* 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](mailto:tellsworth@fillmorecsd.org)
  + Click on the **share button** at the top right