

Creating Presentations with Microsoft

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1. Introduction

- PowerPoint is software for creating slide-based presentations.
- It combines text, images, and multimedia to communicate ideas visually.

2. Building Slides

- **Slide:** a single screen of content in the presentation.
- Use layouts to position titles, text, and placeholders.
- Add and reorder slides to structure the message logically.

3. Adding Content

- Insert text, images, shapes, charts, and tables.
- **Multimedia:** embed audio and video for engagement.
- Keep text concise and use bullet points for clarity.

4. Design and Formatting

- **Themes:** apply consistent colours, fonts, and backgrounds.
- Use the slide master to set uniform formatting across slides.

5. Animations and Delivery

- **Transitions:** visual effects between slides.
- **Animations:** control how individual elements appear.
- Use Slide Show view and presenter notes when delivering.

6. Summary

- PowerPoint lets users build, design, and animate slides, combining clear content and consistent themes for effective presentations.