Power point

Important Topic

Presentation and Power point Presentation

- A **presentation** is a collection of data and information that is to be delivered to a specific audience
- A **power point presentation** is a collection of electronic slides that can have text, pictures, graphics, tables, sounds and video. This collection can run automatically or can be controlled by presenter.

Important Feature of PowerPoint

- Slide show for Presenting Information.
- Different Transition and animation effect support
- Support different multimedia Facilities
- Different layout can be used as per content
- Slide master
- Hyperlink
- Automatic slide transition and animation
- Slide templates support
- Support picture, table and different graph

What Are Benefits of PowerPoint?/ why power point is powerful tool for Presentation?

- **Visual Impact**
- **Flexibility**
- **Content Management**
- **Audience Engagement**
- **Collaboration and Sharing**
- **Efficiency**

- **Visual Impact**

PowerPoint allows us to create visually appealing slides with graphics, images, and animations to make the presentation engaging and memorable.

- **Content Management**

It helps to organize the content in a structured manner, allowing us to present information in a clear and logical sequence.

- **Flexibility**

With PowerPoint, you can easily rearrange slides, add or remove content, and customize the layout to suit your needs, giving you the flexibility to adapt your presentation on the fly.

- **Audience Engagement**

We can incorporate interactive elements such as hyperlinks, audio, and video into our PowerPoint presentation to enhance audience engagement and understanding.

- **Collaboration and Sharing**

PowerPoint facilitates collaboration among team members by allowing multiple users to work on the same presentation simultaneously. Additionally, presentations can be easily shared via email or on any online platform.

- **Efficiency**

PowerPoint streamlines the process of creating presentations, with built-in templates, themes, and formatting options that save time and effort.

Slide master and Slide Sorter

- **Slide master** is the top slide that controls all information about the theme, layout, background, color, fonts and positioning of all slides. Using the slide master can be an easy way to adjust the look of an existing theme or make overall changes to all slides in your presentation.
- **Slide Sorter**
- Slide Sorter View displays a thumbnail of all your slides. This view allows you to easily reorganize your slides along with adding slide transitions (i.e. how the next slide appears during the presentation) and simple text animation (i.e. how text appears on the slide during the presentation).

The Key Benefit /feature of Slide Master

- To modify and using slide masters is that you can make universal style changes to every slide in your presentation.
- When you use a slide master you save time because you don’t have to type the same information on more than one slide.
- The slide master especially comes in handy when you have extremely long presentation with lots of slide.

Slide Transition and Animation

- A slide transition is how one slide is removed from the screen and the next slide is displayed during a presentation
- Power point offers many entertaining and different slide transition scheme.
- To apply transition schemes to all the slides in your presentation select **apply to all** . You can also adjust the duration of the transition by setting a time in the duration box located above **apply to all**.

Slide Animation

- Animations are the special visual or sound effect that can be added to text or an object.
- Flying text bullet points from the left one word at a time or hear the sound of applause with a picture entry is one of the best example of animation
- You can use animation to make focus on important points, to control the flow of information and to increase interest your presentation.