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GUIDE 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 add a color and style (including shading) to the selected shape. Basic tasks for creating a PowerPoint presentation

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Microsoft PowerPoint 2013 Step by Step The invention of PowerPoint by Gaskins has saved presenters hours of painstakingly handcrafting displays, and created a professional and easy way to relay information. The following are steps on how to create a basic PowerPoint presentation, however certain steps may vary slightly depending upon what version of PowerPoint you are using.

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