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type some text,
and run a simple
slide show.

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On the Insert tab,
select Shapes, and
then select a shape
from the menu that
appears. In the
slide area, click

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and drag to draw the shape. Select the Format or Shape Format tab on the ribbon. Open the Shape Styles gallery to quickly add a color and style (including shading) to the selected shape.

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presentation ...
This part of the PowerPoint guide will focus on the interface: 1. The Ribbon. The ribbon menu is found across many of Microsoft's apps, such as Word, Excel, and PowerPoint. It lives above the main

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area of the application. The PowerPoint ribbon lets you switch between various tabs. The ribbon contains a series of tabs that you can switch between.

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Here, I will show you how to use PowerPoint in 10 points (not steps) that will ease your learning curve. 1. Insert and Change a Theme. Themes are simply a background linked with a font and a color scheme that applies into text, shapes, and even

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tables. You will be prompted when opening PowerPoint to select a theme before starting production.

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software program
to enhance your

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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.

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the latest version
of this program as
of this writing.

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Click the first box
that says 'Click to
add title' and add
the title of your
presentation. Click
the bottom box to
add your name, or
any other subtitle

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your text in the
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tab, in the
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under Motion
Paths, do one of
the following: Click

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Lines, Arcs, Turns, Shapes, or Loops. The path chosen appears as a dotted line on the selected object or text object. The green arrow indicates the path's beginning and the red arrow indicates its end. Click Custom Path.

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With PowerPoint open and at least one presentation file open, press Alt+F11 * on your keyboard. This will open the VBE (Visual Basic Editor): *If for some reason Alt+F11

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can right click
anywhere on the
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Folder and place the text as slides in your presentation software.

Remove any blank slides and save the presentation. 1.1 - Importing Text to Create Slides - How to do it: 1. You can import rtf text files to quickly create a PowerPoint presentation.

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