Lesson 1 Instructions

Open **PowerPoint 2010** on your computer. A new blank presentation will appear on the screen.

1. Try **minimizing** and **maximizing** the Ribbon.
2. Click through all of the **tabs** and notice how the Ribbon options change.
3. Try switching **page views**.
4. Add any commands you wish to the **Quick Access Toolbar**.
5. Close PowerPoint without saving the presentation.

Videos

<object width="560" height="315"><param name="movie" value="http://www.youtube.com/v/g6LBAQRcdos?version=3&amp;hl=en\_US"></param><param name="allowFullScreen" value="true"></param><param name="allowscriptaccess" value="always"></param><embed src="http://www.youtube.com/v/g6LBAQRcdos?version=3&amp;hl=en\_US" type="application/x-shockwave-flash" width="560" height="315" allowscriptaccess="always" allowfullscreen="true"></embed></object>