



PowerPoint



What is PowerPoint?

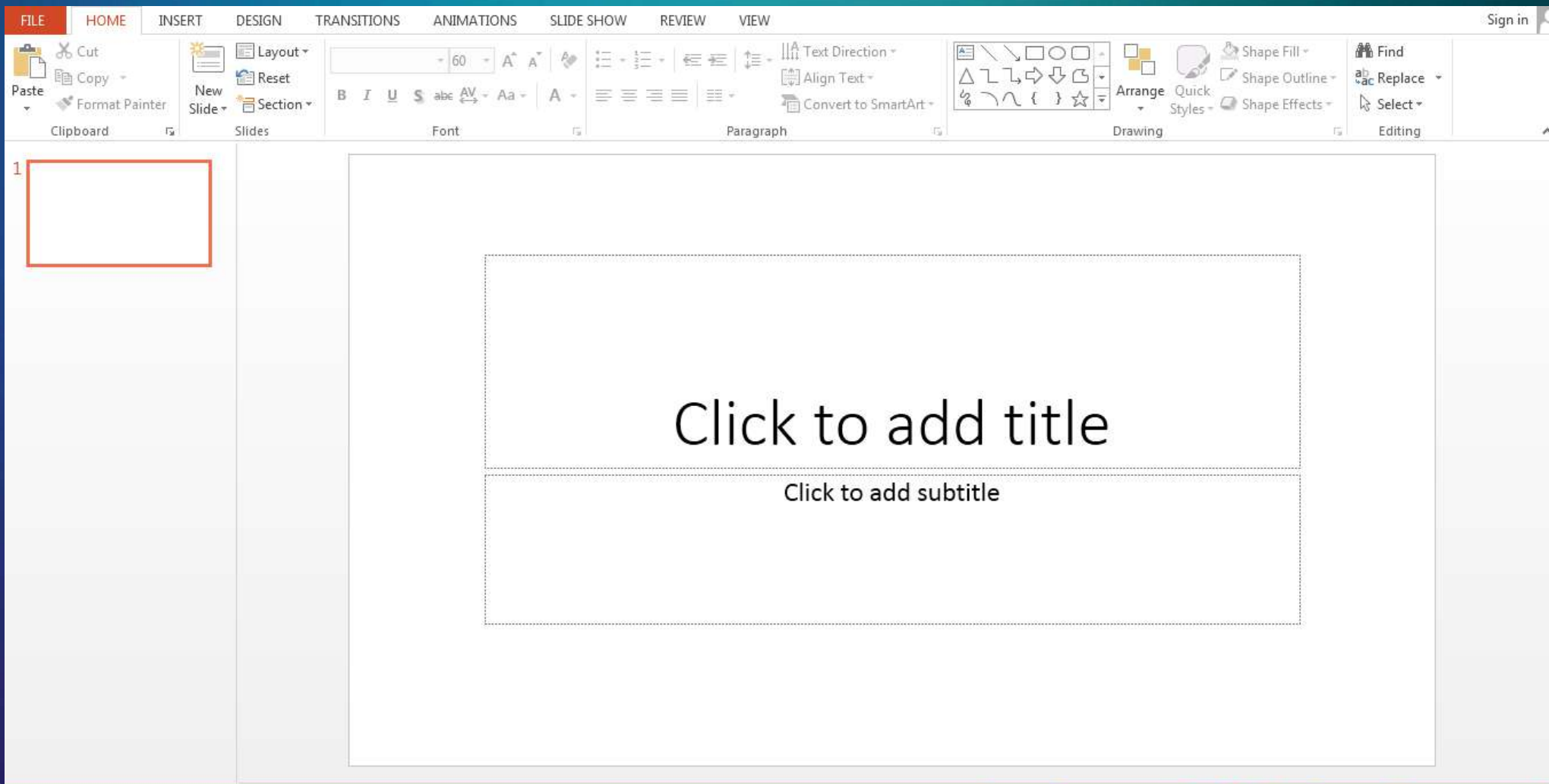


MS PowerPoint is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes.

