

## Microsoft Powerpoint

Default # of slides is 1

### **Slide Layout**

Right click → Layout

### **Slide theme**

Design → Theme

### **Slide transition**

Transition → Slide Transition

(Effect, Duration , Sound)

### **Animation**

Animation (Style, Duration)

### **Presenter Notes**

Add presenter notes

### **Header and Footer**

Insert → Header and footer

### **Smart Art**

Insert → SmartArt

(Style /Layout) Smart art Tools