

STEPS FOR MICROSOFT POWERPOINT 2010

1. File Button (Saving, Opening And Closing A Document)
2. Screen Layout
 - a. Ribbon
 - b. Menus
3. Slide Views
4. Creating Master Slide
5. Adding Slides
6. Themes(Design Tab)
 - a. Creating New Theme Colors
7. Entering Text/Content
8. Adding Picture, Shape etc.
9. Slide Transition
 - a. Transition Sound
 - b. Speed
 - c. Advance Slide options
- 10.Content Animations
 - a. Animation Start Type
 - b. Animation Speed
 - c. Animation Reordering
- 11.Setup Slide Show(Slide Show)
- 12.Print A Slide Show (Handouts Etc..)