

Powerpoint has many features that can make a presentation very interesting and useful.

You can add pictures, shapes, SmartArt, sounds and movies (collectively called Objects) to your slides.

You can also record your own sound, voice, and commentary, and include the same in your Presentation. Moreover, you can play the presentation in rehearse mode and record the Time period for display of each slide.

At the end of the chapter you will be able to create professional -looking PowerPoint presentations For yourself.

### **INSERTING A SCREENSHOT**

**A screenshot** is an image or picture of the computer screen at a given moment.