

INTRODUCTION TO POWERPOINT PRESENTATION

MODULE 7

What is MS PowerPoint Presentation

MS PowerPoint is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes.

A combination of various slides depicting a graphical and visual interpretation of data, to present information in a more creative and interactive manner is called a PowerPoint presentation or PPT.



The Development and introduction of Microsoft PowerPoint:

- The program was created in a software company named Forethought, Inc. by Robert Gaskins and Dennis Austin.
- It was released on April 20, 1987, and after 3 months of its creation, it was acquired by Microsoft.
- The first version of this program, when introduced by Microsoft was MS PowerPoint 2.0 (1990).
- It is a presentation-based program that uses graphics, videos, etc. to make a presentation more interactive and interesting.
- The file extension of a saved Powerpoint presentation is “.ppt”.

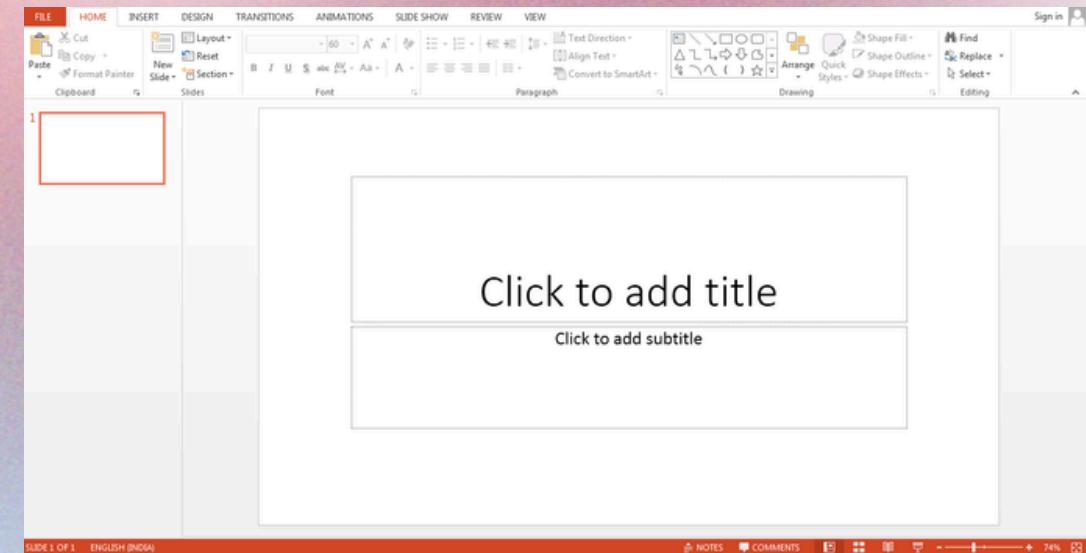


How to open MS PowerPoint on a personal computer?

- Follow the steps below to open MS PowerPoint on a personal computer:

- Click on the start button
- Then choose “All Programs”
- Next step is to select “MS Office”
- Under MS Office, click on the “MS PowerPoint”

