



How to Make a PowerPoint Presentation?

Knowing the basic steps for creating a PowerPoint presentation is very important and a very powerful skill to have in order to convey visualized messages and information to an audience.



Create a Presentation

Using an existing template is easier and will save time, but a blank presentation will provide flexibility to customize your own look or brand.



Add & Format Slides

Add slides through "New Slide", format the slides with functions under the "Design" tab & control the entire appearance of the presentation with "Slide Master" function under the "View" tab.



Add & Format Text

To add text, go to the "Insert" tab, choose "Text Box", and click on the slide. To format the text box and the text inside it go to the functions under the "Shape Format" tab.



Visual Elements

Visual and textual information catches the audience's attention and facilitates better understanding. This includes: graphs, pictures, shapes, etc.



Transitions & Animations

Adding transitions and animations makes PowerPoint presentations more appealing to the audience.

Create Powerpoint Presentations In A Weekend

Léo Pomar



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