

Step By Step Microsoft Powerpoint

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is designed to be useful for people who have previously used earlier ver- Microsoft PowerPoint 2016 Step by Step Microsoft PowerPoint 2013 Step by Step offers a comprehensive look at the features of PowerPoint that most people will use most frequently. Who this book is for. Microsoft PowerPoint 2013 Step by Step. and other books in the Step by Step series are designed for beginning-level to intermediate-level computer users. Microsoft PowerPoint 2013 Step by Step Step 1: Launch the PowerPoint Program When you launch the PowerPoint program, you may be prompted to pick what kind of document you want to create. Choose to create a blank presentation. If it does not ask you this, a blank presentation will automatically launch. How to

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8 Steps ... Microsoft PowerPoint
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the latest version of PowerPoint.
Previous versions include
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designs for inclusive reading order
On the View tab, click Normal. In
the Thumbnail pane, locate the
place where you want to add the
new slide. Right-click, and select
New Slide. Click... On the Design
tab, expand the Themes gallery,
and select the slide layout that you
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