

Multimedia presentations are mostly used by business people.

A presentation is graphic show of topic or discussion

Presentations can include sound, transitions, graphics, text, bullet lists, voice over, music and more.

Presentations are easy and short, time savers.

The possibilities are nearly endless.

The normal view contains the outline pane, the slide pane and the notes pane.

The outline pane allows you work on and improve your sideshow.

The slide pane allows you to change the media on the slide

The notes pane give the speaker the opportunity to reread his notes as he presents.

The slide sorter allows you to see all the slides at once as thumbnails.

The slide master allows you to edit many things like font size, font text, background fonts, etc.

Macros allow you to program many things and then perform it with one button press.

CDs, network and local disk drives are the 3 main ways to share a powerpoint.

Toolbars provide shortcuts as one press rather than searching through a whole menu.

Ellipsis means there is more (a display box.)

An arrow means there is another menu.

Nothing means it will load that action.

Options greyed out aren't available at that time.

When powerpoint starts up, you can open existing, create a new blank, or a new from a template.

The powerpoint can be varied.

The most basic editing tool is spell checker. Only checks misspelt words.

Powerpoint can make comments to show others while they watch the presentation, not in the slide.

Proofreading and watching the slideshow is the most effective.

File extensions for power points are .ppt and the template is .pot.

Presentations saved cannot have the same name.

Too much text, slow visuals, unreadable text, and plain text and no graphics can make a powerpoint boring.

Use correct colors to the theme of your presentation e.g red=excitement energy passion heat. yellow=joy happiness optimism hazard. Colors can represent countries e.g yellow=asia egypt, red=china india.

Fonts are very important, the text may not be hard to read or confusing but at the same time not boring.

Presentations have text, bullets, sentence structure, graphics and sound.

Keep text short and rely on other aspects of the slide as well.

Use visuals and graphics to present information in a non-text format