

# MS PowerPoint



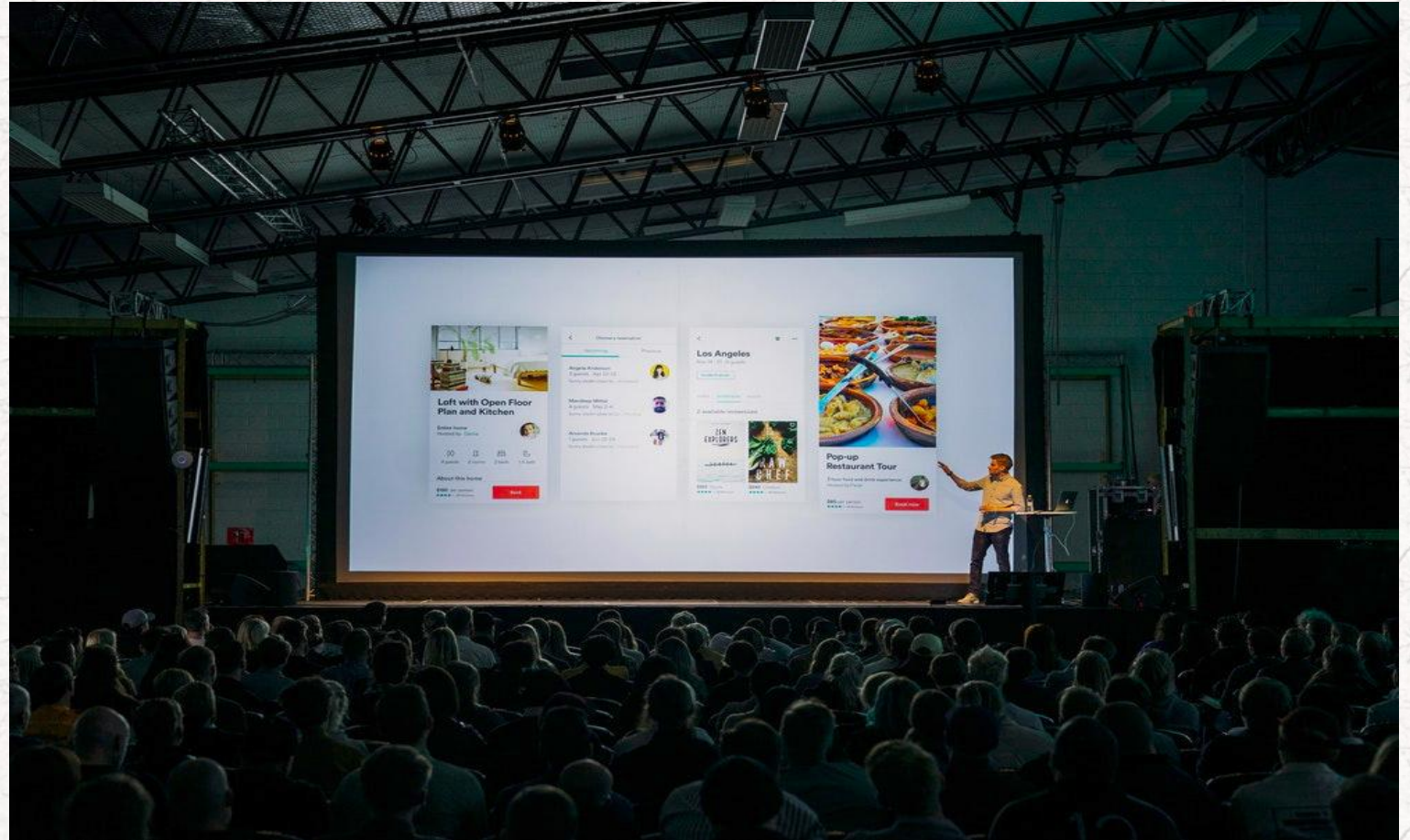
Class V  
lab 18





# What is PowerPoint?

a slide show presentation program that's part of the Microsoft office suite of tools

