

her whole life she search always a  
throne tree in which she seat and  
sang the most painful song ever for  
love only

# This Is PowerPoint

- **PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools- all designed to be easy to use and learn.**

**The following gives you a quick overview of what you can do in PowerPoint:**

**When you create a presentation using PowerPoint, the presentation is made up of a series of *slides*. The slides that you create using PowerPoint can also be presented as overhead transparencies or 35mm slides.**

- **In addition to slides, you can print audience handouts, outlines, and speaker's notes.**
- **You can format all the slides in a presentation using the powerful *Slide Master* which will be covered in the tutorial.**
- **You can keep your entire presentation in a single file- all your slides, speaker's notes, and audience handouts.**
- **You can import what you have created in other Microsoft products, such as Word and Excel into any of your slides.**



# PowerPoint Definition

- ▶ PowerPoint is a presentation program developed by Microsoft. It is included in the standard Office suite along with Microsoft Word and Excel. The software allows users to create anything from basic slide shows to complex presentations.
- ▶ PowerPoint is often used to create business presentations, but can also be used for educational or informal purposes. The presentations are comprised of slides, which may contain text, images, and other media, such as audio clips and movies. Sound effects and animated transitions can also be included to add extra appeal to the presentation. However, overusing sound effects and transitions will probably do more to annoy your audience than draw their attention. (Yes, we have all heard the car screeching noise enough times for one lifetime.)