

WHAT IS POWERPOINT

PowerPoint is a complete presentation graphics program that can be used to present professional looking presentations. These presentations are also called Slide Shows. This program contains several features that make it easy to create a slide show. Tasks and options are readily available to the user. Diagrams, tables, pictures, video, sound, and animation effects can be added to the presentation. The features listed in the table below can be used when creating a PowerPoint presentation.

| Feature | Description |
|-----------------------------|---|
| Word Processing | When working with a PowerPoint slide, it is possible to create bulleted and numbered lists, combine words and images, find and replace text, and use multiple fonts and font sizes. Tables created in Word can be imported into a PowerPoint slide. |
| Outlining | Word outlines can be imported into the PowerPoint presentation to create slides. It is also possible to add text to a presentation using the outline feature in PowerPoint. |
| Charting | It is possible to create charts in PowerPoint. Once the chart has been created, it is possible to change or add chart elements. It is also possible to import charts from an Excel workbook. |
| Drawing | PowerPoint provides options for inserting different shapes such as rectangles, lines, arrows, circles, and diagrams into a slide. These shapes and diagrams can be formatted and grouped. |
| Inserting Multimedia | Videos and sounds, as well as animations, can be inserted into a slide. The Microsoft Clip Organizer contains hundreds of media files that may be inserted into a presentation. |
| Saving to the Web | It is possible to save a presentation to the Web in HTML format. The presentation can then be displayed on the Internet or an Intranet. |
| E-mailing | A presentation can be e-mailed as a PowerPoint attachment or as a PDF file attachment in an e-mail message. |
| Collaborating | PowerPoint presentations can be shared with friends and coworkers. The slides can be reviewed by friends and coworkers and comments can be inserted to enhance the presentation. |
| Preparing Delivery | It is possible to rehearse the timing of a presentation so that it will be coordinated with the presenter's speech. It is also possible to show only selected slides in the presentation and to package a presentation for a CD. |