

Introduction to MS PowerPoint

Chapter 4: Introduction to MS PowerPoint · Topic 1

Key Concept

A PowerPoint presentation is made up of slides, each containing text, images, or other content to share information.

We can add titles and bullet points to slides to organise our ideas clearly for the audience.

PowerPoint lets us insert pictures and change slide designs, making our presentations more colourful and engaging.

Presenting with PowerPoint helps us share information effectively during a talk, project, or school presentation.

Quick Revision Notes

- PowerPoint creates slideshows.
- A presentation is made of slides.
- Slides contain text, images and content.
- Titles and bullet points organise ideas.
- We can insert pictures into slides.
- We can change slide designs.
- This makes presentations colourful and engaging.
- PowerPoint helps present information effectively.

Practice Questions

- 1 Plan a simple slide with a title and three bullet points.
- 2 Discuss where you could insert a picture in a slide.
- 3 Practice creating a slide about your favourite animal.
- 4 Discuss why slides should not have too much text.
- 5 Talk about a presentation you have seen.
- 6 Plan three slides for a short presentation.