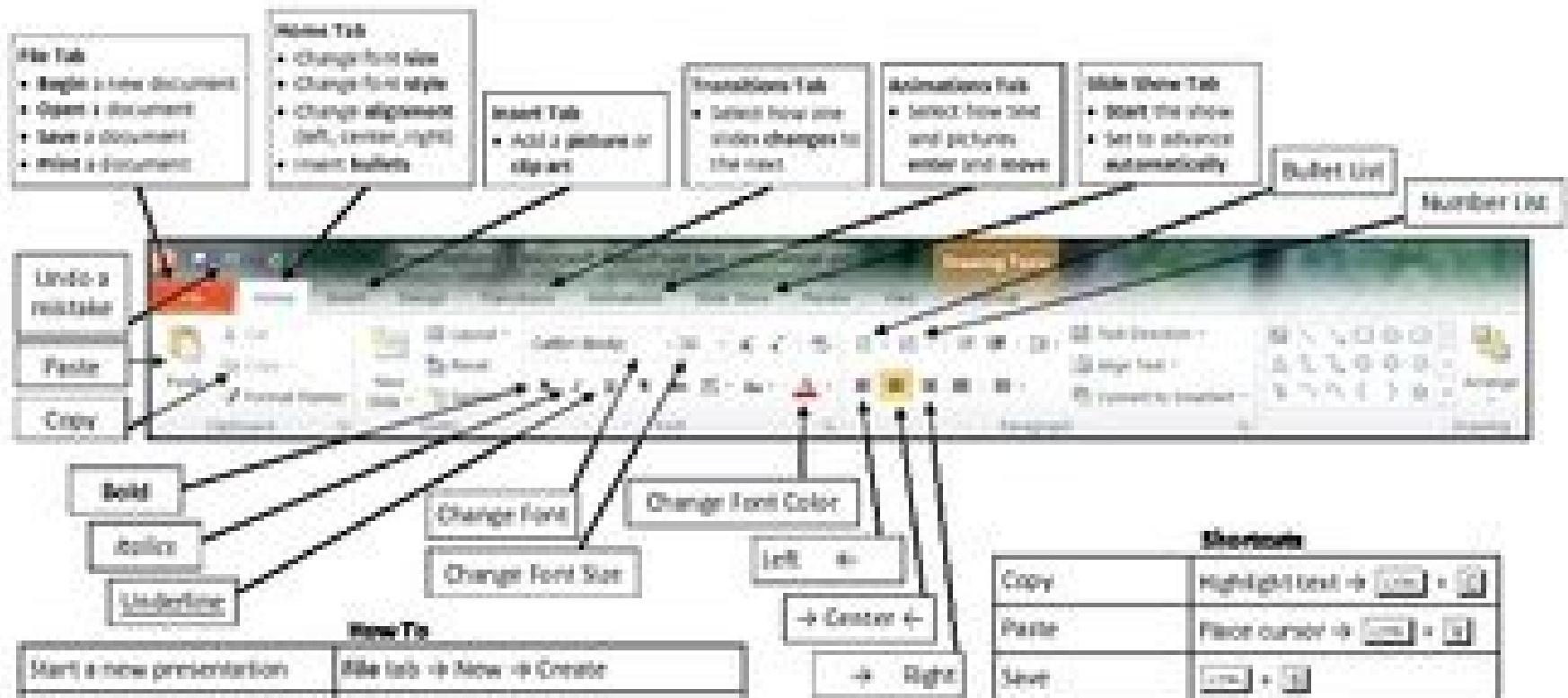


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How To

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| Save a presentation | File tab → Save |
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| Change theme | Design tab → Select theme |
| Change background | Design tab → Background Styles |
| Insert a picture | Insert tab → Picture → Select picture |
| Insert clip art | Insert tab → Clip Art → Select image |
| Draw a shape | Insert tab → Shapes |

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| Paste | Place cursor → Ctrl + V |
| Save | Ctrl + S |
| Undo | Ctrl + Z |
| Bold | Ctrl + B |
| Underline | Ctrl + U |
| Italic | Ctrl + I |
| Print | Ctrl + P |
| Insert new slide | Ctrl + M |
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