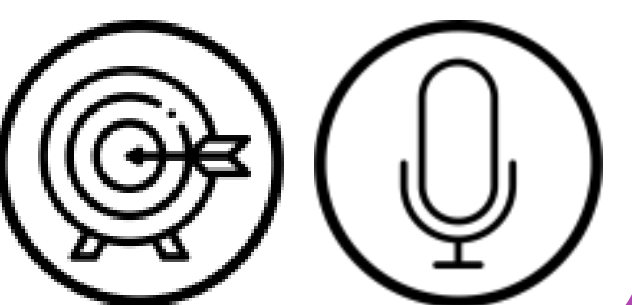




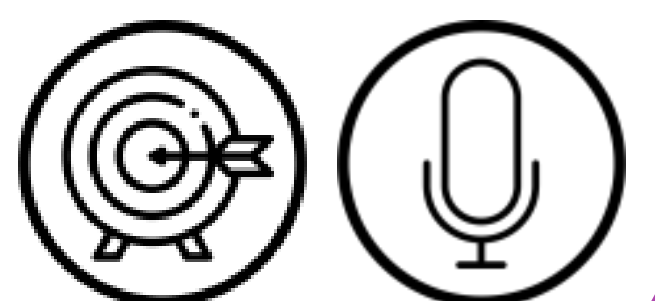
Presentation





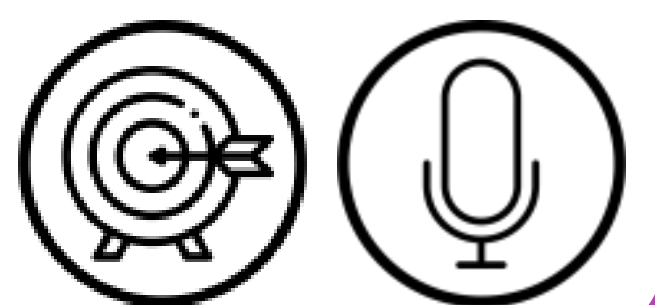
Presentation

- ❖ **PowerPoint** is a presentation program developed by _____
- ❖ Created by _____ and _____ at a software company named Forethought.





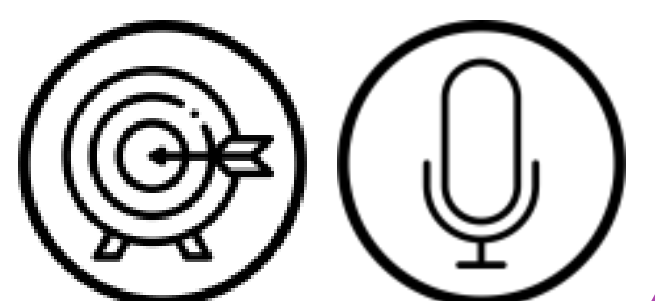
- ❖ It is used to _____ slides to support a presentation.
- ❖ You can combine text, graphics and multimedia content to create _____.





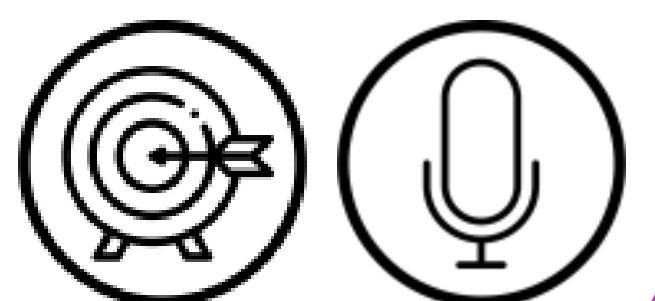
Slide

- ❖ A slide is a _____ of a presentation.
- ❖ Group of slides known as _____





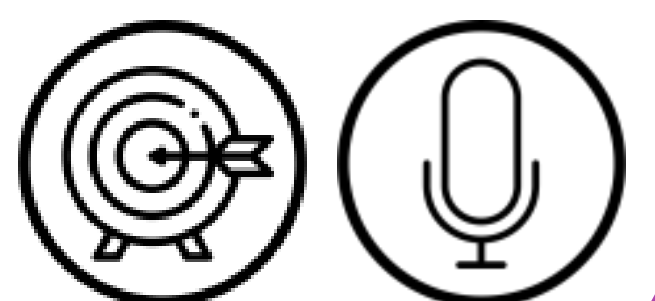
❖ Presentation slides can be created in many pieces of software such as _____, Apple Keynote, _____, clear Slide.





Insert new Slide

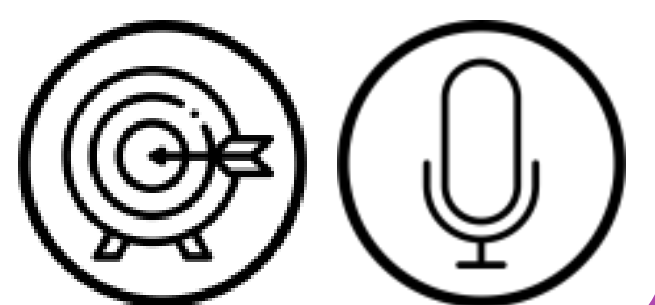
- ❖ To insert new slide go to _____ tab click new slide or right click the slide in the slide preview pane on the left, and click new slide.
- ❖ The new slide will be placed after the _____.





Insert slide

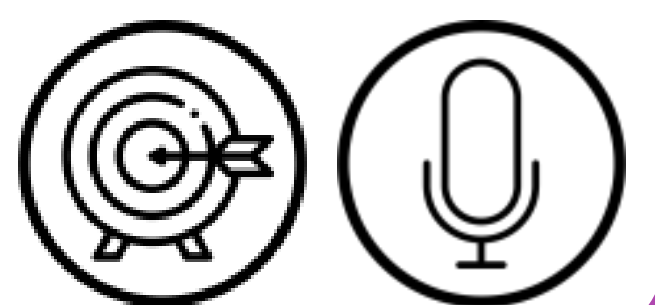
Shortcut Key _____





Hide Slide

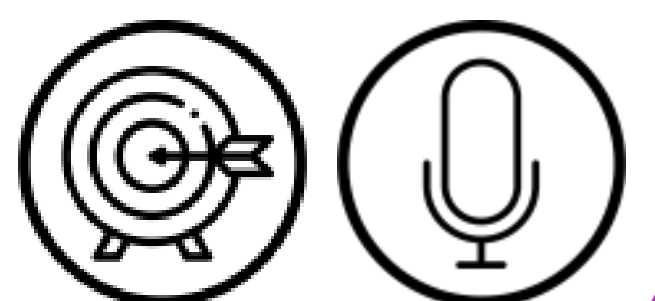
- ❖ Go to _____ tab and then select hide slide option.





Delete & Duplicate

Shortcut Key _____





Rearranging slides

- ❖ Click on the small image of the slide in the _____, and
drag it where you want it to be.

