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How to Create a PowerPoint Presentation with Sample

How to Create a PowerPoint Presentation Open PowerPoint. Click or double-click the PowerPoint app icon, Review the available templates. Scroll through the templates page until you find one which you like. Select a template. Click the template that you want to use. Its window will open. Select

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Video Create your first PowerPoint 2013 presentation

This time, PowerPoint adds a slide with a different layout of placeholders. Type your slide title at the top. Then, type a list of the things you want to talk about. PowerPoint automatically formats the text as bullets. Before we add more slides, let's move down to the status bar, and click this button to open the NOTES pane.

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How to Create a PowerPoint Presentation 8 Steps

The possible uses of PowerPoint are countless. A slide show can help a teacher teach a lesson, illustrate an event in history, easily display statistical information, or be used for training in corporations.

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How to make a timeline in PowerPoint officetimeline com

Create a new presentation or open an existing one and add a new blank slide. Go to the Insert tab on the PowerPoint ribbon and click on the SmartArt button in the Illustrations section. In the window that pops up, select the Process category, where you will find a variety of graphic options to choose from for your PowerPoint timeline.

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Creating a Power Point Slide ReadWriteThink org

Creating a PowerPoint Slide Step 1: Open Microsoft PowerPoint. Step 2: Go to File at the top of the screen and click New. A box that says New Presentation should appear on the right side of your screen. Step 3: In the New Presentation dialog box, click on From Design Template. You

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How to Make a Gantt Chart in PowerPoint officetimeline com

To make the whole process simpler and more time-efficient, you can use an intuitive add-in for PowerPoint called Office Timeline. It allows you to use pre-formatted Gantt chart templates and copy-paste or import data from Excel and other productivity tools.

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Basic tasks for creating a PowerPoint presentation

Read more: Use or create themes in PowerPoint Insert a new slide. On the Home tab, click the bottom half of New Slide, and pick a slide layout.. Read more: Add, rearrange, and delete slides. Save your presentation. On the File tab, choose Save.

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How to Make a PowerPoint Template 12 Steps with Pictures

This process differs between the Windows and Mac versions of PowerPoint: Windows: Click File, click Save As, select a location and enter a name for your template. Click the Save as type drop-down box, click PowerPoint Template, and then click Save. Mac: Click File, click Save as Template, enter a file name, and click Save.

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