




# POWER POINT LECTURE

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A decorative white floral border with intricate scrollwork and leaf patterns, set against a solid black background. The border frames a central white area where the text is located.

**PowerPoint** is a presentation program developed by Microsoft. ... The software allows users to create anything from basic slide shows to complex presentations. **PowerPoint** is often used to create business presentations, but can also be used for educational or informal purposes



# Benefits power point

Can be edited easily

Can incorporate text and image from any documents

Can utilize animation effects

Can be easily stored , shared , and reused .



The power point window :

Menu bar tabs

Ribbon

Slide pane

Notes pane

Status bar

Slide bar




Office button: -

New - open - save - save as -  
print - prepare - send - publish -  
close .



The ribbon :

Home – insert – designs – animation – slide show  
– review - view – add –ins .



Creating a new presentation With design themes:

Office button – new - new presentation – blank  
presentation – Create – design .