



# Introduction to PowerPoint

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# What is Microsoft PowerPoint

Microsoft PowerPoint is one of the Microsoft Office applications (e.g. Microsoft Word, Excel etc.) used mainly for Presentation.

Microsoft PowerPoint helps to create a clean slideshow presentation and intricate pitch decks and it has got a number features that make it a powerful presentation maker. It is also one of the most popular Software used by most b

# Microsoft PowerPoint Interface

The image displays the Microsoft PowerPoint application interface. At the top, the title bar shows "Presentation2 - PowerPoint" and a search bar with "Search (Alt+Q)". The ribbon is set to "Home", which is divided into several groups: Clipboard, Slides, Font, Paragraph, Drawing, Editing, Voice, and Designer. The main workspace shows a slide with a title placeholder "Click to add title" and a subtitle placeholder "Click to add subtitle". A slide thumbnail on the left indicates it is "Slide 1 of 1". The status bar at the bottom shows "Slide 1 of 1", "Accessibility: Good to go", and a zoom level of "72%".

AutoSave  Off

Presentation2 - PowerPoint

Search (Alt+Q)

Sign in

Record Share

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help

Clipboard Slides

Font Paragraph Drawing Editing Voice Designer

1

Click to add title

Click to add subtitle

Slide 1 of 1 Accessibility: Good to go Notes 72%

# Microsoft PowerPoint Interface

The image shows the Microsoft PowerPoint interface with several components highlighted by red boxes and labeled with red text boxes. The labels are: "Slides" (pointing to the slide thumbnail pane), "Ribbon" (pointing to the ribbon tabs), "Lunch Button" (pointing to a button in the Paragraph group), "TAB" (pointing to a ribbon tab), "Groups" (pointing to a group of buttons in the Editing group), and "Editing" (pointing to the Editing group). The main slide area contains a title box with the text "Click to add title" and a subtitle box with the text "Click to add subtitle". The status bar at the bottom shows "Slide 1 of 1", "Accessibility: Good to go", and "72%".

AutoSave Off Presentation1 - PowerPoint Search (Alt+Q) Sign in

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help

Paste New Slide Section Slides Layout Reset

Clipboard Slides Font Paragraph Drawing

Find Replace Select Editing Dictate Designer

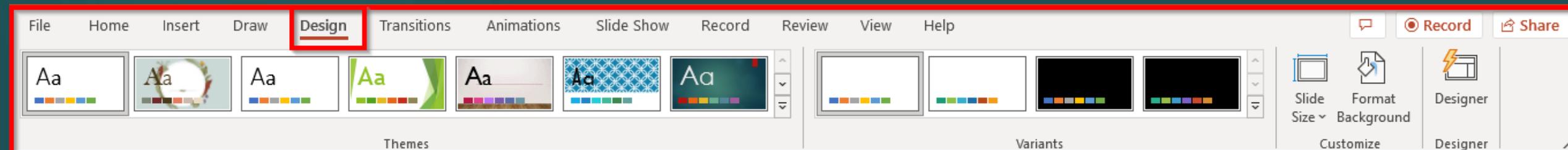
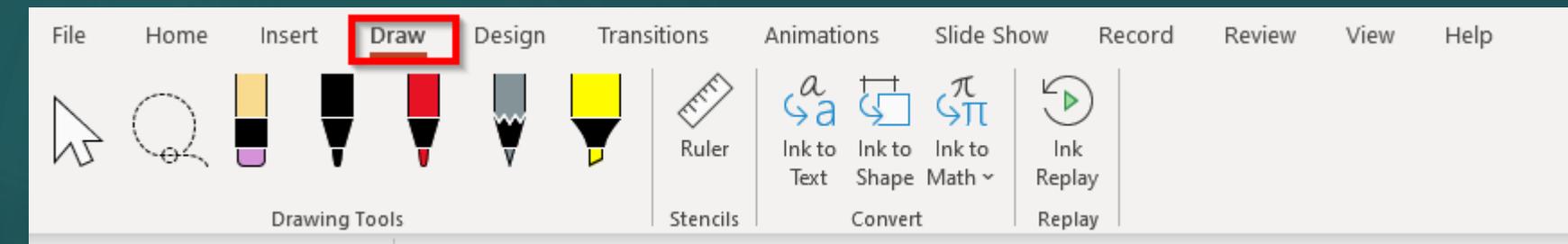
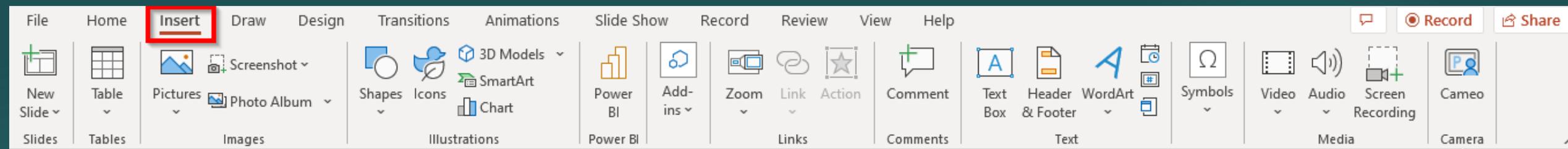
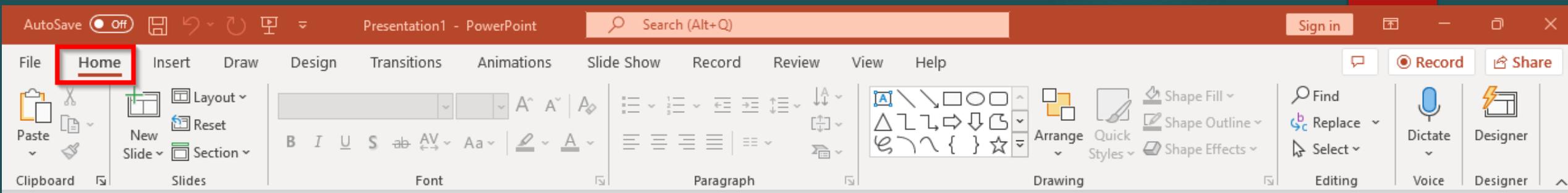
1 Slides Ribbon Lunch Button TAB Groups

