

To Burn a CD

Go to start → My computer → My documents (or wherever you have the file) → choose the PowerPoint file that you want → highlight it

Left column → copy this file → CD Drive → balloon appears that says “You have files waiting to be copied on CD” click on it

Left column → click “write these files to CD”

CD Writing Wizard will appear → click next → when it is finished click the finish button

If you have Windows XP, you should have no problems doing this.