

Important Symbols

PowerPoint	Add New Slide	Insert Picture	Insert Word Art	Insert Sound	Format Background	Play Slide Show	Paste	Insert Text Box	Transition

Key Vocabulary

Slide	A slide is a single page of a presentation.
Design	The design is the style of the presentation- including the colour of the slides, font styles and layout.
Transition	A slide transition is the visual effect that occurs when you move from one slide to the next.
Animation	These are visual effects for objects in a PowerPoint. Animation brings objects like text, images, or charts on or off the slide.
Slide Show	This is another name for a presentation.
Word Art	This is a way of giving your text different effects.
Text Box	A special shape designed to place text onto slides.

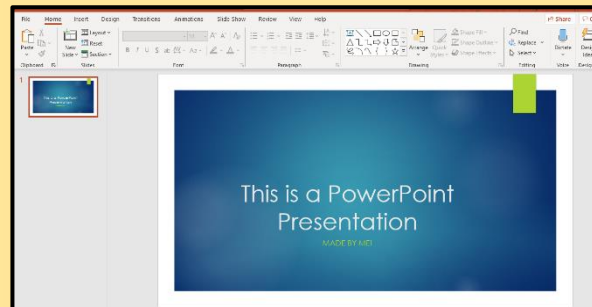
What is PowerPoint?

PowerPoint is part of Microsoft Office software. It is mainly used to create multimedia presentations.

PowerPoint is opened from the Start Menu.

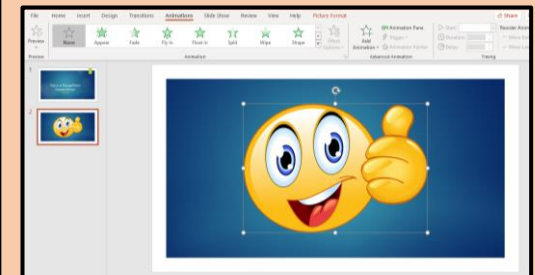
PowerPoint uses a system of slides which can contain words, images, charts and sounds.

Here is what PowerPoint looks like:



Key Skills

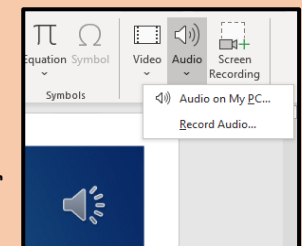
Animation:



Select the image you want to animate, click on the Animation tab and choose an effect. Each object can be animated.

Sound (audio):

Click on the Insert tab, select Audio and then choose a sound file or record your own sound.



All of the features are accessed from the tabs along the top:

