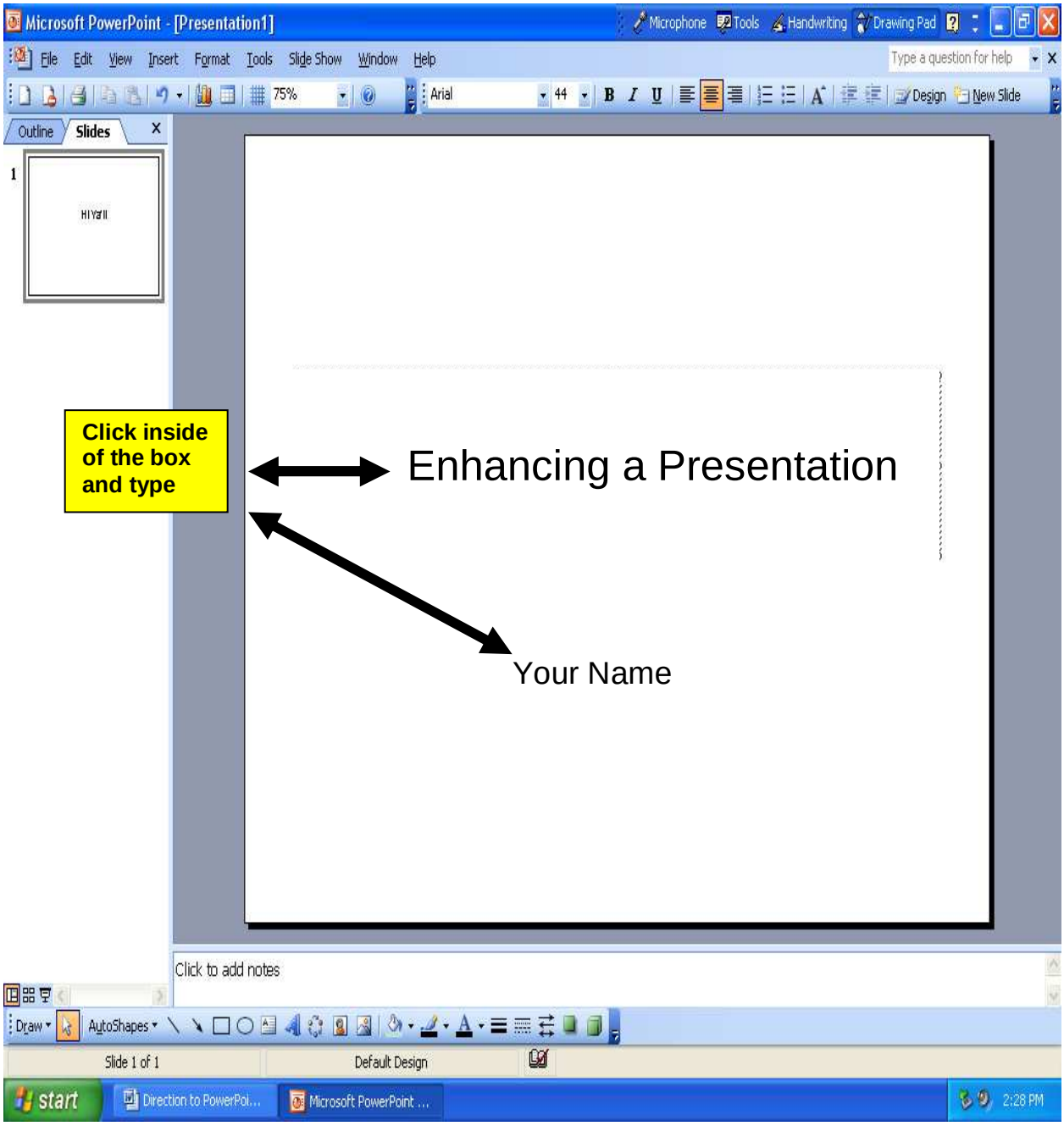
PowerPoint Presentation 1

Open Microsoft PowerPoint

Save on Drive H with the file name **PPP 1**

To type into a slide, click inside of the box and type



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To add another slide:

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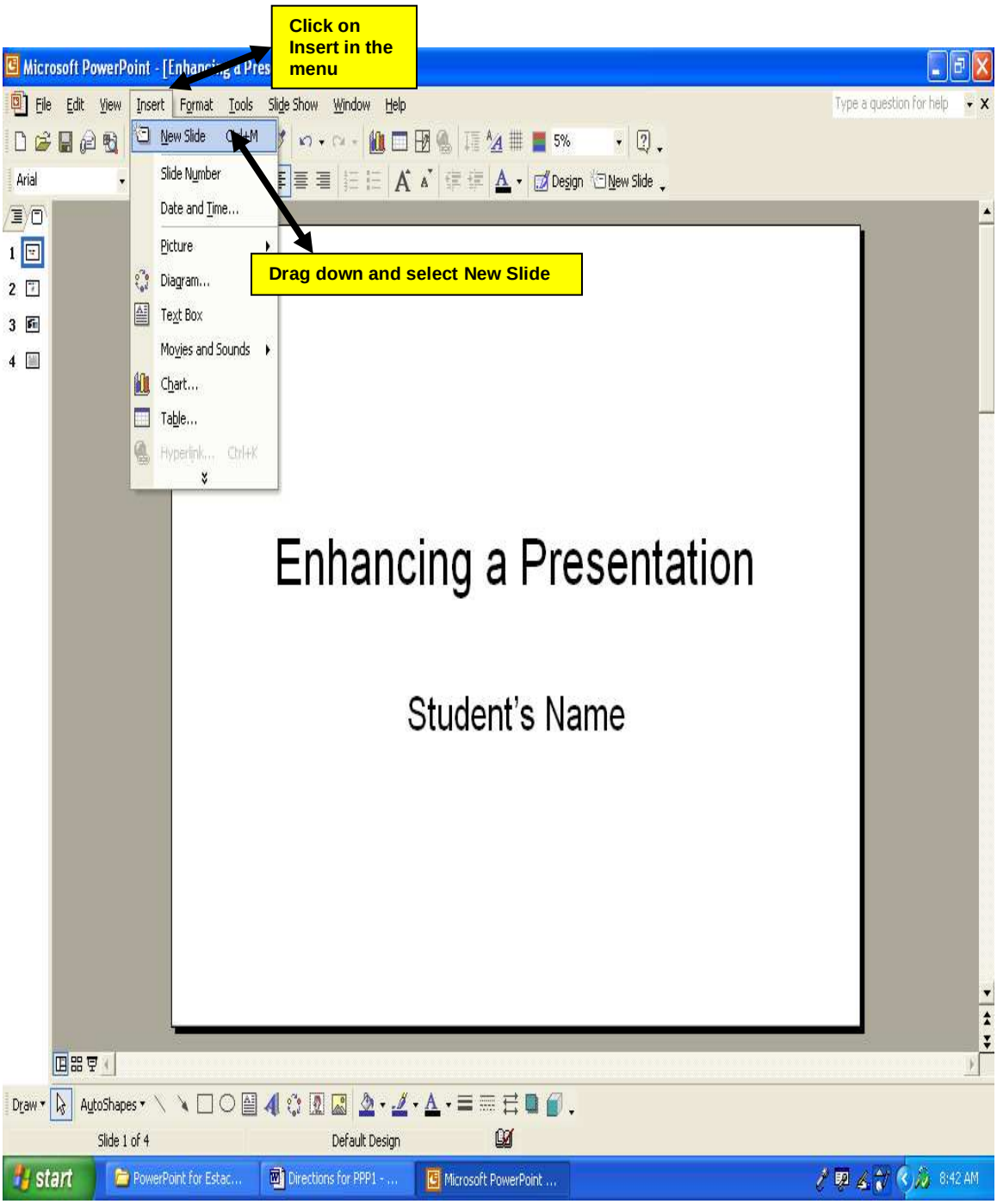
Drag down and select
New Slide



