

# **Certificate in Computer Applications (CCA) Study Material**

**CCA -101: Fundamentals of IT & Programming  
Part 3 (Unit 3.1 -Unit 3.5.2)**

**Supported by  
Institute of Management Studies (IMS),  
Ghaziabad-UP**

## About CCA Program

The certificate program focuses on computer fundamentals. This program provides a comprehensive introduction to Fundamentals of Information Technology; Computer Applications; Internet & Communication Technologies; Web Programming; and Soft Skills.

The program is designed and conducted by CSC Academy along with one of the leading Management Institute, Institute of Management Studies, Ghaziabad (UP). Some of the core subject faculty are associated in delivering this program.

After the completion of this course, student will be able to:

- Get a basic understanding of personal computers and their operations.
- Use of MS Office Tools - Like MS word, MS excel and Power point presentations
- Understand basics of Programming.
- Recognize and describe the working of Computer Networks.
- Get familiar with the basics of communication skills
- Develop good skills at writing business letters, emails, minutes of meeting and other business correspondence.
- Design and Implement interactive, responsive web site using HTML5, CSS5 and JavaScript.
- Build Dynamic web site using server-side PHP Programming and Database connectivity.

### The CCA program covers five course modules:

Unit 101: Fundamentals of IT & Programming

Unit 102: Data Communications

Unit 103: Soft Skills & Communications

Unit 104: Web Technologies

Unit 105: Cyber Security

The objective of this study material is to provide the students to enable them to obtain knowledge and skills in the related subject. This material is not in itself to be read alone, and student should use this in addition to the CCA online e-learning content study. In case students need any further clarifications or have any suggestions to make for further improvement of the material contained herein, they may give the same at CSC Academy Centre.

All care has been taken to provide content in a manner useful to the students.

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## **About CSC Academy**

CSC Academy was setup in 2017 that provides access to professional learning for learners of diverse backgrounds and educational needs. The CSC Academy is a not-for-profit society under the Societies Registration Act 1860 (Act 21 of 1860), as applicable to the Union of Delhi with its registered office in Delhi. The CSC Academy board comprises of the Additional Secretary, Ministry of Electronics & Information Technology, Government of India as Chairman, and others reputed members from academia. CSC Academy has received certificate from Income Tax Department under section 12 AA and 80 G.

The CSC Academy is committed to teaching, delivering of specialized courses/ training programs, leadership, communication skills and promotion of entrepreneurship among the rural masses in India. Presently, the CSC Academy is delivering various Government of India sponsored skill and education programs, in addition to courses from private sector.

## **About Institute of Management Studies, Ghaziabad (UP)**

IMS Ghaziabad is a pioneer institute for management education in Northern India. It is the first institute of IMS Society Ghaziabad with 30 glorious years of excellence. IMS Ghaziabad offers full time AICTE approved & NBA accredited PGDM Programme which has been awarded the MBA equivalent status by the Association of Indian Universities (AIU), PGDM - International Business, PGDM - Big Data Analytics and MCA Programme are approved by AICTE and affiliated to Dr APJ AKTU, Lucknow.

Since its foundation IMS Ghaziabad has gathered a lot of feathers in its cap with global accreditations and memberships such as Accreditation Services for International Colleges (U.K), AACSB Business Education Alliance, National Assessment and Accreditation Council - 'A' Grade.

IMS Ghaziabad is amongst Top 10 best B-Schools in North India as per latest MBA and B School Rankings. It has been awarded as the "Best Campus for Industry Oriented Management Education in India / Asia Pacific 2019" by ASSOCHAM and the Education Post. It has been ranked as 5th in North India and 15th in India by Times of India B School Survey, February 2019, A++ Institute in Delhi - NCR by 9th Chronicle B-School Survey 2018.

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## Course Outline

### Course Objective

This subject aims to introduce skills relating to basic concepts and terminology of information technology & programming.

### Course Outcomes

At the end of this course, student should be able to:

1. Understand basic concepts of I.T.
2. Have a basic understanding of personal computers and their operations.
3. Able to use MS office tools.
4. Understand basics of Programming.

### Course Details

#### Unit I Introduction

**Introduction to computers:** definitions, evolution, characteristics, Organization of a Computer, Classifications, Distributed Computers, Parallel Computers.

**Computer Memory:** Random Access Memory (RAM), Read Only Memory (ROM), External Memory (Secondary Memory), Compact Disk Read Only Memory, Magnetic Storage Drives, USB.

**Software:** Types of S/W - System Software: Operating System, Utility Programs Application Software, Overview of proprietary software, Overview of open source technology.

#### UNIT II Introduction to MS Word

**MS Word Processing basics:** Menu Bar, Using the Icons below Menu Bar; Opening and closing Documents: Save and Save as, Page Setup, Print Preview.

**Text Creation and manipulation:** Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check.

**Formatting the Text:** Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case;

**Formatting a document:** Set page margin, paragraphs and sections within a document, Adjust indents and hanging indents;

**Table Manipulation:** Draw Table, Changing cell width and height, Alignment of Text in cell Delete /

Insertion of row and column Border and shading, Table Formula.

### UNIT III Spreadsheets and Presentations

**Spread Sheet:** Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks.

**Manipulation of Cells:** Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width.

**Formulas and Function:** Using Formulas, Function, basic mathematical operators, using AutoSum etc., using formulas with multiple cell references;

**Presentation** - Basic Concepts of presentation: Using PowerPoint, Opening A Power Point Presentation, Saving A Presentation; Creation of Presentation using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation; **Preparation of Slides:** Inserting Word Table or An Excel Worksheet, Inserting Other Objects,

### UNIT IV Introduction to Programming

**Programming Language:** Machine Language, Assembly Language, High Level Language their advantages & disadvantages. Basic concepts – data types and its representation in programming, basic arithmetic operations – addition, multiplication, division, modulus; conditional checks, relational and comparisons and loops

### Reference books

1. Introduction to Information Systems, [James O'Brien](#), [George Marakas](#), TMH
2. "Information Technology for Management", (2010) Behl, Ramesh, 1st Ed Tata McGraw Hill, New Delhi
3. Alexis & Mathews: "Fundamentals of Information Technology", Vikas Publication.
4. Turban - Information technology for Management : Transforming Organization in Digital Economy 7/e-Wiley
5. [Henry Lucas](#), Information Technology For Management, TMH

## Unit 3 : Spreadsheets and Presentations

### Unit 3.1: Introduction to MS Excel

#### INTRODUCTION TO MS EXCEL



##### Microsoft Excel

Excel is one of the most widely used spreadsheet applications. Microsoft Excel is a software program produced by Microsoft that allows users to organize, format and calculate data with formulas using a spreadsheet system. This software is part of the Microsoft Office suite.

#### INTRODUCTION TO MS EXCEL



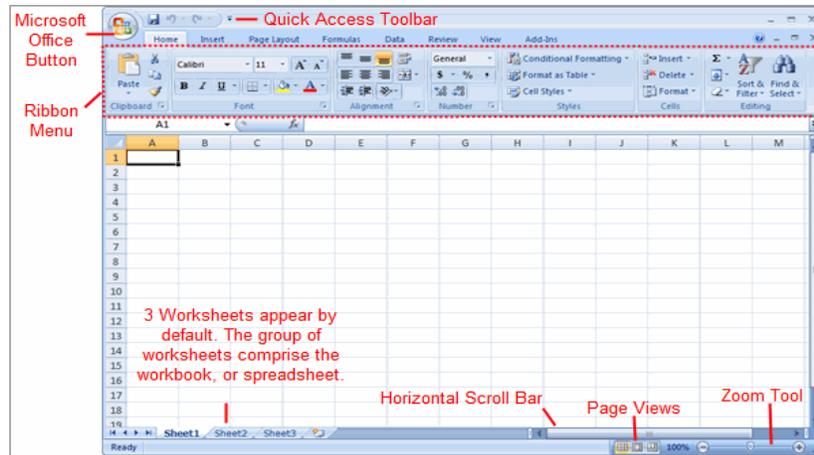
##### Starting a Excel

- Click on the Start button on the Taskbar at the bottom left corner of the Screen
- Highlight the All Programs item. The program menu will open.
- Select Microsoft Office from the list of programs.
- Click on Microsoft Excel.

## INTRODUCTION TO MS EXCEL



When you first open Excel, the software opens to a new blank workbook looks as below.



## INTRODUCTION TO MS EXCEL



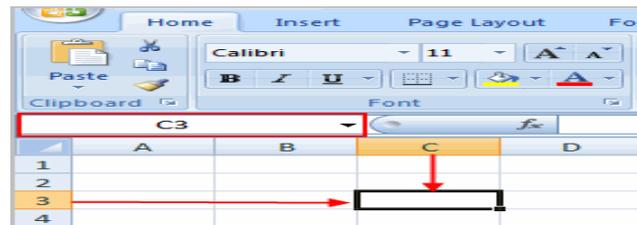
*To create a new blank workbook:*

- Left-click the **Microsoft Office button or File Tab**.
- Select **New**. The New Workbook dialog box appears, and Blank Workbook is highlighted by default.
- Click on this
- A new blank workbook appears in the window.

