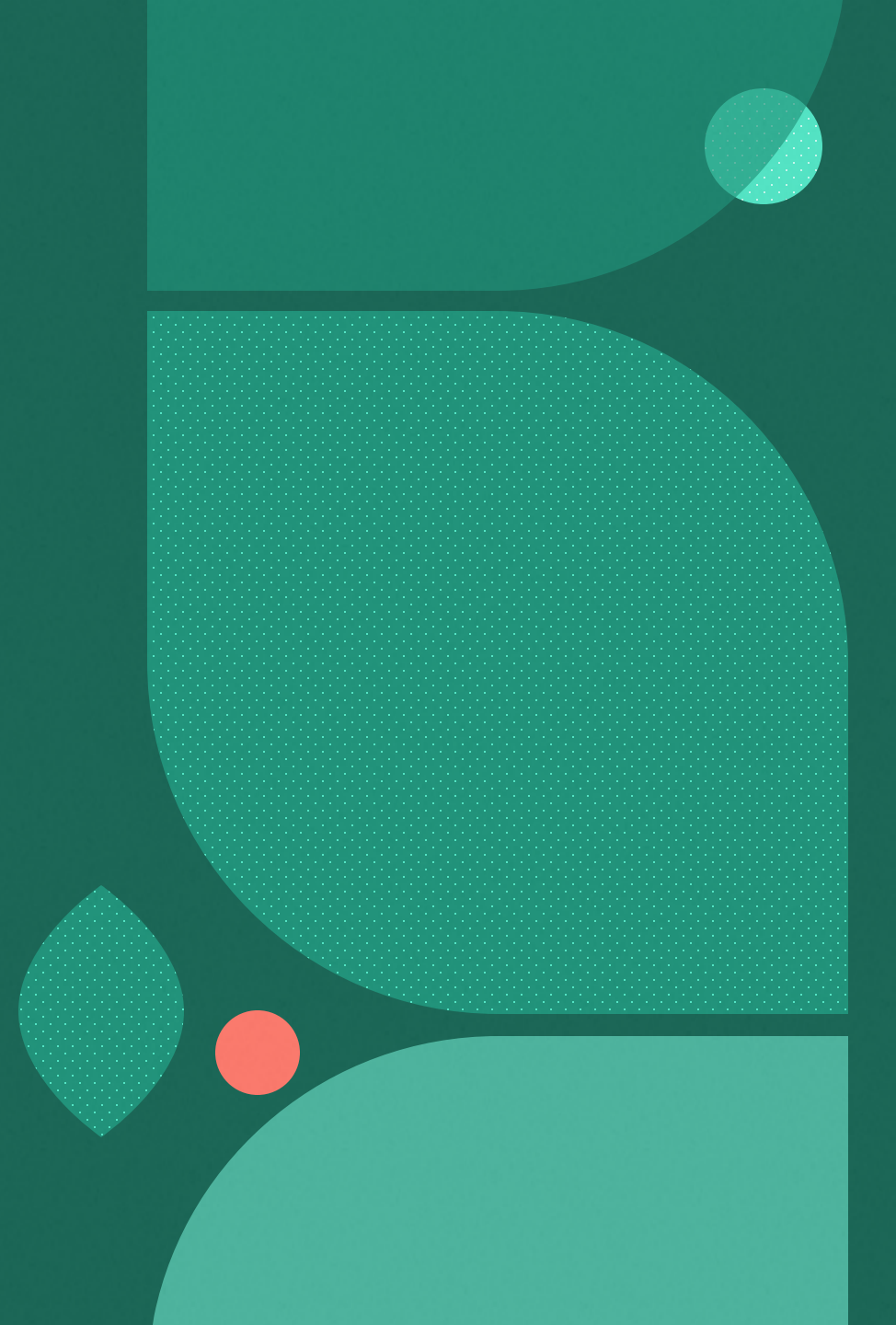# Basics of PowerPoint

Objectives

- Create presentations from scratch/ template
- Add new slide and change slide layout and design
- Add text, images, art, and videos