

Microsoft Powerpoint 2016 Step By Step

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Exploring the PowerPoint 2016 Environment Open PowerPoint by using the Start menu or by double-clicking on the Desktop icon. Title Bar 1. Note the title bar section which has window controls at the right end, as in other Microsoft Office programs. 2. Note that a blank presentation opens with a default file name of Presentation1. Quick Access Toolbar

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Do you want to make your presentation one to remember? PowerPoint gives you the ability to create a powerful visual aid that can help make your presentation the best it can be. Getting the most out of PowerPoint takes some time, but with a little experimentation, you can have a unique and effective presentation. See Step 1 below to get started.

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