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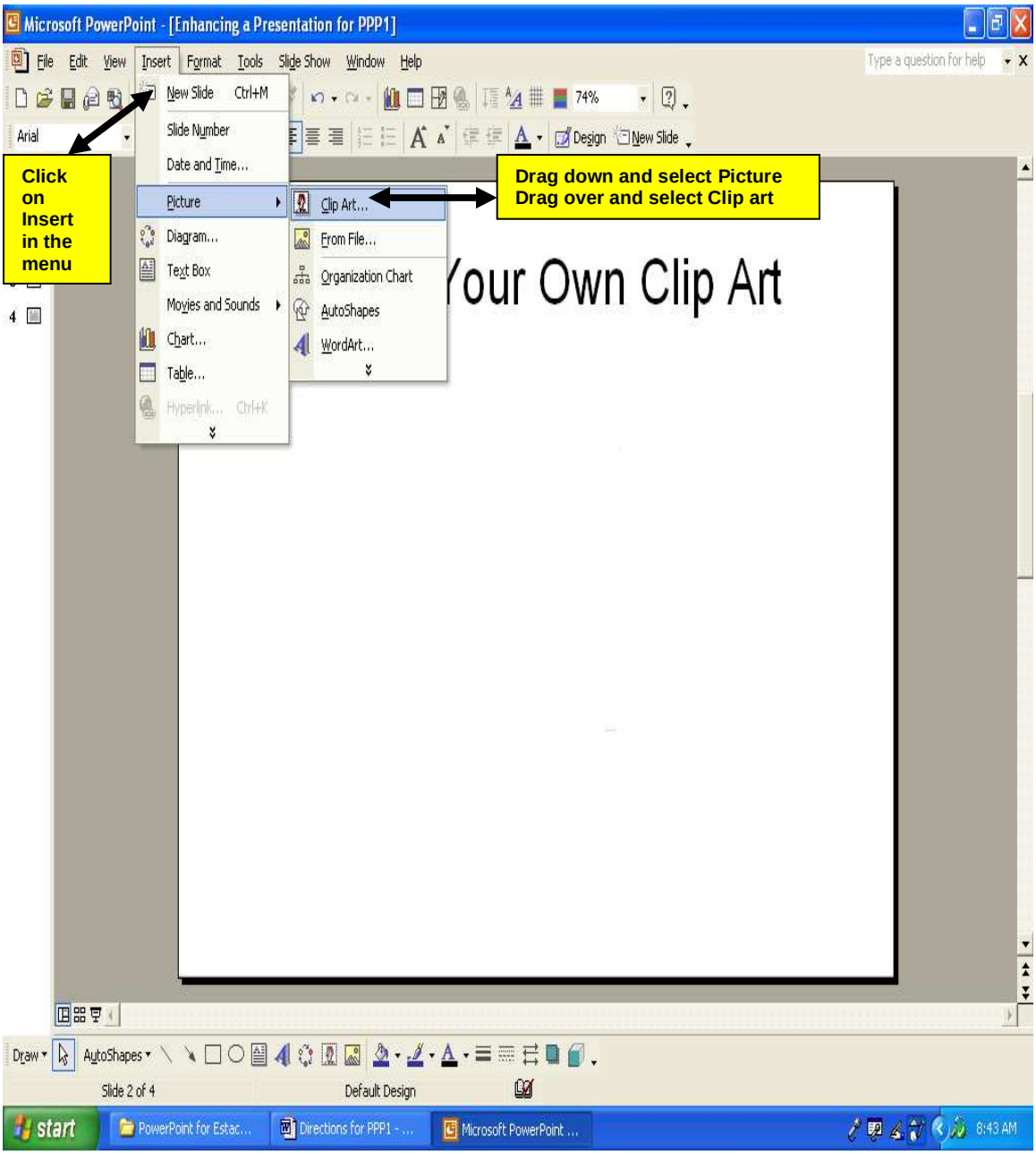
Drag over and select Clip art



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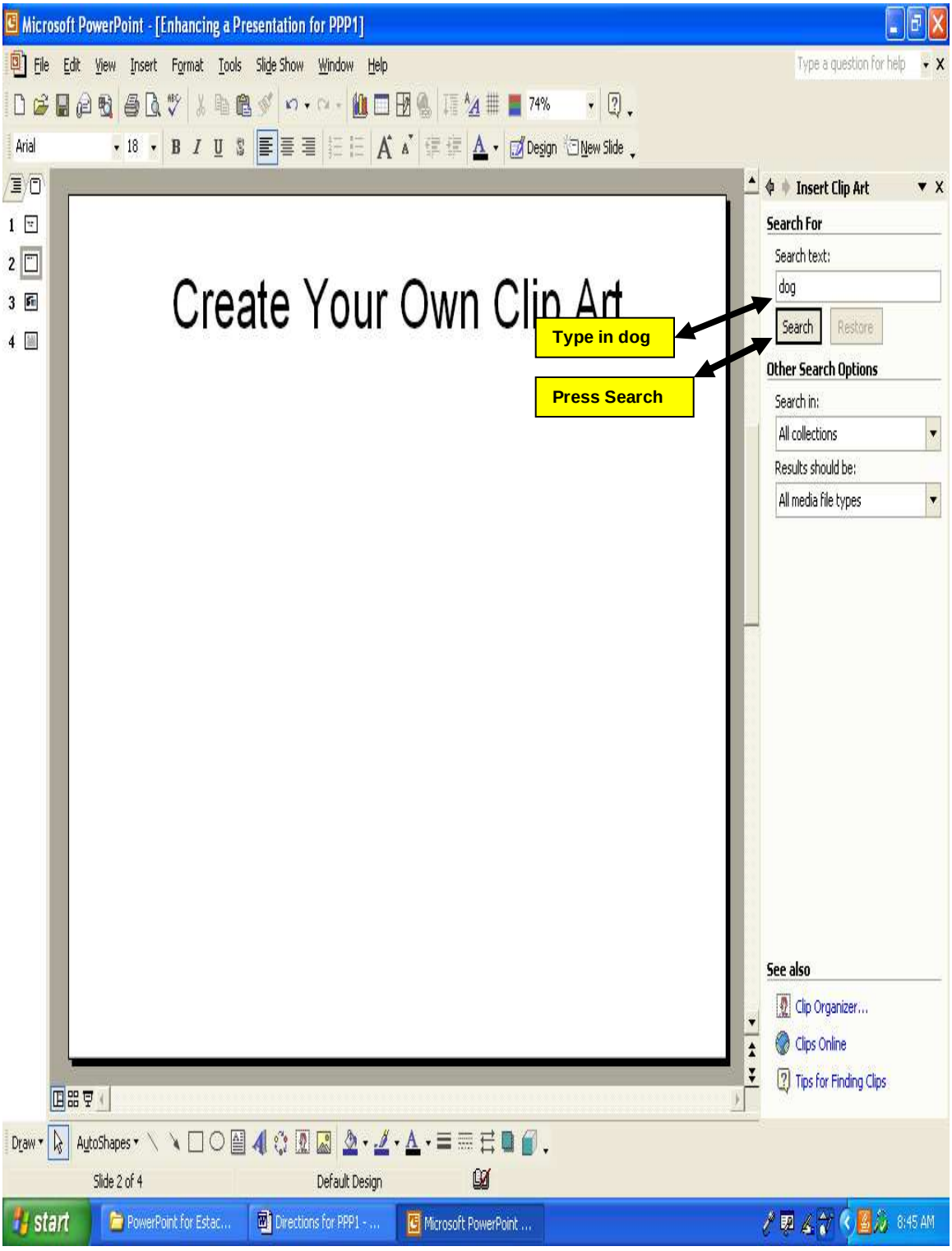
Type in **dog** in the Search Box and press the Go button



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Click on one of the dog pictures

Type the **Title**

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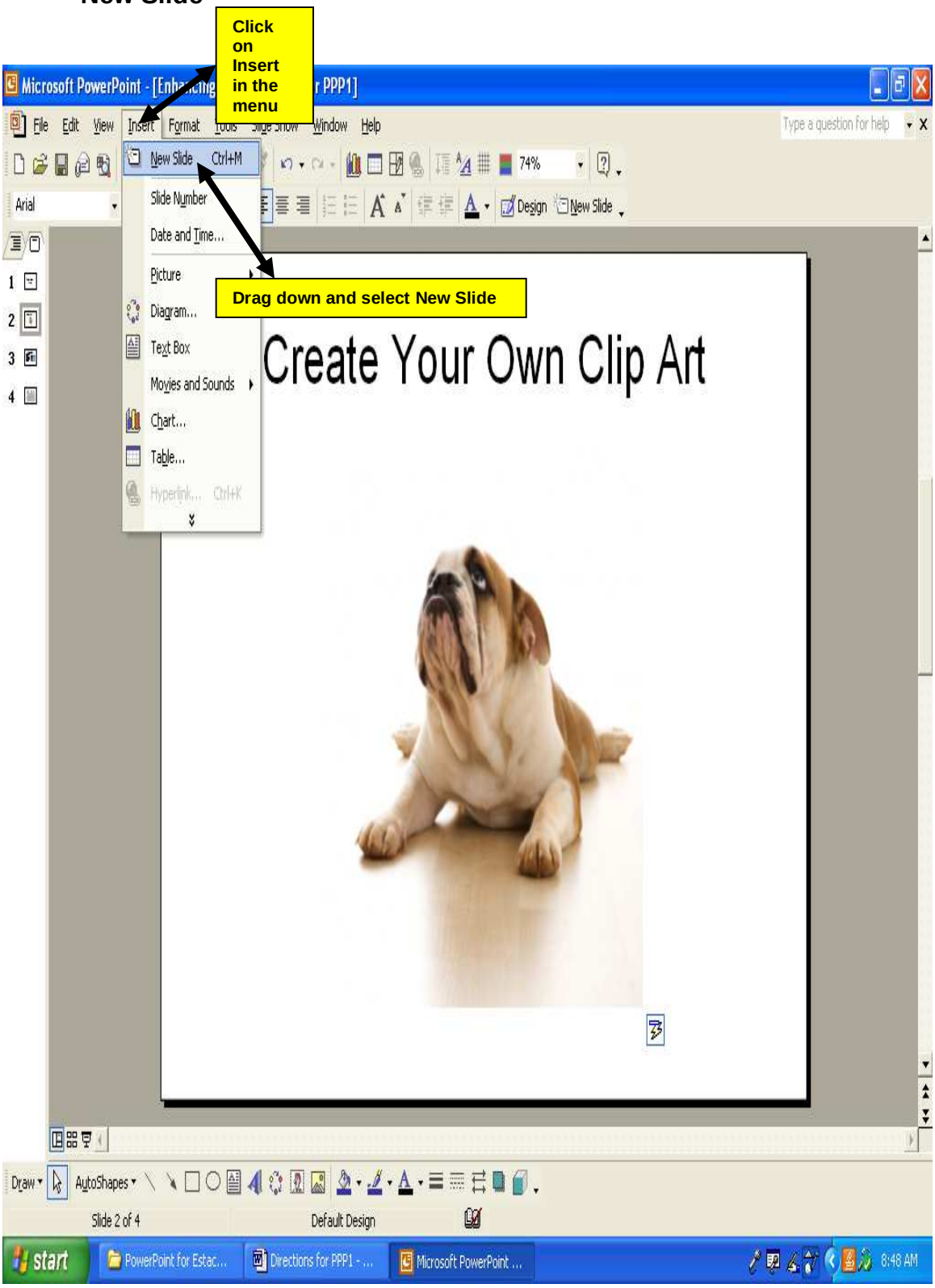
Drag down and select
New Slide



