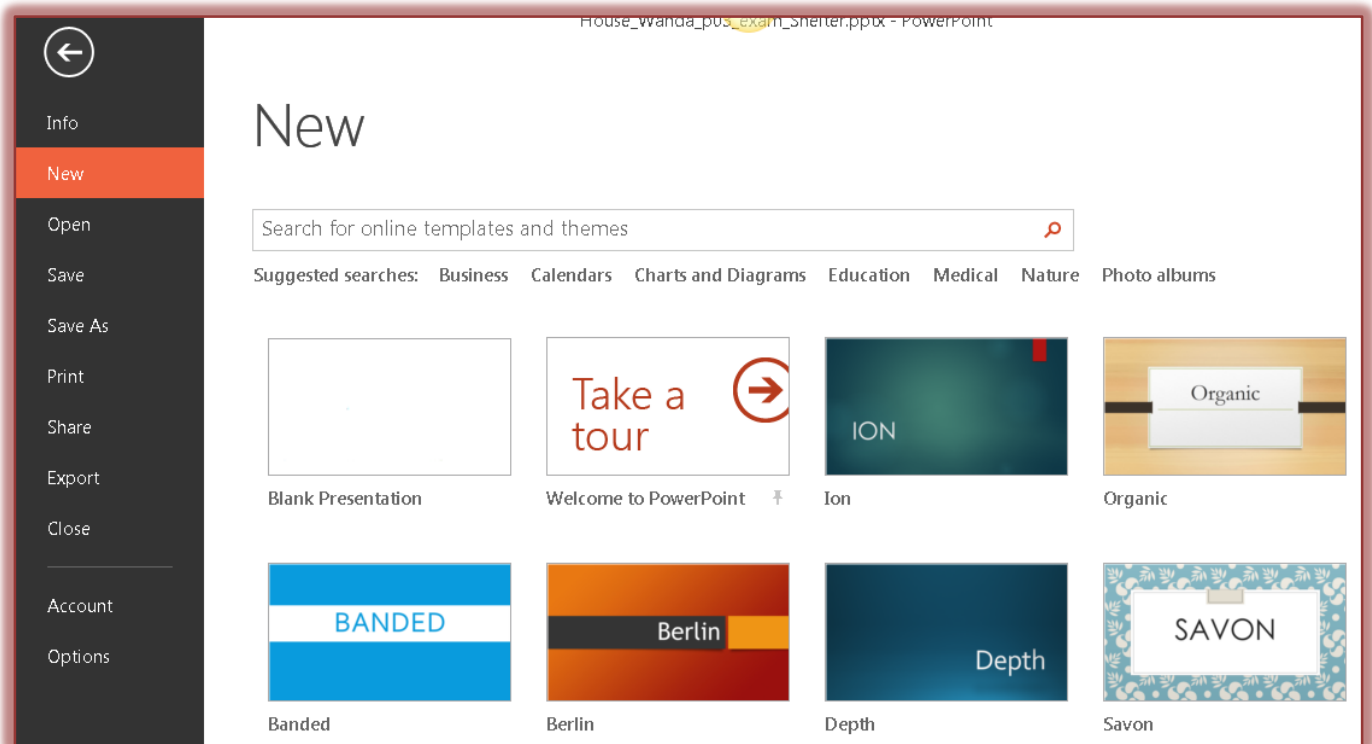


CREATE A BLANK PRESENTATION

When the PowerPoint window first displays, a gallery of presentation templates will display. This gallery is used to create a new presentation. This document explains how to create a new presentation when another presentation has already been displayed. New slides can be added using the Slide Pane, the Outline Pane, or by inserting slides from other presentations. This document will also explain how to create slides using each of these methods.

