Uses of PowerPoint

Word Processor – help you produce text for your letters, reports, research papers, memos, and other documents. *Spreadsheets* - are used to create formulas and perform mathematical and logical computations. But to communicate information and ideas effectively we use PowerPoint

PowerPoint – for communication purposes can help a lot. For example you can make use of PowerPoint presentations to transmit information and ideas at a board meeting, a huge conference, for reporting, and as a tool for teaching.

Advantages of PowerPoint

1. **Add Animation Effects –** the animation schemes task pane allows you to choose the animation scheme that's best for your audience.
2. **View before you print –** just as you arte used to doing in Microsoft Word and Microsoft Excel, you can now preview your presentation before you print.
3. **Compress graphics –** you can compress your pictures or bitmaps. Pick the resolution you want for the pictures.
4. **Add an organizational chart –** makes it easy to add an organizational chart element to any slide
5. **Sort slides fast –** PowerPoint's slide sorter (which lets you rearrange, insert, and delete slides) is a holdover from previous versions of PowerPoint (choose View tab> Slide Sorter to see it.)

Basic Functions of PowerPoint

What?	About
Presentations	- a collection of your slides stored in one file. A presentation should be interesting and appropriate to the topic and the audience as well because it is important that they know what you are presenting.
Slides	- are the individual pages of your presentation. It contains combinations of words, formats, pictures, layouts, speaker notes, special effects, and outlines. It can be printed on paper or on transparencies.
Handouts	- are the hardcopies of your presentation in much smaller images. Providing handouts for the audience is optional.
Speaker's Notes	- consist of important pints that guide the speaker while presenting the presentation. You can also print the notes.
Outlines	- is the blueprint of your presentation. It consists of plain text alone. You can make changes on the outline before printing.