



Microsoft PowerPoint

What is PowerPoint?

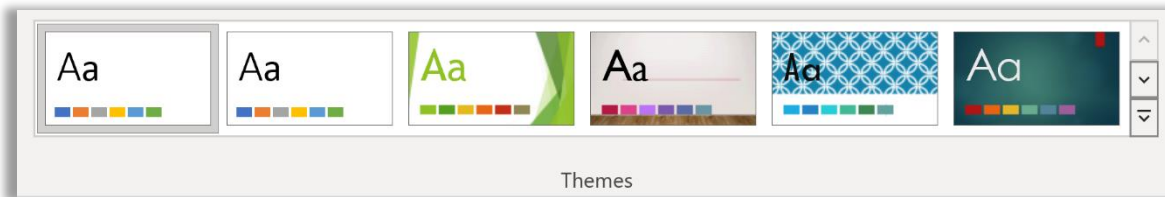
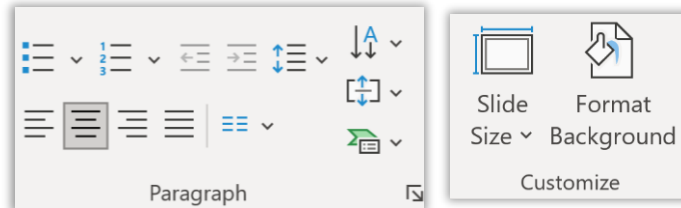
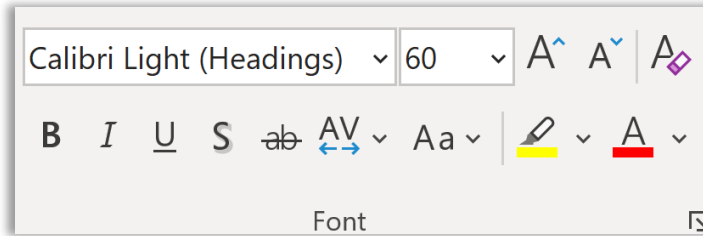
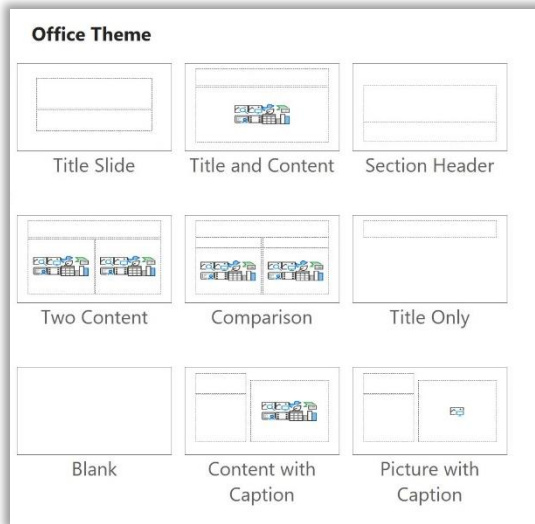
A presentation software that allows you to create clean and impactful slideshows.

Why PowerPoint?

- Strong visual appeal
- Organization and structure
- Flexibility and customization
- Interactive engagement tools
- Access from desktops, laptops, and mobile devices

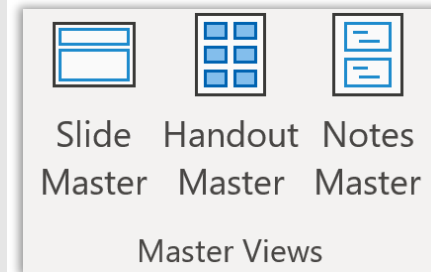
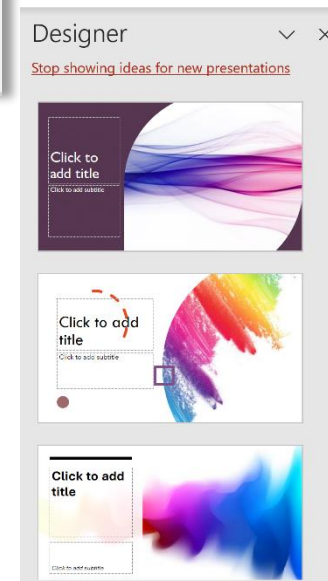
**Layout
and
Design**

Tips and Tricks



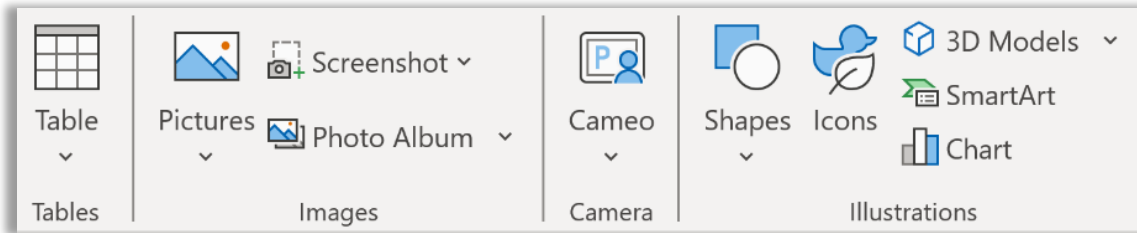
PowerPoint lets you customize just about anything, including slide type, theme, and background! Plus, you can format your presentation using the font styles sizes, line spacing, and more!

