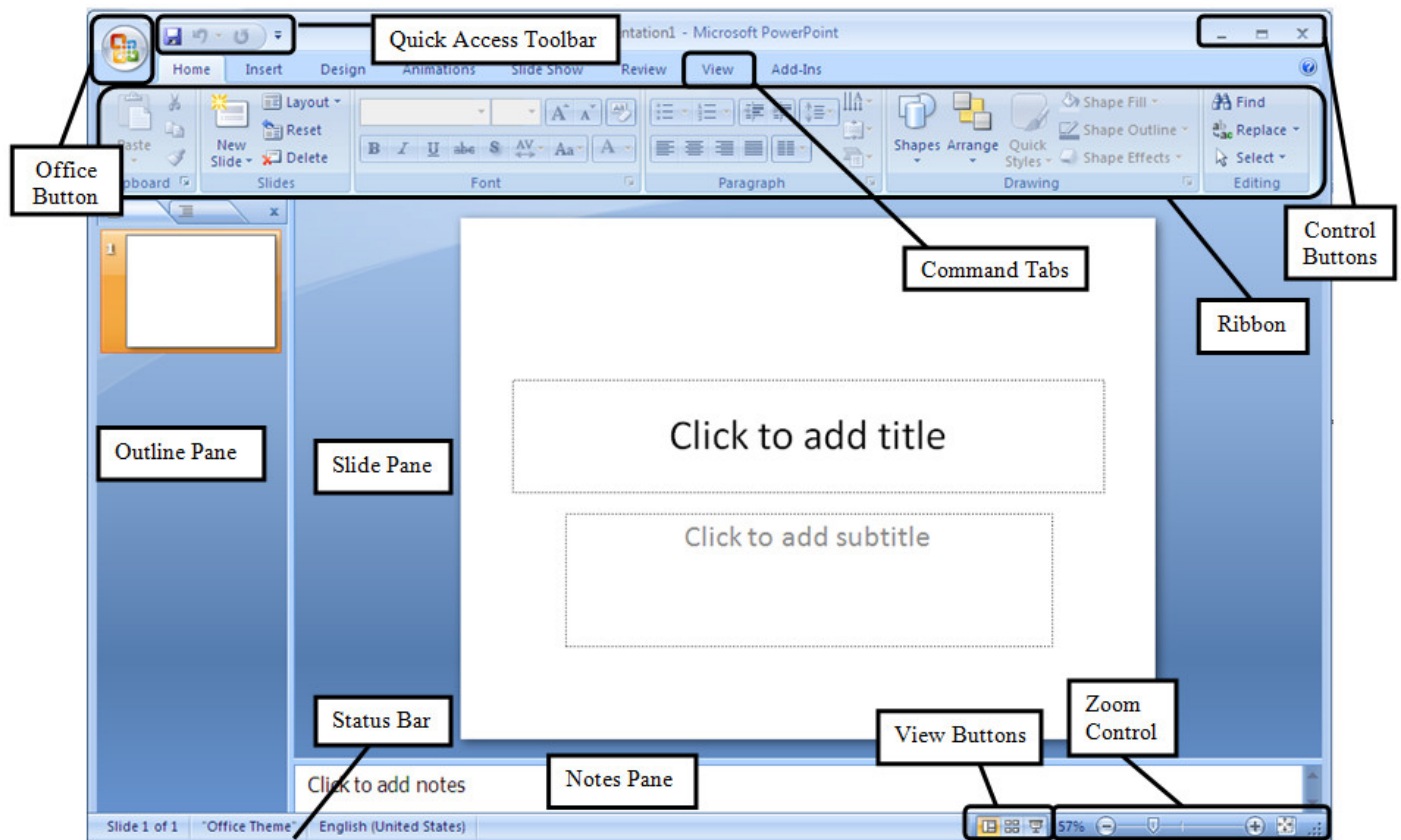


MS.POWER POINT

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Microsoft PowerPoint is the most popular presentation software. A PowerPoint presentation is a group of slides that you create either from scratch or a template that contain information you want to share. Often, you show the presentation to others in an office setting, such as a sales meeting, but you can also create slide shows for weddings and birthdays. PowerPoint creates a slide show of important information, charts, and images to display during a presentation. It is most often used for business and school presentations.



