

Power Point



What is Power Point?

PowerPoint is an application software. Which is used to make a presentation. Images, text videos and much more information are also used to create a presentation. The page on which the presentation is made is called slide.

How to open Power Point in Computer?

- Start Button
- All Program
- Microsoft Office
- Click Power Point

How to shortcut open power point in computer with keyboard?

- Run Open (Window key + R)
- Type powerpnt
- Enter
- Your power point has been opened

CREATE PRESENTATION

How to make presentation in Power Point?

- Type Contents on the slide
- To make your presentation colorful, go to the Design tab
- Go to the Transitions tab to apply motion effects to the PowerPoint page or Slide
- Go to the Animation tab to apply motion effects to the PowerPoint page or Slide
- After doing all the above steps, your presentation will be made

**Now we will make a presentation related to computer courses.
Note down all the materials given below in your copy.**

FIRST SLIDE

Computer



SECOND SLIDE

Computer Courses

Basic Computer
Financial Accounting
Graphic Design
Web-Designing
Programming Courses

THIRD SLIDE

Basic Computer

Paint
Notepad
WordPad
MS-Word
MS-Excel
MS-PowerPoint
Internet
Computer Fundamentals

FOURTH SLIDE

Financial Accounting

Basic Accounting

Tally Erp9 (Enterprise Recourse Planning)

Accounting Feature

Inventory Feature

Taxation

TDS, GST, SGST, IGST

GST Return Etc.

FIFTH SLIDE

Programming Courses

C, C++, Python

Java, Php, .Net

Android

Java Script

Core Java

Advance Java Etc.