Helpful Tips Before You Get Started

If you don't have PowerPoint…

Go to http://www.emich.edu/it/help/licensed_software.php

On this page, it shows how you can download different software. In the Microsoft Office section, it directs you to a page https://portal.office.com

Using your EMU email address and Net ID password log into the site and follow the directions to download PowerPoint.

How to find PowerPoint on your computer:

Windows 10:

On Windows 10 PowerPoint could be on your Desktop window screen. If its not on your Desktop you can search your computer for PowerPoint, or choose **Start > All Apps** and look for PowerPoint.

Start Screen
View

Windows 8.1:

On Windows 8.1 PowerPoint could be on the Desktop window screen. To access the **Start screen** click the **Windows Button**. If PowerPoint is not on that screen, you could search for PowerPoint or click the down arrow to access all the programs and apps that are on your computer.

Desktop
View

Windows 7:

On Windows 7 PowerPoint could be on your Desktop. If it is not on the Desktop, then go to the Start Menu. You can either search for PowerPoint or go to **All Programs > Microsoft Office > Microsoft PowerPoint 2013.**
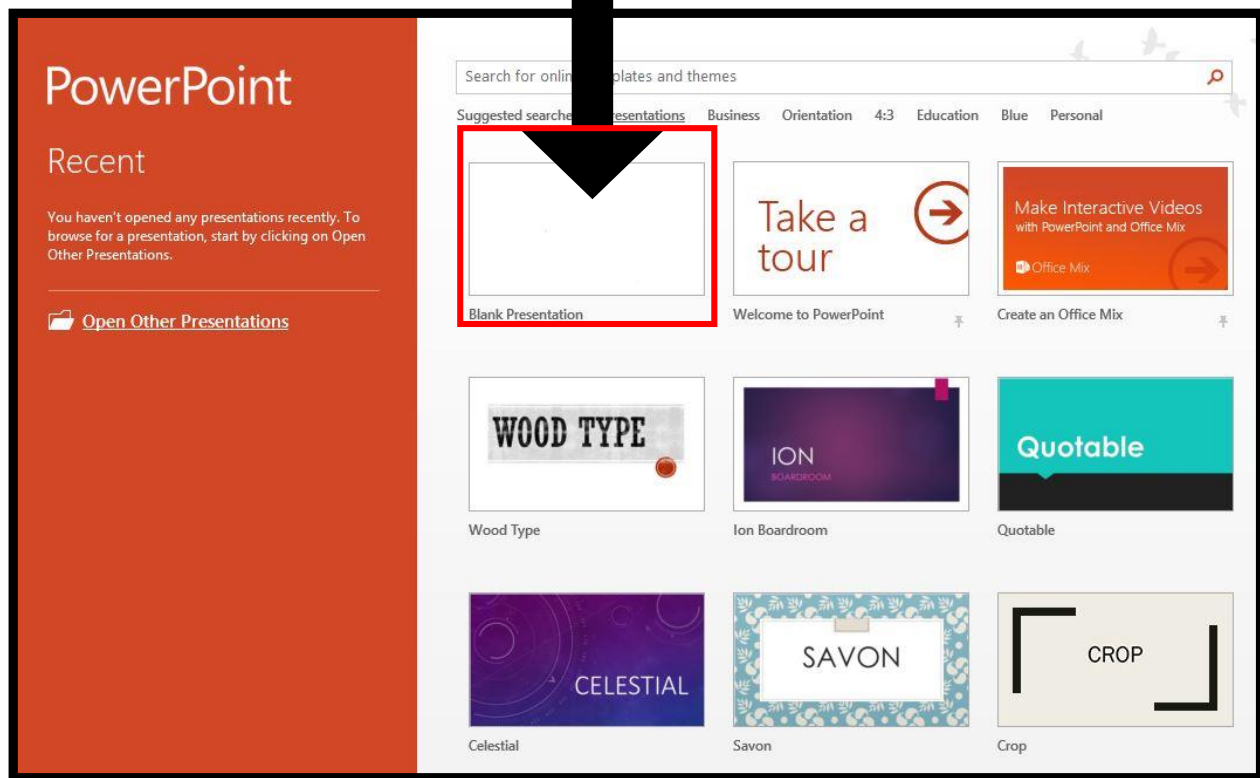
Creating a New Document

These are instructions for Microsoft PowerPoint version 2013 Windows 8.1 PC

Different versions of Windows could look different.

1. Open up **Microsoft PowerPoint**
2. Select one of the two options 1) to open up a **Recent PowerPoint** or 2) a **New PowerPoint**. In the New PowerPoint section you will see other preset templates.
3. Choose **Blank Presentation**

4. You will be taken to the **Home Page** with the **Home Tab** open

You are Done with this Step!