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Aim

To Create a Presentation about our institution or any subject with different slide transition with sound effect.

Procedure:

Step 1: Click Start button by open Microsoft power point presentation then click Home and click new slide

Step 2: Type the "Communication Skill" in click to add title

Step 3: Again click the Home tab then click title and content slide and type title presentation of communication skill and content communicate consists of major parts there are 1. Sending 2. Receiving 3. Medium

Step 4: Again click "Home & choose New slide and click title content type the "classification of communication".

1. Speech
2. Written
3. Signaling
4. Cancel
5. Forward

Step 5: Click Animation & choose required animation and sound effect.

Result:

Thus the above exercise create a presentation on communication skill with different slides are done successfully.