

## 10.1: Why It Matters- Microsoft PowerPoint Intermediate Skills

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### Why learn to complete intermediate skills in Microsoft PowerPoint?

In the last module, we focused on some basic functionality in PowerPoint. But this program is capable of a lot more, including incorporating images and videos as well as allowing you to precisely position items.

Before we move into the mechanics of each of these, let us consider for a moment the types of information you may wish to convey in a presentation.

1. You want to show a clip from an advertising campaign.
2. You want to add information to every slide

All of these questions can be answered with the valuable tools available in PowerPoint.

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