Need some inspiration? Use PowerPoint's Designer to see some cool slide design ideas! Plus, use master slides to control the look and feel of your entire presentation!



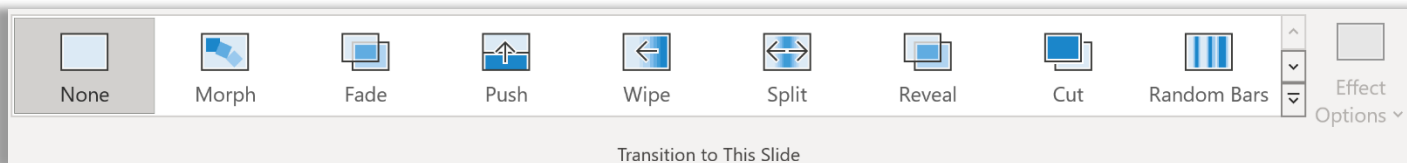
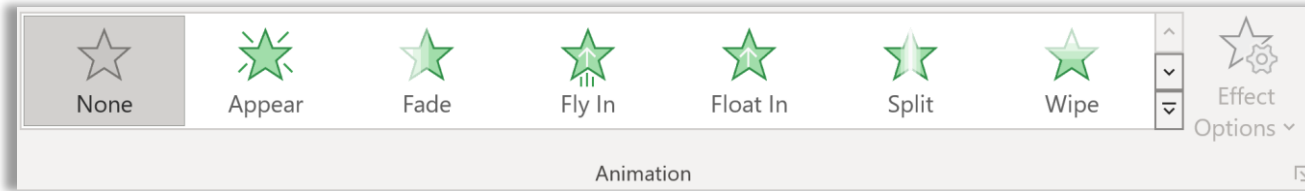
**Add-Ins
and
Effects**

Tips and Tricks



Incorporate visuals, including tables, pictures, shapes, charts, and more in your slides!

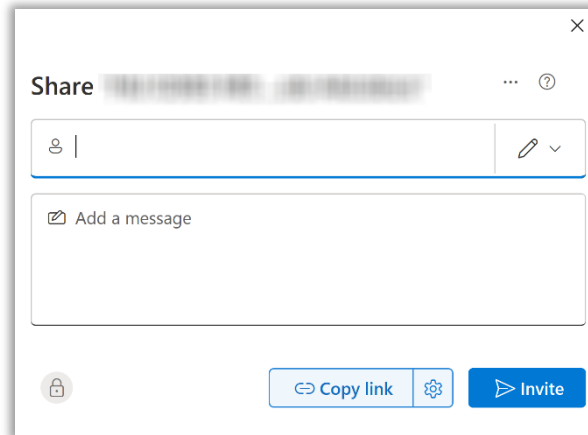
PowerPoint's different animation options create excitement and suspense! You can animate words, phrases, visuals, and more!



Move from slide to slide in style with transitions!

Sharing and Notes

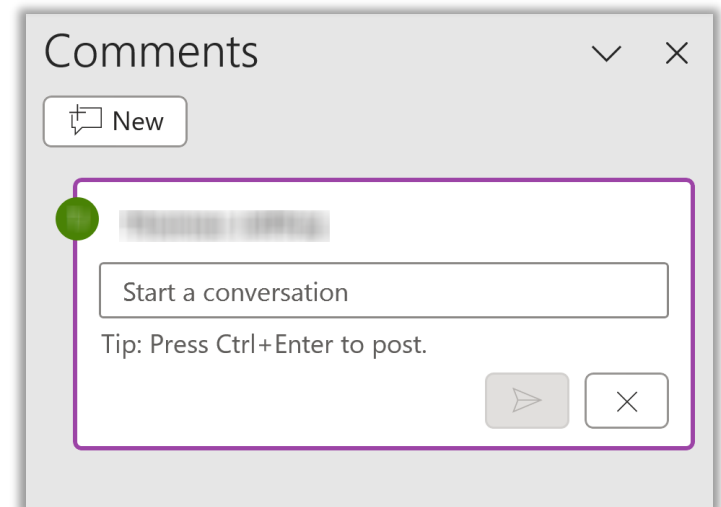
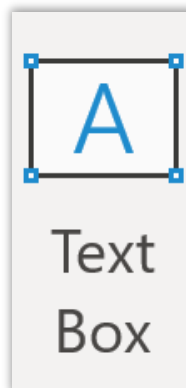
Tips and Tricks



Enhance collaboration with peers, professors, and more by sharing documents. Once shared, add comments to the document and track the changes made by others!


Want to take notes on a presentation? Use the Notes feature to add notes directly under the slide, the Comments feature to add comments related to specific content on the slide or insert a text box to type directly on the slide. Comments are great when collaborating with peers on a presentation!

Click to add notes



**OneNote
and
Presenting**

Tips and Tricks


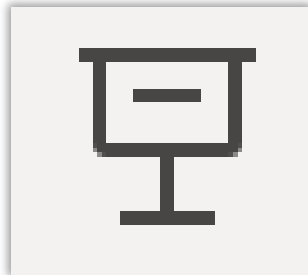


Linked
Notes


OneNote

Want to add a slide to your notes? PowerPoint allows you to link directly to OneNote!

Ready to show off your slides? Enter presentation mode using these controls! Using two monitors? PowerPoint has you covered!



From



From

Beginning Current Slide

Monitor: Primary Monitor

Use Presenter View

Monitors