Unit 7 seminar

Your Name (First M. Last)

School or Institution Name (University at Place or Town, State)

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**Summary:**

It is a presentation program that one can open on his/her PC, Mac, mobile or any other device. It helps you help in telling your story visually. By using PowerPoint, one can create a presentation from template. There are thousands of templates that are available on the internet; one can pick a template of his choice. Next, the user can add image, art, and videos as well for making it appealing for the viewer. Selection of the design is one of the essential things. Next, in the PowerPoint, there come the transitions, animations and cinematic motions. After finalizing PowerPoint slides, the user could save it to One Drive from computer or any device on which it is made. One should share it with others so that they can also see it and make changes if want. Also by sharing the PowerPoint, you can work together. When you are out of the office or home you can use mobile PowerPoint app on your phone as well.

Once you are done with your PowerPoint get yourself prepare to present it confidently. Show your current slides, sparker notes, and next slides so that you could stay focused and connect with the audience. One can also choose various themes that should be in accordance with audience. There is a long list of options that a user can select. PowerPoint helps you to convey your ideas to the target audience. The user can use same theme for all slides or could choose a different theme for each slide. It is a tool that makes the task of creating, collaborating and presenting idea easy. It makes the concept visually compelling and holds the attention of the audience for long. It is used for displaying essential notes. Mostly it is used for official and educational purposes.

References:

*Video: What is PowerPoint?*. (2019). *Support.office.com*. Retrieved 16 February 2019, from https://support.office.com/en-us/article/Video-What-is-PowerPoint-5f9cc860-d199-4d85-ad1b-4b74018acf5b?ui=en-US&rs=en-US&ad=US