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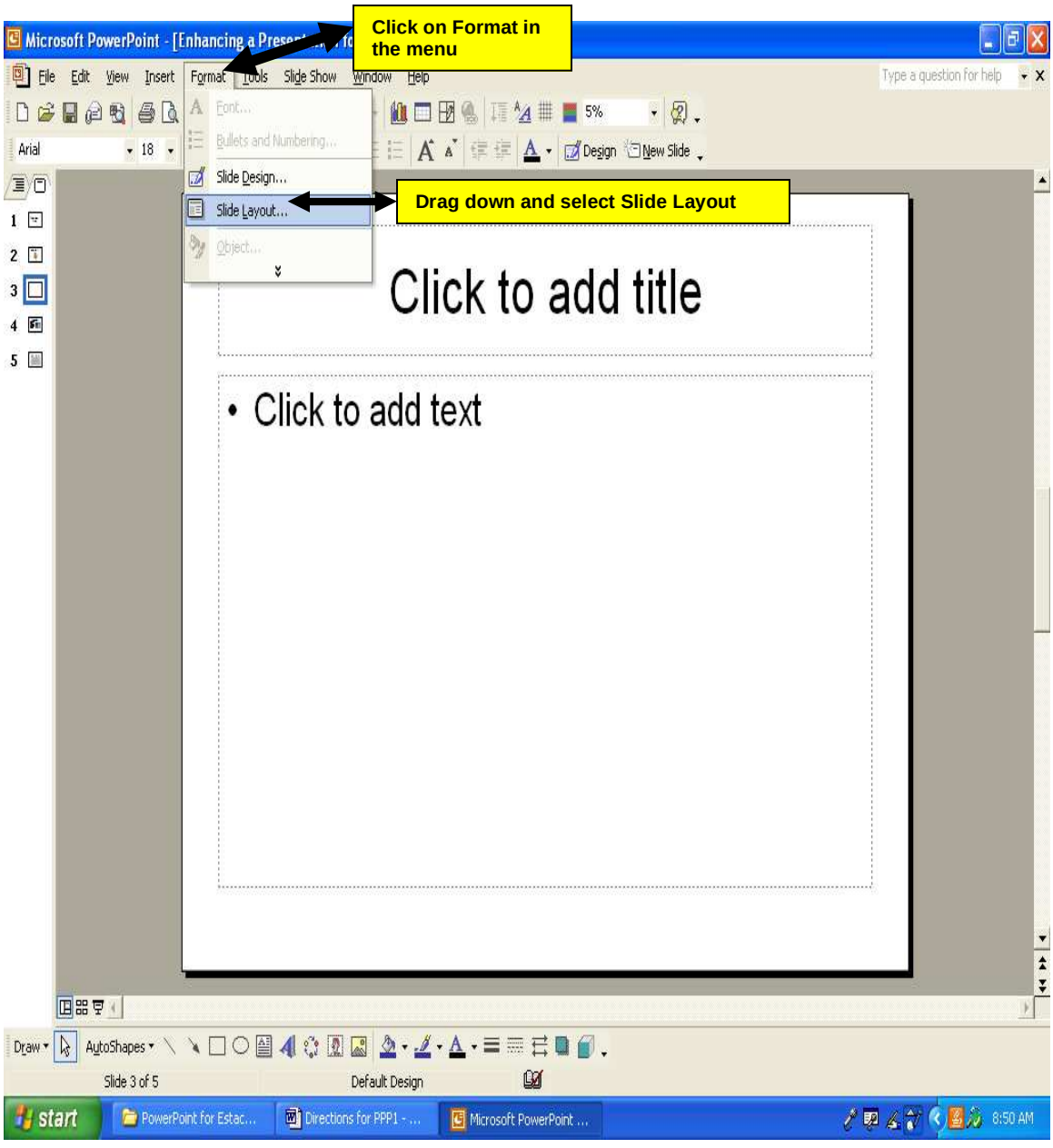
to change your slide layout

Click on Format in the menu
Drag down and select Slide Layout



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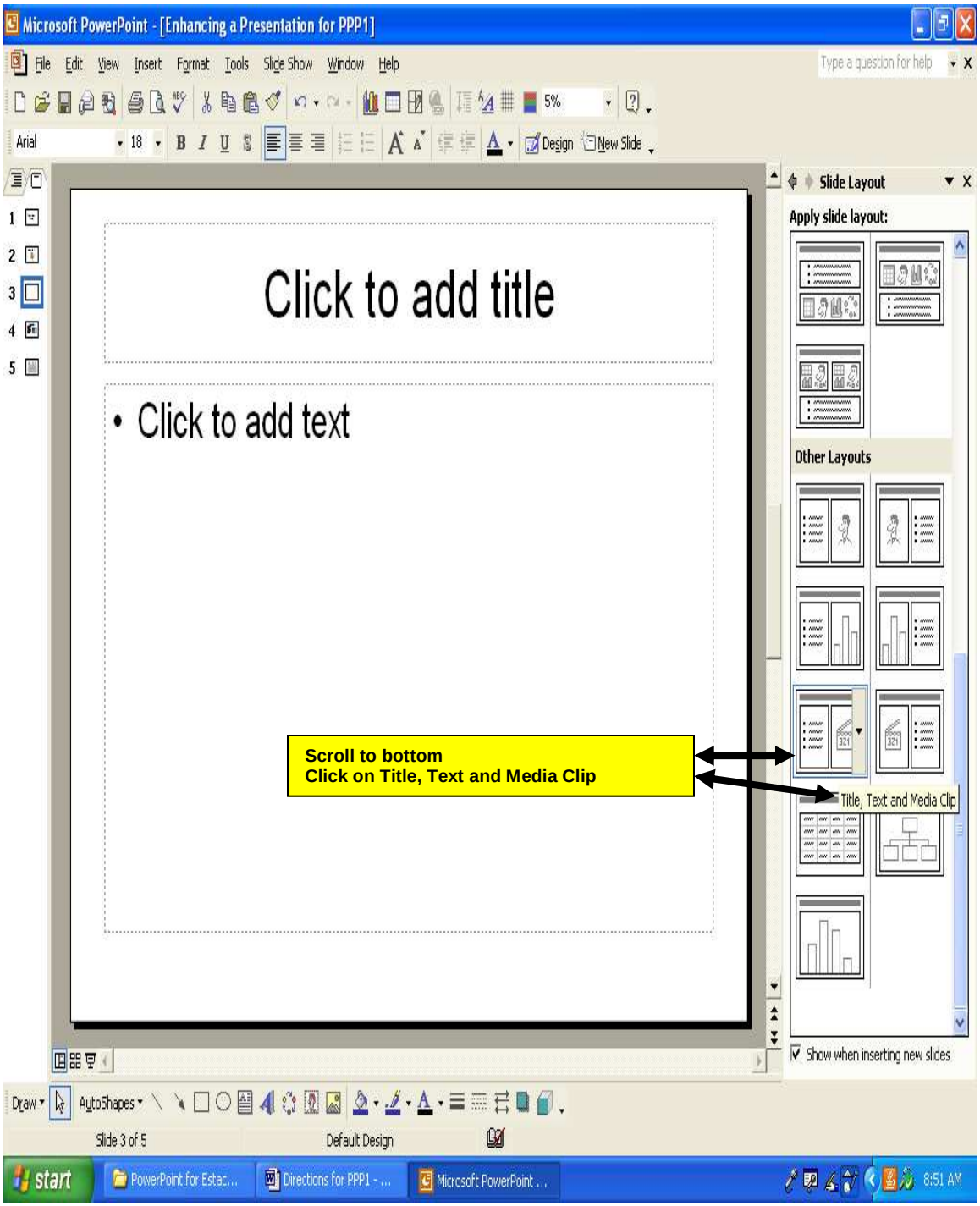
Scroll to the bottom and click on Text, Title and Media Clip



