

Microsoft Powerpoint User Guide

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Microsoft PowerPoint is basically a presentation creation tool. You can make slideshows with text, images, shapes, animations, audio, and much more. Then, pop your presentation onto the big screen to display it to others or save it as a visual document for yourself.

~~The Ultimate Beginner's Guide to Microsoft PowerPoint ...~~

This part of the PowerPoint guide will focus on the interface: 1. The Ribbon. The ribbon menu is found across many of Microsoft's apps, such as Word, Excel, and PowerPoint. It lives above the main area of the application. The PowerPoint ribbon lets you switch between various tabs. The ribbon contains a series of tabs that you can switch between.

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PowerPoint comes with many templates that set the tone of a presentation—from casual to formal to off-the-wall. Select a template and replace the placeholder text and images with your own to customize the presentation. Add additional slides in the same template format as you need them and add text, images, and graphics.

~~A Guide to Microsoft Powerpoint and How to Use It~~

have PowerPoint installed. You'll learn more about this later. Starting Microsoft PowerPoint To load Microsoft PowerPoint: 1. Click on the Start button again but this time choose All Programs 2. From the sub-menu choose Microsoft Office 2013 then PowerPoint 2013 – choose Blank Presentation

~~Microsoft PowerPoint 2013 A Beginners Guide~~

PowerPoint presentation. Follow these steps: Open PowerPoint Click Home Click New Slide (the arrow) Click Slides from Outline 2. Browse to the SUPERSCUBA.rtf file and click Insert. NOTE: You should see that your slides have been automatically created from the information in the rtf text file.

~~MICROSOFT POWERPOINT STEP BY STEP GUIDE~~

Here's my entire PowerPoint playlist: <http://bit.ly/2PaOmRZ> Learn everything you need to know to get started using Microsoft PowerPoint! You'll learn all the...

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Part 1: Get started with PowerPoint 2016 1: PowerPoint 2016 basics Ch01 None 2: Create and manage presentations Ch02 NavigateSlides.pptx 3: Create and manage slides Ch03 AddRemoveSlides.pptx ApplyThemes.pptx ChangeBackgrounds.pptx CreateSections.pptx ImportOutline.docx RearrangeSlides.pptx ReuseSlides.pptx xii Introduction

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A Beginner ' s Guide to PowerPoint 2010. I. The Opening Screen. You will see the default opening screen is actually composed of three parts: 1. The Slides/Outline tabs on the left which displays thumbnails or lists of all slides. 2. The main Slide pane (center) which allows you to work on individual slides. 3.

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Microsoft PowerPoint is a robust application that allows you to combine text, graphics, and predesigned backgrounds to create professional presentations. The following is an illustration in how to launch PowerPoint for the first time user. A. Launch Microsoft PowerPoint 2013 To launch PowerPoint for the first time:

~~Microsoft PowerPoint 2013 Fundamentals Manual~~

The most common users of Microsoft PowerPoint are: Students – PowerPoint is taught in schools and colleges and can be used in academic presentations by students of all... Teachers – Teachers, tutors and educators use PowerPoint to educate and inform their students Businesses – Businesses use ...

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Microsoft® PowerPoint Quick Reference Basic Skills The PowerPoint Program Screen The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close. Create a New Presentation: Click the File tab, select New, and click Blank Presentation. Or, press Ctrl + N.

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Microsoft 365's PowerPoint allows users to create, display, and disseminate information in formats ranging from the basic slide to animation to video. Publisher: Sometimes communicating information...

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Opening a PowerPoint presentation . 1. Insert the CD into the CD drive. 2. Double-click on "My Computer." 3. Double-click on the CD disk drive (usually D: or E:). 4. Double-click on the PowerPoint presentation you want to open. Note: PowerPoint files are usually labeled with this icon: Printing handouts from a PowerPoint presentation

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