Microsoft PowerPoint

Given below are a few important things that one must know about the development and introduction of Microsoft PowerPoint:

© The program was created in a software company named Forethought, Inc. by Robert Gaskins and Dennis Austin.

© It was released on April 20, 1987, and after 3 months of its creation, it was acquired by Microsoft.

© The first version of this program, when introduced by Microsoft was MS PowerPoint 2.0 (1990).

© It is a presentation-based program that uses graphics, videos, etc. to make a presentation more interactive and interesting.

© The file extension of a saved PowerPoint presentation is ".ppt".

© A PowerPoint presentation comprising slides and other features is also known as PPT.

Purpose:

© MS PowerPoint is a program that is included in the Microsoft Office suite. The main purpose of Microsoft PowerPoint is to enable the user to create dynamic, informational slides through the use of text, graphics, and animation. It is an easy program to use and a powerful tool for giving a presentation. This is especially useful in office meeting to explain project presentation.

You can use Microsoft PowerPoint for-

© Creating a presentation on a product you want to sell.

© Creating a presentation on a topic you want to share with others.

© Creating a presentation on your analysis of a business project and discuss about the performance and areas of improvement.

© Creating a photo album.

© Creating a MP4 video with your favorite pictures that you can watch in a media player, upload on social networking websites or on YouTube.

© Creating an eBook.

© Creating Banners, visiting cards and many more., Combining End-User Software Development, Testing and Evaluation

What is MS PowerPoint?

© PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to create professional-looking electronic slide shows.

How to open MS PowerPoint on a personal computer?

Follow the steps below to open MS PowerPoint on a personal computer:

© Click on the start button
© Then choose "All Programs"
© Next step is to select "MS Office"
© Under MS Office, click on the "MS PowerPoint"

A blank presentation is open on the screen. According to the requirement, a person can modify the template for a presentation and start using the program.

What is a PowerPoint presentation or PPT?

© A combination of various slides depicting a graphical and visual interpretation of data, to present information in a more creative and interactive manner is called a PowerPoint presentation or PPT.

What is a slide show in a PowerPoint presentation?

© When all the slides of a PowerPoint presentation are set in series and then presented to a group of people, where each slide appears one after the other, is a set pattern, this is known as a PowerPoint slide show.

What all elements can be added to a slide?

The following elements can be added to a PowerPoint slide:

© Clip Art
© Graphs
© Tables
© Photographs
© Charts
© Media Clips
© Videos

All these elements are mainly used to enhance presentation skills and make the slide more interactive.

Features of MS PowerPoint

There are multiple features that are available in MS PowerPoint which can customize and optimize a presentation. The same have been discussed below.

Slide Layout

Multiple options and layouts are available based on which a presentation can be created. This option is available under the "Home" section and one can select from the multiple layout options provided.

