

After completing this lesson, you will be able to:

- Create a new presentation using a design template.
- Enter text in the Slide pane.
- Create a new slide.
- Enter text in the Outline tab.
- Insert slides from other presentations.

(continued)

After completing this lesson, you will be able to:

- Rearrange slides in Slide Sorter view.
- Create a new folder to store a presentation.
- Show slides in Slide Show view.
- Customize PowerPoint.

Creating a New Presentation Using a Design Template

To create a new presentation with a design template

1. In the New Presentation task pane, click From Design Template.
2. Click a design template in the Slide Design task pane.

Entering Text in the Slide Pane

To enter text in the Slide pane

1. In the Slide pane, click the text placeholder
Click to add title or click the text placeholder
Click to add subtitle.
2. Type your text.

Creating a New Slide

To create a new slide

1. On the Formatting toolbar, click the New Slide button.
2. In the Slide Layout task pane, select a slide layout.

Entering Text in the Outline Tab

To enter paragraph text in the Outline tab

1. Click in the blank area to the right of the slide title in the Outline tab.
2. Press Enter and then press Tab.
3. Type your text.

Inserting Slides from Other Presentations

To insert slides from other presentations

1. On the Insert menu, click Slides from Files.
2. Click the Find Presentation tab and then click Browse.
3. In the Look in box, navigate to the location of the presentation that you want to insert.
4. In the list of file names, click the presentation you want to open and then click Open.

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Inserting Slides from Other Presentations

To insert slides from other presentations
(continued)

5. Click Display, if necessary.
6. Click the slides that you want to insert.
7. Click Insert.
8. Click Close.

Rearranging Slides in Slide Sorter View

To rearrange slides in Slide Sorter view

1. Click the Slide Sorter View button.
2. Drag the slide to a new position.

Creating a Folder to Store a Presentation

To create a folder to store a presentation

1. On the File menu, click Save As.
2. Click the Create New Folder button.
3. In the New Folder dialog box, type the name of the folder and then click OK.
4. In the File name box, type the new name to rename the file and then click Save.

Showing Slides in Slide Show View

To show slides in Slide Show view

1. Verify that slide 1 appears in the Slide pane.
2. Click the Slide Show button.
3. Click the screen to advance to the next slide.
4. Click one slide at a time to advance through the presentation.

Customizing PowerPoint

To customize PowerPoint

1. On the Tools menu, click Options.
2. Click an option tab.
3. Select the options that you want to customize.
4. Click OK.