MS PowerPoint एक प्रोग्राम है जो Microsoft Office suite में शामिल है। इसका उपयोग व्यक्तिगत और व्यावसायिक उद्देश्यों के लिए प्रस्तुतियाँ देने के लिए किया जाता है।



PowerPoint



What is PowerPoint used for?

Microsoft PowerPoint or MS PowerPoint is useful in; Creating Presentation, where one can add animation, photos, videos, and sound effects making it more readable.

Microsoft PowerPoint या MS PowerPoint इसमें उपयोगी है; प्रेजेंटेशन बनाना, जहां कोई एनीमेशन, फोटो, वीडियो और ध्वनि प्रभाव जोड़कर इसे और अधिक पठनीय बना सकता है।



What is a PowerPoint Presentation?

Microsoft PowerPoint is great presentation software designed by Microsoft sometimes abbreviated as PP or PPT. PowerPoint is well utilized to create a slideshow of valuable information through charts, and images for a presentation. It is commonly practiced in business and school presentations.

Microsoft PowerPoint एक बेहतरीन प्रेजेंटेशन सॉफ्टवेयर है जिसे Microsoft द्वारा डिज़ाइन किया गया है जिसे कभी-कभी PP या PPT के रूप में संक्षिप्त किया जाता है। प्रस्तुति के लिए चार्ट और छवियों के माध्यम से मूल्यवान जानकारी का स्लाइड शो बनाने के लिए पावरपॉइंट का अच्छी तरह से उपयोग किया जाता है। यह आमतौर पर व्यवसाय और स्कूल प्रस्तुतियों में अभ्यास किया जाता है।



PowerPoint Notes

- 1.It is an absolute presentation graphics package that gives you everything needed to create a professional-looking presentation. PowerPoint offers word processing, drawing, outlining, graphing, and presentation management tools.
- 2.PowerPoint was developed by Dennis Austin and Thomas Rudkin at a software company named Forethought Inc. It was thought to be identified as Presenter, but due to trademark issues was renamed PowerPoint in 1987.
- 3.The first iteration of PowerPoint was released collectively with Windows 3.0 in 1990.
- 4.The initial version of PowerPoint only allowed slide progression in one direction i.e forward and the amount of customization was somewhat limited.
- 5.Progressively, with every version, the program was more creative and more interactive. Numerous other characteristics were also added in PowerPoint in the later versions which massively increased the demand and use of this MS Office program.
- 6.The default file extension of a Powerpoint presentation is “.ppt”.
- 7.It is a presentation(PPT)-based program comprising slides that use graphics, videos, and other features to make a presentation more interactive and interesting.



Home

Firstly, in PowerPoint, there are slides. Users need to add content to them to make a presentation. From the Home menu, users can add new slides, decide their sequence, layout, design & other word processing functions like font change, size change, etc. PowerPoint layout is used to change the layout of the current slide.

Insert

From the Insert menu, the user can add media like pictures, symbols, audio, video, header, footer, shapes, etc. to the slides to enhance the user's presentation.

Design

The design menu offers the user with ready-made templates & background designs for slides that make the presentation look very attractive.

Transitions

Transitions are animations that you can use when advancing from one slide to the next during a presentation. They can be fun, but be careful not to overdo it with complicated transitions because they can become distracting.

Slideshow

Finally, from the Slideshow menu, the user can view the final form of the slideshow. Users can start the slideshow from the first slide or the slide that users are editing. They can also set display time for each slide from the 'Slideshow' menu.



Animations

During the slide show, the slides emerge on the screen one after the other. In case, one desires to add some animations to how a slide displays itself, they can refer to the “Animations” category.

Transition & Animation are the unique functions of PowerPoint. These menus offer different options in which the text appears on the slides & takes transitions from one slide to another.

With the Animation effect option, the animation effect is applied to the chosen content. Next with Custom Animation, different options will be provided for the animation effects like Entrance, Emphasis, Exit, and Motion path.

1. Slide transition: This group consists of animation effects that are applied to complete slides. During the slideshow, the slide begins as soon as it starts. This is termed the transition effect.

2. PowerPoint Template: Microsoft gives thousands of free, professionally outlined PowerPoint design templates. Several other sources of differing quality and prices are available online, as well.



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