The image below shows the different slide layout options which are available for use:
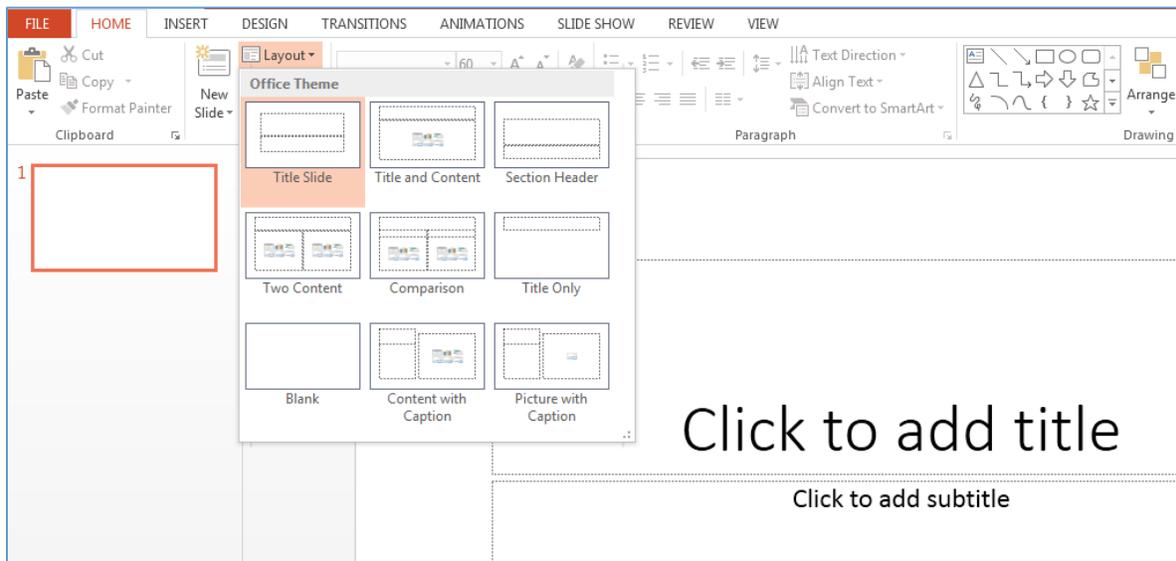
Insert – Clipart, Video, Audio, etc.

Under the "Insert" category, multiple options are available where one can choose what feature they want to insert in their presentation. This may include images, audio, video, header, footer, symbols, shapes, etc.

The image below shows the features which can be inserted:
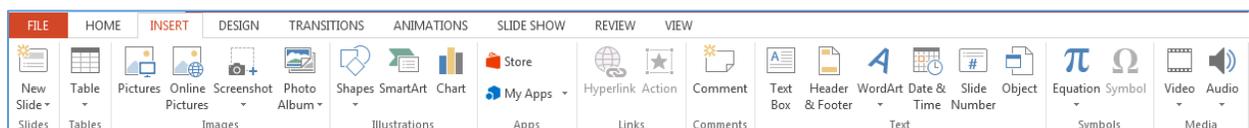
Slide Design

MS PowerPoint has various themes using which background colour and designs or textures can be added to a slide. This makes the presentation more colourful and attracts the attention of the people looking at it.

This feature can be added using the "Design" category mentioned on the homepage of MS PowerPoint. Although there are existing design templates available, in case someone wants to add some new texture or colour, the option to customize the design is also available. Apart from this, slide designs can also be downloaded online.

Refer to the below for slide design:
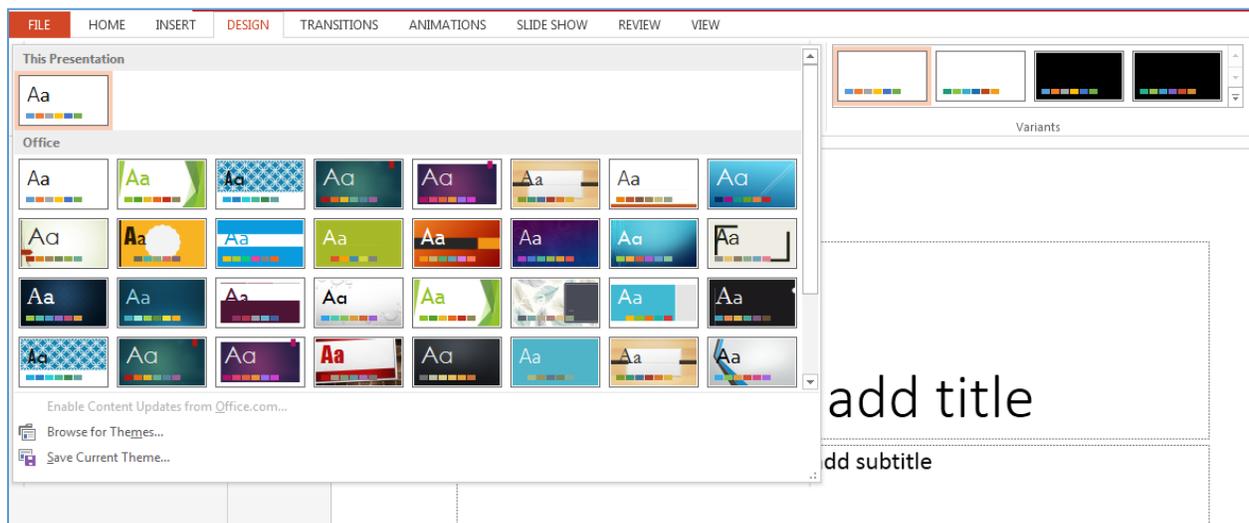
Animations