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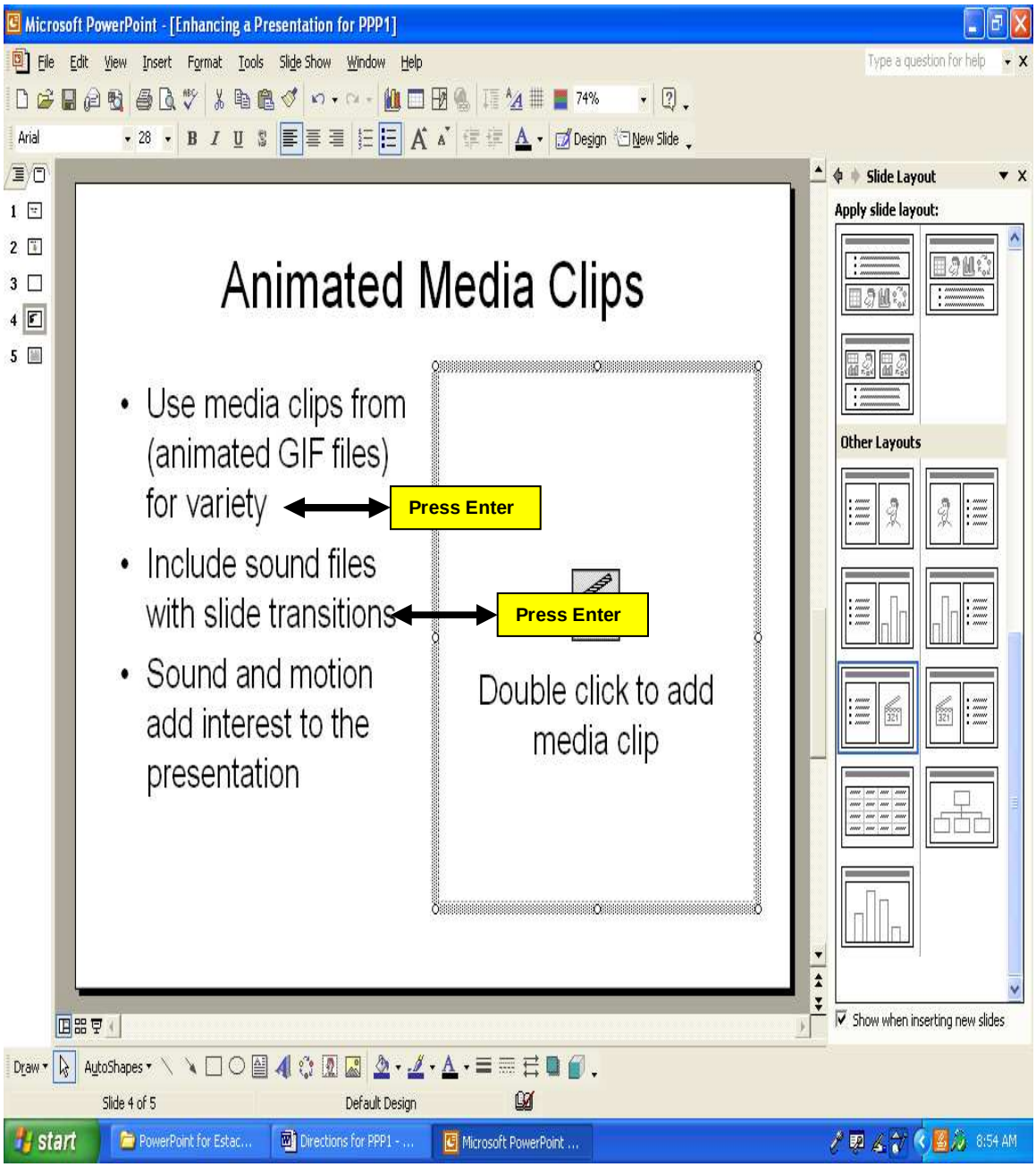
Type in the title

Type in the paragraphs

Press Enter after VARIETY and TRANSITIONS



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Insert a clip art

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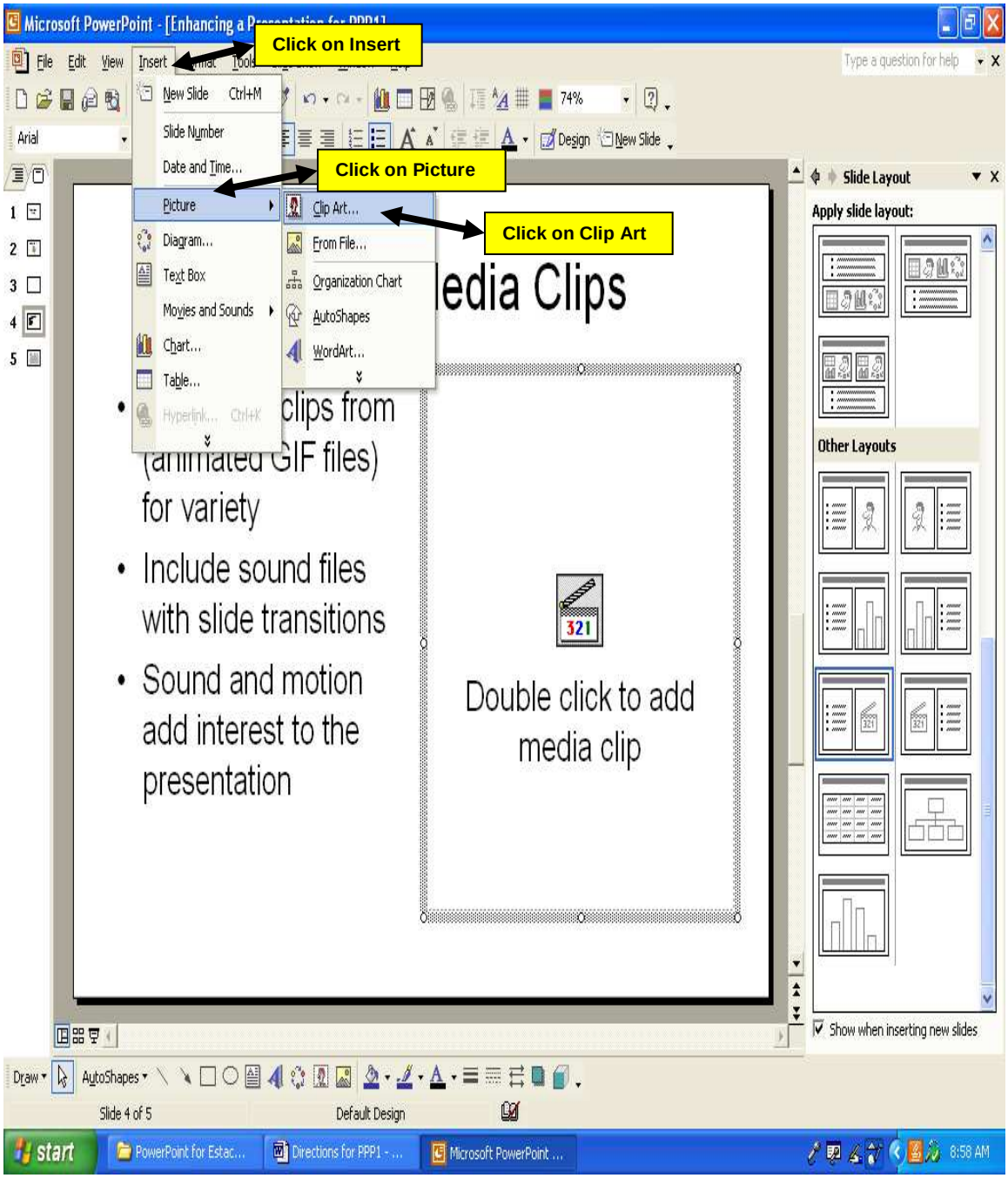
Drag down and clip on Picture
Drag over and clip on Clip Art



