



MS Power Point

➤ Introduction

- Opening new presentation
- Different presentation templates
- Setting backgrounds
- Selecting presentation layout

➤ Creating a Presentation

- Setting Presentation Style
- Adding Text to the presentation

➤ Formatting a presentation

- Adding Style
- Color, gradient fills
- Arranging objects
- Adding Header & Footer
- Slide Background
- Slide layout

➤ Adding Graphics to the presentation

- Inserting pictures, Movies, Tables
- Drawing Pictures Using draw

➤ Adding effects to the presentation

- Setting Animation & transition effect
- Adding audio and video