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## **Microsoft PowerPoint 2011 for Mac Reference Guide**

When you hear the word "PowerPoint" in the workplace, most people immediately associate it with a computer presentation. Such is the power of the Microsoft brand and its PowerPoint software package. PowerPoint is widely used by business people, educators, students and trainers and among the most prevalent forms of persuasive technology.

CustomGuide's Quick Reference for the Mac version of PowerPoint 2011 provides a handy "at-a-glance" tip sheet to get you familiarized with the basics, including:

- Create new presentations
- Insert and delete slides
- Add multimedia
- Speed up your work using keyboard shortcuts
- Toggle through screen viewing options.

Included in this ZIP file are:

- Intro Doc.pdf
- Terms and Conditions.pdf
- Microsoft PowerPoint 2011 for Mac Reference Guide.pdf