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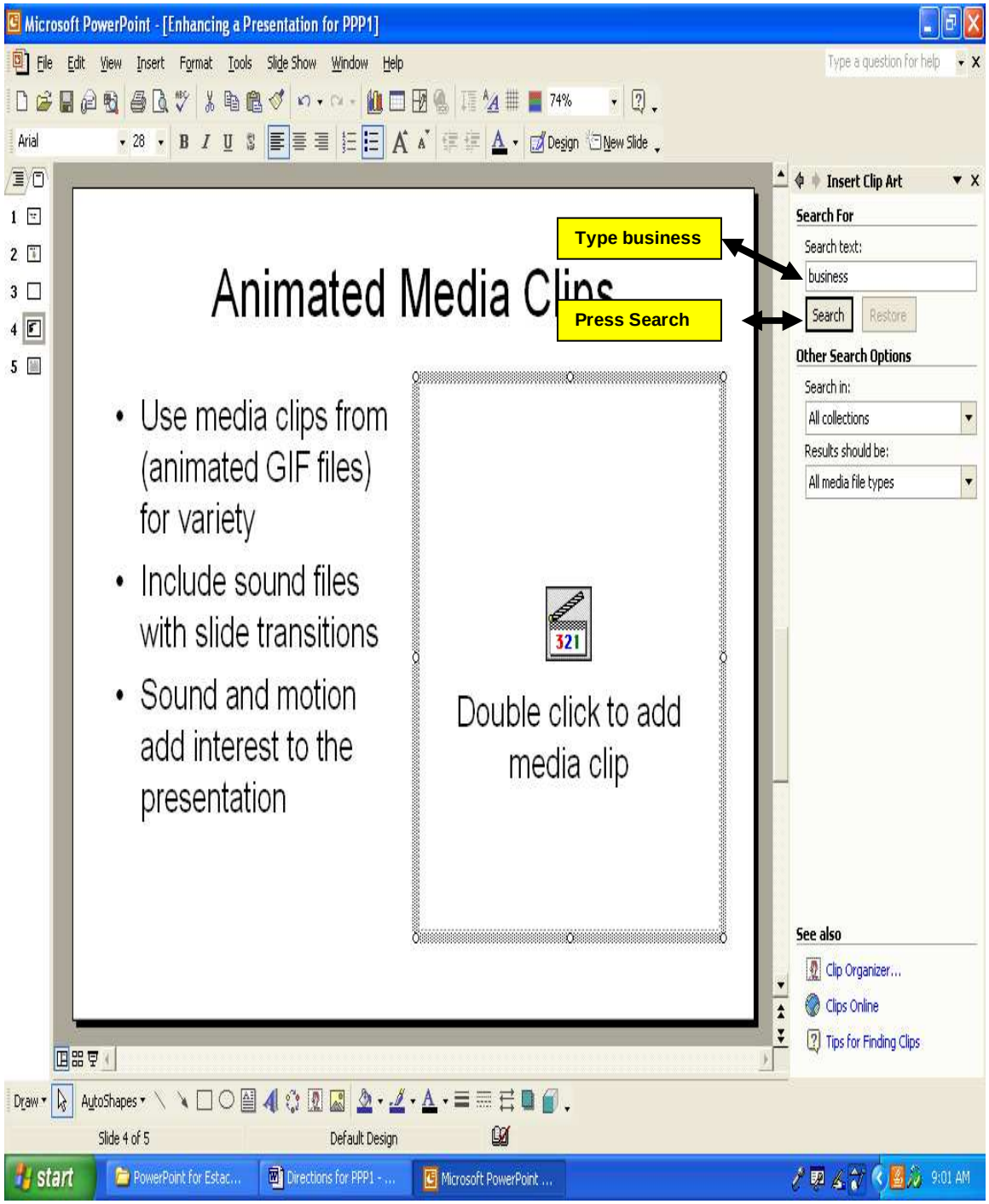
Type in **business**

Press **Search**



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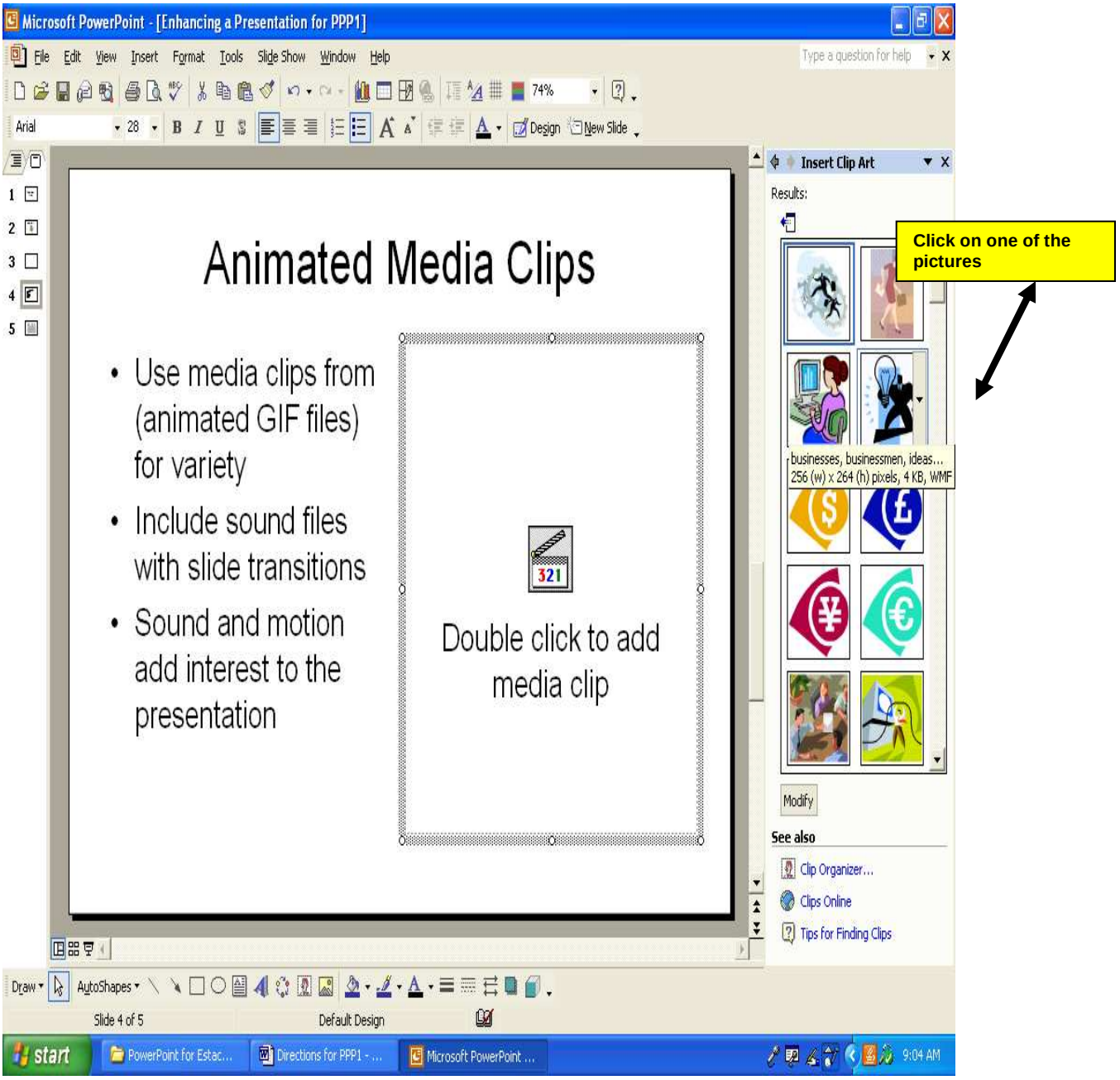
Click on one of the pictures



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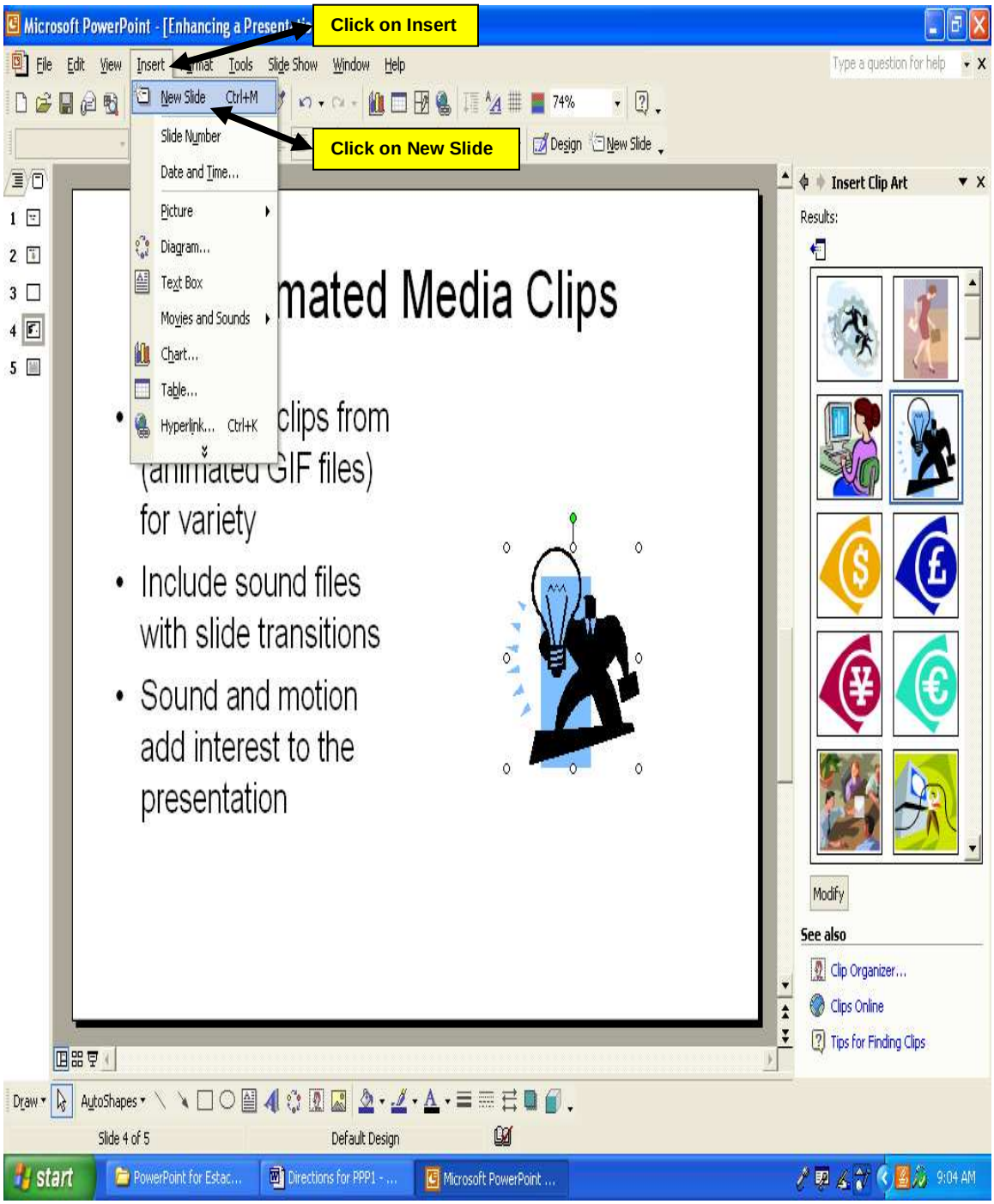
Insert a new slide
Click on Insert in the menu
Drag down and click on New Slide



