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.