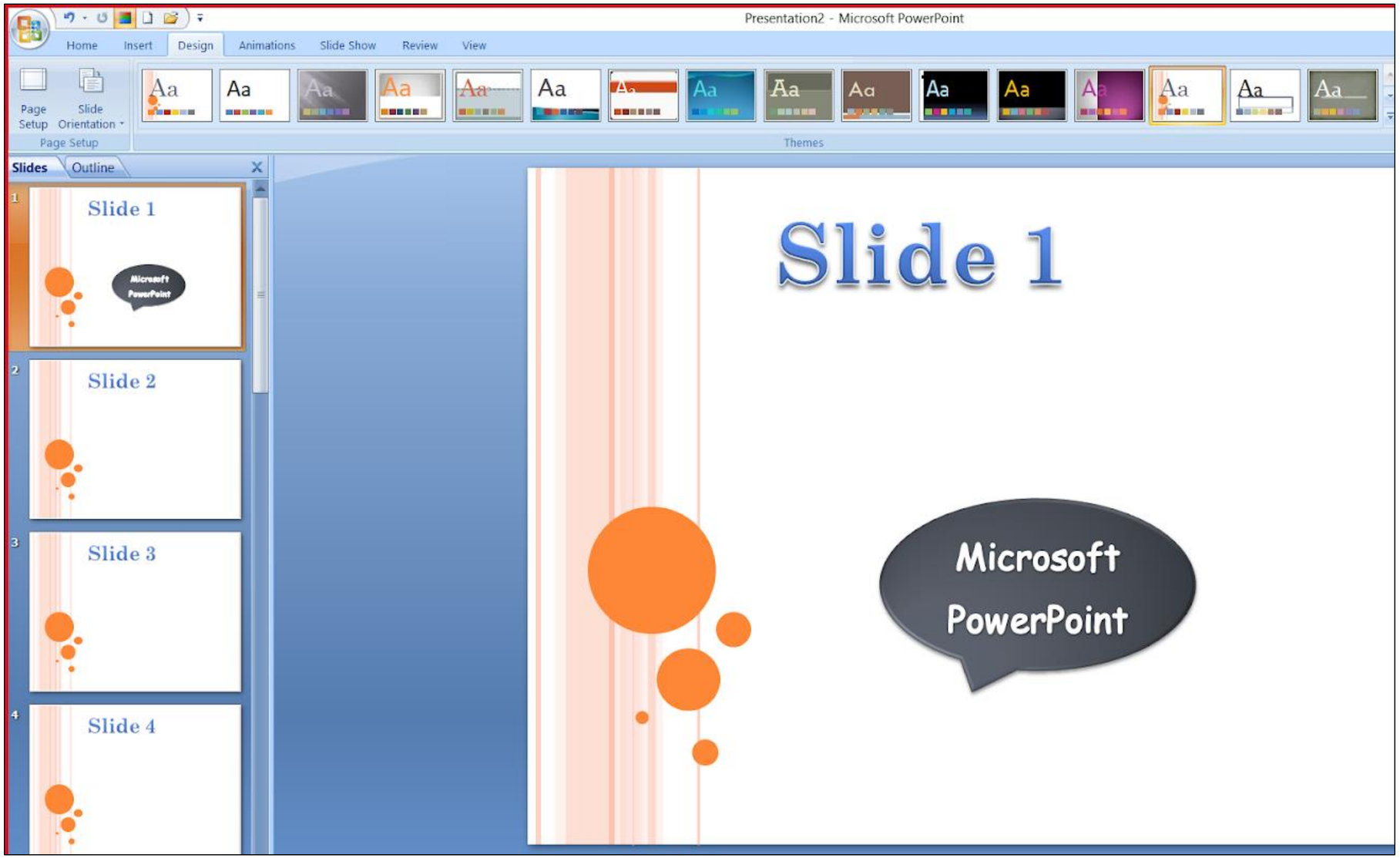
Presentation

Presentation

- **PowerPoint** is a presentation program developed by Microsoft.
- Created by **Robert Gaskins** and **Dennis Austin** at a software company named Forethought.

