



## 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