

# Microsoft PowerPoint

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# INTRODUCTION

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**Microsoft PowerPoint** is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to create oral presentations. By default, documents saved in PowerPoint are saved with the **.pptx** extension whereas, the file extension of the prior PowerPoint versions is **.ppt**.

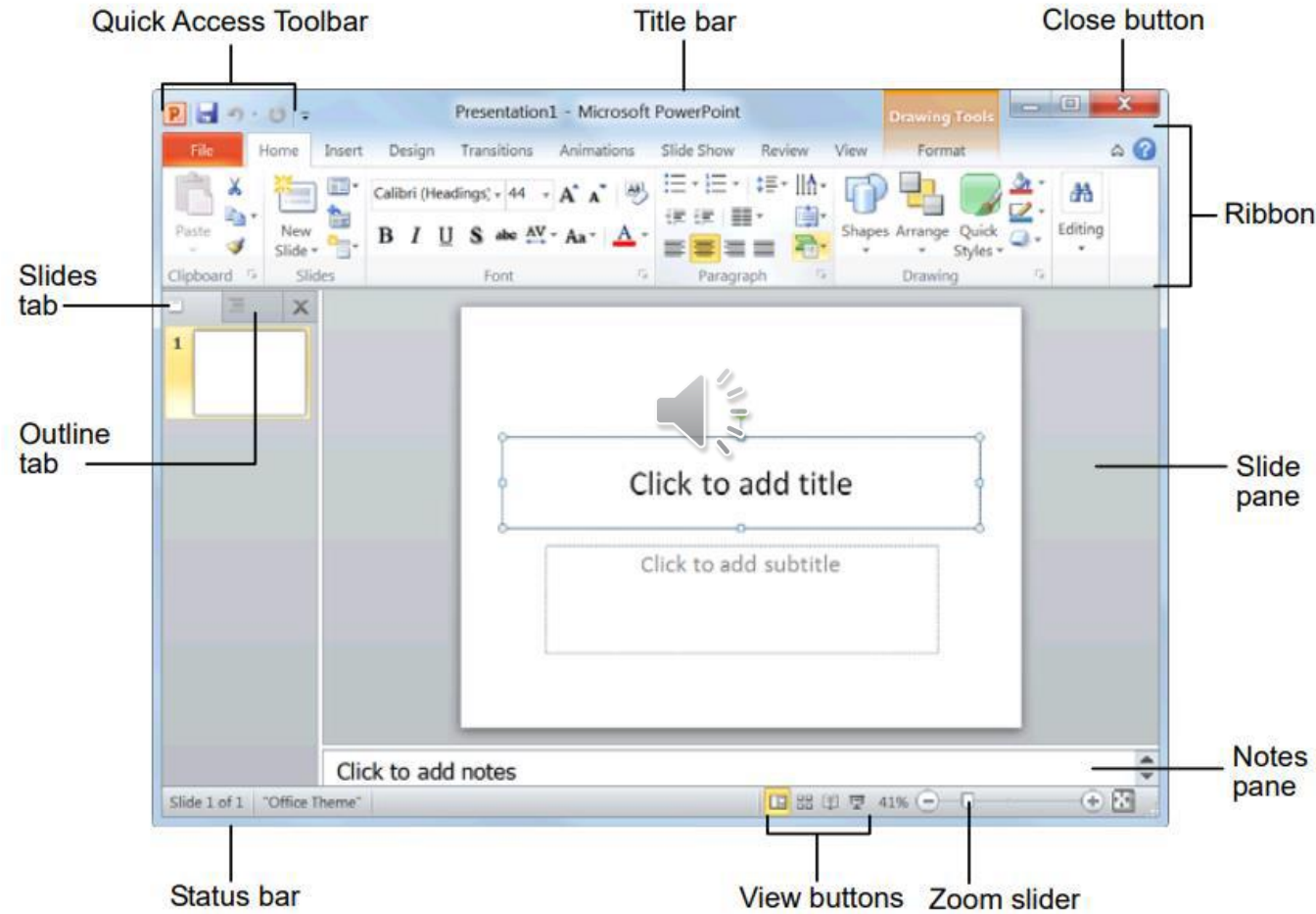
# Benefits of Power Point

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**PowerPoint provides multiple benefits to users, including:**

- ❑ It is widely used, and considered the "standard" for presentation software. If you create a PowerPoint presentation, it's likely that anyone you want to share it with will be able to open and view it, either with PowerPoint or with a compatible application.
- ❑ It includes many optional presentation features, including slide transitions, animations, layouts, templates, and more.
- ❑ It offers the option to export its slides to alternative file formats, including GIF and JPG images, MPEG-4 video, PDF, RTF (rich text format), WMV (Windows Media Video), and PowerPoint XML.

# Microsoft PowerPoint Parts



# The Quick Access Toolbar

- ❑ Located just above the **Ribbon**, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, **Redo**, and ***Start From Beginning*** commands. You can add other commands depending on your preference.