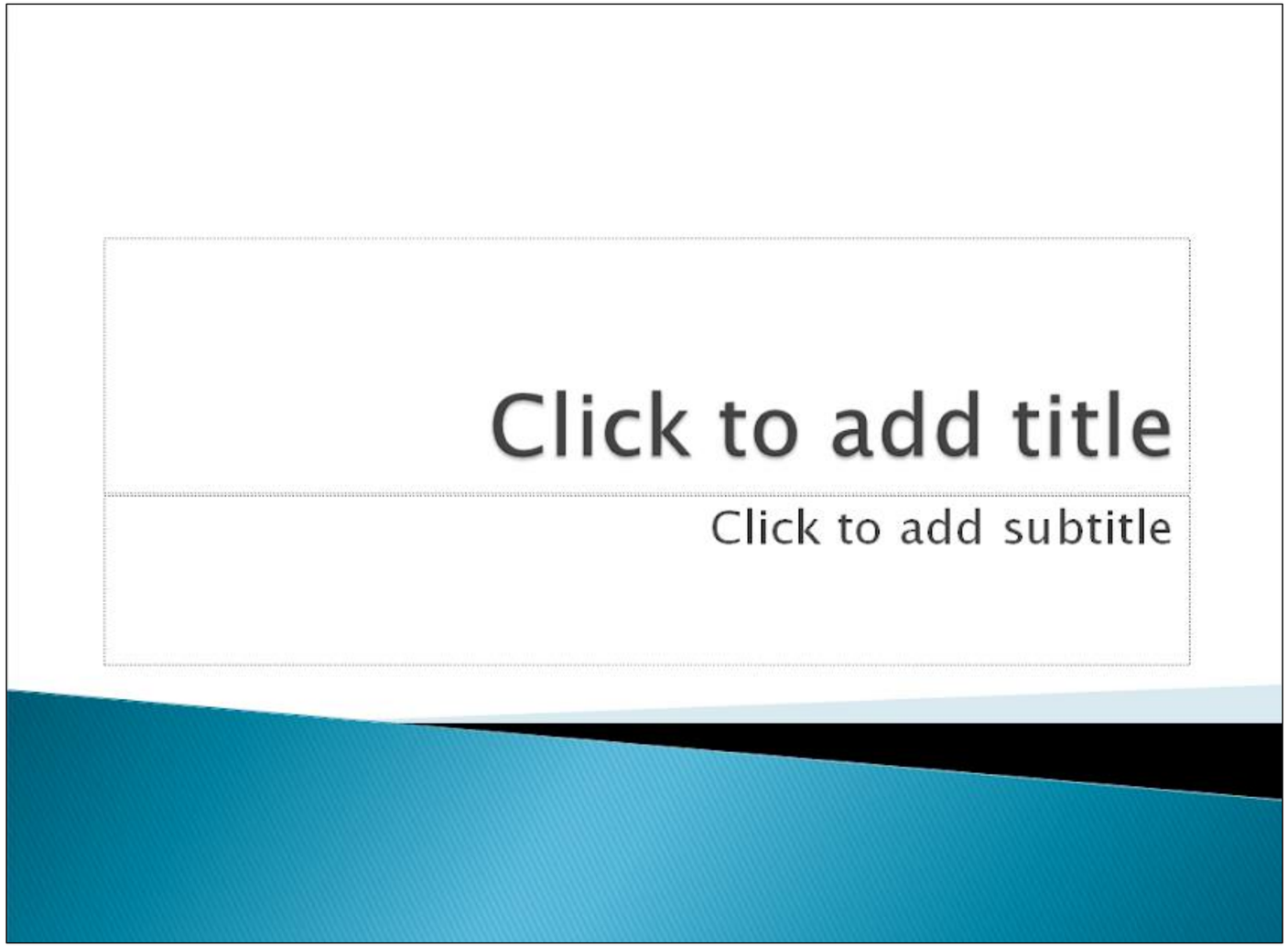
- It is used to create and show slides to support a presentation.
- You can combine text, graphics and multimedia content to create professional presentations.


