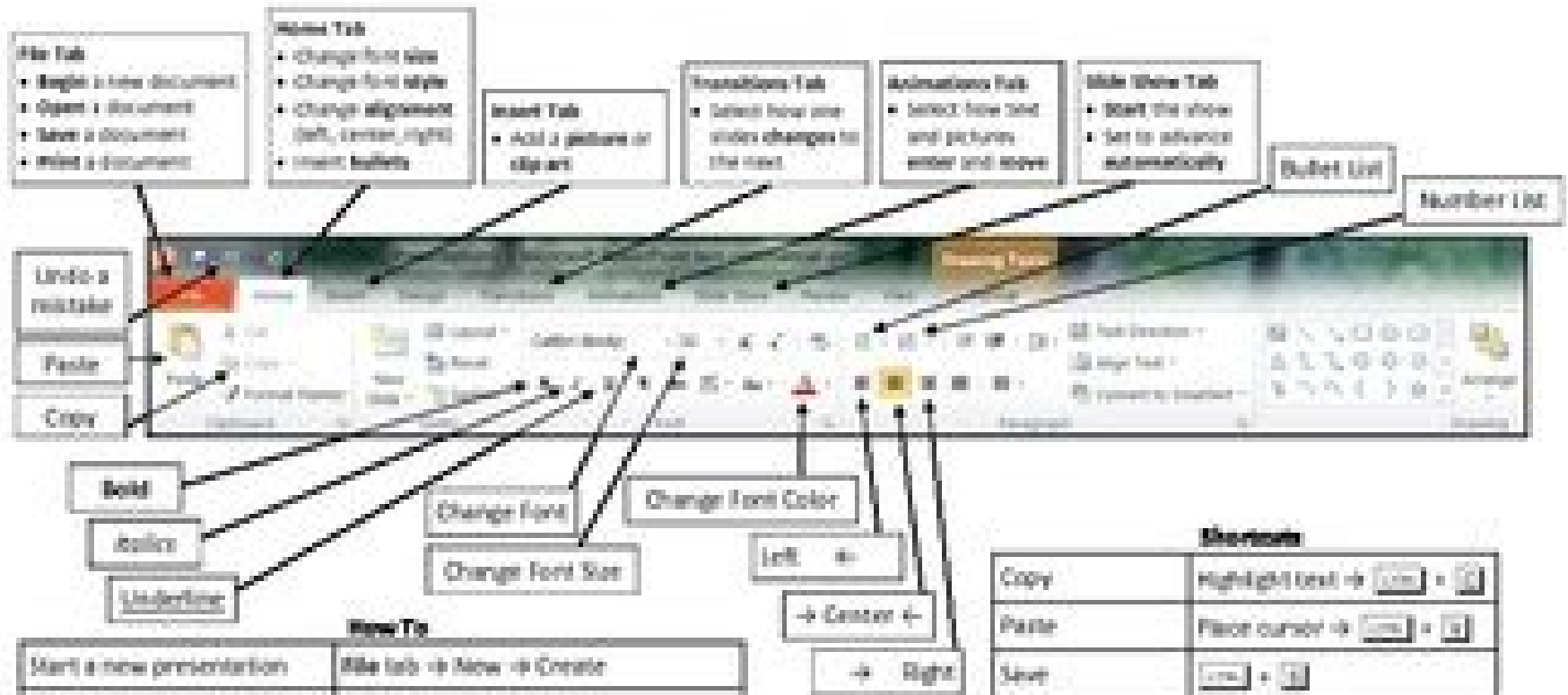


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How To

Start a new presentation	File tab → New → Create
Open a saved presentation	File tab → Open
Save a presentation	File tab → Save
Insert a new slide	Home tab → New Slide
Change slide layout	Home tab → Layout
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

Shortcuts

Copy	Highlight text → Ctrl + C
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
Begin slide show	F5
End slide show	Esc

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Jiyuan Zhang



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