Thank you for agreeing to help me out with determining the ease of use of the attached technical manual I have drafted for my ENGL 234 class. The purpose of the manual is instructing users on how to create a basic Microsoft PowerPoint slideshow presentation from scratch from within the Microsoft PowerPoint 365 software.

**Test Objectives:**

* To uncover any potential grammatical or logical errors found within the manual
* To determine whether or not the clarity of the attached document could be enhanced in any way
* To identify whether or not the instructions are too basic for the target audience (should more advanced features be included?)

**Tasks to be Performed:**

The attached technical manual should provide you with all of the information you need to create a slideshow presentation from within the Microsoft PowerPoint presentation software. Using the attached instructions, I would like you to perform the following tasks:

1. Open the Microsoft PowerPoint software from either the start menu or the desktop
2. Create a new presentation file from the Home menu
3. Develop a basic presentation from start to finish

As you begin to work your way through this test, please remember that the purpose of this test is to identify any potential errors found within the technical manual. As such, it is important to realize that if you do get stuck at any certain point, it is not your fault, it is entirely the fault of the manual. Any difficulties that occur when you are following the instructions in no way reflect on your own ability to successfully complete the task.

If you do become frustrated when using the manual at any point in time, you are not obligated to continue, you may quit at any time. The purpose of this test is to help me identify any errors that may potentially hinder the usability of the manual. You are in no way obligated to complete this test. Thank you so much for your help, I look forward to gathering your feedback!