

# Microsoft PowerPoint



Microsoft Power Point is a popular presentation program for

Windows, and is used to create slideshows, composed of text, graphics, movies and other objects.

In Level 1, students will learn the basic functions of PowerPoint, including entering text in a new slide, inserting/rearranging slides, changing text, alignment/spacing, changing text font, style, size, and colour, adding a header/footer, previewing a presentation, saving, and printing.

In Level 2, students will learn how to use custom animations, animation schemes, action button, background and colour effects, advanced formatting, and much more.