CREATE NEW PRESENTATION

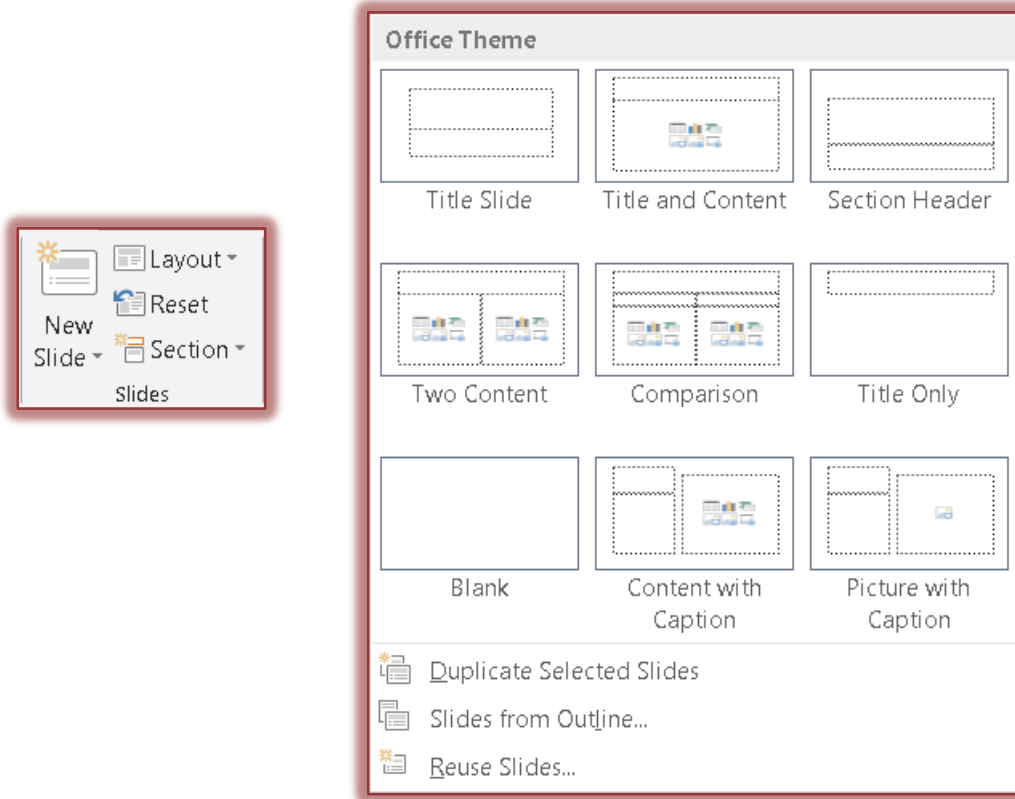
- ✦ Click the **File Tab**.
- ✦ The **Backstage View** window will display.
 - ✦ This is a centralized space for file management tasks, such as opening, saving, printing, publishing, or sharing a file.
 - ✦ A navigation pane displays along the left side with tabs that group file-related tasks together.
- ✦ Click the **New** button in the left pane of **Backstage View**.
- ✦ Available templates and presentations will appear (see illustration below).



- ✦ Click the **Blank Presentation** icon in the window.
- ✦ A new blank presentation will appear in the **PowerPoint** window.
- ✦ Click the **Click to add title** text in the first placeholder.
- ✦ Input the text for the title of the presentation.
- ✦ Click the **Click to add subtitle** text for the subtitle of the presentation.
- ✦ The first slide of the presentation is completed.

CREATE A NEW SLIDE IN SLIDE VIEW

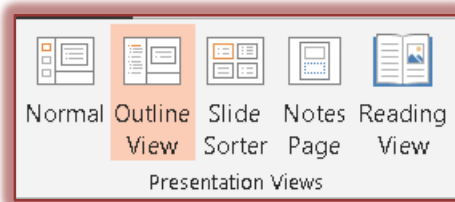
- ✦ Click the **New Slide** button in the **Slides Group** under the **Home Tab** (see illustration below).
- ✦ The **Slide Layout** will automatically default to the **Title and Content** layout.
- ✦ Input information for the **Next slide (Slide 2)** in the **Presentation** window by clicking on the **Placeholder** for each item.
- ✦ Hit **Enter** after inputting the first bulleted item and then input the second one.
- ✦ Continue this process until all the bullet items have been added.
- ✦ Click the **New Slide** list arrow.
- ✦ Select one of the layouts from the gallery of **Slide Layouts** (see illustration below).



- ✦ Another new slide will be inserted into the presentation.
- ✦ Continue this process until all slides have been added.

