



# VIDYA BHAWAN BALIKA VIDYAPITH

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INFORMATION TECHNOLOGY FOR CLASS 9

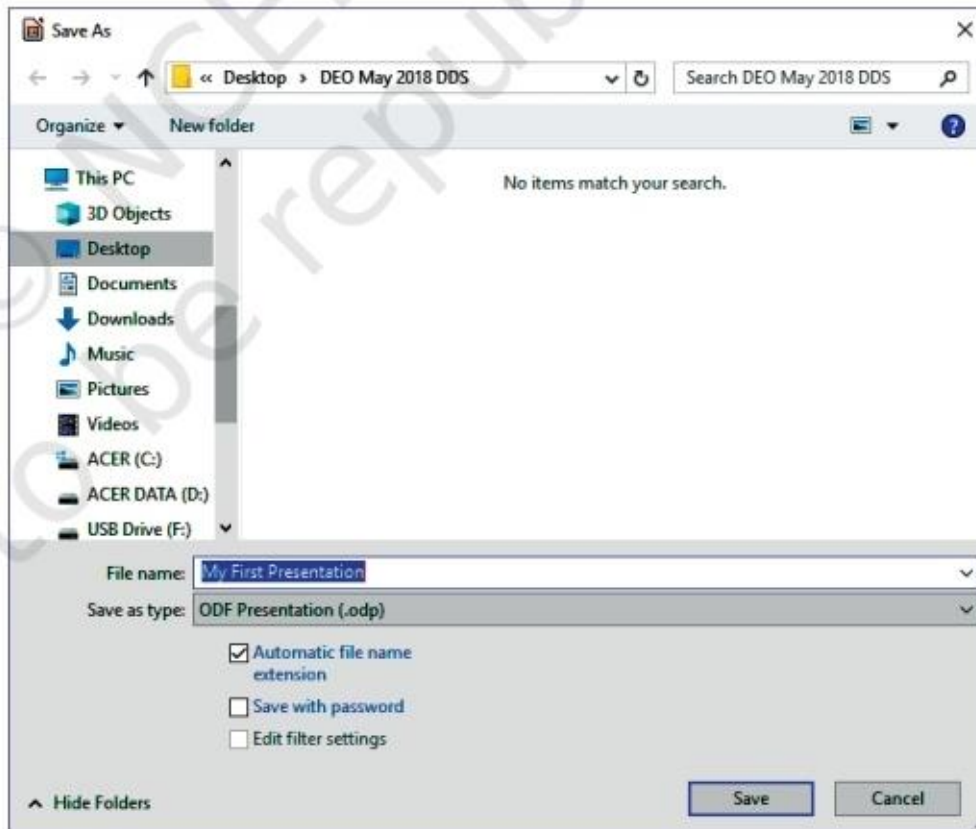
(Study material Based on N.C.E.R.T HANDBOOK)

RAUSHAN DEEP

DATE-26/12/2020

## POWERPOINT PERSENTATION

- A. Adding text: To add text to a slide that contains a text frame, click on Click to add text in the text frame and then type your text. The Outline styles are automatically applied to the text as you insert it. The shows the slide after adding the text
- B. Saving a presentation: While creating a presentation, you can save it to the disk with some name, so that the content may not be lost or to use tion, you are working on,



follow the steps as given below: Select the File Menu→Save, or, use the shortcut key combination Ctrl+S, or click on the on the Standard Toolbar. This will open the Save dialog box , which allows to select the location on the disk and assign the name to save the presentation.

- (ii) To change the location in drive open the directory in which you want to save the file (iii) Enter a name of presentation file  
(iii) Click Save

(vi) If the presentation is already saved the contents will be updated in that presentation file.

- Saving a presentation with different name: To save the presentation with a different name, select File→ Save As or, use the shortcut key combination Shift+Ctrl+S. In Save As dialog box, a new file name can be entered as shown in Figure .in the File Name field. Saving is finished by using the Save button .

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**26/12/2020**