

PowerPoint Tutorials

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, pictures 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 whereas, the file extension of the prior PowerPoint versions is **.ppt**.

In this chapter, we will understand how to get started with PowerPoint 2010. We will understand how to start PowerPoint 2010 application in simple steps. To access PowerPoint 2010, you must have Microsoft Office 2010 installed in your PC. Only Office 2010 Home and Student, Home and Business, Standard, Professional and Professional Plus packages have PowerPoint included in them. Other packages may have a viewer, but you cannot create presentations with them.

Step 1 – Click the **Start** button.



Step 2 – Click **All Programs** option from the menu.



Step 3 – Search for **Microsoft Office** from the sub menu and click it.



Step 4 – Search for **Microsoft PowerPoint 2010** from the submenu and click it.



This will launch the Microsoft PowerPoint 2010 application and you will see the following presentation window.