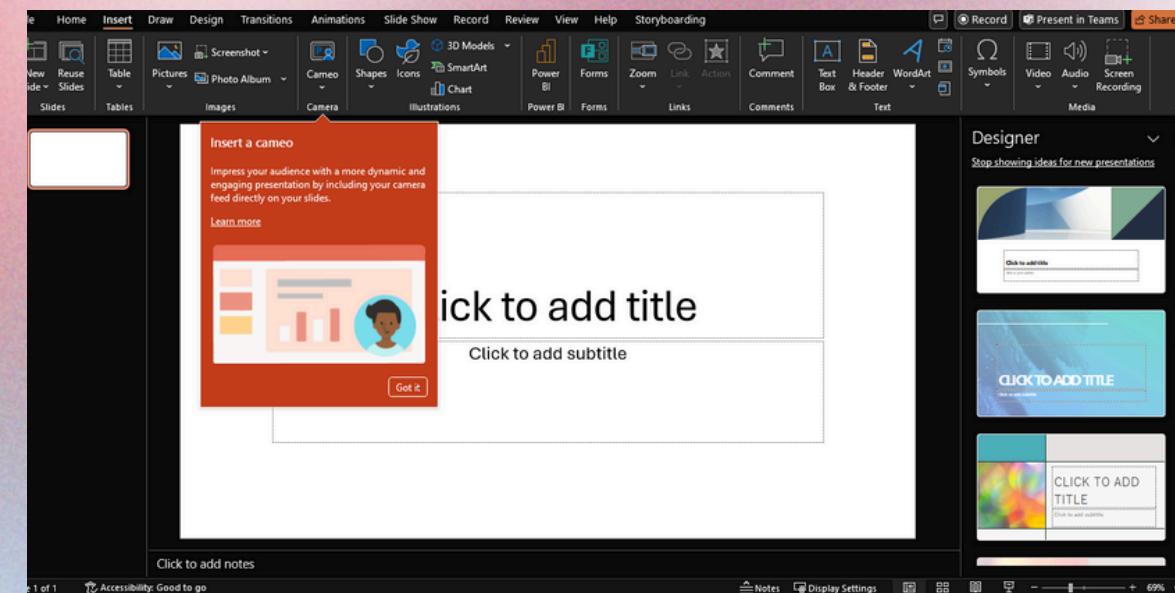
- A blank presentation is open on the screen. According to the requirement, a person can modify the template for a presentation and start using the program.



What all elements can be added to a slide?

- The following elements can be added to a Powerpoint slide:
- Clip Art
- Graphs
- Tables
- Photographs
- Charts
- Media Clips
- Videos

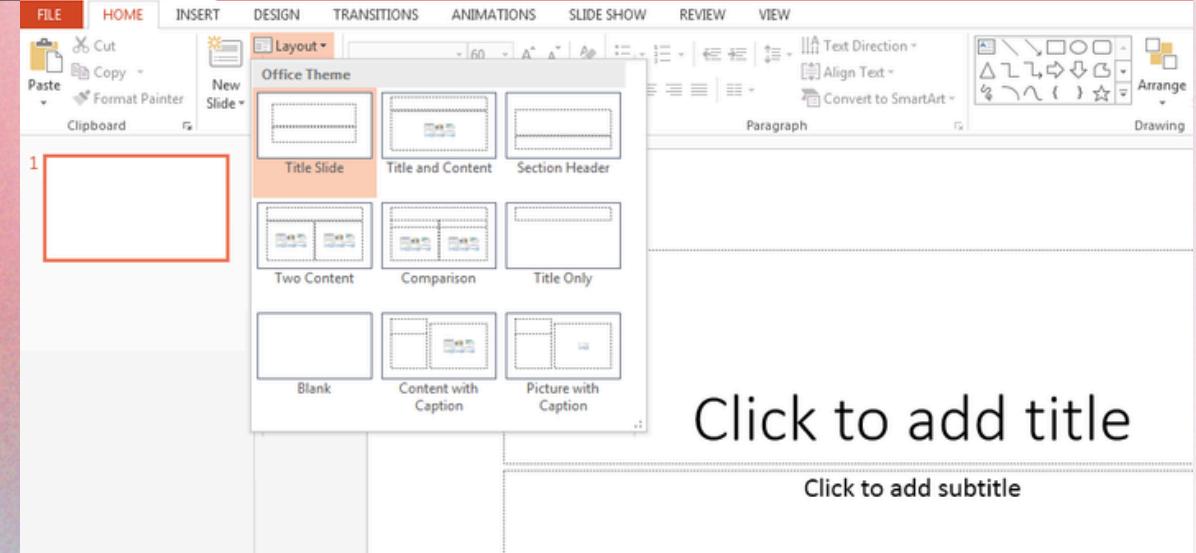
All these elements are mainly used to enhance presentation skills and make the slide more interactive.



