* Open MS PowerPoint.
* Save a document in your Marketing Folder as the **7 Functions of Marketing**
* Insert a **Word Art** with your name in it.
	+ Insert Tab
	+ Choose Word Art – *type your name*
* Insert a **Smart Art**
	+ Insert Tab
	+ Choose Smart Art
		- Go to the “Cycle” Category
		- Choose the **pie chart**
		- Make sure you can see the text pane, this will make inputting easier
			* If you cannot see it, double-click on the pie chart and it should give you an option for viewing the text pane at the top left.
	+ Type in the 7 Functions of Marketing
		1. Product/Service Management
		2. Distribution
		3. Selling
		4. Marketing-Information Management
		5. Financing
		6. Pricing
		7. Promotion
* When done save it again and share it to tellsworth@fillmorecsd.org
	+ Click on the **share button** at the top right