

## Lesson 12: Using Microsoft PowerPoint

Slides 3-13: Introduction, Elements of a Presentation, Working with a Presentation

1. What is PowerPoint? What is its main purpose?
2. What is a slide? What types of slides does a presentation include?
3. What is a placeholder?
4. What is a template?
5. How can you change the presentation view? What types of views are available in PowerPoint?
6. How can you change the magnification of the presentation? List three ways.