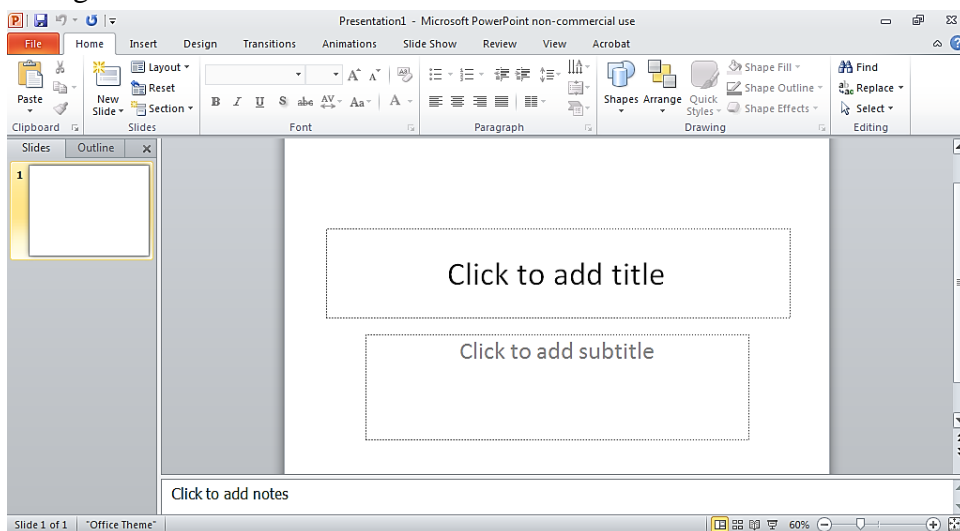


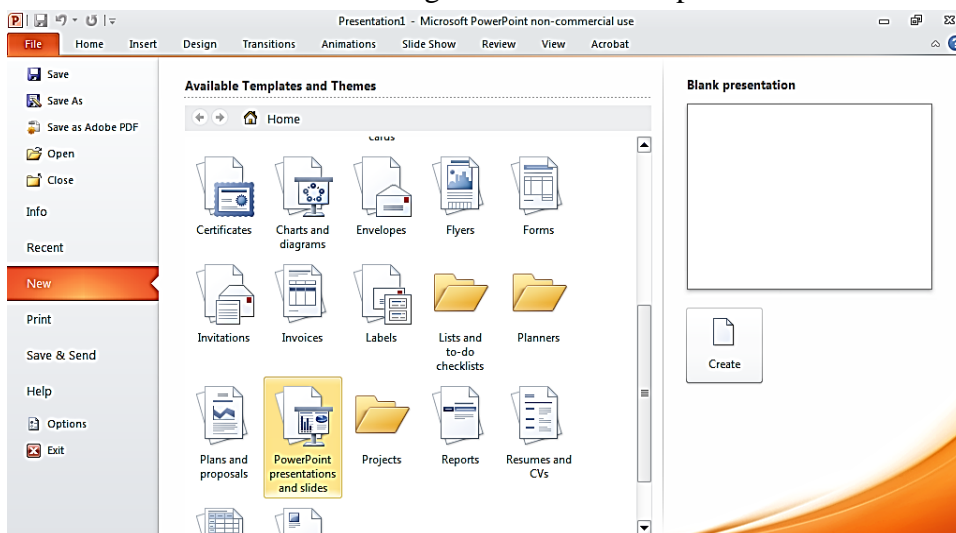
## Getting Started with Microsoft PowerPoint 2010

Microsoft PowerPoint 2010 is a very useful tool for creating presentations for things such as a business's sales and marketing plan, the company handbook, budget plans, employee orientation, etc. This tutorial will show you how to select one of Microsoft's numerous presentation templates based on the type of information you want to present.

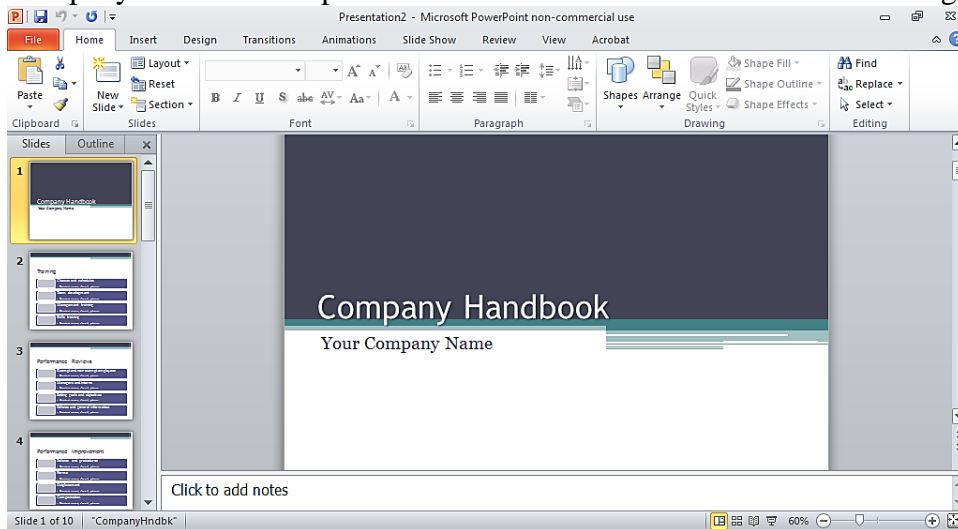
1. Click the **Start** button located on the Windows taskbar. (Bottom, left-hand corner of your computer's desktop or "home" screen)
2. Scroll down to find **Microsoft Office PowerPoint 2010** & click to open the program. (The program is located within the **Microsoft Office** folder) Your screen should resemble the figure below.



