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<Ctrl> + <N> . •

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Slide Views Slides

views are located

on the View

Toolbar, at the

bottom of the

screen.

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1. The Opening  
Screen You will see  
the default opening  
screen is actually  
composed of three  
parts: 1. The  
Slides/Outline tabs  
on the left which  
displays thumbnails  
or lists of all slides  
2. The main Slide  
pane (center) which  
allows you to work

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The File tab opens

Backstage view,

which contains

commands for

working with your

files like Open,

Save, New, Print,

Share, and Close.

Create a New

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the File tab, select  
New, and click  
Blank Presentation.  
Or, press Ctrl + N.

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In the guide, click  
any menu or toolbar  
command. The  
guide will show you  
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2010 program. To  
remove this

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7 or Windows Vista:  
Click Start and then  
click Control Panel.

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click Uninstall a  
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in previous versions of Microsoft Office. Common file management commands – Save, Save As, Open, and Close – appear at the top of the menu. Ribbon: Displays the commands and tools you need to perform various tasks.



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