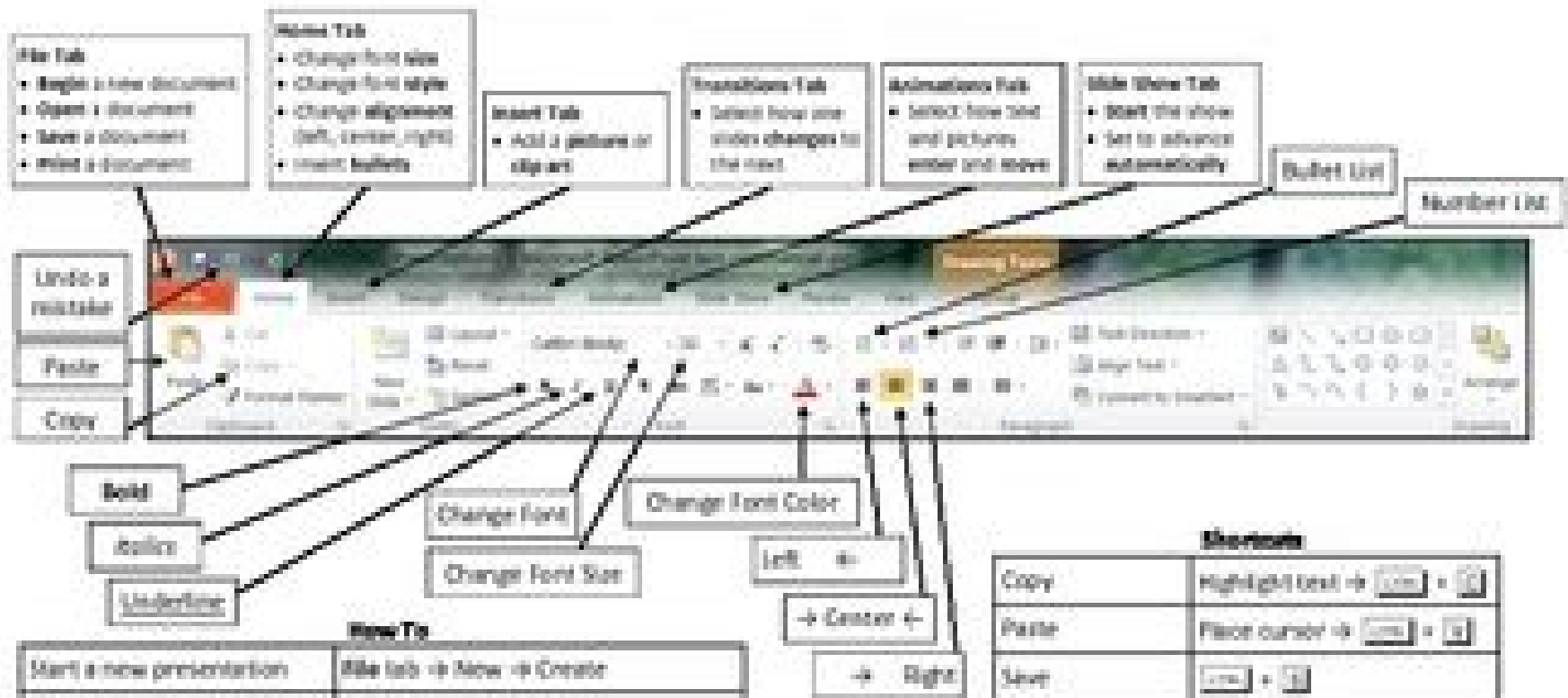


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How To

Start a new presentation	File tab → New → Create
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Save a presentation	File tab → Save
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Insert a picture	Insert tab → Picture → Select picture
Insert clip art	Insert tab → Clip Art → Select image
Draw a shape	Insert tab → Shapes

Shortcuts

Copy	Highlight text → Ctrl + C
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Bold	Ctrl + B
Underline	Ctrl + U
Italic	Ctrl + I
Print	Ctrl + P
Insert new slide	Ctrl + M
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End slide show	Esc

Microsoft Powerpoint 2010 Quick Guide

John Paul Mueller



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