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Are you ready to dive into PowerPoint for the first time? The process may seem intimidating, but it is fairly easy to master. Follow these suggested links to help you understand PowerPoint's lingo, plan a successful presentation, and run it with ease. The information in this article applies to PowerPoint 2019, 2016, 2013, 2010, 2007; PowerPoint for Microsoft 365 and PowerPoint for Mac. There are terms that are specific to presentation software. The nice part is that once you learn terms specifically for PowerPoint, these terms are used in similar software programs like Google Docs and Apple Keynote. The 10 most common PowerPoint terms Most people dive directly and write their presentation while they go. However, the best moderators don't work like that; they start planning their presentations. The key to a successful presentation-Four parts to a successful presentation andres/Getty Images Your first view of PowerPoint looks pretty bland. There is a large page, a so-called foil. Each presentation starts with a title, and PowerPoint introduces you to a title slide. Simply type your text in the provided text boxes. Go to Home and select New Slide to add a blank slide with placeholders for a title and text to your presentation. This is the default slide layout and is one of many selections. There are many options to choose from for how you want your slide to look. Slide layouts in PowerPointVarious ways to view PowerPoint slides If this is your first PowerPoint presentation, you may be concerned that this may not make the right impression. Make it easy for yourself and use one of PowerPoint's many design themes or designs to create a presentation that's coordinated and professional. Choose a theme that fits your theme, and you're off. Apply ingesues of a theme template in PowerPoint Peopleimages/Getty Images Your audience hasn't seen your PowerPoint presentation. They came to see you. You are the presentation and PowerPoint is the helper to convey your message. Use these tips to create an effective and successful presentation. As the old cliché says, a picture is worth more than a thousand words. Make an impact on your presentation by adding slides that contain only images to get your point of view. Add pictures or clip art to PowerPoint slides If your presentation is about data, add a chart with the same data instead of text. Most people are visual learners, so see is believing. Add Excel charts to PowerPointAll About Charts in PowerPoint, let your some movement with simple animations. Animate text so that it magically appears on the screen. Animate images and other graphics to dance into the field of view. A few animations keep your presentation alive. All about animations in PowerPoint Aprison/EyeEm/Getty Images There are two ways to create motion in a PowerPoint presentation. The first is an animation. The second advance glides in an interesting way. These are considered to be if you need to create an interesting and engaging presentation for your boss, new customers, or an interview, you have plenty of options for tools to get the job done. And although it's the industry standard, you don't need to go to your Microsoft PowerPoint, and presentation tools would argue there are better tools for the job anyway. This week, we'll take a look at five of the best of these alternative presentation tools, based on your nominations. Earlier in the week, we asked you which applications you prefer for slideshows and presentations when PowerPoint is not an option. You definitely responded, some of you were passionate about pointing out that your favorite was better than PowerPoint anyway. We can't single out all the nominees, but here are the top five. Creating dazzling presentations for customers, business meetings, or even job interviews... Read moreThe poll is closed and the votes are counted. To see which PowerPoint alternative you think is the best, go to our weekly hive five follow-up post to check the winner! Create an interesting, informative and elegant presentation or slideshow for a company meeting... Read moreKeynote (Mac: 19.99 USD)Apple's Keynote can be purchased as a standalone product or as part of Apple's iWork Productivity Suite and is probably one of the most intuitive, user-friendly, and template-heavy presentation applications I've ever used. Many of you thought the same thing, pointing out that it's very easy to create good-looking presentations with Keynote without spending time scouring menus or looking for templates that weren't used to death by everyone else. Keynote has great built-in graphics tools for editing and optimizing the images that go into your presentations, easily supports videos and movies on your slides or as part of your presentation, has non-hokey-looking animations, supports PowerPoint documents when you need to splice up someone else's presentation, and even allows you to control your presentation from your iOS device or project the presentation via video and view your notes and upcoming slides on your Mac display. Google Docs (Web: Free)The presentation module of Google Docs used to be pretty lackluster, but they recently updated it to make it more compatible with people who come from Microsoft Office, or fellow people who want a more robust presentation tool. Google Docs offers a wealth of templates and presentation creation tools that can easily step in and start with them, animations and slide transitions to make your presentation interesting, and even collaborative presentation editing other people on your team. You may miss some heavier features like video embedding in your slides (although you can embed YouTube or other web video) if you don't need the bells and whistles of a pricier app and just a quick, free way to create good-looking slideshows on any system that's it. Google Docs has released a new version of its presentation tool with over 50 new moreBeamer (LaTeX) (Windows/Mac/Linux: Free)If you are a fan of LaTeX, or just remember to use it for your diploma thesis, you will love beammers. If other presentation tools give you a GUI in which you drag items that you want to use, such as pictures and videos, and then optimize text boxes to include the information you want on the screen. Projector requires that you create your presentation in a custom markup language that works for almost every LaTeX document. If you're quick and easy to use, this isn't the case, but if you already know LaTeX and have used it in the past (it's extremely popular in science and by tech people who prefer to write their own presentations and optimize all sorts of features rather than give control to a GUI), then it provides a level of granular control that other tools don't offer. Prezi (Web/Win/Mac/Linux/OS: Free, 59 USD/Year Enjoy, 159 USD/Year Pro)Prezi takes presentations in a different direction than static slides on a screen or projector with text on them. Even the animations and transitions available in other slideshow applications pale in comparison to Prezi's zoom interface, which sets entire slides in motion and focuses heavily on images, graphics, and motion to draw attention to text. For some, it's overly overwhelming and distracting from the core message of the presentation, and some have called Prezi's eye-catching presentation templates unprofessional, but many others have found that Prezis tools make it easy to create presentations that are really interesting and a world apart from the boring slideshows we're all used to. You can create an account for free and start creating presentations on the web up to a storage limit of 100 MB. If you need more space, you'll get a Prezi Enjoy account, 500 MB, and the ability to make your presentations private and remove the Prezi watermark. In 159, you'll get a Pro account that allows you to have up to 2GB of storage and access to Prezi Desktop, an Adobe AIR app that works on your presentations outside of a browser for a year. LibreOffice/OpenOffice.org Impress (Windows/Mac/Linux: Free)Without getting too deep into the gap between LibreOffice and OpenOffice.org, Impress is the presentation builder for both productivity suites. When LibreOffice OpenOffice.org as a fork, it took Impress with it, and now both platforms use essentially the same tool for slideshows and presentations. Both versions support PowerPoint presentations and provide an easy-to-use drag-and-drop interface for creating new presentations you're familiar with if you have used any of the other tools listed here. In fact, Impress most closely matches PowerPoint in terms of ui and layout of one of the tools here, but expands its Drawing and graphics features a little. Now that you've seen the top five, it's time to put them all to the vote and determine the winner. Honourable mentions this week go to Sliderocket, who came in just a few nominations shy of making the top 5, and who mentioned deck.js. Traditionally, creating presentations requires the use of an app like PowerPoint and can... Read moreDidnt get enough nominations to make the top five? Do you have anything to say about one of the candidates we missed? Remember, the Hive Five contenders are based on your nominations in the bidding thread from earlier this week. Let's hear it in the comments below. Cover photo remixed by Losevsky Pavel (Shutterstock). (Shutterstock).