

Basic PowerPoint Tasks

PowerPoint is a powerful and versatile program for creating presentations. This document will show you how to complete some of the basic tasks involved in creating presentations, including starting a new presentation, inserting new slides and preparing to print.

Opening PowerPoint

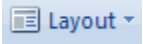
NOTE: The procedure for opening PowerPoint may vary depending on the setup of your computer.

1. From the *Start* menu, select **All Programs** » **Microsoft Office** » **Microsoft Office PowerPoint 2007** PowerPoint 2007 opens.

Starting a New Presentation


When PowerPoint is opened, a blank **Title** slide appears by default as the first slide in your new presentation. You can start a new presentation when you first open PowerPoint or after PowerPoint is already open.

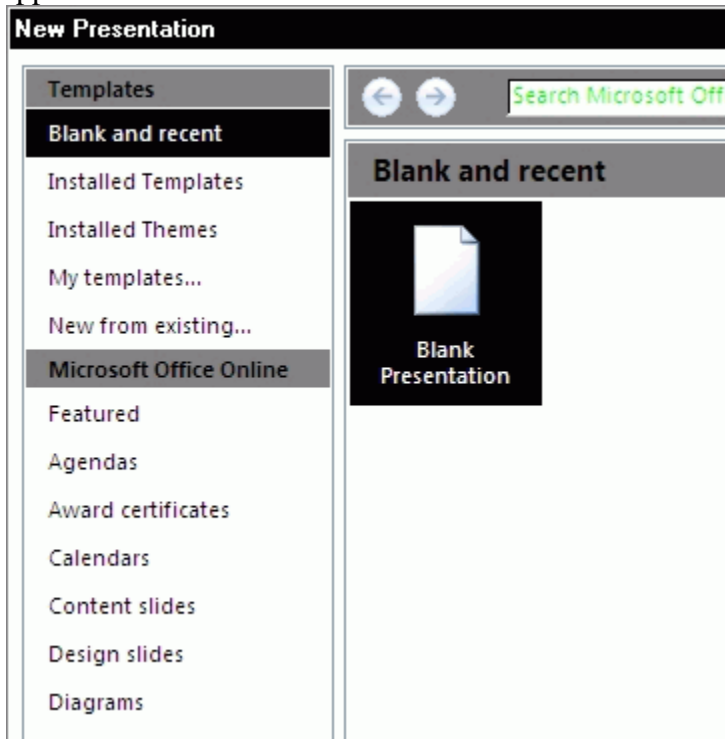
Starting a New Presentation: Opening PowerPoint

1. Open PowerPoint:
A blank **Title** slide appears as the first slide in your presentation.
2. To choose a slide layout, from the **Home** command tab, in the **Slides** group, select **Layout**
 » the desired layout
3. To choose a design theme, from the **Design** command tab, in the **Themes** group, select the desired theme
NOTE: Moving the mouse cursor over themes allows them to be previewed.

Starting a New Presentation: PowerPoint Already Open



1. From the **Office** button menu , select **New** the **New Presentation** dialog box appears.




2. To work without a design template, from the **Templates** section, select **Blank and recent**
OR
To work with a design theme,
 - a. From the **Templates** section, select **Installed Themes** the **Installed Themes** task pane appears.
 - b. Select the desired theme
3. Click **CREATE** - the selected theme is applied to your presentation.

Saving a Presentation

PowerPoint presentations are saved just as any other Office document.



Saving a Presentation: First Time



1. From the **Office** button menu , select **Save As...** » the desired file format
The **Save As** dialog box appears.
2. Using the **Save in** pull-down list, navigate to the desired save location
3. In the **File name** text box, type a file name
4. Click **SAVE**
Your presentation is saved.

Saving a Presentation: Subsequent Times




1. From the **Office** button menu , select **Save**
OR from the **Quick Access** toolbar, click **SAVE** 
OR press [Ctrl] + [S]. Your presentation is saved.

Opening a Presentation

The **Office** button menu allows you to open presentations and conveniently displays a list of recently accessed documents.


Opening a Presentation: Office Button Menu Option



1. From the **Office** button menu , select **Open**
OR press [Ctrl] + [O]. The **Open** dialog box appears.
2. Using the **Look in** pull-down list, navigate to and select the desired presentation
3. Click **OPEN** your presentation is opened.

To open recently accessed presentations:



1. From the **Office** button menu , under **Recent Documents**, select the desired presentation.
(NOTE: If the desired presentation is not listed, refer to Opening a Presentation: Office button Menu Option.)
Your presentation is opened.

Inserting New Slides

PowerPoint offers you several quick ways to add new slides to your presentation. By default, the new slide's layout and theme will be the same as the preceding slide.

NOTES:


PowerPoint creates the new slide in the current view. To change the view, refer to The PowerPoint Views.

New slides are inserted after the currently selected slide.

Inserting New Slides: Quick Menu Option

1. In the *Slides* tab, right click the slide after which you want a new slide inserted » select *New Slide* the new slide is inserted in your presentation.
2. To change the slide layout, in the *Slides* tab, right click the new slide » select *Layout* » the desired theme. The selected layout is applied to the slide.

Inserting New Slides: Ribbon Option

1. From the *Home* tab, in the *Slides* group, click *NEW SLIDE*  The new slide is inserted in your presentation.
2. To insert a new slide as well as change the slide layout, click the ▼ on *NEW SLIDE* » the desired theme. The new slide and selected layout is inserted in your presentation.

Preparing to Print

Before you print your slides, you must prepare them by accessing the *Page Setup* dialog box. This dialog box provides options for you to identify your output medium (e.g., paper, on-screen slide show, 35mm slides) and the orientation (portrait or landscape) of slides, notes, handouts, and outlines. For instructions on using the *Page Setup* dialog box, refer to Setting up Slides to Print.