## INTRODUCTION TO MS EXCEL



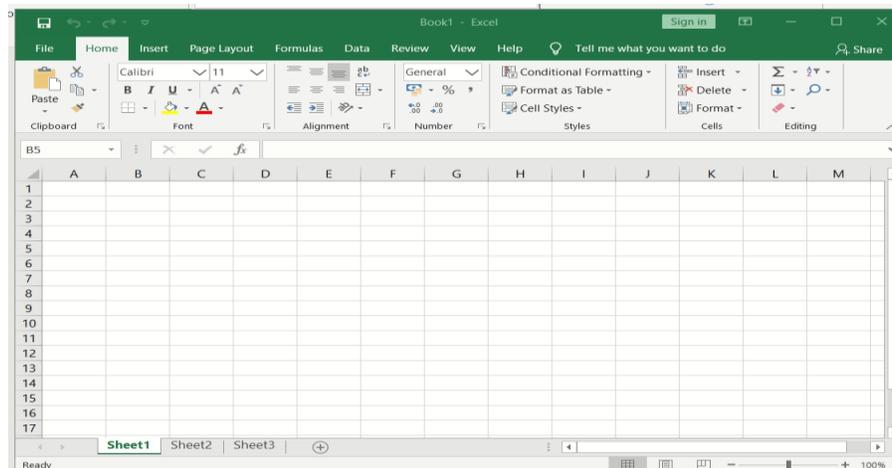
- *Cell address*
- Each **rectangle** in the worksheet is called a **cell**. Each cell has a name, or a **cell address**, based on the **column** and **row** where it is located. In below diagram name of selected cell is C3 because column head is C and row head is 3.



## INTRODUCTION TO MS EXCEL



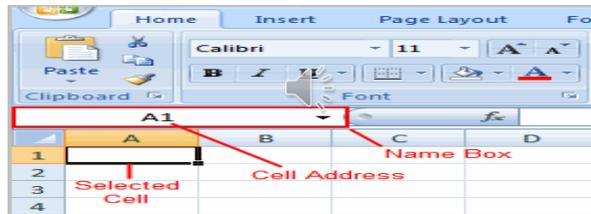
### *Live preview*



## INTRODUCTION TO MS EXCEL



- *To insert text:*
- Left-click a **cell** to select it. As you select a cell, the **cell address** appears in the **Name Box**.



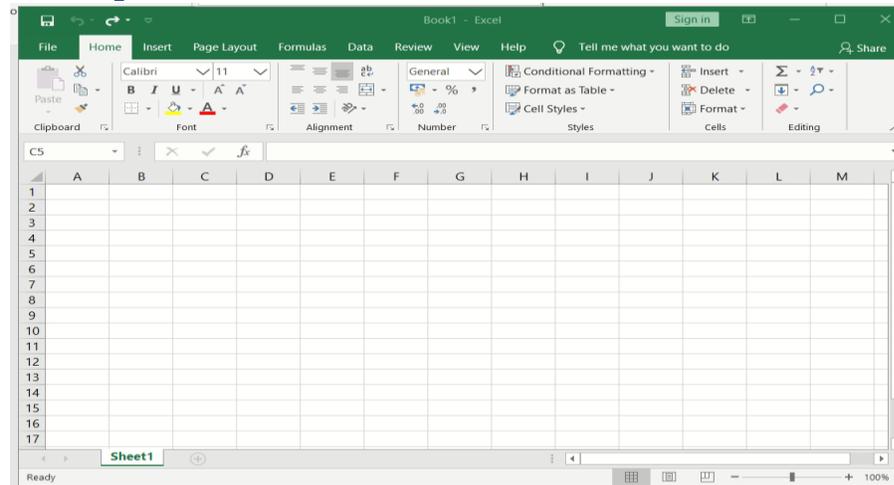
- Enter **text** into the **cell** using your keyboard. The text appears in the cell and in the **formula bar**.



## INTRODUCTION TO MS EXCEL



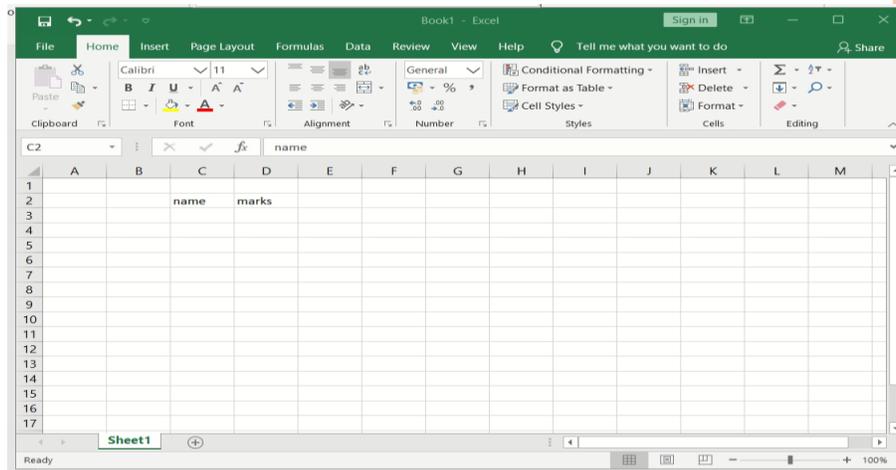
### *Live preview*



## INTRODUCTION TO MS EXCEL



### *Live preview*



## INTRODUCTION TO MS EXCEL



### *To move through a worksheet using the keyboard:*

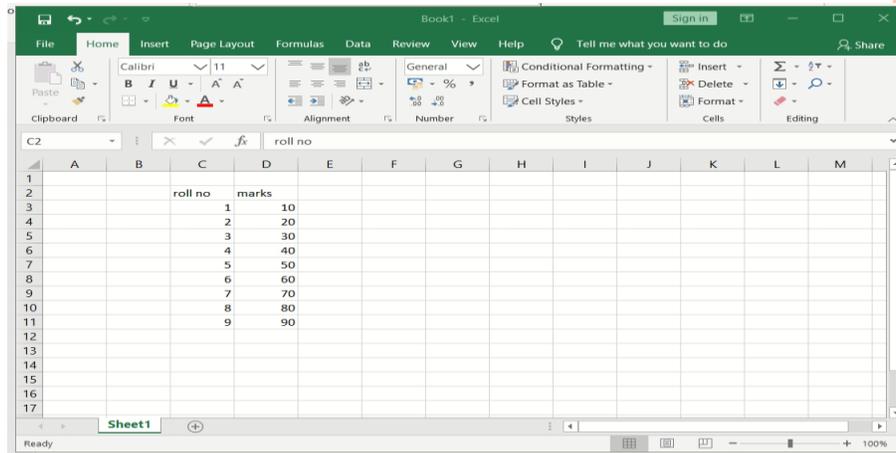
- Press the **Tab** key to move to the **right** of the selected cell.
- Press the **Shift** key then the **Tab** key to move to the **left** of the selected cell.
- Use the **Page Up** and **Page Down** keys to navigate the worksheet.
- Use the arrow keys.



## INTRODUCTION TO MS EXCEL



Live Preview

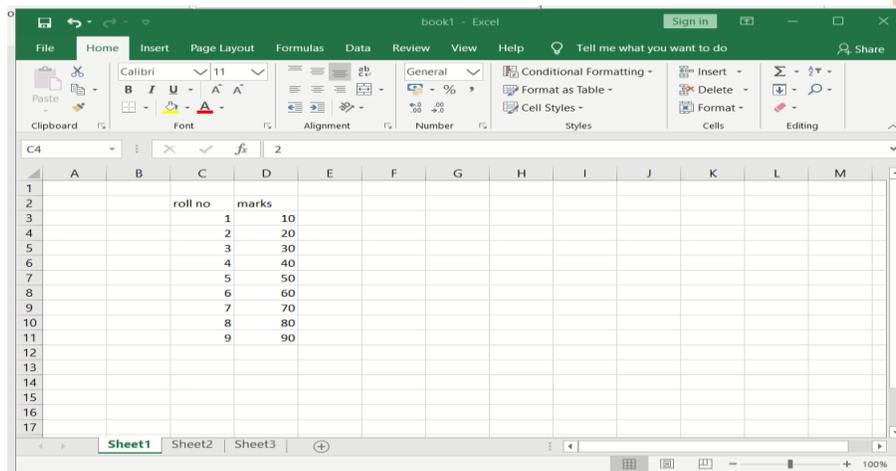


	roll no	marks
1		
2		
3	1	10
4	2	20
5	3	30
6	4	40
7	5	50
8	6	60
9	7	70
10	8	80
11	9	90
12		
13		
14		
15		
16		
17		

