

WHAT IS POWERPOINT

PowerPoint is a complete presentation graphics program that allows for the production of professional looking presentations. This type of presentation is also called a slide show. With PowerPoint it is possible to make presentations using a projection device attached to a personal computer and using overhead transparencies. It is also possible to run virtual presentations on the Internet. Printouts can be made of individual slides, outlines, and speaker notes. There are several features available in PowerPoint that simplify the creation of a presentation. These features include the following:

Feature	Description
Pre-designed Presentation	This is a presentation that has the design and information already inserted. Once the presentation is created, it is possible to modify the design to meet individual needs.
Presentation Design Templates	These are designs that control the look of the background, bullet items, numbers, and other features within a PowerPoint presentation.
Word Processing	This feature is used to create bulleted lists, combine words and images, find and replace text, and use multiple fonts and type sizes.
Outlining	It is possible to develop a presentation using an outline format. It is also possible to import outlines from Microsoft Word or other word processing programs.
Charting	When working in PowerPoint, it is possible to insert charts into the presentation.
Drawing	With this feature, it is possible to create and modify diagrams using shapes such as arcs, arrows, cubes, rectangles, stars, and triangles.
Inserting Multimedia	Use this feature to insert artwork and multimedia effects, such as clip art images, pictures, photos, sounds, and video clips.
Web Support	It is possible to save presentations or parts of a presentation in HTML format so the presentation can be viewed and manipulated using a browser.
E-mailing	After the presentation is completed, send the entire slide show as an attachment to an e-mail message.
Using Wizards	It is possible to create a presentation using a wizard. A wizard walks through the steps of creating a presentation.
AutoContent Wizard	This wizard gives prompts for the type of slide show that is being planned and the type of output.
Pack and Go Wizard	This wizard is used to bundle everything pertaining to the presentation so that it can be played on another computer, even one that doesn't have PowerPoint installed on it.
PowerPoint Viewer	This is a program that allows you to run a presentation, but not to make changes to the presentation.

Design Templates

- ❖ Design Templates include professionally designed colors, graphics, and other visual elements.
- ❖ These elements may be applied to your presentation.

Content Templates

- ❖ Content Templates contain both designs and content.
- ❖ Masters are available for each part of the presentation: Slides, Handouts, and Speaker's Notes.
- ❖ They contain the formatting information for each slide in the presentation.

Color Schemes

- ❖ These are sets of professionally selected complementary colors.
- ❖ They can be used as the primary colors of a presentation.
- ❖ These schemes consist of a set of eight balanced colors.
- ❖ The presentation text, borders, fills, backgrounds, and so on can be coordinated by using Color Schemes.
- ❖ They ensure that the presentation looks appealing and professional.