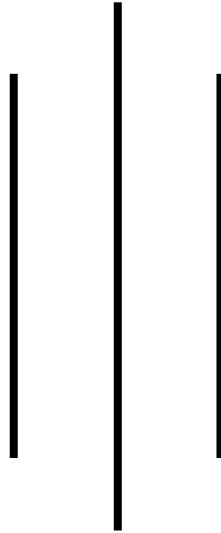


TRIBHUVAN UNIVERSITY

PATAN MULTIPLE CAMPUS



LAB REPORT ON: IIT

LAB REPORT NO: 04

SUBMITTED BY

NAME: SURESH DAHAL

CLASS: BIT – I/I - A

ROLL NO: 23

SUBMITTED TO

DEPARTMENT OF IT

DATE:

TITLE: FAMILIARIZATION OF POWERPOINT

THEORY:

INTRODUCTION:

PowerPoint is Microsoft's presentation software, used to create visually appealing slideshows for various purposes. It enables users to communicate ideas effectively through text, images, graphics, and multimedia elements. With features like templates, formatting options, animations, and transitions, PowerPoint helps presenters deliver compelling presentations and engage audiences dynamically. It's a versatile tool for conveying information clearly and engagingly in business, education, and other settings.

How to open PowerPoint?

Press WINKEY + R, type powerpnt and hit enter or search PowerPoint from search box and click to open PowerPoint.

ADVANTAGES:

- Visual Appeal
- Easy Slide Creation
- Multimedia Integration
- Presenter Tools
- Audience Engagement

DISADVANTAGES:

- Potential for Overload
- Lack of Interactivity
- Limited Customization
- Dependency on Technology
- Potential for Boredom

FEATURES:

- Slide creation
- Templates
- Formatting options
- Multimedia integration
- Animations and transitions
- Presenter tools

CONCLUSION:

In conclusion, this practical has equipped us with the valuable skills in leveraging PowerPoint's capabilities for effective communication and presentation delivery. We have learned to use PowerPoint for slide creation, animation and transition, customizing design etc.