

UNDERSTANDING PRESENTATIONS AND SLIDES

- ❖ **Presentation** – This is a set of screens that are shared with a group of people as a slide show.
- ❖ **Slide Show** – This is a preview of presentation slides. The slides are shown one at a time, controlled manually, or viewed in a timed presentation.
- ❖ Power Point slides can contain information from any of the following programs:
 - Word documents and document outlines.
 - Excel worksheets, graphs, and charts.
 - Access Databases.
 - Publisher Publications.
 - Programs used to create and edit graphics.
 - Software programs whose data can be imported into PowerPoint.
- ❖ Slides may be used for online presentations or be printed as transparencies.