PowerPoint

What is PowerPoint ?

Power Point is a Presentation software.

There are 3 methods to open PowerPoint

1. Start → Microsoft office → Microsoft PowerPoint 2010.
2. Go to search box and type PowerPoint.
3. Start + R → RUN (Then type “Powerpnt”)

Extension name of PowerPoint 2010

.PPTX

Extension name of PowerPoint 2007

.PPT

What is Transition ?

A slide transition is the visual effect that occurs when you move from one slide to the next during a presentation

What is Animation ?

Animation is a motion that helps to move objects dynamically on a slide

There are 4 types of animation effect

- Entrance
- Emphasis
- Exit
- Motion paths