

MS PowerPoint

Updated Study Material

Course Overview

Microsoft PowerPoint is a presentation software used to create slide-based presentations for teaching, meetings, and seminars.

Chapter 1: Introduction to MS PowerPoint

PowerPoint allows users to create slides with text, images, charts, and animations.

Example: Creating a title slide.

Chapter 2: Slides and Layouts

Different slide layouts are used for titles, content, images, and comparisons.

Example: Using a content layout for bullet points.

Chapter 3: Animations and Transitions

Animations add movement to slide objects, while transitions control slide changes.

Practice Questions

1. What is MS PowerPoint used for?
2. Name any two features of PowerPoint.