## INTRODUCTION TO MS EXCEL



Live preview



	roll no	marks
1		
2		
3	1	10
4	2	20
5	3	30
6	4	40
7	5	50
8	6	60
9	7	70
10	8	80
11	9	90
12		
13		
14		
15		
16		
17		



## INTRODUCTION TO MS EXCEL

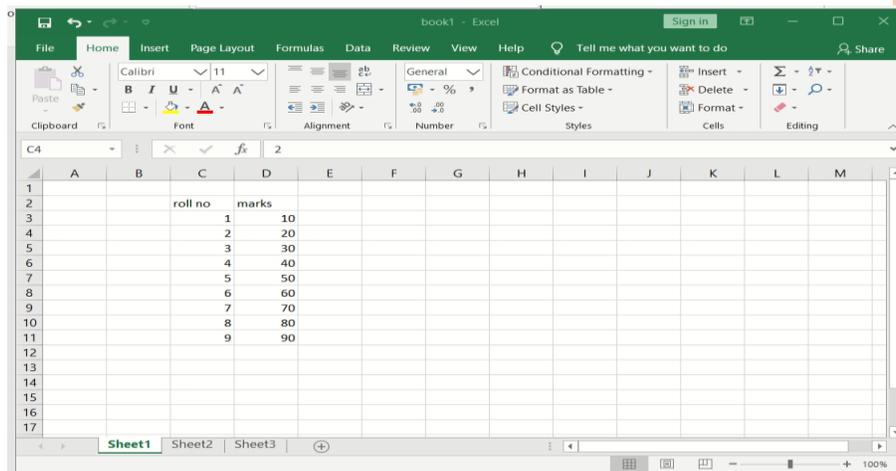
### To Save workbook using Save As command:

- Click the **Microsoft Office button** or **File tab**.
- Select **Save As**
- Select the **location** where you want to save.
- Enter a **name** for the workbook.
- Click the **Save** button.



## INTRODUCTION TO MS EXCEL

### *Live preview*



## INTRODUCTION TO MS EXCEL



### Other commands to save workbook :

#### First Method

- Click the **Microsoft Office button or file tab**.
- Select **Save** from the menu.

#### Second Method

- Click Save command on Quick access toolbar

#### Third Method

press Ctrl + S Key on keyboard



## INTRODUCTION TO MS EXCEL



### To print worksheet:

- Click on **File tab, a menu appears**
- Then click on **Print** and
- a **Print** window will pop up on the screen.
- Finally Click on **OK** for your document to start printing.



## INTRODUCTION TO MS EXCEL



### To Exit from MS Excel

- Click on ► **File tab, a menu appears**
- Then click on ► **Exit**

OR

- Click on the **X tab** in the top right corner of word window.

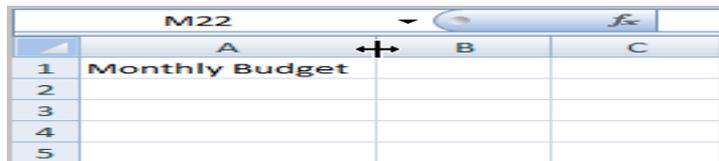
## Unit 3.2: Modifying Column, Row and Cells

### MODIFYING COLUMNS, ROWS, AND CELLS



To modify column width:

- Position the **cursor** over the **column line** in the column heading,
- and a **double arrow** will appear.



	A	B	C
1	Monthly Budget		
2			
3			
4			
5			

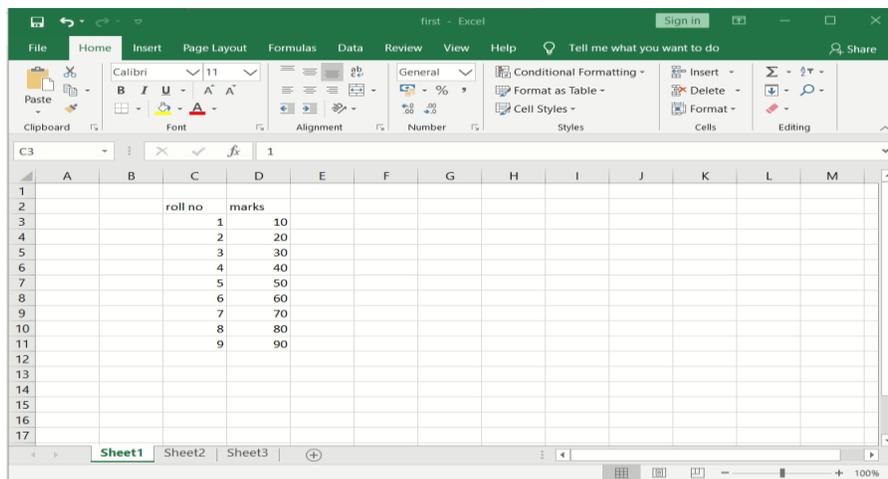
- Left-click the mouse, then **drag** the cursor to the **right** to **increase** the column width or to the **left** to **decrease** the column width.
- **Release** the mouse button.



### MODIFYING COLUMNS, ROWS, AND CELLS



Live preview



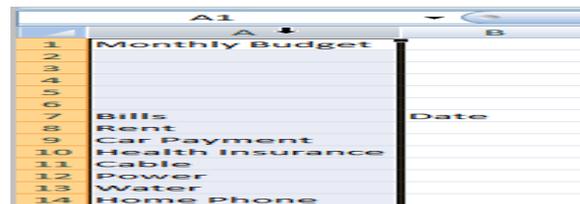
	roll no	marks
1		
2	1	10
3	2	20
4	3	30
5	4	40
6	5	50
7	6	60
8	7	70
9	8	80
10	9	90
11		
12		
13		
14		
15		
16		
17		

## MODIFYING COLUMNS, ROWS, AND CELLS



### Another way To modify column width:

- Left-click the **column heading** of a column you want to modify. The entire column will appear **highlighted**.

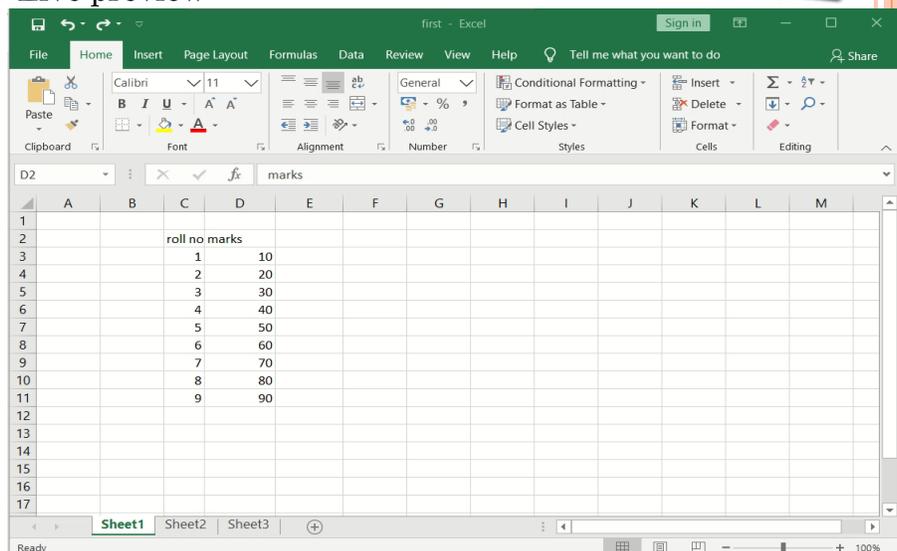


- Click the **Format** command in the Cells group on the **Home** tab. A menu will appear.
- Select **Column Width** to enter a **specific** column measurement.
- Select **AutoFit Column Width** to adjust the column so all the text will fit.

## MODIFYING COLUMNS, ROWS, AND CELLS



### Live preview

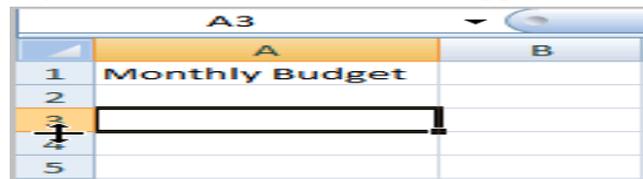


## MODIFYING COLUMNS, ROWS, AND CELLS



### *To modify the row height:*

- Position the **cursor** over the **row line** you want to modify, and a **double arrow** will appear.