Features of MS PowerPoint

Slide Layout

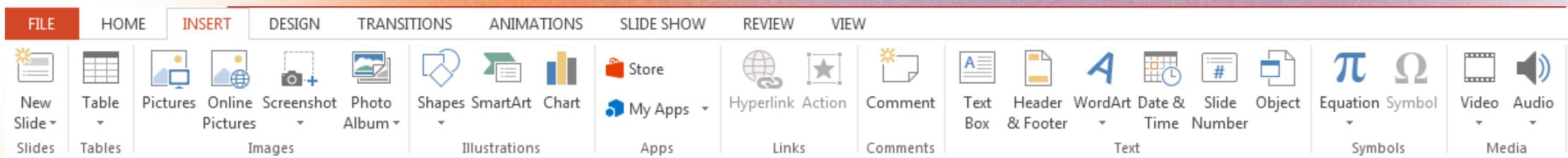
- Multiple options and layouts are available based on which a presentation can be created. This option is available under the “Home” section and one can select from the multiple layout options provided.



Features of MS PowerPoint

Insert – Clipart, Video, Audio, etc.

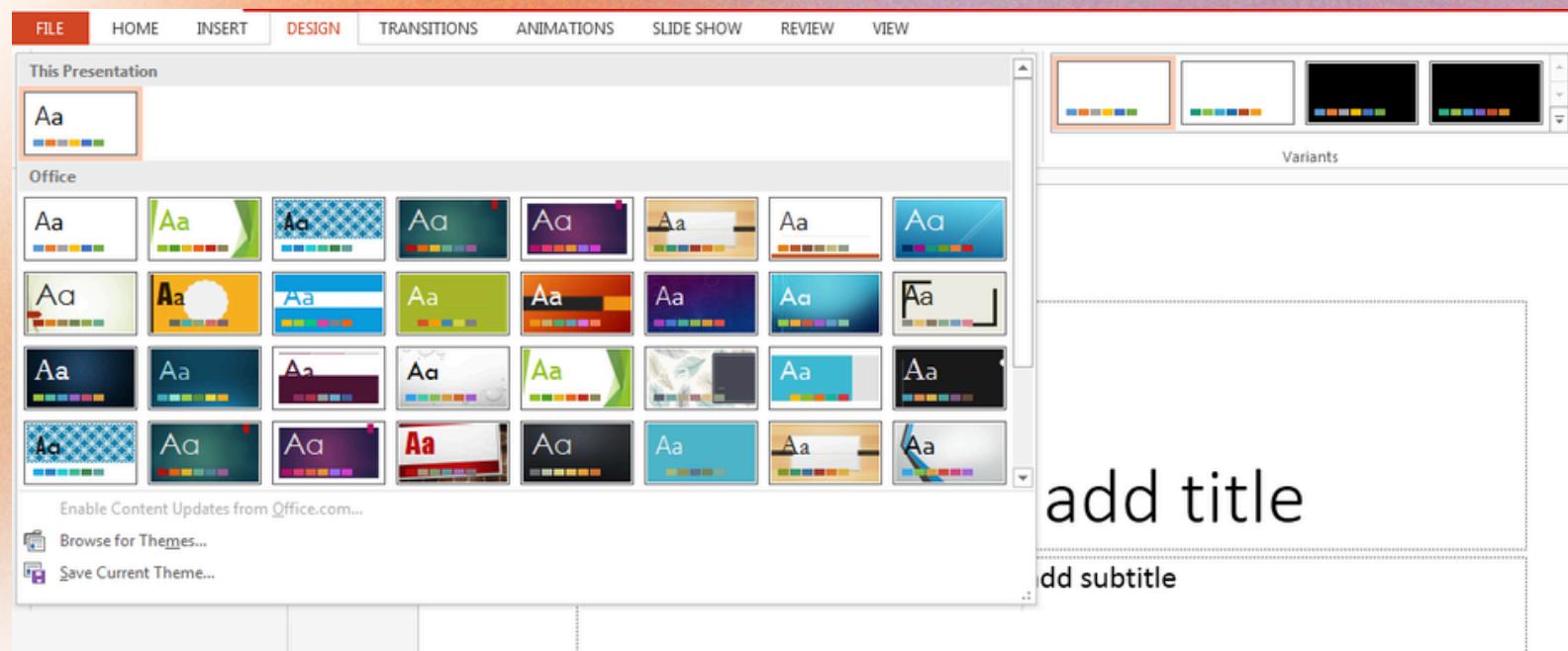
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Features of MS PowerPoint

Slide Design

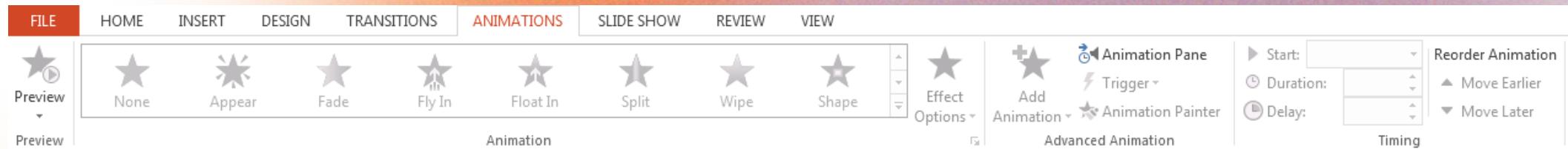
- This feature can be added using the “Design” category mentioned on the homepage of MS PowerPoint. Although there are existing design templates available, in case someone wants to add some new texture or colour, the option to customize the design is also available. Apart from this, slide designs can also be downloaded online.



Features of MS PowerPoint

Animations

- During the slide show, the slides appear on the screen one after the other. In case, one wants to add some animations to the way in which a slide presents itself, they can refer to the “Animations” category.



Uses of PowerPoint Presentation

PowerPoint presentations are useful for both personal and professional usage.

Given below are a few of the major fields where PPT is extremely useful:

- **Education** – With e-learning and smart classes being chosen as a common mode of education today, PowerPoint presentations can help in making education more interactive and attract students towards the modified version of studying