During the slide show, the slides appear on the screen one after the other. In case, one wants to add some animations to the way in which a slide presents itself, they can refer to the "Animations" category.

The different animation styles available on PowerPoint are:
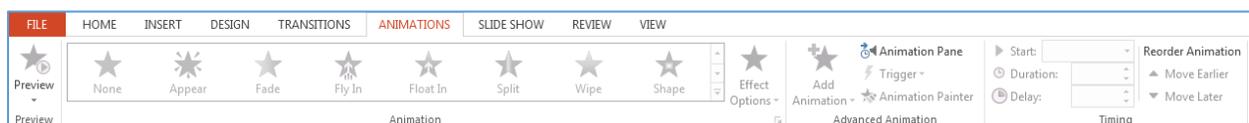
❖ *Apart from all these options; font size, font style, font colour, word art, date and time, etc. can also be added to a PPT.*

Uses of PowerPoint Presentation

PowerPoint presentations are useful for both personal and professional usage. Given below are a few of the major fields where PPT is extremely useful:

© Education – With e-learning and smart classes being chosen as a common mode of education today, PowerPoint presentations can help in making education more interactive and attract students towards the modified version of studying
© Marketing – In the field of marketing, PowerPoint presentations can be extremely important. Using graphs and charts, numbers can be shown more evidently and clearly which may be ignored by the viewer if being read
© Business – To invite investors or to show the increase or decrease in profits, MS PowerPoint can be used
© Creating Resumes – Digital resumes can be formed using MS PowerPoint. Different patterns, photograph, etc. can be added to the resume
© Depicting Growth – Since both graphics and text can be added in a presentation, depicting the growth of a company, business, student's marks, etc. is easier using PPT.

Basic PowerPoint shortcut keys

First of all, let us take a quick look at some of the most basic or general keyboard shortcuts that are used for opening, closing, and switching between multiple presentations documents, including navigating through the Ribbon.

© Ctrl + N – Create a new presentation document
© Ctrl + O – Open an existing presentation document
© Ctrl + S - Save a presentation
© Alt + F2 or F12 – Open the Save As dialog box
© Ctrl + W or Ctrl + F4 – Close a presentation
© Ctrl + Q – Save and close a presentation
© Ctrl + Z – Undo an action
© Ctrl + Y – Redo an action
© Ctrl + F2 – Print Preview View
© F1 – Open the Help pane
© Alt + Q – Directs to the "Tell me what you want to do" box
© F7 – Check for spellings
© Alt or F10 – Turn the key tips to 'on' or 'off'
© Ctrl + F1 – Show or hide the ribbon
© Ctrl + F – Search in a presentation or use Find and Replace
© Alt + F – Open the File tab menu
© Alt + H – Go to the Home tab
© Alt + N – Open the Insert tab

- © Alt + G – Open the Design tab
- © Alt + K – Go to the Transitions tab
- © Alt + A – Go to the Animations tab
- © Alt + S – Go to the Slide Show tab
- © Alt + R – Go to the Review tab
- © Alt + W – Go to View tab
- © Alt + X – Go to the Add-ins tab
- © Alt + Y – Go to the Help tab
- © Ctrl + Tab – Switch between open presentations