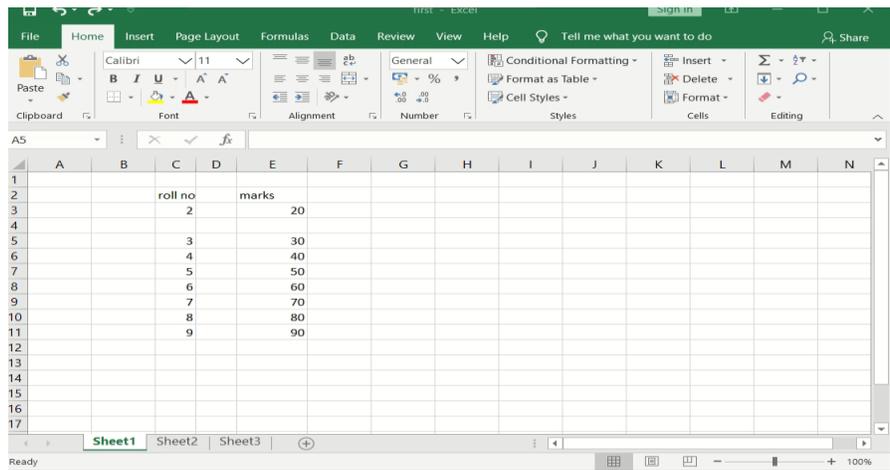
- Left-click the mouse, then **drag** the cursor **upward** to **decrease** the row height or **downward** to **increase** the row height.
- **Release** the mouse button.



## MODIFYING COLUMNS, ROWS, AND CELLS



### Live preview

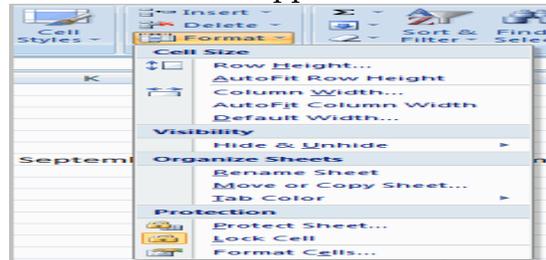


MODIFYING COLUMNS, ROWS, AND CELLS



**Other method To modify the row height:**

- Click the **Format** command in the Cells group on the **Home** tab. A menu will appear.

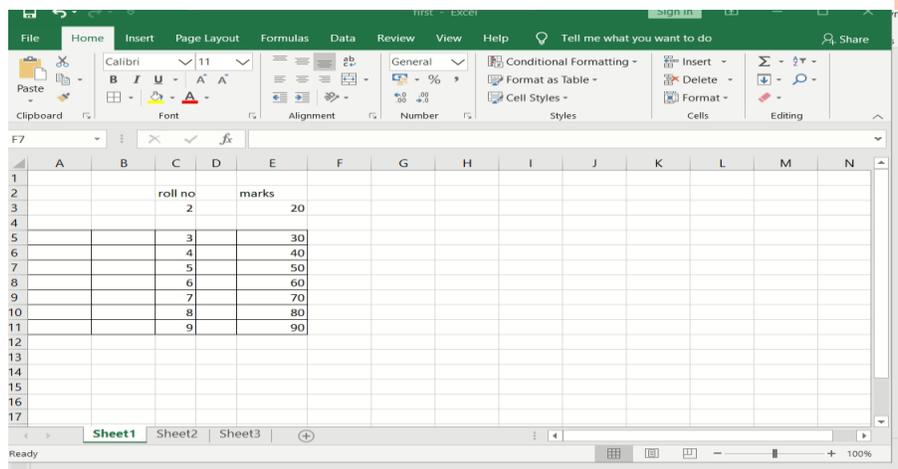


- Select **Row Height** to enter a **specific** row measurement.
- Select **AutoFit Row Height** to adjust the row so all of the text will fit.

MODIFYING COLUMNS, ROWS, AND CELLS



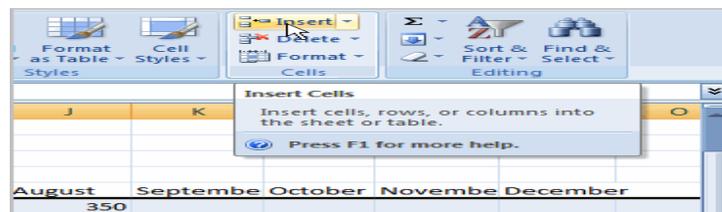
Live preview



## MODIFYING COLUMNS, ROWS, AND CELLS



- **To insert rows:**
- Select the row **below** where you want the insert a new row
- Click the **Insert** command in the Cells group on the Home tab. The row will appear.

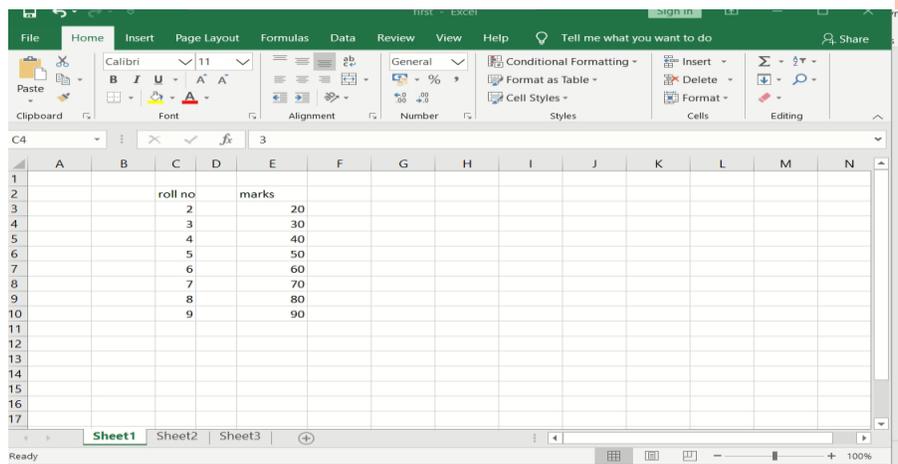


- The new row always appears above the selected row.

## MODIFYING COLUMNS, ROWS, AND CELLS



### Live preview



## MODIFYING COLUMNS, ROWS, AND CELLS



- **To insert column:**
- Select the column to the right, where you want to insert new column.
- Click the **Insert** command in the Cells group on the Home tab. The column will appear.

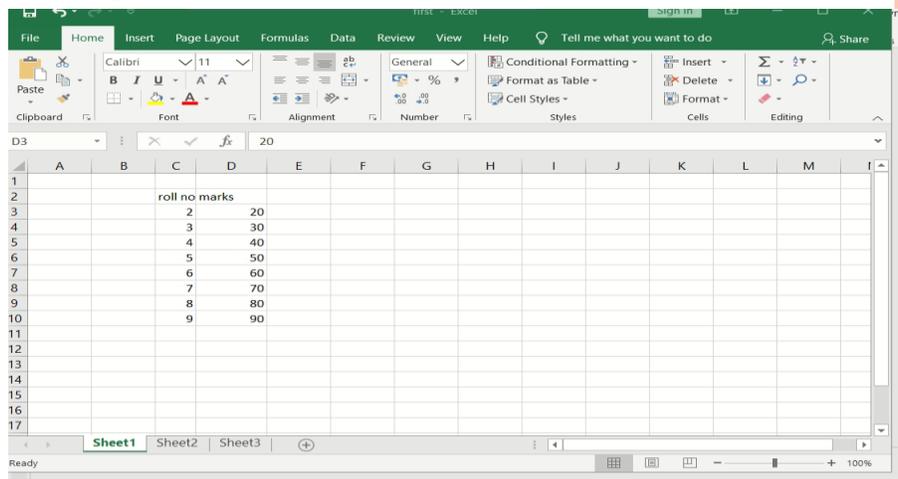
Note: The new column always appears to the left of the selected column.



## MODIFYING COLUMNS, ROWS, AND CELLS



### Live preview



## MODIFYING COLUMNS, ROWS, AND CELLS



### *To delete rows and columns:*

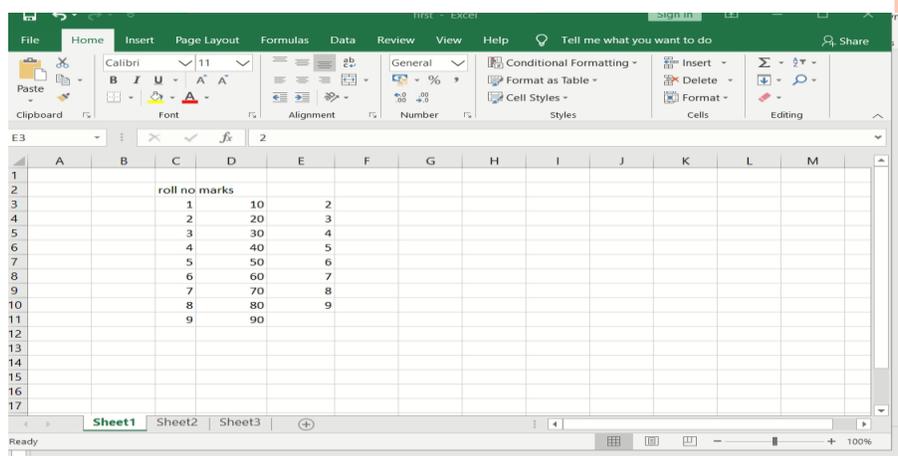
- Select the row or column you want to delete.
- Click the Delete command in the Cells group on the Home tab.
- Selected column or row deleted



## MODIFYING COLUMNS, ROWS, AND CELLS



### Live preview



## Unit 3.3: Function & Formula

### FUNCTION AND FORMULAS



#### Function and Formulas

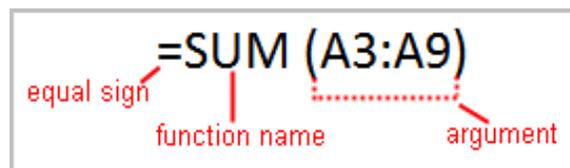
A **function is a predefined formula** that performs calculations using specific values in a particular order.

