

9.15: Putting It Together- Microsoft PowerPoint Basic Skills

Now that you understand the basics of Microsoft PowerPoint, let us consider some ways to use this program to share information.

1. You could present quarterly sales data, copying graphs or sparklines from Excel.
2. You could provide a summary of the high points from a report, such as key metrics or conclusions about ways to improve business operations.
3. You could display inventory data previously collected in Excel, including item, quantity, and store location.

This module focused on the basics of using PowerPoint to edit an existing presentation and adding simple objects. In our next module, we will expand our use of PowerPoint by learning to add other features.

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