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If you can't find the command you're looking for, there's [Author: .swf gets inserted here; delete this help. placeholder before inserting .swf file.]

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Open, Save, New, Print, Share, and Close. Create a New Presentation: Click the File tab, select New, and click Blank Presentation. Or, press Ctrl + N. Open a Presentation: Click the File

PowerPoint Quick Reference | CustomGuide

PowerPoint presentation. Follow these steps: Open PowerPoint Click Home Click New Slide (the arrow) Click Slides from Outline 2. Browse to the SUPERSCUBA.rtf file and click Insert. NOTE: You should see that your slides have been automatically created from the information in the rtf text file.

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On the Insert tab, select  
Shapes, and then select a  
shape from the menu that  
appears. In the slide area,  
click and drag to draw the  
shape. Select the Format or  
Shape Format tab on the  
ribbon. Open the Shape  
Styles gallery to quickly  
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End of support for Office 2007 - Microsoft Office  
Microsoft Word 2007 This guide will help you to take advantage of some of the more advanced tools that Microsoft Word 2007 has available. To navigate this guide, it is essential for

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you to be familiar with some of the basic concepts about the program. In this guide, you will learn how to: Work with Quick Styles.

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Presentation task pane;  
other possible tasks include  
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