WHAT IS POWERPOINT

PowerPoint is a complete presentation graphics program that can be used to present professional looking presentations called Slide Shows. Several features that make it easy to create a slide show are available. These tasks and options are readily available to the user. Diagrams, tables, pictures, video, sound, transitions, and animation effects can be added to the presentation. The features listed in the table below can be used when creating a PowerPoint presentation.

Feature	Description
Word Processing	When working with a PowerPoint slide, it is possible to create bulleted and numbered lists, combine words and images, find and replace text, and use multiple fonts and font sizes. Tables created in Word can be imported into a PowerPoint slide or tables can be created directly in the PowerPoint program.
Outlines	Word outlines can be imported into the PowerPoint presentation to create slides. It is also possible to add text to a presentation using the outline feature in PowerPoint.
Charts	It is possible to create charts in PowerPoint. Once the chart has been created, it is possible to change or add chart elements. It is also possible to import charts from an Excel workbook. Different types of formatting may be added to a chart.
Draw	PowerPoint provides options for inserting different shapes such as rectangles, lines, arrows, circles, action buttons, and diagrams into a slide. These shapes and diagrams can be formatted and grouped.
Insert Multimedia	Videos and sounds, as well as animations, can be inserted into a slide Bing Search and YouTube can be used to locate hundreds of media files that may be inserted into a presentation.
Save to the Web	It is possible to save a presentation to the Web in HTML format. The presentation can then be displayed on the Internet or an Intranet. When a presentation is saved in HTML format, people viewing the presentation are not required to have PowerPoint installed.
Email	A presentation can be emailed as a PowerPoint attachment or as a PDF file attachment in an email message.
Collaborate	PowerPoint presentations can be shared with friends and coworkers. The slides can be reviewed by friends and coworkers and comments can be inserted with suggestions for enhancing the presentation.
Prepare Delivery	It is possible to rehearse the timing of a presentation so that it will be coordinated with the presenter's speech. It is also possible to show only selected slides in the presentation and to package a presentation for a CD.