

- The types of slides in PowerPoint include Title slide, Title and Content slide, Section Header slide, and many more.
- F5 is the keyboard shortcut key to start a slideshow from the beginning in PowerPoint.
- To add a new slide in PowerPoint, you can click on the "New Slide" button on the Home tab, right-click on the slide pane and select "New Slide," or press Ctrl+N.
- To change the color of the text on a slide in PowerPoint, you need to click on the text box and choose a new color from the Font Color drop-down menu.
- The purpose of the Slide Master in PowerPoint is to format the overall look and feel of a presentation.
- There are several ways to add a picture to a slide in PowerPoint, including clicking on the "Picture" button on the Home tab and choosing a file from your computer, copying and pasting the image from another program onto the slide, or dragging and dropping the image file from your computer onto the slide.
- The purpose of the "Notes" pane in PowerPoint is to add comments or reminders for the presenter.
- To change the background color of a slide in PowerPoint, you can click on the "Background" button on the Design tab and choose a new color from the options.
- The purpose of the "Slide Sorter" view in PowerPoint is to view all the slides in a presentation in a thumbnail format.
- The purpose of the "Format Painter" tool in PowerPoint is to copy the formatting of one object to another object.
- There are multiple ways to add animation to an object in PowerPoint, including selecting an animation from the "Animations" tab, right-clicking on the object and choosing "Add Animation," or pressing Alt+A after clicking on the object.
- The "Slide Transition" feature in PowerPoint is used to add visual effects between slides during a presentation.
- To add a hyperlink to a slide in PowerPoint, you can either right-click on the object and choose "Hyperlink," click on the "Insert" tab and select "Hyperlink," or use the keyboard shortcut Ctrl+K.
- There are several ways to save a PowerPoint presentation, including clicking on the "Save" button on the Quick Access Toolbar, pressing Ctrl+S, or clicking on the "Save As" button on the File tab.
- To insert a new slide master in PowerPoint, you can click on the "Slide Master" button on the View tab and choose "Insert Slide Master."
- The "Presenter View" feature in PowerPoint is used to preview the presentation with notes and a timer for the presenter.
- Resizing an object on a slide in PowerPoint can be done by clicking and dragging one of the corner or side handles on the object, or by selecting a new size from the Size drop-down menu on the Home tab.
- The "Design Ideas" feature in PowerPoint is used to automatically generate slide layouts and formatting options based on the content of the slide.
- You can customize the slide layout in PowerPoint by adding or deleting placeholders, changing the order or size of placeholders, or changing the content within them.
- Objects on a slide in PowerPoint can be aligned by clicking on the "Align" button on the Home tab and selecting a horizontal or vertical alignment option, right-clicking on the objects and choosing "Align," or clicking and dragging the objects to the desired position.