- Each function has a specific order, called **syntax**, which must be followed for the function to work correctly.
- **Syntax order:**
- All functions begin with the = sign.
- After the = sign, define the **function name** (e.g., Sum).
- Then there will be an **argument**. An argument is the cell range or cell references that are enclosed by parentheses. If there is more than one argument, each separate by a comma.

### FUNCTION AND FORMULAS



- Example of a function with one argument that adds a range of cells, A3 through A9:



## FUNCTION AND FORMULAS



Another example of a function with more than one argument that calculates the sum of two cell ranges:

`=SUM (A3:A9, B3:B5)`

Diagram illustrating the components of the formula `=SUM (A3:A9, B3:B5)`:

- `=`: equal sign
- `SUM`: function name
- `(A3:A9, B3:B5)`: argument

## FUNCTION AND FORMULAS



There are many different functions in Excel

***Some functions are:***

- **SUM:** Calculates the sum of range of cells together
- **AVERAGE:** Calculates the average of range of cells
- **COUNT:** Counts the number of chosen data in a range of cells
- **MAX:** Identifies the largest number in a range of cells
- **MIN:** Identifies the smallest number in a range of cells

## FUNCTION AND FORMULAS



### To calculate the sum of a range of data using AutoSum:

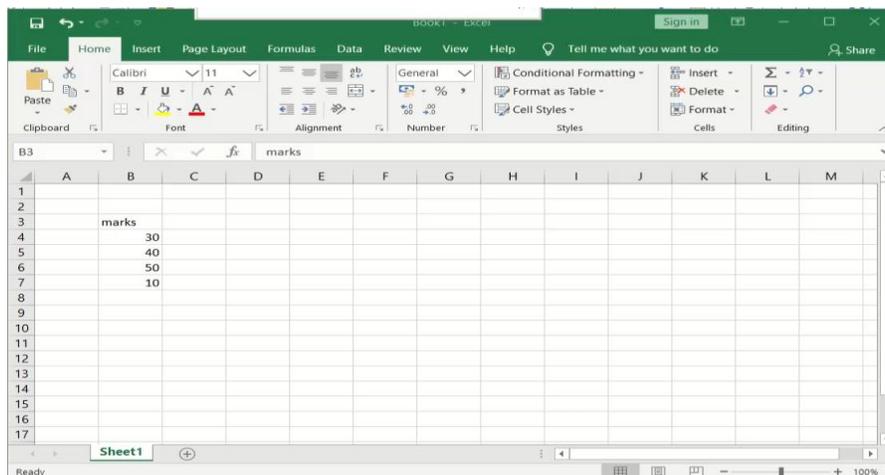
- Select the cell where you want to appear function. In this example, select B8.
- Select the drop-down arrow next to the **AutoSum** command on home tab.
- Select **Sum**. A formula will appear in the selected cell, B8.
  - This formula, **=SUM(B4:B7)**, is called a **function**. The AutoSum command automatically selects the range of cells from B4 to B7, based on where you inserted the function. You can alter the cell range if necessary.
- Press the **Enter** key. The total will appear.



## FUNCTION AND FORMULAS



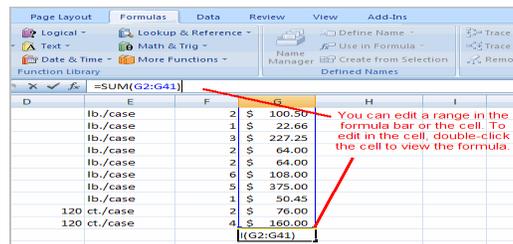
### Example - Live Preview



## FUNCTION AND FORMULAS



- **To edit a function:**
- Select the cell where the **function is defined**.
- Insert the cursor in the formula bar.



- **Edit the range** by deleting and changing necessary cell numbers.
- Click the **Enter** key.

## FUNCTION AND FORMULAS

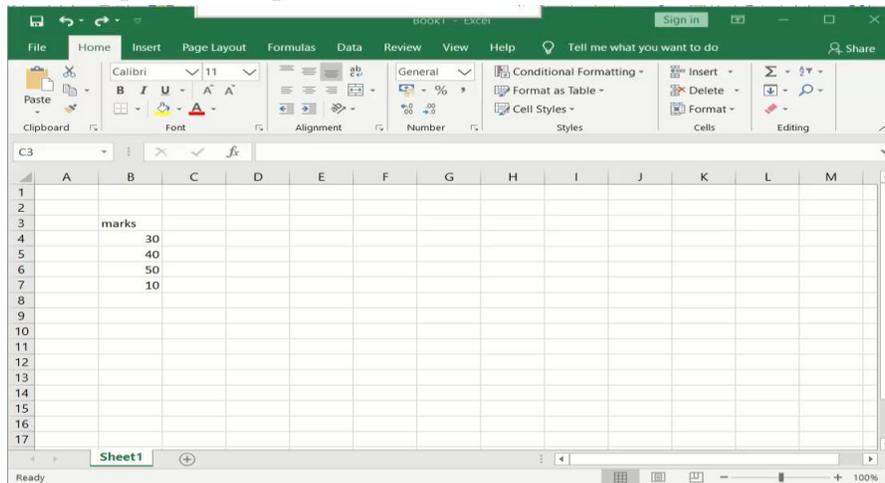


- **To calculate the average of a range of data:**
- Click on the **first cell** (in this example, b4) to be included in the formula.
- Left-click and **drag** the mouse to define a cell range (b4 through cell b7, in this example).
- Click the drop-down arrow next to the AutoSum command.
- Select Average.

## FUNCTION AND FORMULAS



### Example – Live preview



## FUNCTION AND FORMULAS



- **Complex formulas defined**
- Simple formulas have **one** mathematical operation.  
**Simple formula:** =2+2
- **Complex formulas** involve **more than one** mathematical operation.  
**Complex formula:** =2+2\*8
- The order of mathematical operations is important. If you enter a formula that contains several operations, Excel knows to work those operations in a specific order.
- **The order of operations is**
  - 1 Operations enclosed in parenthesis
  - 2 Exponential calculations (to the power of)
  - 3 Multiplication and division, whichever comes first
  - 4 Addition and subtraction, whichever comes first



FUNCTION AND FORMULAS



○ **Example 1**

- Using this order, let's see how the formula  $20/(8-4)*8-2$  is calculated

$$20/(8-4)*8-2$$

Perform the operations in parentheses first:  $8-4=4$

formula becomes

$$20/4*8-2$$

Because the division comes before the multiplication, divide  $20/4=5$

formula becomes

$$5*8-2$$

Next the multiplication takes place before the subtraction:  $5*8=40$

formula becomes

$$40-2$$

Finally,  $40-2=38$

The final answer is 38



FUNCTION AND FORMULAS



**Example 2:  $3+3*2=?$**

***To calculate the correct answer:***

- Calculate  $3*2$  first
- Then add  $3+6$
- The answer is 9.



## FUNCTION AND FORMULAS



### *Example of how to write a formula:*

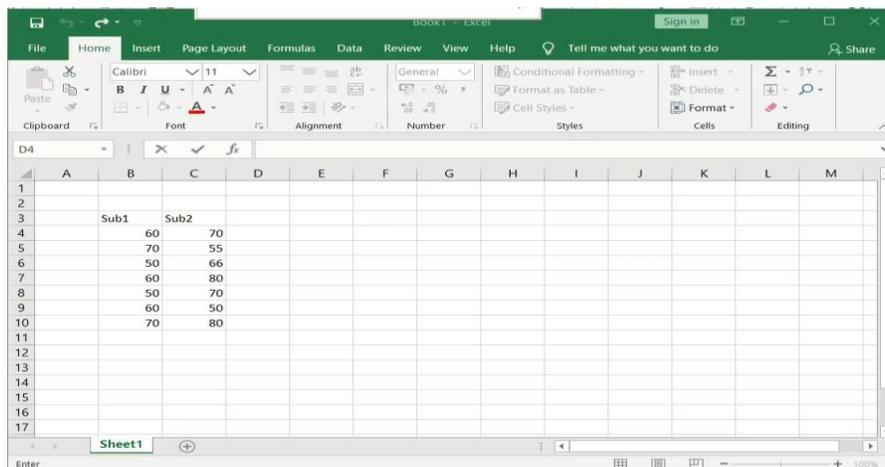
- Click the cell where you want to appear the formula **result**.
- In this example, D4.
- Enter formula  $= (B4 + C4)$ . Now B4, C4 are included in the formula.
- **Important:** Press **Enter**, or click the **Enter button** on the Formula bar. This step ends the formula.



