature; it is primarily associated with Word for generating personalized docum
What is a hyperlink?	A clickable connection to a website, file, email address or presentation location.
What is an Action Button?	A clickable shape with a predefined or custom action.
What is Rehearse Timings?	A feature for recording the amount of time spent on each slide.

Long-Answer Practice

1. Explain the PowerPoint interface and the purpose of Normal View, Outline View, Slide Sorter, Reading View and Slide Show View.
2. Explain how slides are created, rearranged, duplicated, hidden, deleted and organized into sections.
3. Describe text formatting and shape formatting, including alignment, grouping and layer ordering.
4. Explain how pictures and SmartArt can improve a presentation and describe common editing operations.
5. Explain how to create a chart and modify its title, labels, legend and axes.
6. Explain the purpose of Slide Master and custom layouts.
7. Differentiate slide transitions and object animations, including Animation Pane timing controls.
8. Explain how to insert audio/video and create interactive navigation with hyperlinks and action buttons.
9. Describe Presenter View, Rehearse Timings, recording, PDF export, video export and printing.

Quick Glossary

Term	Meaning
Animation	Visual effect applied to an object on a slide.
Action Button	Shape configured to perform a navigation or other action.
Chart	Visual representation of numerical or categorical data.
Custom Slide Show	A selected subset/order of slides used for a particular audience.
Hyperlink	Clickable connection to another location, file, website or email.
Layout	Predefined arrangement of slide placeholders.
Motion Path	Animation that moves an object along a defined route.
Notes Pane	Area used for speaker notes while editing.
Placeholder	Layout-controlled container for content such as text, pictures or charts.
Presenter View	Presenter display with notes and controls when using suitable display setup.
Section	Named group of slides used to organize a presentation.
Slide Master	Master-level formatting and layout control.
SmartArt	Visual diagram layouts for structured information.
Theme	Coordinated presentation fonts, colors and effects.
Transition	Effect used when moving from one slide to another.

Important note
Microsoft PowerPoint is updated regularly. Exact buttons, names and export options can vary by PowerPoint version, operating system, Microsoft 365 update channel and installed features. The concepts and workflows in these notes are intended for modern PowerPoint versions and ADCA practical learning.