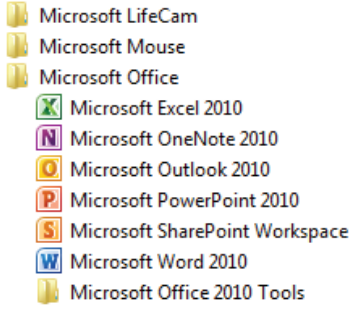


Starting PowerPoint 2010

Before you can start to create your presentations, you have to start PowerPoint 2010. There are different ways you can do this.

The Start Menu

Like any application, you can start PowerPoint by selecting it from the Start Menu.

- 1 Click on the Start button
 - 2 Click on All Programs
 - 3 Click on Microsoft Office
 - 4 Double-click on Microsoft Office PowerPoint 2010
- 
- Microsoft LifeCam
 - Microsoft Mouse
 - Microsoft Office
 - Microsoft Excel 2010
 - Microsoft OneNote 2010
 - Microsoft Outlook 2010
 - Microsoft PowerPoint 2010
 - Microsoft SharePoint Workspace
 - Microsoft Word 2010
 - Microsoft Office 2010 Tools

Hot tip



You can also add PowerPoint 2010 to the Quick Launch area on your desktop by dragging it there.

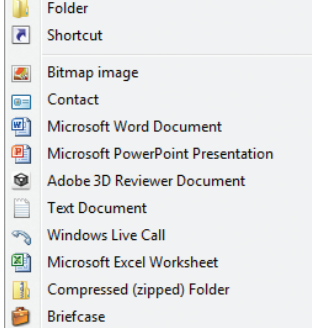
Creating a Shortcut

You can create a shortcut icon on your desktop, to enable you to quickly launch PowerPoint.

- 1 From the Start Menu, click and hold the Microsoft Office PowerPoint 2010 icon
- 2 Drag the mouse to the desktop and release the button to create the shortcut

Creating a New Presentation

You can create a new presentation and then launch it.

- 1 Click the right mouse button and click New, followed by Microsoft Office PowerPoint Presentation
 - 2 Name the new file, then double-click on it to launch it and start creating your slides
- 
- Folder
 - Shortcut
 - Bitmap image
 - Contact
 - Microsoft Word Document
 - Microsoft PowerPoint Presentation
 - Adobe 3D Reviewer Document
 - Text Document
 - Windows Live Call
 - Microsoft Excel Worksheet
 - Compressed (zipped) Folder
 - Briefcase

Don't forget



You can also start PowerPoint 2010 by double-clicking on any PowerPoint presentation that you have access to.