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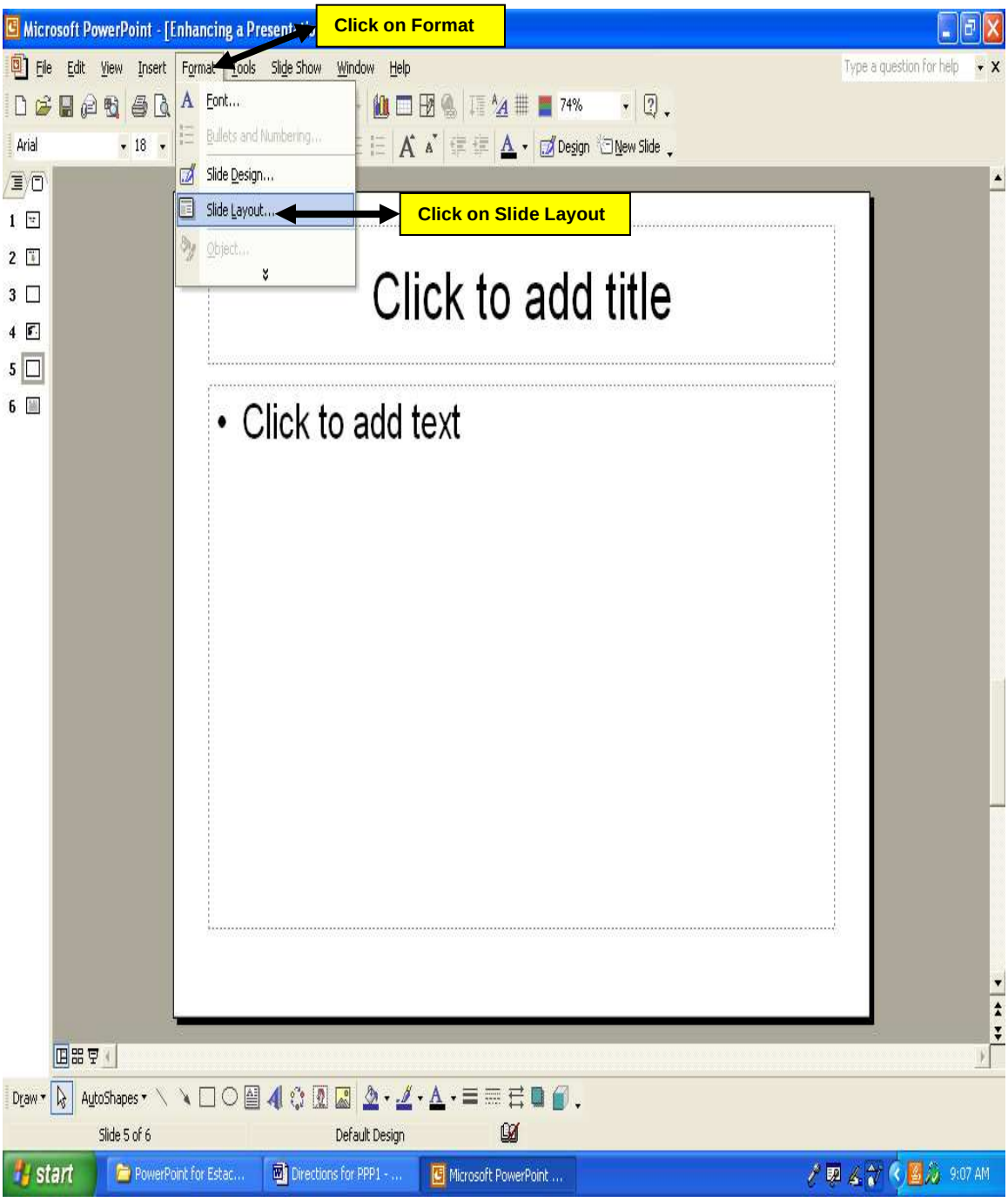
Change the slide layout

Click on Format

Drag down and click on Slide Layout



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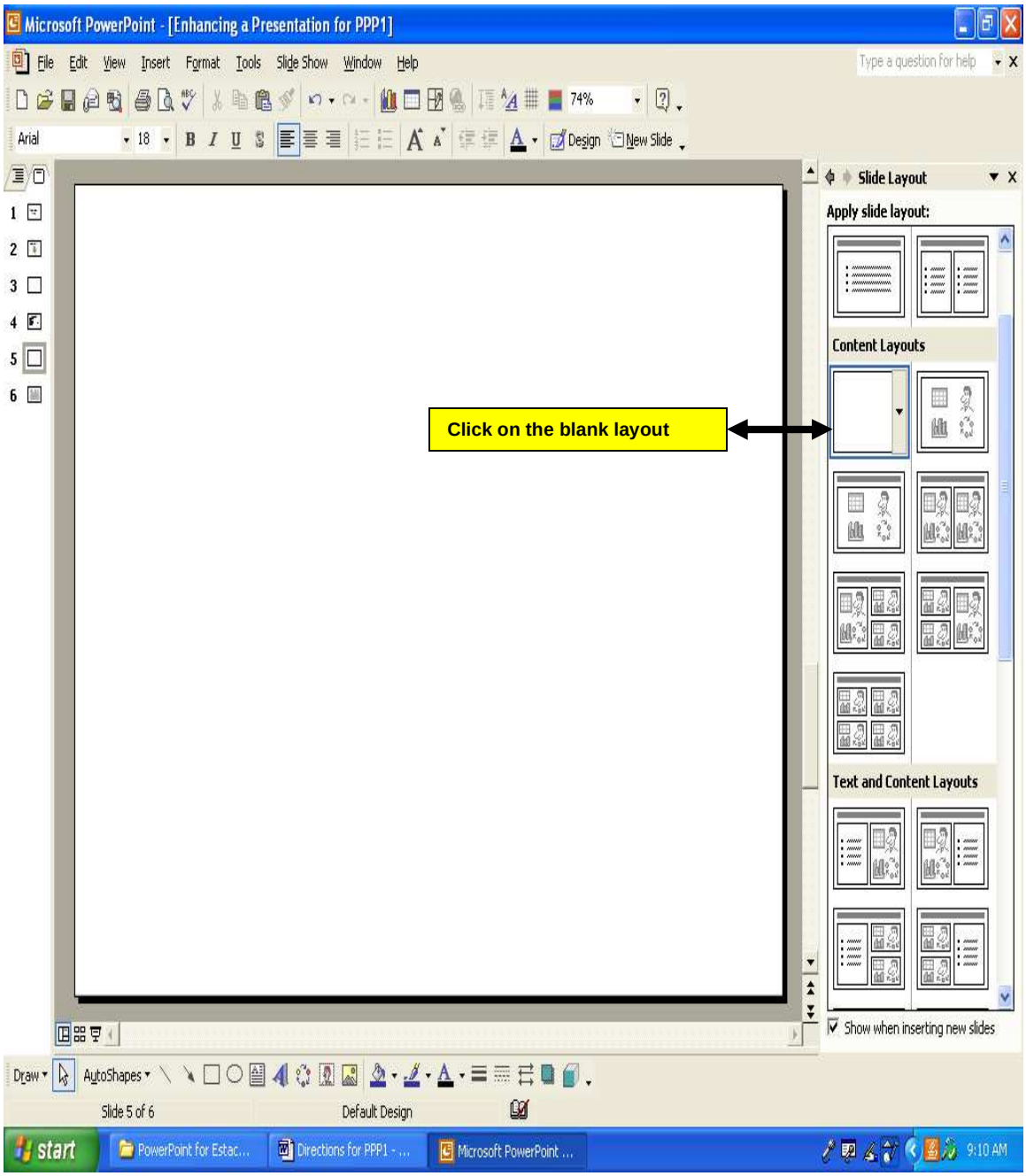
Select the blank layout



