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Microsoft Office PowerPoint 2016 is a presentation software application that aids users in the creation of professional, high-impact, dynamic presentations. Slides are the building blocks of a PowerPoint presentation. By using slides, the focus is not only on the speaker, but on the visuals (slides) as well.

Microsoft Office PowerPoint 2016 for Windows

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Open PowerPoint 2016, and create a blank presentation. Change the Ribbon Display Options to Show Tabs. Click the drop-down arrow next to the Quick Access Toolbar and add New, Quick Print, and Spelling. In the Tell me bar, type Shape and press Enter. Choose a shape from the menu, and double-click somewhere on your slide.

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Microsoft PowerPoint 2016 Introduction - Key Training

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Microsoft PowerPoint with a Microsoft 365 subscription is the latest version of PowerPoint. Previous versions include PowerPoint 2016, PowerPoint 2013, PowerPoint 2010, PowerPoint 2007, and PowerPoint 2003.

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