After completing this lesson, you will be able to:

- Start Microsoft PowerPoint.
- Explore the PowerPoint window.
- Choose a method to start a presentation.
- Create a presentation using a wizard.
- Save a presentation.

Starting Microsoft PowerPoint

To start Microsoft PowerPoint

1. On the taskbar, click Start and then point to All Programs.

2. Click Microsoft PowerPoint.

Exploring the PowerPoint Window

To display a ScreenTip for a button

- Position the pointer on a button.

Creating a Presentation Using a Wizard

To create a presentation using a wizard

1. In the New Presentation task pane, click From AutoContent Wizard.

2. Read the introduction, click Next, and then click All.

3. In the list box on the right, click a presentation and then click Next.

4. Click a presentation style and then click Next.

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Creating a Presentation Using a Wizard

To create a presentation using a wizard *(continued)*

5. Click the Presentation title box, type a presentation title, and then press Tab.

6. In the Footer box, type footer text.

7. Select the Date last updated and the Slide number check boxes.

8. Click Next and then click Finish.

Saving a Presentation

To save a new presentation

1. On the Standard toolbar, click the Save button.

2. In the File name text box, type a file name.

3. In the Save in box, navigate to the location in which you want to save the presentation.

4. Click Save or press Enter to save the presentation.