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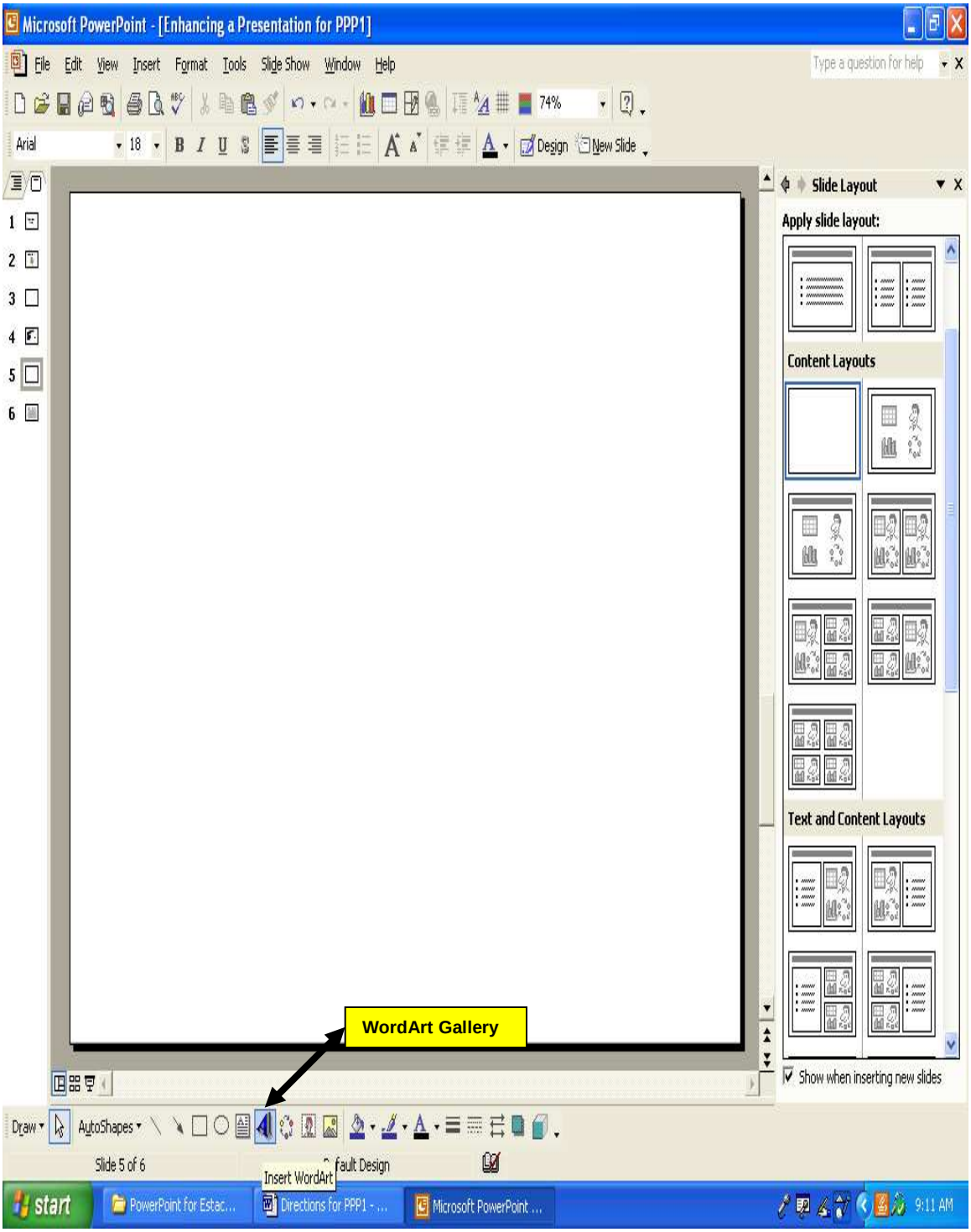
Use WordArt to type in The End

Click on the WordArt icon in the Drawing Toolbar



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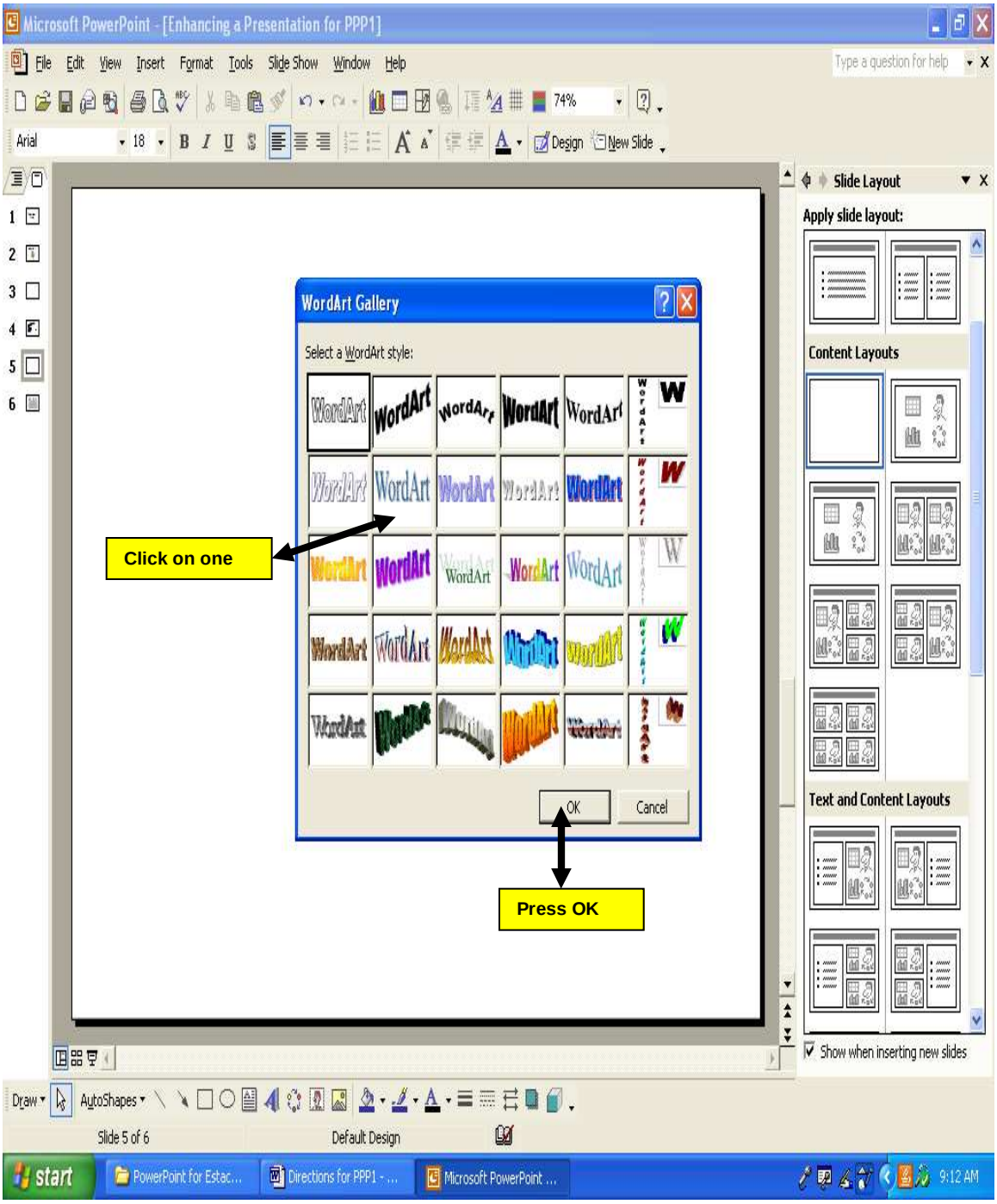
Pick one of the Word Art formats and press OK



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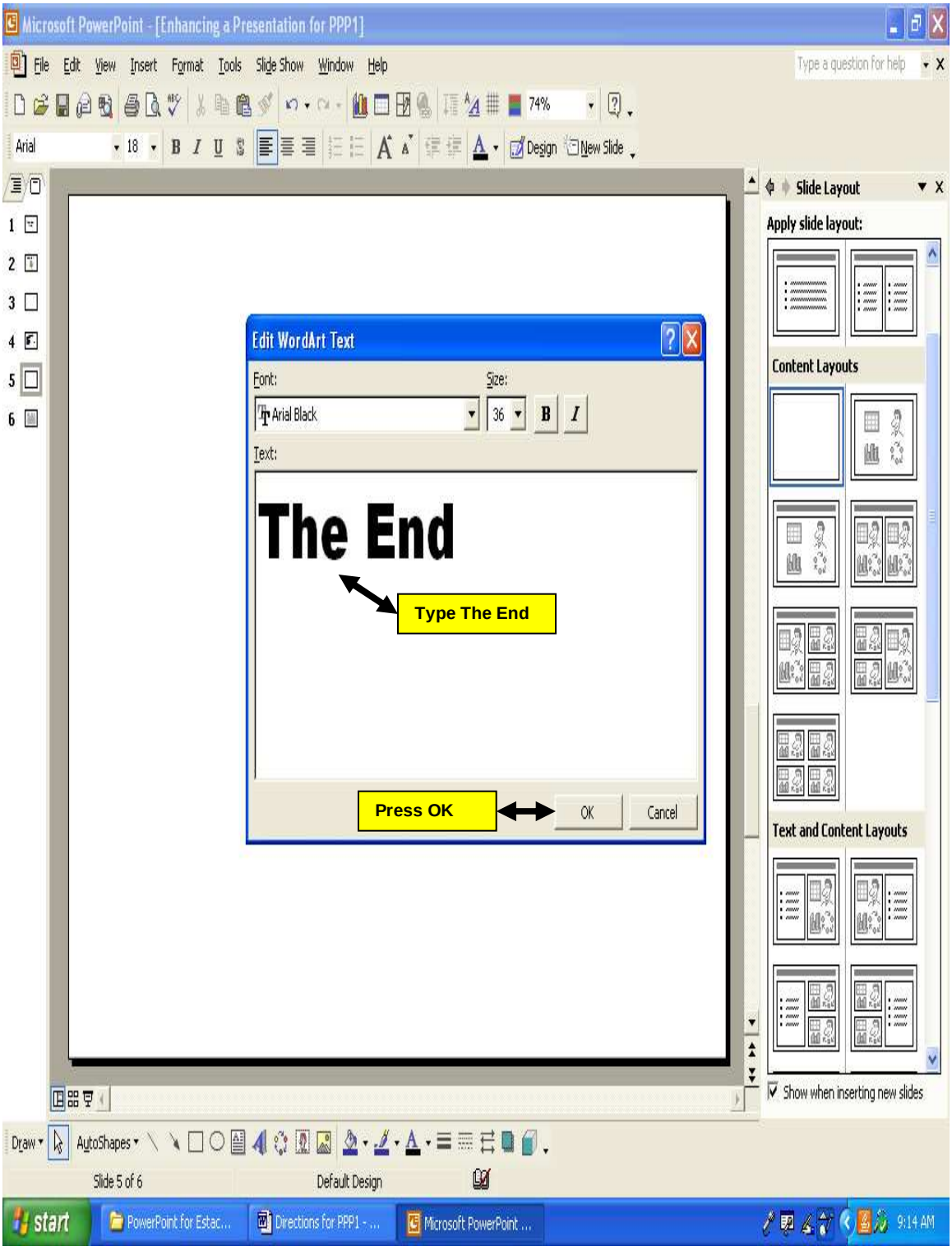
Type The End and press the OK button