## FUNCTION AND FORMULAS



### Example –Live preview



	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3		Sub1	Sub2										
4			60	70									
5			70	55									
6			50	66									
7			60	80									
8			50	70									
9			60	50									
10			70	80									
11													
12													
13													
14													
15													
16													
17													

FUNCTION AND FORMULAS



**Absolute reference and relative reference**

- Relative reference: **Cell references** in formula **automatically adjust** to new locations when the formula is pasted into different cells. This is called a **relative reference**.

	C	D	E	F	G	H
1	Unit Cost	Unit Size Number	Package Size	Inventory	Total Cost	
2	\$ 8.00		1 gallon	2	\$ 16.00	=F2*C2
3	\$ 6.40		1 gallon	1	\$ 6.40	
4	\$ 5.50		1 gallon	1	\$ 5.50	

When the formula in H2 is copied and pasted into H3, the formula in H3 will appear as =F3\*C3 because it is a relative reference.

Relative Reference

- Sometimes when you copy and paste a formula, you don't want one or more cell references to change.
- An **absolute reference** solves this problem.
- **Absolute Reference; cell references** in a formula **always** refer to the **same cell** or cell range . If a formula is copied to a different location, the absolute reference remains the same.

FUNCTION AND FORMULAS



**Absolute reference**

An absolute reference is designated in the formula by the addition of a **dollar sign (\$)**. It can precede the column reference or the row reference, or both.

Examples of absolute referencing include:

<b>\$A\$2:</b>	The column and the row do not change when copied.
<b>A\$2:</b>	The row does not change when copied.
<b>\$A2:</b>	The column does not change when copied.

## FUNCTION AND FORMULAS



### ○ **To create an absolute reference:**

- Select the cell where you want to write the formula (in this example, H2).
- Type formula =F3\*\$C\$2.
- Copy the formula into H3. The new formula should read =F3\*\$C\$2. The F2 reference changed to F3 because it is a relative reference, but C2 remain constant because you created an absolute reference by inserting the dollar signs.

	C	D	E	F	G	H
1	Unit Cost	Unit Size Number	Package Size	Inventory	Total Cost	
2	\$ 8.00		1 gallon	2	\$ 16.00	=F2*\$C\$2
3	\$ 6.40		1 gallon	1	\$ 6.40	
4	\$ 5.50		1 gallon	1	\$ 5.50	
5	\$ 7.50		1 gallon	3	\$ 22.50	

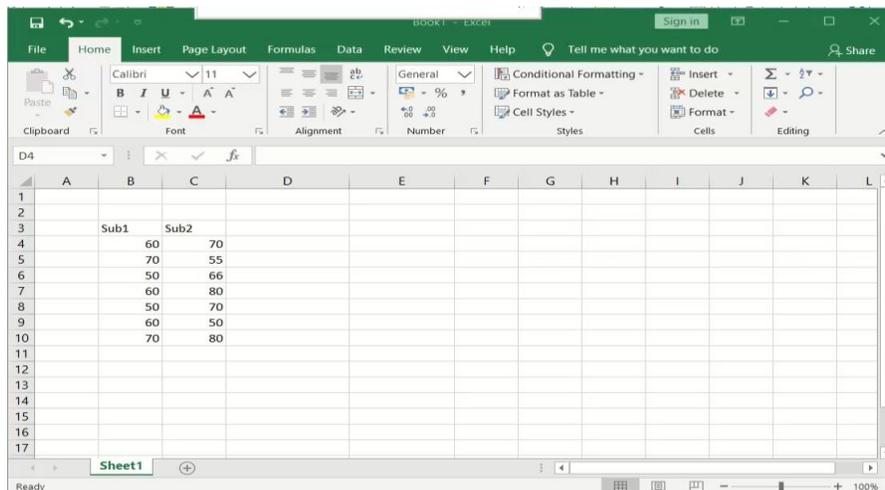
Absolute Reference

The \$ sign makes this an absolute reference. Now, cell C2 will remain constant in the formula.

	C	D	E	F	G	H
1	Unit Cost	Unit Size Number	Package Size	Inventory	Total Cost	
2	\$ 8.00		1 gallon	2	\$ 16.00	\$ 16.00
3	\$ 6.40		1 gallon	1	\$ 6.40	\$ 8.00
4	\$ 5.50		1 gallon	1	\$ 5.50	

This is an absolute reference. C2 remained constant, while F2 changed to F3 when the formula was copied and pasted into H3.

## FUNCTION AND FORMULAS

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3			Sub1	Sub2								
4			60	70								
5			70	55								
6			50	66								
7			60	80								
8			50	70								
9			60	50								
10			70	80								
11												
12												
13												
14												
15												
16												
17												

**Unit 3.4.1: PowerPoint Presentation – Basic Concepts of Presentation**

## PowerPoint Presentation

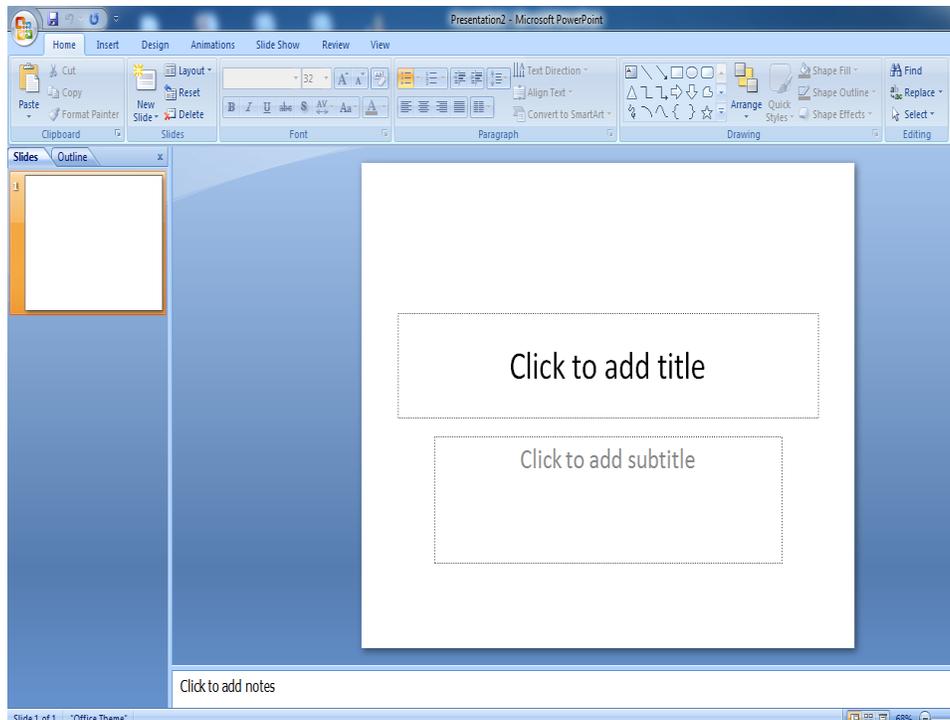
- It is an excellent way of presenting information to an audience in visual form.
- The software is easy to use and offers a lot of cool effects for your slideshows
- It helps both the speaker and the participants to learn about the topic more easily.

## How to open graphical user interface of MS PowerPoint Software

- Click on start
- Select MS office PowerPoint option
- Double click on it

## How to open graphical user interface of MS PowerPoint Software

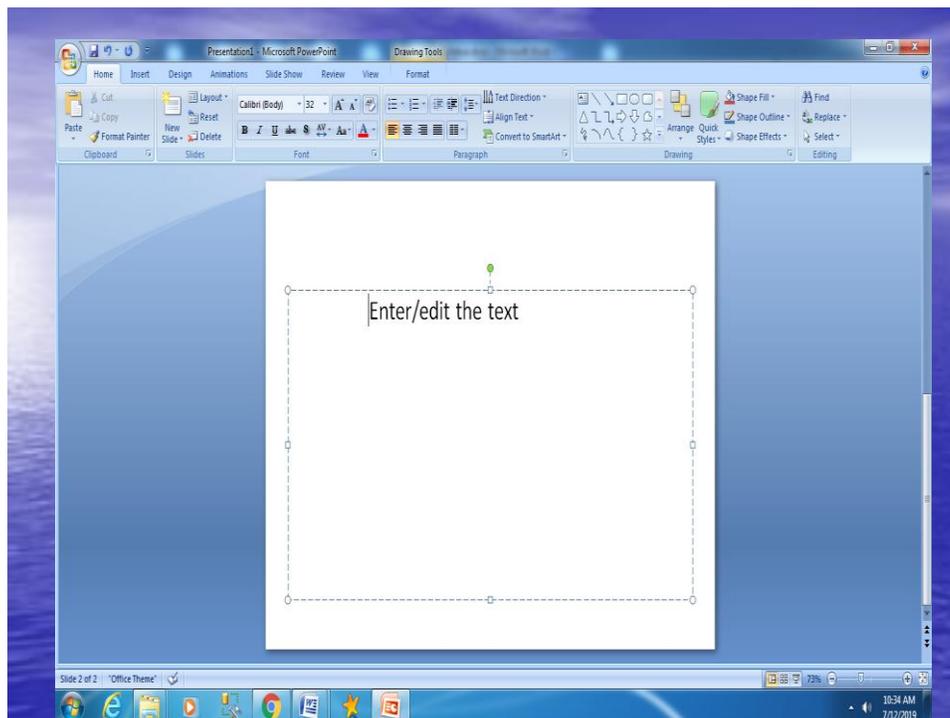
- Click on start
- Select MS office PowerPoint option
- Double click on it



## Entering and Editing Text

Adding text to a slide is very easy to do. In fact, it's almost self-explanatory. Steps are as follows:

- Please click on the Title, Subtitle , or **Text** placeholder.
- Type the **text** as you want.
- If necessary, press [**Enter**] to move to a new line.
- Click anywhere on the slide outside of the placeholder to deselect it.



