POWERPOINT 2010 TUTORIAL

Microsoft PowerPoint is a commercial presentation application written and distributed by Microsoft for Microsoft Windows and Mac OS X. The current versions at the time of writing this tutorial are 2010 for Microsoft Windows and 2011 for Mac OS X.

Microsoft PowerPoint is a presentation tool that supports text, shapes, graphics, picutes and multimedia along with integration with other Microsoft Office products like Excel.

By default, documents saved in PowerPoint 2010 are saved with the .pptx extension where as the file extension of the prior Powerpoint versions is .ppt.

AUDIENCE

This tutorial has been designed for computer users who are willing to learn Microsfot Powerpoint in simple steps and they do not have much knowledge about computer usage and Microsoft applications. This tutorial will give you enough understanding on MS Powerpoint from where you can take yourself at higher level of expertise.

PREREQUISITES

Before proceeding with this tutorial you should have a basic understanding of Computer peripherals like mouse, keyboard, monitor, screen etc and their basic operations.