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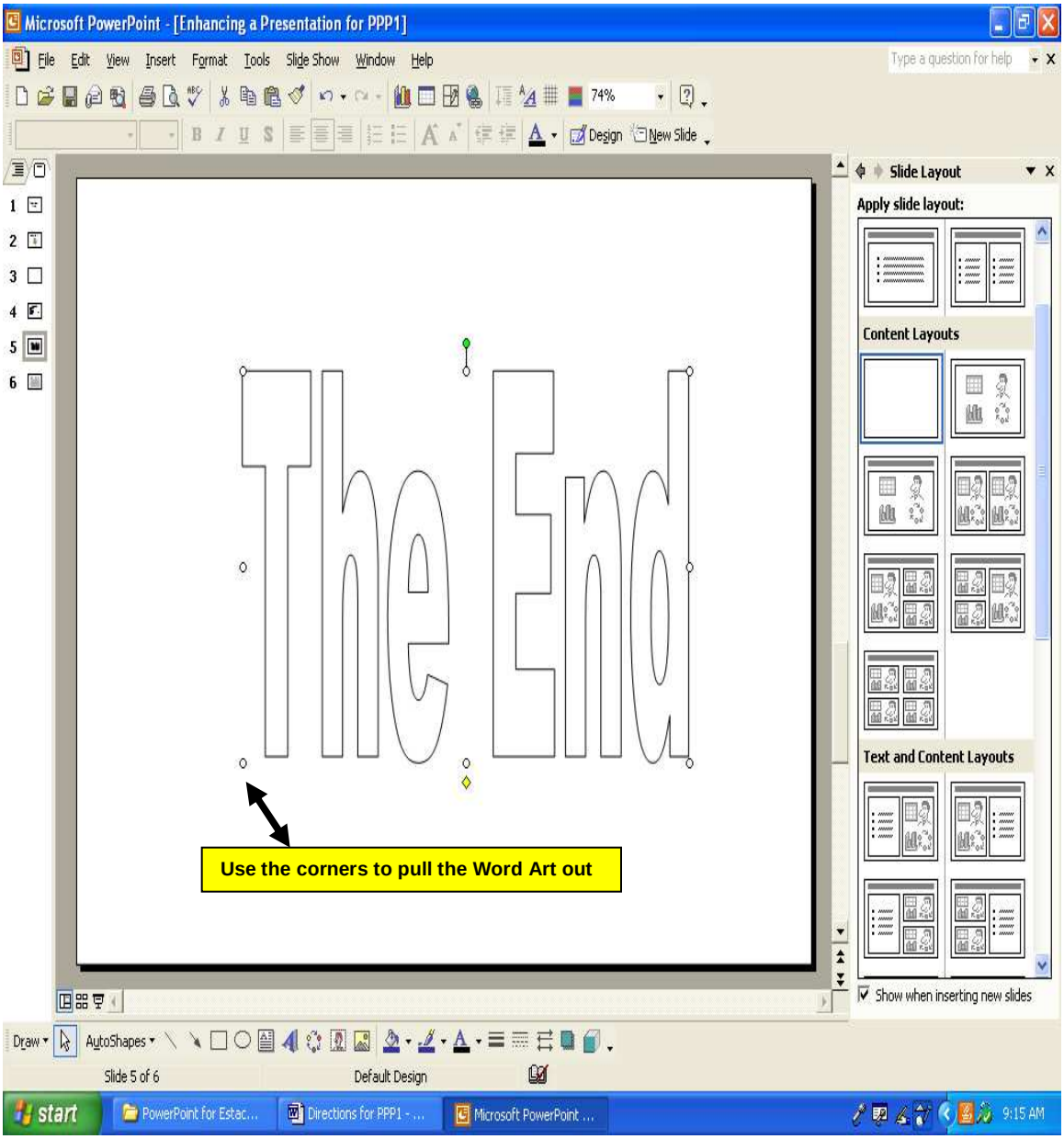
Enlarge



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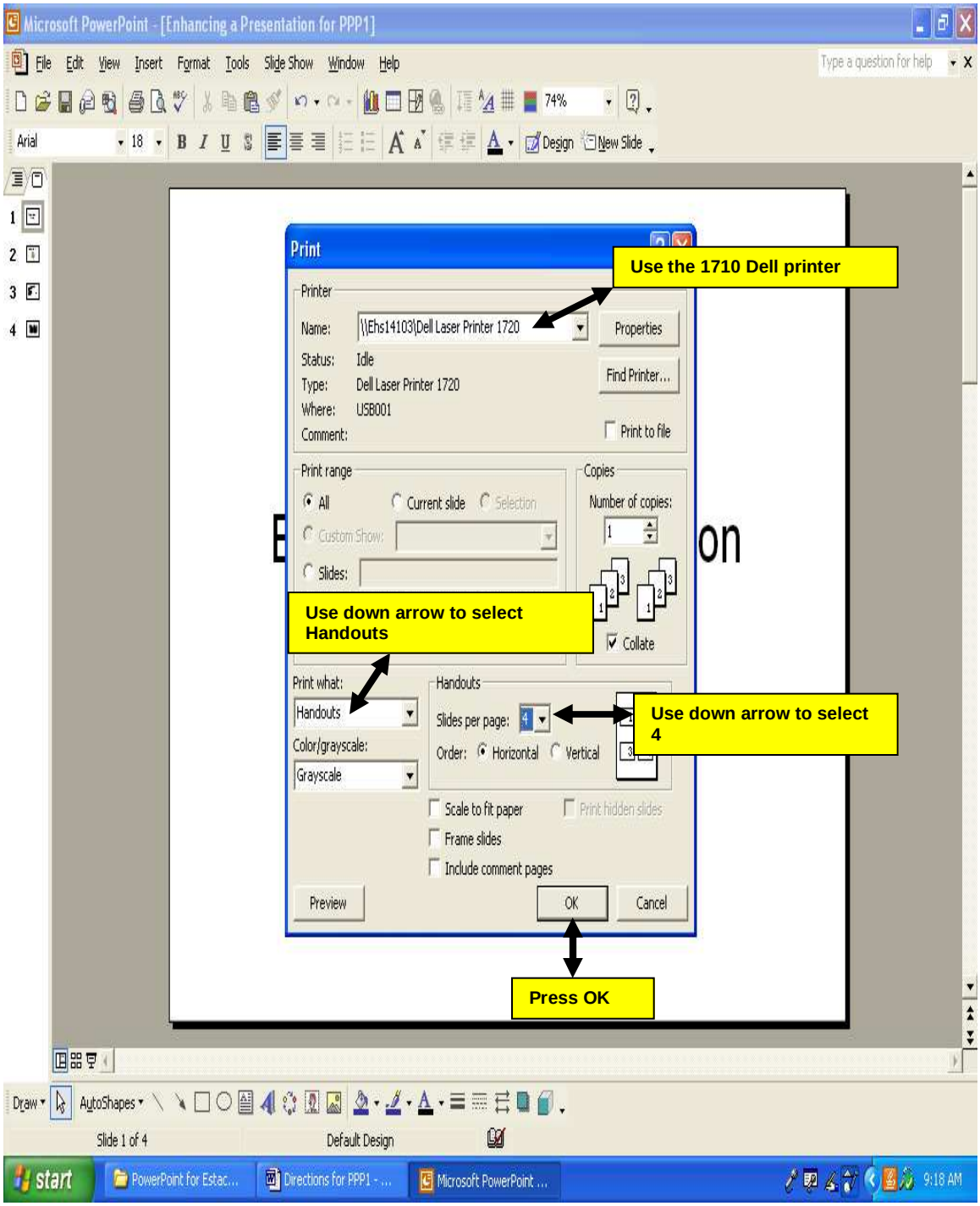

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