



# Introduction

- ❖ **PowerPoint** is a presentation program developed by Microsoft.
- ❖ Created by **Robert Gaskins** and **Dennis Austin** at a software company named Forethought.
- ❖ It is used to create and show slides to support a presentation.
- ❖ You can combine text, graphics and multimedia content to create professional presentations.

## Slide

- ❖ A slide is a single page of a presentation.
- ❖ Group of slides known as slide deck
- ❖ A slide show is an exposition of a series of slides or images in an electronic device or in a projection screen.
- ❖ Presentation slides can be created in many pieces of software such as Microsoft PowerPoint, Apple Keynote, google slide, clear Slide.





## Insert new slide

- ❖ To insert new slide go to home tab click new slide or right click the slide in the slide preview pane on the left, and click new slide.
- ❖ The new slide will be placed after the selected one

**Shortcut Key - Ctrl + M**

## Hide slide

- ❖ If there is a slide that should be included in the presentation file, but you don't want it to appear in the slide show, you can hide the slide.
- ❖ Right click the slide and select hide slide option. The slide will be hidden.
- ❖ Or go to slide show tab and then select hide slide option.
- ❖ If you want unhide the slide repeat the same action





## Delete & Duplicate

- ❖ To delete click delete slide option, or select the slide and press backspace
- ❖ Using Duplicate slide option you can make copy of the slide.

**Shortcut Key - Ctrl + D**

## Rearranging slides

- ❖ Click on the small image of the slide in the left column, and drag it where you want it to be.
- ❖ When you see the horizontal line, let go, and the slides will change places.
- ❖ If you have a lot of slides, it might be easier in the Slide Sorter View

