Microsoft PowerPoint

Information about the tool		
Target group:	☒ Administration/Management ☒ Coordinators ☒ Volunteers	
Category:	☐ Online tool ☐ Learning platforms ☒ Software/ Desktop application	☐ (Social) Network ☐ App ☒ Others
Work area:	☐ Project management ☐ Communication management ☐ Video conferencing ☐ Collaboration/Team work ☐ Self-Management ☐ Marketing	☐ Personnel management ☐ E-Learning/Knowledge management ☐ Financial management ☒ Presentations/Learning material development ☐ Others
Language:	All languages	
Previous knowledge/Degree of complexity:	Basic knowledge of Microsoft Office programme interfaces, structuring and independent preparation of content (e.g. in the form of mind maps etc.)	
Link:	https://www.microsoft.com	
Provider:	Microsoft Corporation	
Brief description:	Microsoft PowerPoint is a presentation programme from Microsoft. In PowerPoint, any content can be created on slides and presented to an audience. Extensive design options range from simple text slides to slides with graphics and tables to slides with multimedia content such as film and sound.	
Access and usage Information (Costs, requirements cloud based, mobile usability, …):	PowerPoint is available in the desktop version for Windows and macOS, and in the mobile version as an app for Android and iOS. PowerPoint is sold both individually (Microsoft PowerPoint 2021 Windows Microsoft 59.90 €) and as part of the various Microsoft Office packages (e.g. with Microsoft 365 is from € 7 up/month).	
Instructions/ Tutorials:	https://support.microsoft.com/en-gb/office/basic-tasks-for-creating-a-powerpoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36	