



Microsoft PowerPoint

Microsoft PowerPoint is a presentation program and is a member of the Microsoft Office suite of applications.

You can use it to create professional-looking and engaging slide shows for projector or TV screen.

Content includes:

- Overview and Navigation
- Adding and editing text
- Using slide layouts
- Working with SmartArt
- Drawing shapes
- Preparing your presentation
- Printing presentation elements
- Themes
- Slide masters
- Templates
- Tables
- Working with charts
- Adding and enhancing images
- Media and action buttons
- Animation and transitions
- Setting up a self-running presentation
- Rehearsing timings
- Creating a custom show
- Using presenter view
- Saving and sharing presentations
- Working collaboratively

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