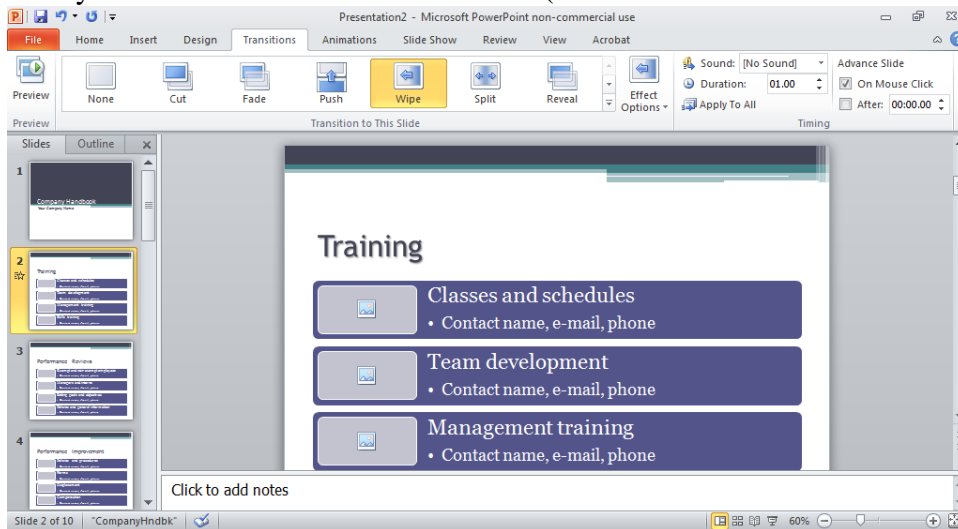
3. Select the File tab (highlighted orange). On the displayed menu, select New.
4. Under the Office.com subheading click PowerPoint presentations and slides.



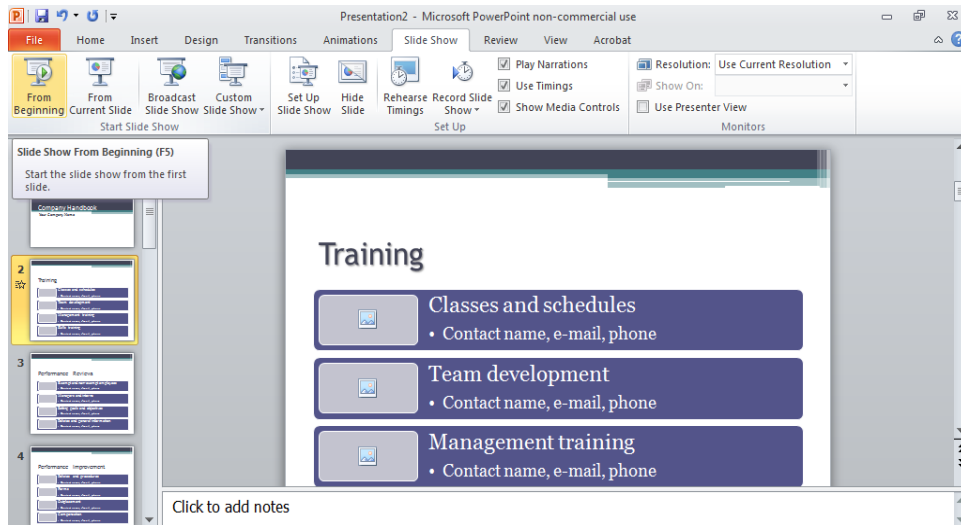
5. Select the Business presentations folder when the new window appears.
6. When the available template list loads, scroll down until you find the template of your choice. Once you find a template, double-click it and wait for it to download. The Company handbook template was chosen for this tutorial. Refer to the figure below.



7. You can change any information on the slide by simply clicking on what you want to change, deleting the template data, and replacing it with your own.
8. Most of the templates include 10 information ready and formatted slides. If you want to add more content, thereby needing more slides, click on the "New Slide" button located in the Slides group. Clicking on the arrow key on the "New Slide" button gives you an option to choose from various slide types.
9. If you want to add special effects/animations to your presentation, click on the Transitions tab and/or Animation tab and select which effect you want. Make sure each slide you want to add effects on is active. (The slide that is maximized on the screen)



10. Once you have completed entering information on your slides, you can preview your presentation by clicking the Slide Show tab. Click the "From Beginning" button.



11. To navigate your slides during the preview/presentation, press the down arrow key. This will navigate your slides through any transition effects/animations you may have added as well. Once you get to the end of the preview/presentation, as indicated by a black screen, press the exit button.
12. Save your presentation by clicking on the File button. Select Save As from the displayed menu. Choose a source to save your presentation, such as your computer's hard drive, a USB flash drive, etc. Enter a name for your presentation in the File Name box. Click the Save button.