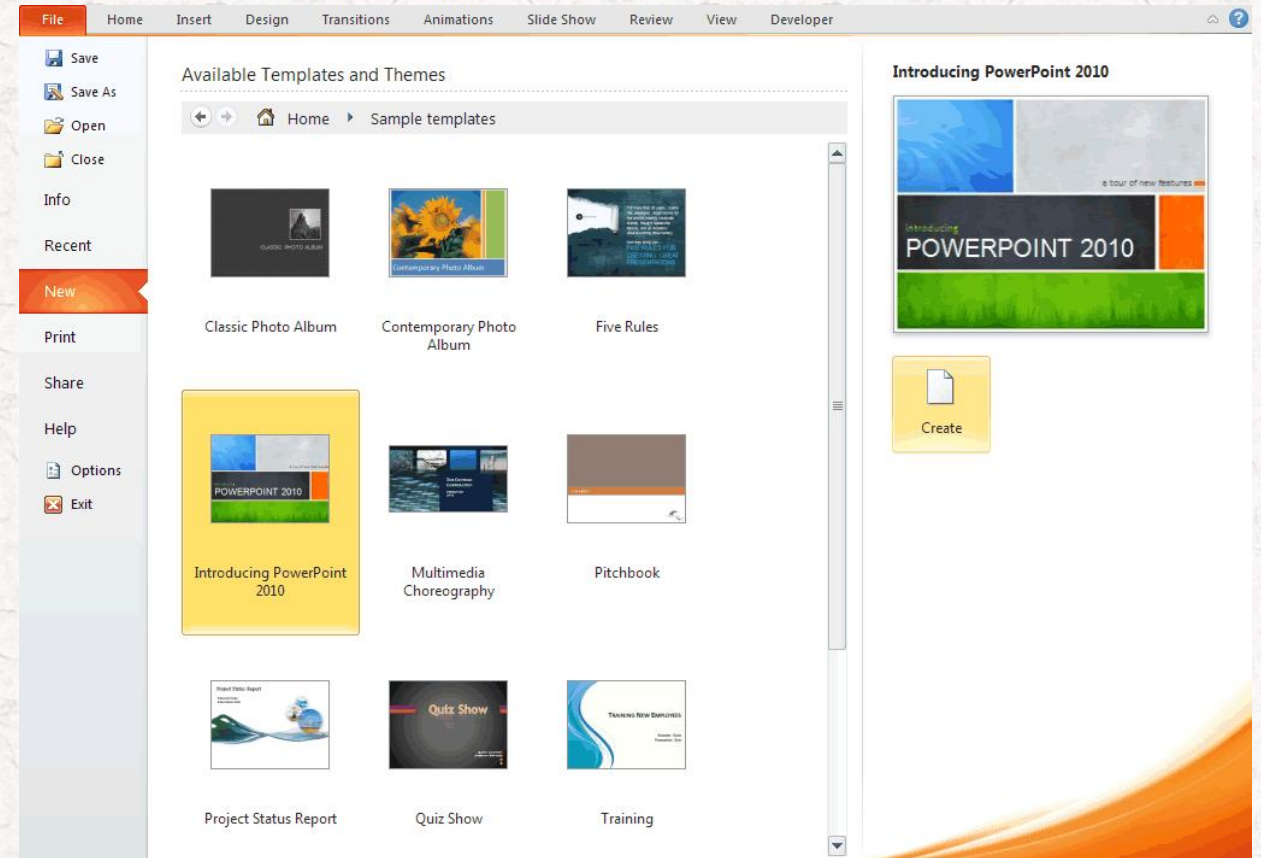






# PowerPoint Template

A template defines the background, font styles, colour and sizes for your placeholders

