Most of the slides have dotted boxes over them. These are called **placeholders**. Different types of placeholders help us to put different types of contents (text, pictures, sound, etc.) on the slides.

Tips for Making a Good Presentation

Before we begin to work in PowerPoint, here are a few tips to help in making good presentations:

1. The first slide of your presentation should contain the title of the presentation.
2. Choose a title that reflects the contents of your presentation.
3. Keep the text simple and to the point. Use interesting but simple fonts.
4. Use pictures, graphics, etc., creatively to enhance the understanding of the slide contents.
5. Use a light colour in the background so that the text remains easily readable.
6. You can give a banner on top of the slides for effectiveness.
7. Insert audio, video and special effects so as to make the presentation more effective.

Remember

A file created in PowerPoint is known as a **Presentation**. When you save a presentation, PowerPoint 2010 automatically adds the extension **.pptx** to the file name.

Extension of MS Excel = .xl