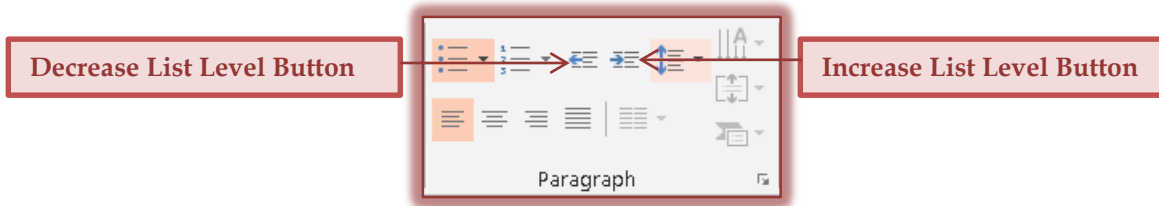
CREATE A SLIDE IN OUTLINE VIEW

- ✦ Click the **View Tab**.
- ✦ In the **Presentations View Group**, click the **Outline View** button.



- ✦ Click to the right of the **New Slide Number**.
- ✦ Input a **Title** for the slide.
- ✦ Press the **Enter** key on the keyboard.

- ✦ Press the **Tab** key on the keyboard or click the **Decrease List Level** button in the **Paragraph Group** (see illustration below).

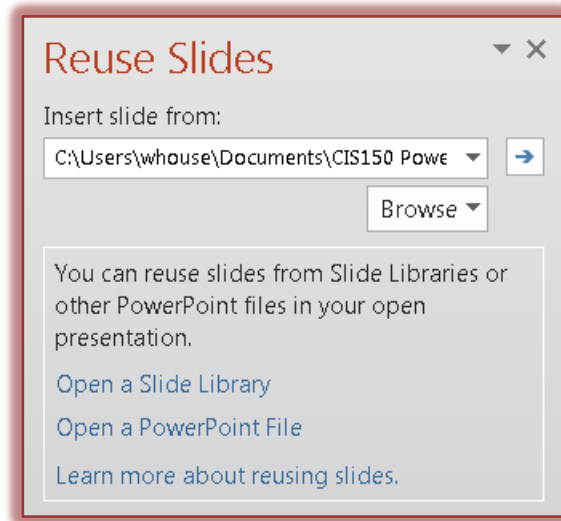


- ✦ Input the text for the first bullet.
- ✦ Press **Enter** to add another bullet.
- ✦ Continue this process until all the bullets have been entered.
- ✦ Press **Enter**.
- ✦ Press **Shift + Tab** or the **Decrease List Level** button in the **Paragraph Group** to create a new slide (see illustration above).
- ✦ Input the information as described above.
- ✦ Continue this process until all slides have been added.

INSERT SLIDES FROM ANOTHER PRESENTATION

When this option is chosen, the slides from the other presentation will be inserted after the slide where the insertion point is located. To insert the slides at the end of the presentation, select the last slide in the presentation.

- ✦ In the **Slides Group**, click the **New Slide** list arrow.
- ✦ Click the **Reuse Slides** option (see illustration on previous page).
- ✦ The **Reuse Slides Task Pane** will display (see illustration below).



- ✦ Do one of the following:
 - ✦ Click the **Browse** button and then select **Browse File**.
 - ✦ Click the **Open a PowerPoint File** link.
- ✦ The **Browse** dialog box will display.
- ✦ Scroll to the folder where the presentation is stored.
- ✦ Select the presentation and then click the **Open** button.
- ✦ The slides in this presentation will appear in the **Reuse Slides Task Pane**.
- ✦ Move the mouse pointer over one of the slides.
- ✦ A larger view of the slide will appear in the window.

- ✦ To add all the slides to the presentation:
 - ✦ Right-click one of the slides.
 - ✦ Click **Insert All Slides**.
- ✦ To add only selected slides to the presentation, click each slide.
- ✦ The slides will be inserted into the current presentation.
- ✦ A blank slide may appear at the end of the presentation.
- ✦ To keep the design of the presentation when it is inserted into the **New Presentation**, click the **Keep Source Formatting** check box at the bottom of the **Task Pane**.
- ✦ That slide can be removed by clicking on the slide in the **Slide Pane** and then clicking the **Delete** key.