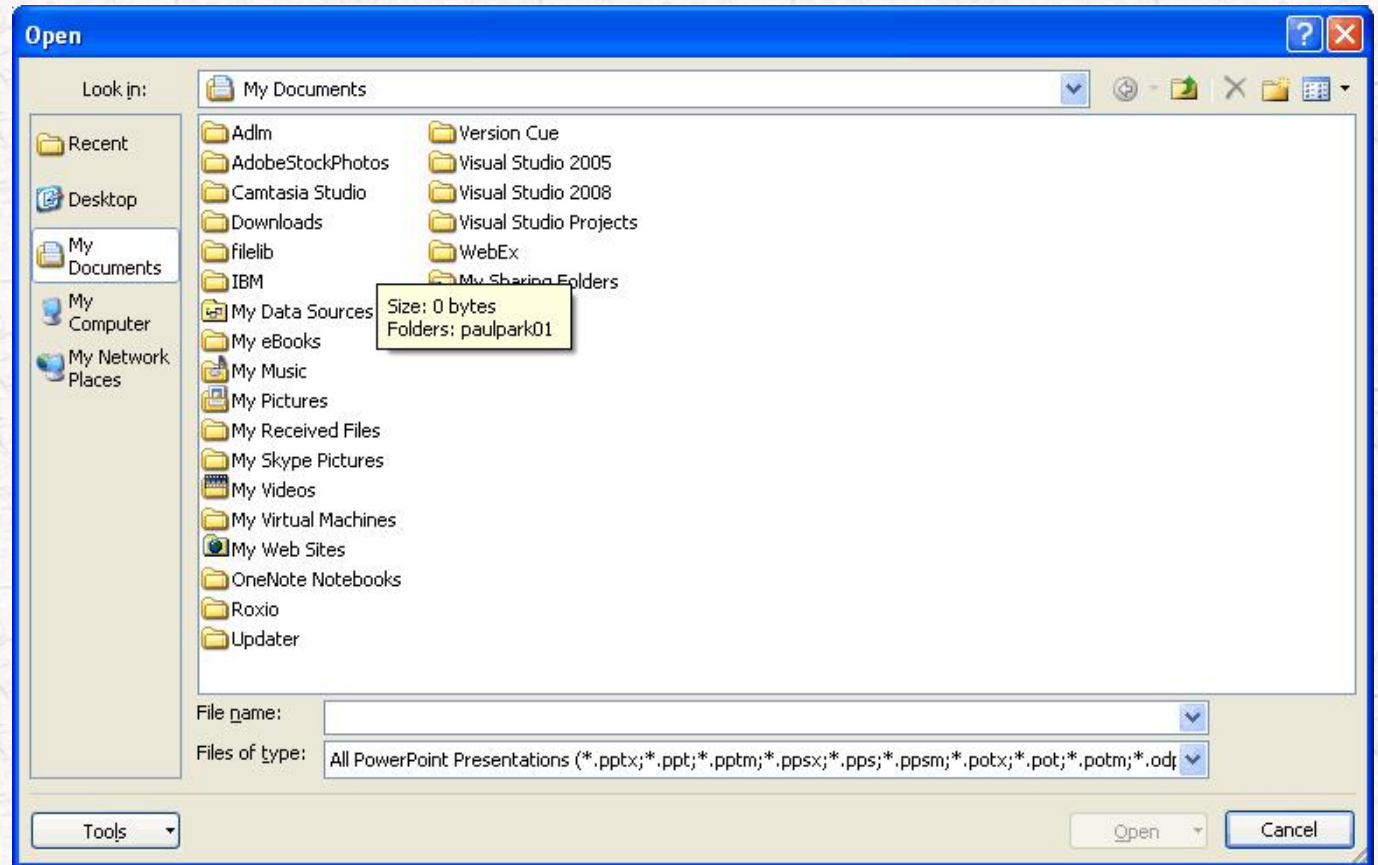






# Open a File

File tab > Open. The usual Open file dialogue box that you may already be familiar with opens and you use this to locate your presentation

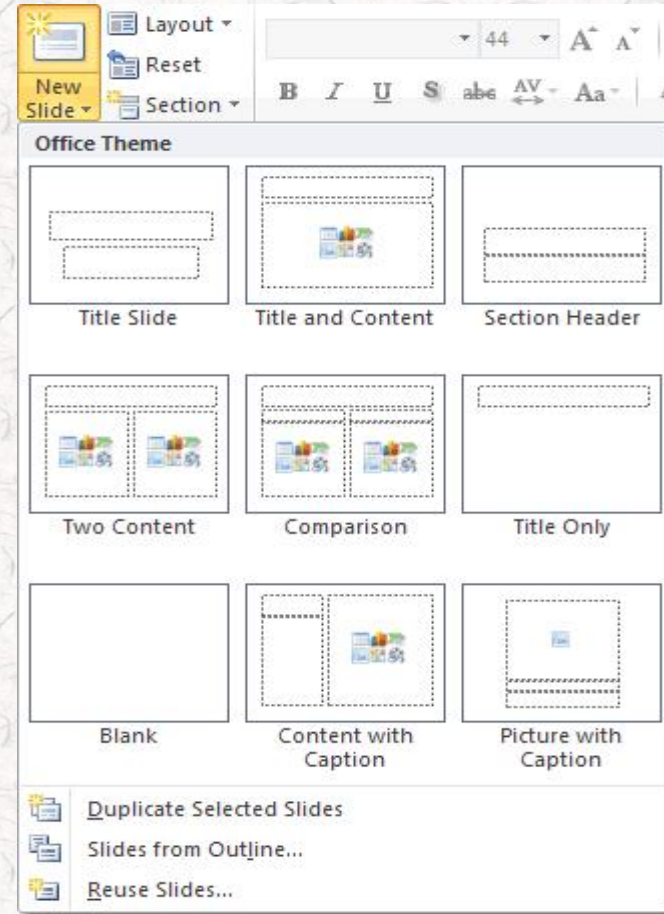






# Open New Slide

Press Ctrl+m to  
open a new slide





**THANK  
YOU!**