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Minimum System Requirements to Successfully Run Microsoft PowerPoint 2010 Presentations

The chart below gives the basic system and minimum configuration requirements computers must have to properly display NWCG files created with Microsoft PowerPoint 2010 presentation software. Systems that do not meet this minimum criterion may result in undesirable display or functionality when using the files. If PowerPoint 2010 presentation software is installed on systems that do not meet the minimum requirements, the presentations may not run properly. Altering the files may cause videos and animations not to function properly, and slide transitions may either run slowly or not at all. The worst case scenario is the system may freeze and the presentations will not be viewable.

Audio and video media linked to PowerPoint 2010 slides may contain Macros to properly display the medium. If your system prompts you to allow or enable macros, please click yes to the prompt to successfully play videos or audios within the PowerPoint slides.

Minimum System Requirements	
Component	Requirement
Computer and processor	500 megahertz (MHz) processor or higher
Memory	256 megabyte (MB) RAM or higher
Hard disk	3 gigabyte (GB); a portion of this disk space will be freed after installation if the original download package is removed from the hard drive.
Drive	CD-ROM or DVD drive 8X speed or higher
Display	1024 x 768* or higher resolution monitor
Operating system	Windows XP with Service Pack (SP) 3 (32-bit), Windows Vista with SP1, Windows 7 operating systems
Fonts	Arial font family, Times New Roman and Tahoma must be installed in the system.
Additional information	Actual requirements and product functionality may vary based on your system configuration and operating system.

*All display requirements for Office 2010 are designed to allow for good performance on both portable and desktop computers

Editing the Original PowerPoint 2010 File

NWCG presentation files created with PowerPoint 2010 are tested for field use. We ensure all media contained in the PowerPoint file(s) will function as intended. Any revision(s) made to the CD will need to be retested to ensure all linked media files function properly. Never save the Microsoft PowerPoint 2010 file as a lower version, e.g., PowerPoint 1997 or 2003. Saving in a previous version will cause the features in the 2010 version not to work during the presentation. If it is really necessary to downgrade the edited version, each slide will have to be reviewed to ensure all visuals, transitions, and special effects work properly. It is not recommended to save or burn additional files to the CD. Performing these actions may cause broken links in the PowerPoint.

The following fonts must be installed in the field computers: Arial, Times New Roman and Tahoma. If the computer has Windows XP SP-2 or later operating system, these three common fonts should already

been installed by default. If not, you must download and install them prior to using or editing the course PowerPoint file.

The same rules apply to a presentation file created in the recently released MS PowerPoint 2010. Note that there will be transitions, effects, and animations created in this version which will not be compatible with previous version therefore need to be retested prior to the class.

Troubleshooting

Each computer system is unique. The condition and status of the computer is not known by NWCG staff and it may be difficult to provide remote troubleshooting. If IT personnel are available, it is advised to request their assistance. To avoid issues, troubleshooting should be done prior to the class.

Conclusion

NWCG strives to keep up with the latest technologies available for presenting training materials. In doing so, we will encounter incompatibilities and technical issues when presenting our materials. The minimum hardware and software requirements will serve as a benchmark in successfully delivering NWCG course materials.

Microsoft PowerPoint Viewer 2010

For computer systems that do not have Microsoft PowerPoint 2010 installed, a free viewer is available for download. The purpose of this viewer software is to be able to launch the presentation. The PowerPoint viewer allows users to view, display, or print files. In order to edit files, users must utilize the PowerPoint 2010 presentation software. More information about the viewer and installation instructions can be found by following this link: [MS PowerPoint 2010 Viewer](#)

References on Creating PowerPoint Slides

<http://my.opera.com/vevola/blog/show.dml/275335>

<http://mason.gmu.edu/~montecin/PowerPoint.html>

<http://office.microsoft.com/en-us/PowerPoint-help/CH010195631.aspx>