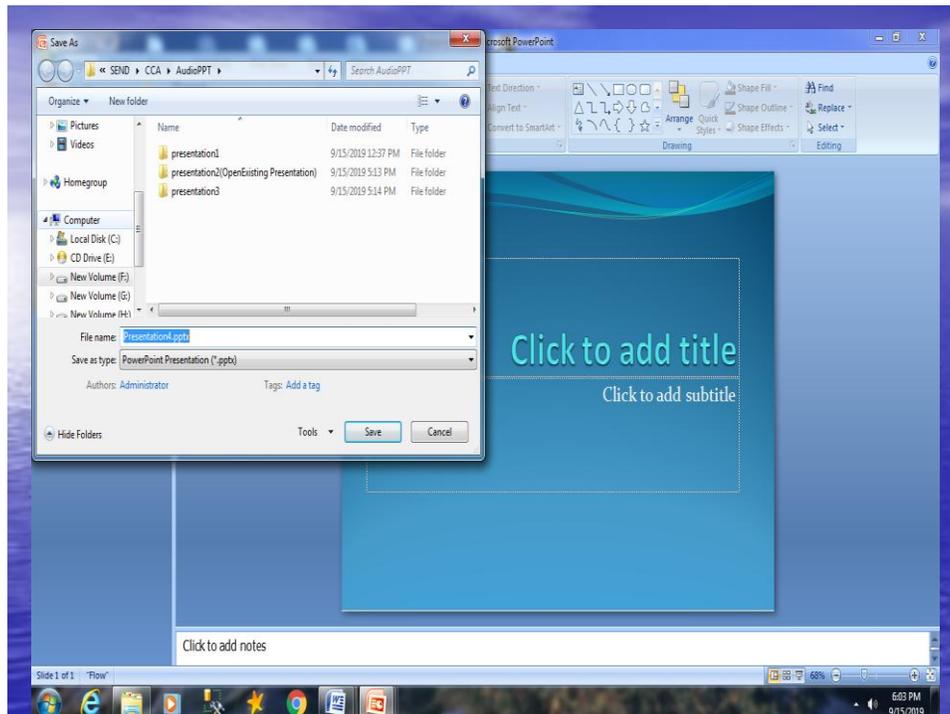
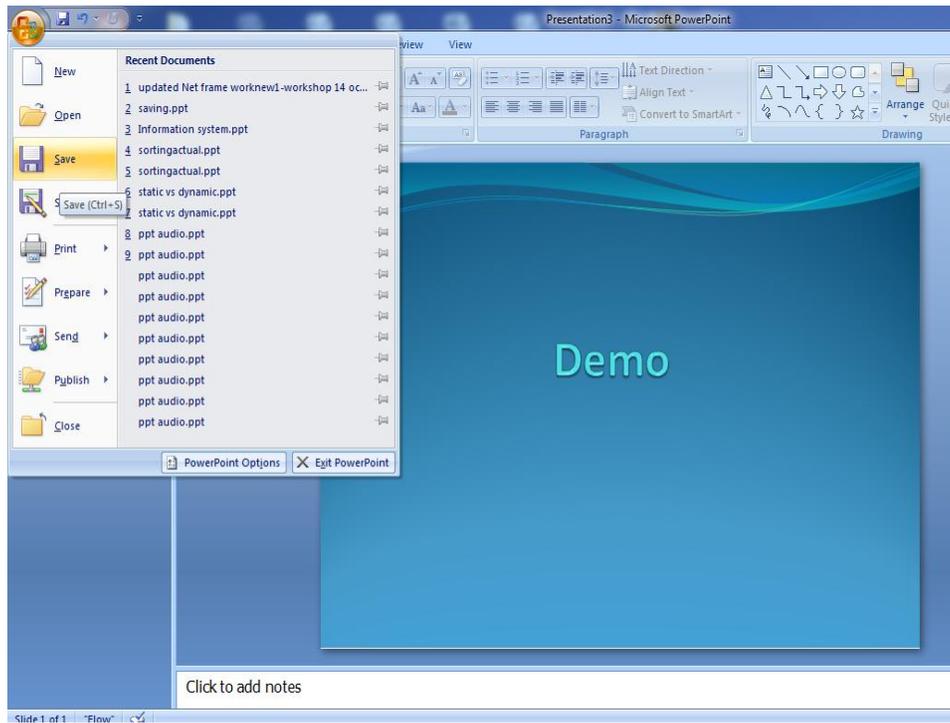
## Unit 3.4.2: Saving a Presentation

### Saving a PowerPoint presentation

It's a good idea to keep saving our work **periodically** as we never know when we will **lose power** or when our computer is likely to crash.

### Steps for saving new PowerPoint presentation

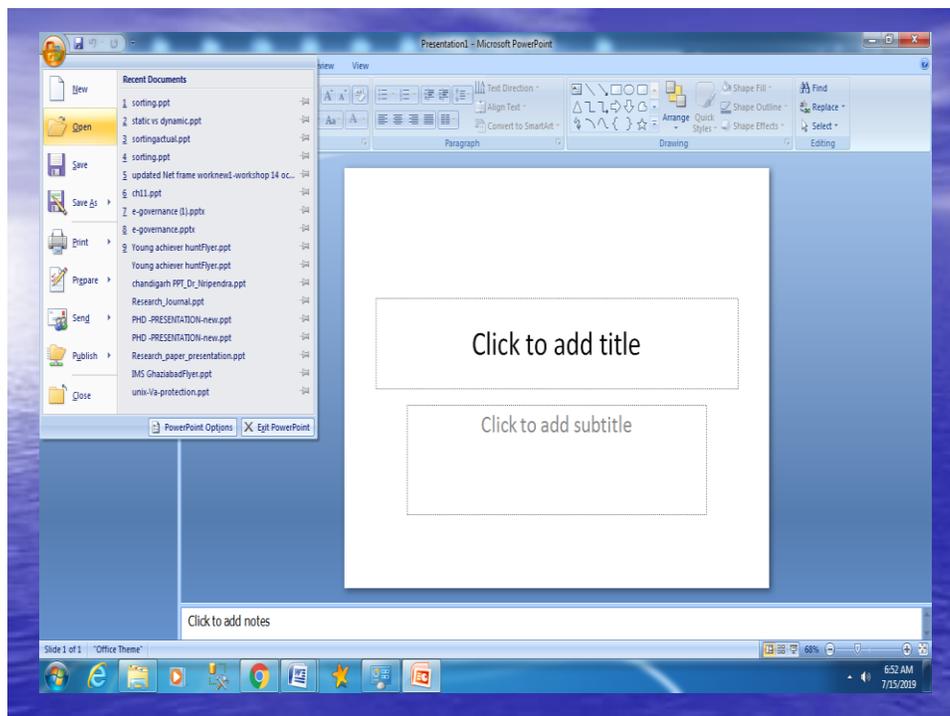
- Locate and select the **Save** command on the Quick Access Toolbar.
- If you're **saving** the file for the first time, the **Save As** pane will appear in backstage view.
- You'll then need to choose where to **save** the file and give it a file name.
- The **Save As** dialog box will appear.

