

## Introduction to WPS Presentation

- Parts of Presentation Window.
- Office Button  
Ribbon, Tabs

## Creating Presentation

- Inserting Slides
- Selecting Slide Layout
- Typing Content
- Formatting and Editing Text
- Text Box
- Inserting Shapes.
- Charts
- Inserting Tables
- Inserting WordArt, Symbol, Equation.
- Inserting Sound.
- Inserting Movie, Flash Animation.
- Screen Grab Feature.

## Designs:

- Selecting Slide Design from Gallery.
- Applying Backgrounds.  
Solid fill  
Gradient Fill  
Picture or Texture fill  
Pattern fill.

## Animation:

- Custom Animation  
Types of Effects  
Entrance, Emphasis, Exit.  
Motion Paths.

## Transition Effect:

- Slide Transition.

## Slide Show:

- Running Slide Show
- Rehearse timing.

View:

- Types of Views
  - Normal
  - Slide Sorter
  - Hand-out
  - Notes Master
  
- Grid Lines.

Save:

- Saving file
- Opening file
- Saving File Formats
  - WPS, pptx. Etc.
- Video Exporting
- File Printing.