Click to add title

Click to add subtitle

Slide 1 of 1 Accessibility: Good to go Notes 72%

# Microsoft PowerPoint Tabs and Groups



# Microsoft PowerPoint Tabs and Groups

File Home Insert Draw Design **Transitions** Animations Slide Show Record Review View Help

Preview None Morph Fade Push Wipe Split Reveal Cut Random Bars Shape

Effect Options

Sound: [No Sound] Advance Slide  
Duration: 02.00  On Mouse Click  
Apply To All  After: 00:00.00

Transition to This Slide Timing

File Home Insert Draw Design Transitions **Animations** Slide Show Record Review View Help

Preview None Replay Rewind Appear Fade Fly In Float In Split

Effect Options

Animation Pane Add Trigger Animation Painter  
Start:  Reorder Animation  
Duration:   Move Earlier  
Delay:   Move Later

Animation Advanced Animation Timing

File Home Insert Draw Design Transitions Animations **Slide Show** Record Review View Help

From Beginning From Current Slide Custom Slide Show Rehearse with Coach Set Up Slide Show Hide Slide Rehearse Timings Record

Start Slide Show Rehearse Set Up

Keep Slides Updated  Use Timings  Monitor: Automatic  Always Use Subtitles  
 Play Narrations  Show Media Controls  Use Presenter View Subtitle Settings

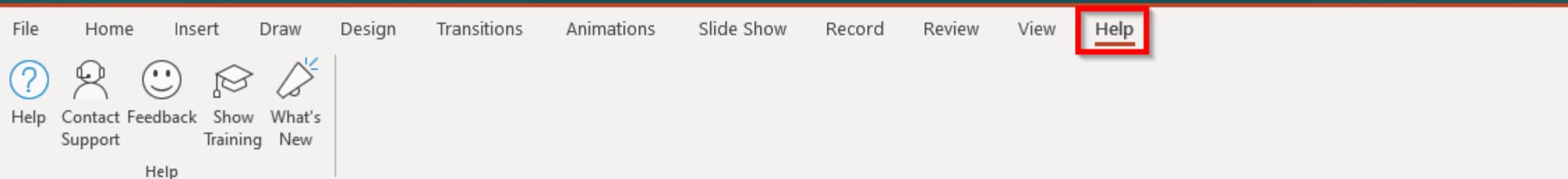
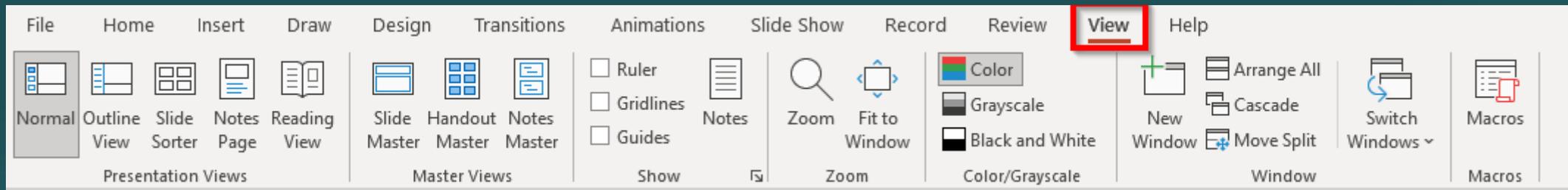
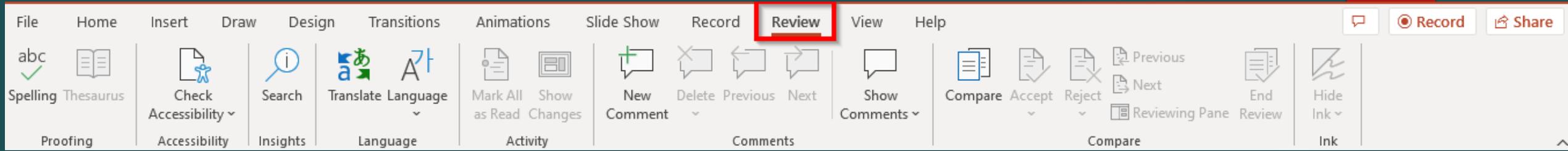
Monitors Captions & Subtitles

File Home Insert Draw Design Transitions Animations Slide Show **Record** Review View Help

Preview From Beginning From Current Slide Screen Recording Audio Clear Recording Save as Show to Video Learn More

Record Edit Export Help

# Microsoft PowerPoint Tabs and Groups





# Demo

Overview of PowerPoint

Template

Slides

Transitions

Animation

Slide Show

# Useful Links

FREE POWERPOINT ONLINE

<https://www.office.com/launch/powerpoint?ui=en-US&rs=US&auth=2>

FREE POWERPOINT TEMPLATE

<https://powerpointify.com/category/free-templates/>

# Q & A