Presentation2 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Page Setup
Slide Orientation
Page Setup
Themes
Slides
Outline
1 Slide 1
2 Slide 2
3 Slide 3
4 Slide 4
Slide 1
Microsoft PowerPoint

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.

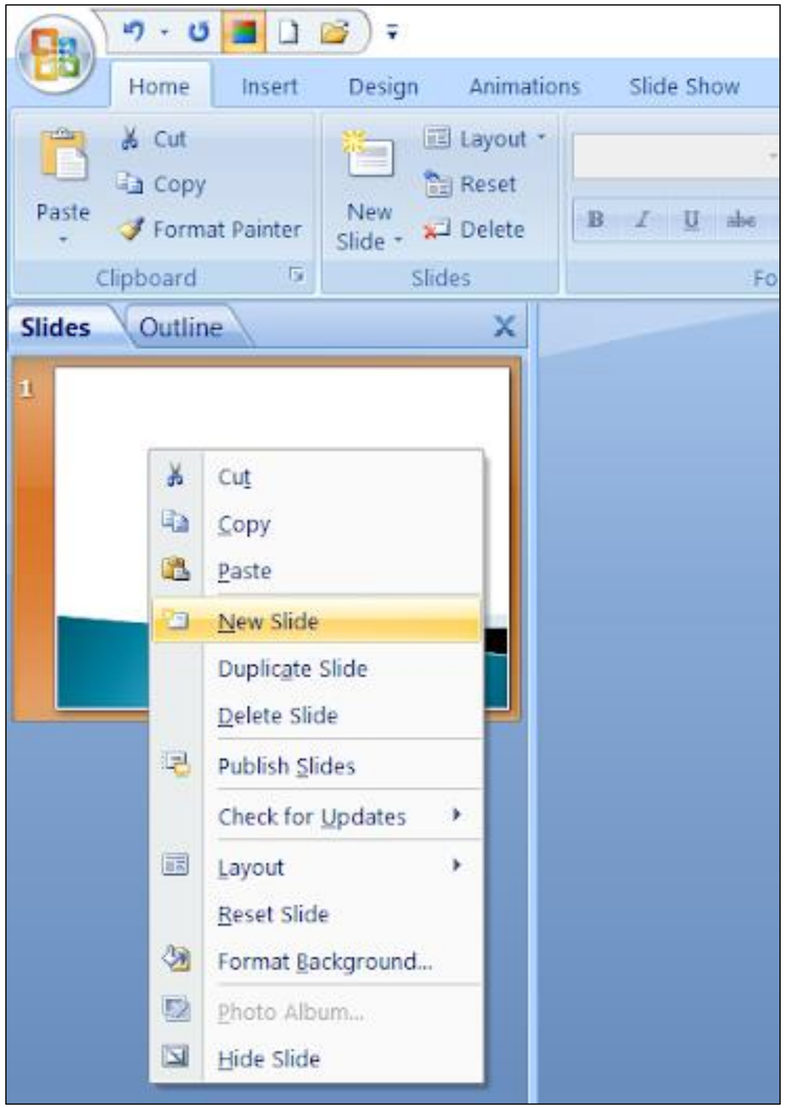


Slide

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


Home
Insert
Design
Animations
Slide Show
Cut
Copy
Format Painter
Paste
Clipboard
Layout
Reset
New Slide
Delete
Slides
Slides
Outline
1
Cut
Copy
Paste
New Slide
Duplicate Slide
Delete Slide
Publish Slides
Check for Updates
Layout
Reset Slide
Format Background...
Photo Album...
Hide Slide

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.

Home
Insert
Design
Animations
Cut
Copy
Format Painter
Paste
Clipboard
New Slide
Layout
Reset
Delete
Slides
Outline
Slide I
Cut
Copy
Paste
New Slide
Duplicate Slide
Delete Slide
Publish Slides
Check for Updates
Layout
Reset Slide
Format Background...
Photo Album...
Hide Slide
PowerPoint

Animations
Slide Show
Review
Set Up Slide Show
Hide Slide
Record Narration
Rehearse Timings
Use Rehearsed Timings
Set Up

Delete & Duplicate

- 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.

- 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

Horizontal line