

ASPIRATION SOLUTIONS

MICROSOFT

POWERPOINT

Introduction to PowerPoint:

Microsoft PowerPoint is a professional presentation program that allows the user to create "presentation slides" that can be displayed on the computer screen or through a projector that is plugged into the computer.

1) Home Tab

The Home Tab in Microsoft PowerPoint contains all the necessary commands for inserting and editing slides in a presentation. It usually contains shortcuts to some of the most commonly used features that are available in other tabs in PowerPoint.

✧ Clipboard:

The Clipboard group is the first group in the PowerPoint Home tab. It contains the cut and the paste functions:

✧ Slides:

Slides in PowerPoint are crucial to making any presentation. Thus, the Slides group in the Home menu includes five commands which are all dedicated to adding slides, removing slides, and changing the layout of the slides.

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❄ **Font:**

This group contains all the functions related to the fonts in PowerPoint. The commands in the Fonts group are primarily used for editing the text in a text box of a slide.

❄ **Paragraph:**

The Paragraph group in the Home tab contains functions to edit paragraphs or text within a text box.

❄ **Drawing Group:**

❄ **Editing Group**

2) Insert Tab

❄ **Tables:**

❄ **Illustrations:**

❄ **Text:**

3) Design Tab:

❄ **Page Setup:**

❄ **Themes:**

❄ **Background:**

4) Transition Tab:

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.

❄ **Effect Options:**

❄ **Timing:**

5) Animation Tab

In PowerPoint, you can animate text and objects such as clip art, shapes, and pictures. Animation or movement on the slide can be used to draw the audience's attention to specific content or to make the slide easier to read.

*** The four types of animations:**

*** Effect options**

*** Timing**

6) Slide Show Tab:

*** Start Slide Show**

*** Set Up**

*** Monitors**

7) Review Tab

*** Proofing**

*** Comments**

8) View Tab

*** Presentation Views**

*** Show/Hide**

*** Zoom**

*** Color/Gray scale**

*** Window**

*** Macros**