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Getting Started. When first opening PowerPoint 2016, you will be presented with several choices to get started; 1) selecting a recent presentation, 2) opening from your files located on your computer, 3) selecting a blank presentation, or 4) selecting a template. Figure 2 - Getting Started. Tell Me.

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Step 2 – Click All Programs option from the menu. Step 3 – Search for Microsoft Office from the sub menu and click it. Step 4 –

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Search for Microsoft PowerPoint 2010 from the submenu and click it.

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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 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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PowerPoint Slide Layouts First, a

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little terminology. PowerPoint calls individual slide templates “slide layouts,” and the full template is the “master slide layout.” This little tidbit comes in handy if you have ever to use documentation or help files.

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