



## Power Point 2003 Basics

- Software to create professional-looking slide-show presentations
  - Word processing
  - Outlining
  - Drawing (very basic)
  - Graphing
  - Management tools (how it looks and “acts”)
- PowerPoint file extensions are .ppt and .pps (*to put this in context, .doc is the file extension for Word documents*)
  - .ppt : a regular PowerPoint file; opens in the Normal editing view
  - .pps
    - a PowerPoint presentation saved in the slideshow mode
    - tells PowerPoint "Open me directly into slide show view, not editing view." You can "convert" from one to the other simply by renaming the files.



