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**Guide** 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 on individual slides. 3.

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PowerPoint is a software program to enhance your oral presentation and to keep the audience focused on your subject. It operates like an old-fashioned slide show, but uses modern technology in the form of computers and digital projectors rather than a slide projector of old.

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Think of slides as the individual units in your presentation that you can fill with content. To insert a new slide, go to the Insert tab on PowerPoint's ribbon. Then, click on the New Slide button to add a new slide to your presentation. A new slide will have basic placeholders to add your content to in PowerPoint.

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Microsoft Office 2010 offers a slew of new features for both end users and IT pros, including Web-based versions of Word, PowerPoint, Excel and OneNote, and online collaboration and document sharing capabilities that previously users could only get from the competition. The suite is available to enterprises May 12, 2010.

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