Opening PowerPoint
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Look on your computer’s desktop for the **PowerPoint shortcut** icon.

If you see the **shortcut icon**

1. **Click** on it
2. PowerPoint will **open**

If you **don’t** see a shortcut icon, follow the next steps...
Click on the **Windows button** (Start) in bottom, left corner

If you **see PowerPoint** in the **list**
1. **Click** on it
2. PowerPoint will **open**

If you **don’t** see it in the **list**
1. Click on **All Programs**
2. Click on **Microsoft Office**
3. Click on **PowerPoint**
4. PowerPoint will **open**
If you *aren’t able* to access PowerPoint using the methods above, your computer *might not have* this program

Consider one of the following options...
If your computer doesn’t have PowerPoint

Access a Computer with PowerPoint
- Brookhaven Library or computer labs
- Other DCCCD colleges

OR

Consider another presentation software program.
See the Presentation Software Program box (on the guide where you accessed this tutorial) for examples