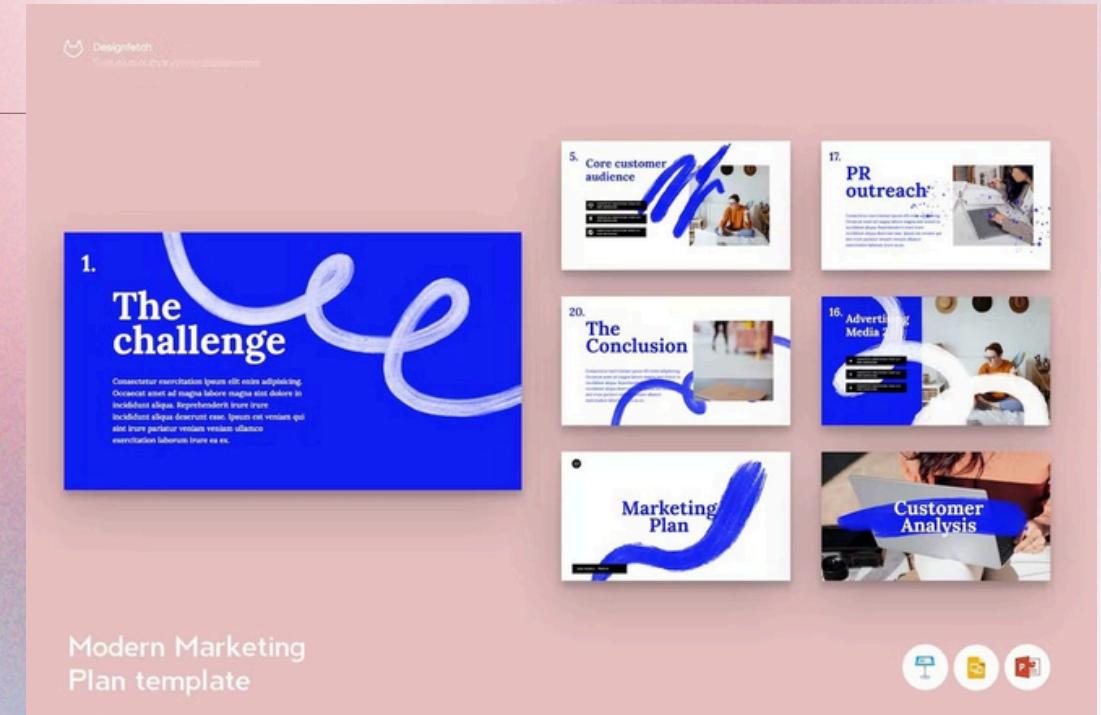


Uses of PowerPoint Presentation

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- **Marketing** – In the field of marketing, PowerPoint presentations can be extremely important. Using graphs and charts, numbers can be shown more evidently and clearly which may be ignored by the viewer if being read



Modern Marketing Plan template

Uses of PowerPoint Presentation

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- **Business** – To invite investors or to show the increase or decrease in profits, MS PowerPoint can be used



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- **Creating Resumes** – Digital resumes can be formed using MS PowerPoint. Different patterns, photograph, etc. can be added to the resume

Contact

Address # street number, city, state
Contact Numbers: 0123456789
Email Address: emailaddress@gmail.com

Work Experience

2015- 2016 Your text here 2016- 2017 Your text here
2017- 2018 Your text here

Skills

72% Text Here 68% Text Here 52% Text Here 32% Text Here

About Me

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.

Hobbies

Headphones icon, Bike icon, Book icon

Languages

Yellow progress bar: 98%
Blue progress bar: 85%
Green progress bar: 55%

Education

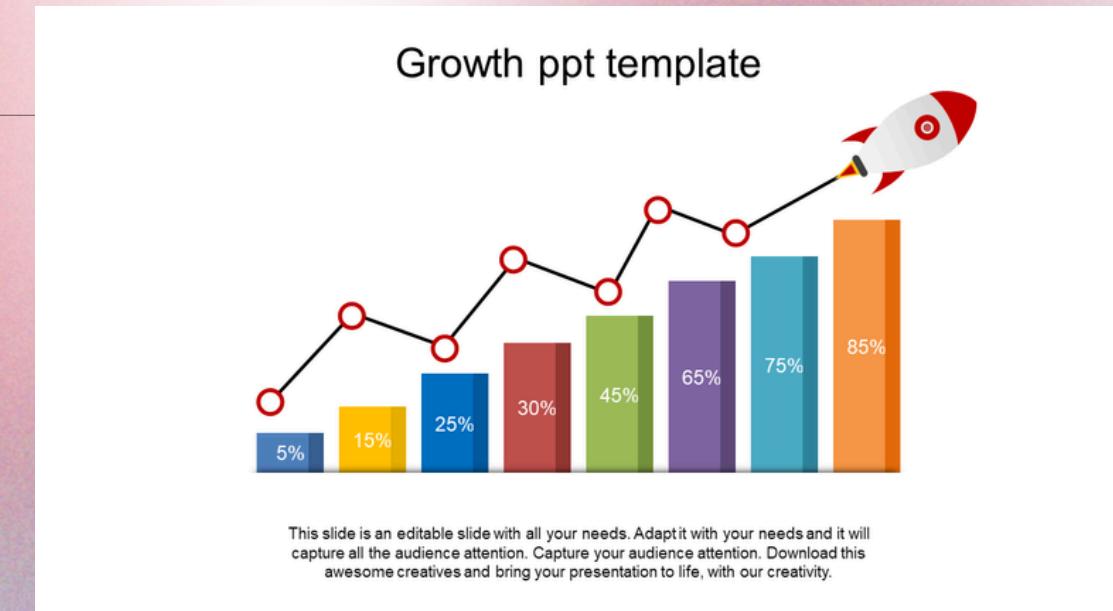
2013- 2014 Text Here 2014- 2015 Text Here 2015- 2016 Text Here 2016- 2017 Text Here 2017- 2018 Text Here

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Given below are a few of the major fields where PPT is extremely useful:

- **Depicting Growth** – Since both graphics and text can be added in a presentation, depicting the growth of a company, business, student's marks, etc. is easier using PPT



END OF MODULE 7

ANY QUESTIONS?