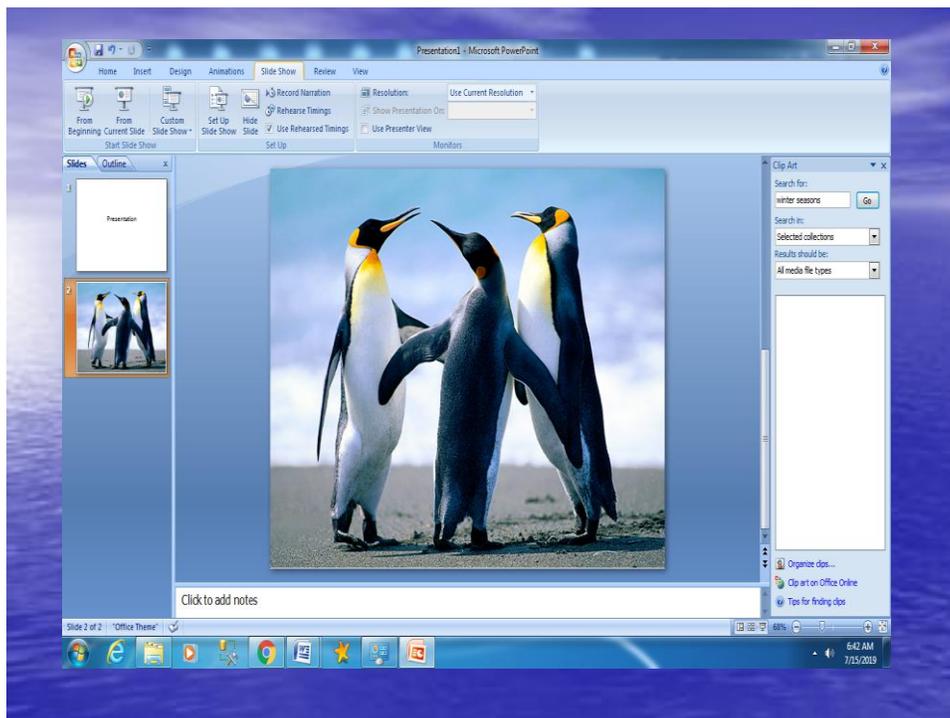
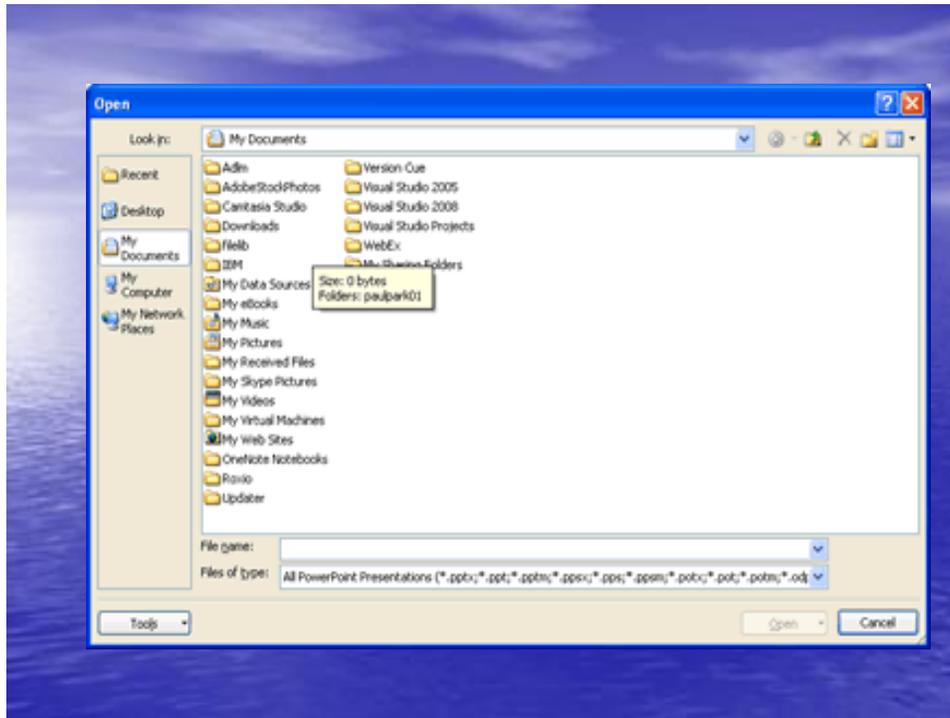


### Unit 3.4.3: How to Open Existing Slide

**To open a existing presentation in front of audience, please follow the steps mentioned below:**

- **Select the File tab to go to Backstage view.**
- **Select Open. Click it.**
- **Select Computer, and then click Browse. Alternatively, you can choose OneDrive to open files stored on your OneDrive.**
- **The Open dialog box will appear.**



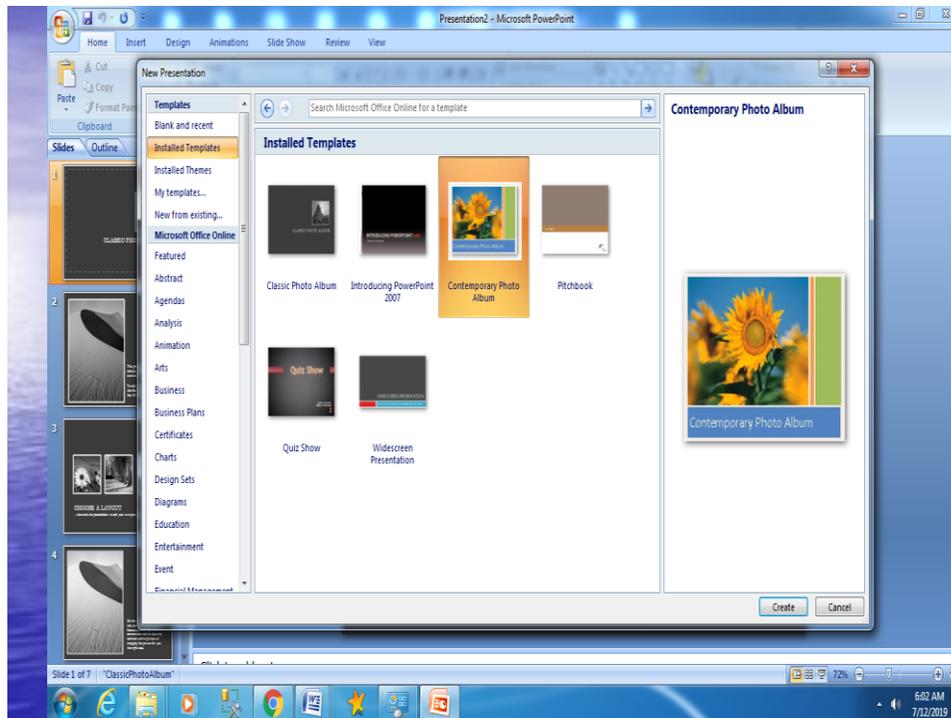
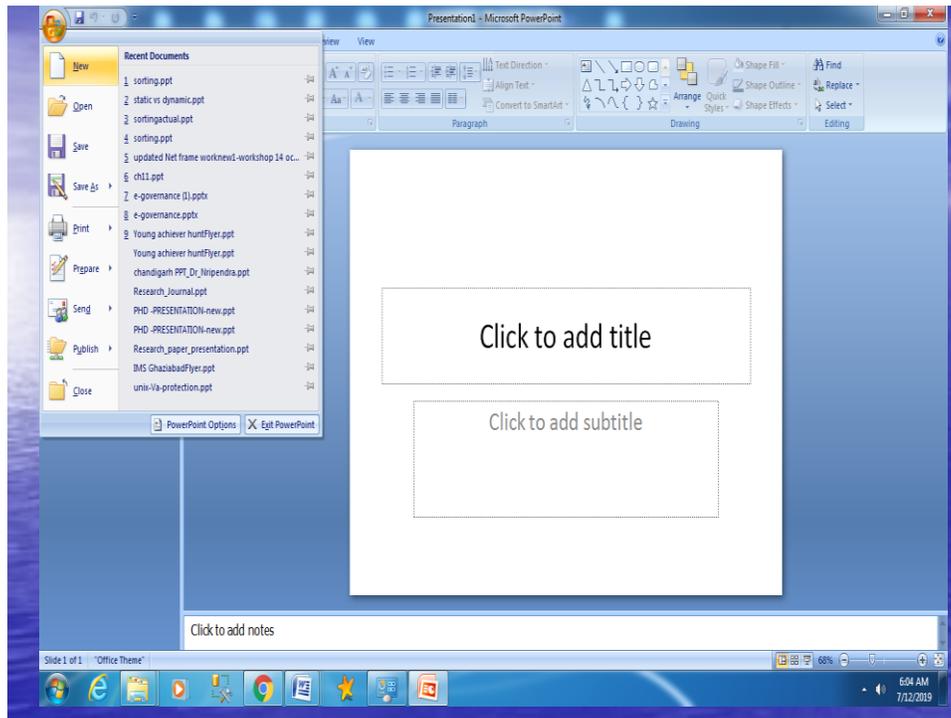


### Unit 3.4.4: Creating a Presentation using a Template

A **template** defines the **background, font styles, colors** and **sizes** for the **placeholders**, as well as selected bullets that match the template.

PowerPoint comes with a **number of built in stylish templates**. It can be used immediately.

To create a PowerPoint presentation using a template, click the **File tab -> New**, and the following panel will be displayed.





## To apply a template (Steps in summarized form)

- Click the **Microsoft PowerPoint Button**, and then **click New**.
- In the **New Presentation** dialog box, do one of the following: Under **Templates**
- Click **Blank** and recent or **Installed Templates** or **Installed Themes** or **click the built-in template** that we want, and then click **Create**.