Creating a PowerPoint presentation:

➤ Choose a theme

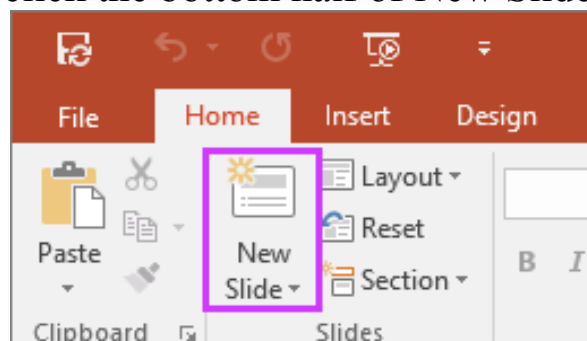
When you open PowerPoint, you'll see some built-in themes and templates. A theme is a slide design that contains matching colors, fonts, and special effects like shadows reflections and more

- On the File tab of the Ribbon, select New, and then choose a theme. PowerPoint shows you a preview of the theme, with four color variations to choose from on the right side.
- Click Create, or pick a color variation and then click Create.



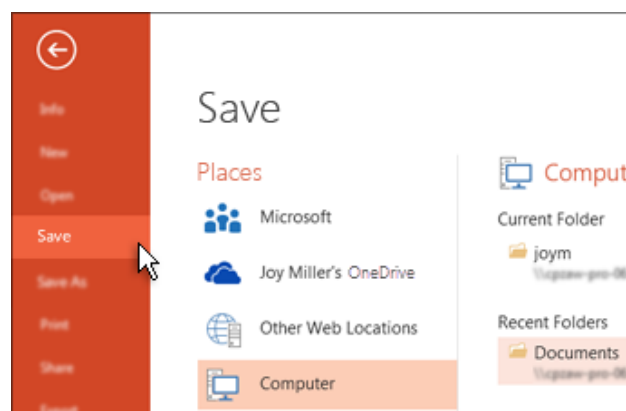
➤ Insert a new slide:

- On the Home tab, click the bottom half of New Slide, and pick a slide layout.



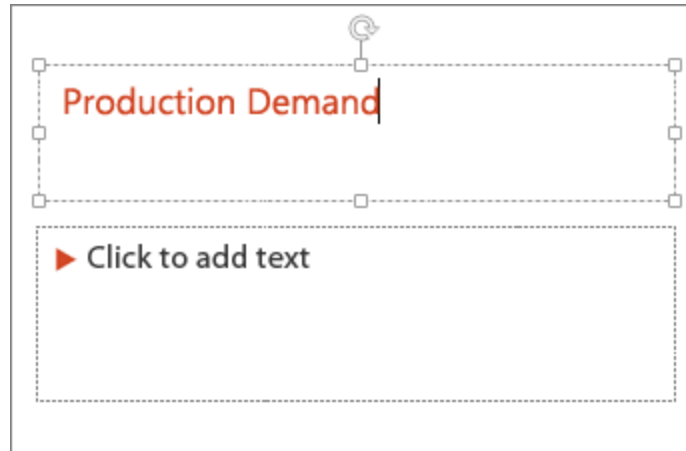
➤ Save your presentation:

- On the **File** tab, choose **Save**.
- Pick or browse to a folder.
- In the **File name** box, type a name for your presentation, and then choose **Save**.



➤ Add text:

Select a text placeholder, and begin typing.



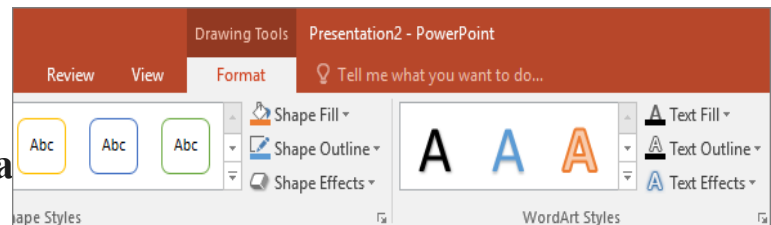
➤ Format your text:

1. Select the text.

2. Under **Drawing Tools**, choose **Format**

3. Do one of the following:

- To change the color of your text, choose **Text Fill**, and then choose a color.
- To change the outline color of your text, choose **Text Outline**, and then choose a color.
- To apply a shadow, reflection, glow, bevel, 3-D rotation, a transform, choose **Text Effects**, and then choose the effect you want.



➤ Add pictures:

On the **Insert** tab, do one of the following:

- To insert a picture that is saved on your local drive or an internal server, choose **Pictures**, browse for the picture, and then choose **Insert**.
- To insert a picture from the web, choose **Online Pictures**, and use the search box to find a picture.

