

Course
&
Test Series

Introduction to Digital Presentation, Create, Open and Save

Microsoft PowerPoint

Module 1 - Introduction to Digital Presentation, Create, Open and Save



CBSE

Introduction to Digital Presentation:

A digital presentation is a structured way of communicating information using electronic slides that contain a combination of text, images, audio, video, charts, animations, and transitions. These presentations are created using specialized software like Microsoft PowerPoint, Google Slides, Apple Keynote, Prezi, or Canva.



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Digital presentations are widely used in education, business, marketing, corporate meetings, research, and public speaking to deliver information clearly and effectively. They help engage audiences by making content visually appealing and easy to understand.



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Importance of Digital Presentation:

1. Enhances Visual Communication:

Digital presentations allow the use of images, charts, graphs, and videos, making complex topics easier to understand. Visual elements help grab attention and improve audience engagement.

2. Makes Information More Organized:

Content can be structured into slides for a step-by-step explanation. Helps in maintaining a logical flow, making the presentation easy to follow.

3. Increases Audience Engagement:

Interactive elements like animations, transitions, and embedded videos keep the audience interested. Helps in making learning and discussions more interactive.

4. Saves Time and Effort:

Easy to create, edit, and update slides as needed. Templates and pre-designed layouts help in quickly preparing professional presentations.

Microsoft PowerPoint:

Microsoft PowerPoint is popular presentation software used to create digital slideshows with text, images, videos, and animations. It is widely used in education, business, and professional settings.



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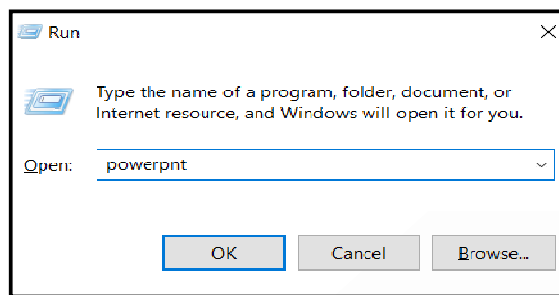
Methods to open MS PowerPoint:

Method 1: Using Start Menu:

- Click on the Start Menu (Windows icon).
- Type "PowerPoint" in the search bar.
- Click on Microsoft PowerPoint to open the application.

Method 2: Using Run Command:

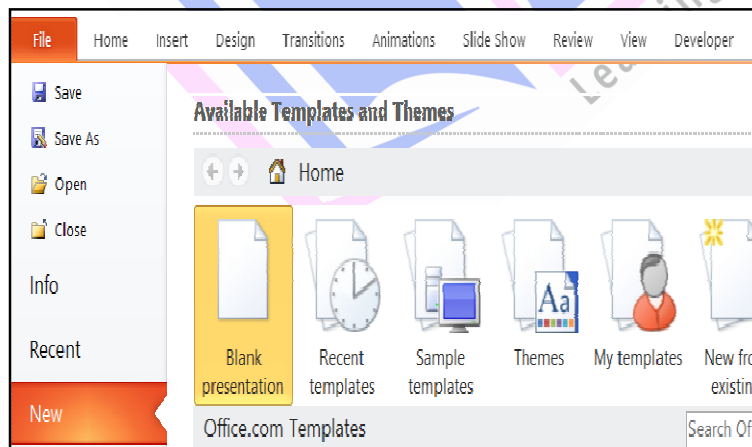
- Press Windows + R to open the Run dialog box.
- Type powerpnt and press Enter.



Creating Presentation:

Steps to create Presentation:

1. Open Microsoft PowerPoint
2. Click on "Blank Presentation" to start from scratch.
3. Pre-made Template: Click on File → New, then choose a template for a professional look.



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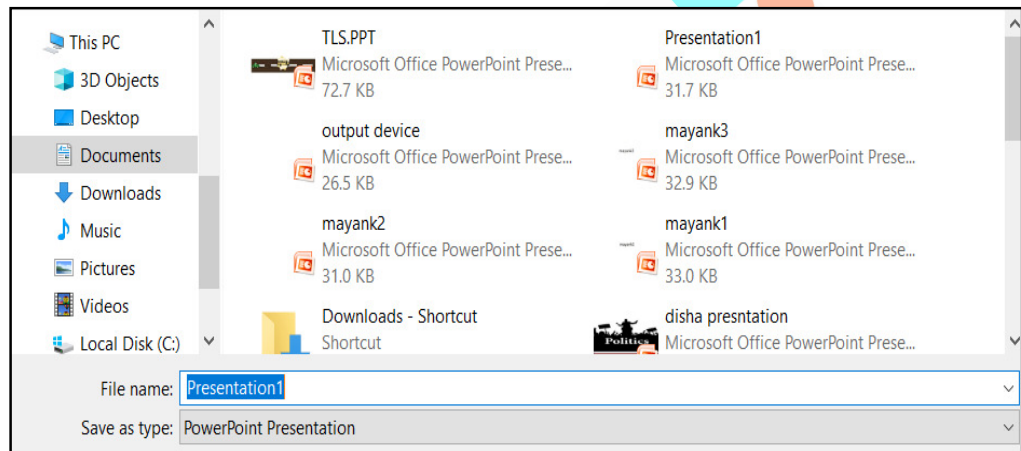
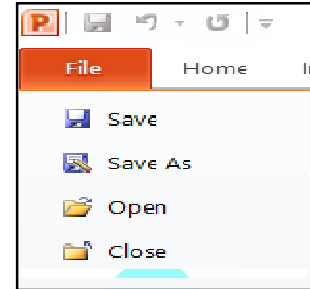
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Introduction to Digital Presentation, Create, Open and Save

Steps to Save Presentation:

1. Click on the File tab (top-left corner).
2. Click on Save.
3. Choose where to save:
 - a. This PC (for local folder)
 - b. Browse (to select a specific location)
4. Enter a name for your presentation.
5. Choose the file type (usually .pptx is selected by default).
6. Click the Save button.



Steps to Open Presentation:

1. Click on the Start menu or search bar.
2. Type PowerPoint and click on it to open.
3. Once PowerPoint opens, click on File tab (left side) and then click on Open option.
4. And, then browse to find the file saved on your computer.
5. Or select recent option to open Recent presentations on which you work.

