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A Beginner ' s Guide to PowerPoint

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Guide 1. 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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PowerPoint is a software program to enhance your oral presentation and to keep the audience focused on your subject. It operates like an old-fashioned slide show, but uses

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~~Guide~~ modern technology in the form of computers and digital projectors rather than a slide projector of old. PowerPoint 2010 is the latest version of this program as of this writing.

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Think of slides as the individual units
in your presentation that you can fill
with content. To insert a new slide, go

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Guide to the Insert tab on PowerPoint's ribbon. Then, click on the New Slide button to add a new slide to your presentation. A new slide will have basic placeholders to add your content to in PowerPoint.

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