

1. **Software Orientation: PowerPoint's New Presentation Dialog Box**
 - a. PowerPoint's New Presentation window gives you many choices for creating a new presentation.
 - b. It is accessed by clicking the File tab to enter Backstage view, then clicking New.
 - c. This window enables you to create a new, blank presentation; work from a template or theme stored on your computer; search for templates online; or create a new presentation from an existing one.
2. **Creating a New Blank Presentation**
 - a. When you start PowerPoint, a new, blank presentation appears, containing a single slide.
 - b. The fastest and simplest way to create a new presentation is to start with a blank presentation.
 - c. You can add text to the presentation, and then format the slides later.
 - d. You can use the single slide that opens with a new, blank presentation to begin creating your new presentation.
 - e. In the next exercise, you will learn how to open a blank presentation.
 - f. There are two advantages to using a blank presentation to start a slide show.
 - g. First, PowerPoint displays a blank presentation every time the program starts, so you always have immediate access to the first slide of a new presentation.
 - h. Second, because the presentation is not formatted (meaning there are no backgrounds, colors, or pictures), you can focus on writing your text.
3. **Changing a Slide's Layout**
 - a. Most slides have a **layout**—a predefined arrangement of placeholders for text or objects (such as charts or pictures). PowerPoint has a variety of built-in layouts that you can use at any time.
 - b. Layouts are shown in the Layout gallery as **thumbnails**—small pictures showing each available layout. Choose the layout that is best suited to display the text or objects you want to place on the slide.
 - c. You can change a slide's layout at any time to arrange text or objects on the slide exactly the way you want.
 - d. The following exercise shows you how to apply a different layout to the current slide.
4. **Adding Text to a Blank Slide**
 - a. If a blank slide has one or more text placeholders, you can easily add text to the slide.
 - b. To enter text, just click the sample text in the placeholder, and then type your text.
 - c. In the next exercise, you will enter text into a blank slide's placeholders to create a set of discussion points for a meeting of store managers. The slide you work with in this exercise has a title placeholder and a content placeholder that can hold text and other types of content.
5. **Saving a Presentation**

- a. When you create a new presentation, it exists only in your computer's memory.
- b. If you want to keep the presentation, you must save it on a disk or to a network location or flash drive.
- c. After you save a file, you can close it, then reopen it again later and resume working on it.
- d. The following exercises show you how to save a new presentation to a disk, how to save the presentation in a different file format, and how to work with PowerPoint's Save options.

6. Saving a New Presentation for the First Time

- a. When you save a presentation for the first time, PowerPoint displays the Save As dialog box so you can give the presentation a name before saving it.
- b. In the next exercise, you will name and save the presentation you created earlier.

7. Choosing a Different File Format

- a. PowerPoint can save presentations in several different file formats.
- b. In the next exercise, you will save your presentation in a format that is compatible with earlier versions of PowerPoint.
- c. By default, PowerPoint 2010 saves presentations in a type of XML format, which is not compatible with earlier versions of PowerPoint.
- d. If you want to be able to use a presentation with an older version of PowerPoint, you can save it by using the PowerPoint 97-2003 Presentation file format.
- e. You can save a presentation in other formats as well. For example, if you select the PowerPoint Show format, the presentation will always open in Slide Show view, rather than in Normal view.
- f. You can also save a presentation as a template, or as a series of graphics, or in a macro-enabled format.

8. Working with Save Options

- a. PowerPoint has settings that control the default file location, the default file format, and more.
- b. If you find yourself frequently changing the file location or file type when you save a presentation, it may be worth your time to change the settings in PowerPoint that specify the defaults.
- c. In the following exercise, you learn how to modify the application's save settings.

9. Creating a Presentation from a Template

- a. PowerPoint's templates give you a jump start in creating complete presentations. A **template** is a reusable sample file that includes a background, layouts, coordinating fonts, and other design elements that work together to create an attractive, finished slide show.
- b. Templates may (but are not required to) contain sample content, too.
- c. The templates in the Themes category in the New Presentation window contain no sample content—only formatting.
- d. You can insert your own text and objects (such as charts or pictures) and build a

finished presentation very quickly.

10. Using a Template as the Basis for a Presentation

- a. Each template employs one or more **themes**. A theme is a collection of settings including colors, fonts, background graphics, bullet graphics, and margin and placement settings.
- b. PowerPoint has several built-in templates, and you can create your own templates or download new ones from Microsoft Office Online.
- c. In the next exercise, you will use a built-in template to start a presentation that, when finished, will help you show pictures and descriptions of new products to a group of store managers.

11. Adding, Deleting, and Organizing Slides

- a. A template's sample slides can provide a basic structure as a starting point, but you will probably want to make some changes.
- b. In PowerPoint it is easy to add, delete, and reorder the slides in a presentation to suit your unique needs.

12. Adding a New Slide to a Presentation

- a. You can add as many new slides as you want to a presentation.
- b. The following exercise shows you how to insert a new slide into the current presentation in two different ways: using the New Slide command, and using the Slides/Outline pane.

13. Duplicating Selected Slides

- a. If you want several similar slides in a presentation, you may be able to save some time by duplicating some of the slides and then modifying the copies.
- b. The following exercise shows how to select the slides you want to duplicate, even when they are non-contiguous, and make copies of them. You also learn how to use the Duplicate Selected Slides command to make duplicates of slides.
- c. **Contiguous** means "together." **Non-contiguous** slides are not adjacent to one another in the presentation. Hold down Ctrl as you click each one you want.
- d. To select contiguous slides, you can use the Shift type. Click the first slide in the group, and then hold down Shift as you click the last slide in the group. All the intervening slides are selected also.
- e. You can also select slides from the Slides/Outline pane. On the Slides tab, select slide thumbnails just as in Slide Sorter view. On the Outline tab, click the small rounded rectangle (the Slide icon) to the left of the slide title to select everything on that slide.

14. Rearranging the Slides in a Presentation

- a. It is important to organize your slides so they best support your message.
- b. In PowerPoint, reorganizing slides is a simple drag-and-drop procedure.
- c. In Slide Sorter view (or on the Slides tab in Normal view), you can click a slide and drag it to a new location in the presentation.
- d. A line shows you where the slide will be placed when you drop it.
- e. Moving a slide is a simple procedure, as you will learn in the following exercise.

15. Deleting a Slide

- a. When you don't want to keep a slide in a presentation, you can delete it. The following exercise shows you how.
- b. To select more than one slide at a time for deletion, hold down the Ctrl key and click each slide you want to delete. (You can deselect the selected slides by clicking in a blank area of the PowerPoint window.) You can then delete all the selected slides at the same time.
- c. PowerPoint does not ask whether you are sure if you want to delete a slide, so it's important to be careful before deleting. If you accidentally delete a slide, click the Undo button on the Quick Access Toolbar right away to bring the slide back.

16. Creating a Presentation from Existing Content

- a. If the content you want to present already exists in another form, it makes sense to reuse it rather than starting from scratch.
- b. PowerPoint imports content easily from a variety of formats, including Word outlines, other PowerPoint presentations, and slide libraries.

17. Using Content from Word

- a. Microsoft Word's Outline view enables you to create a well-structured hierarchical outline consisting of multiple heading levels.
- b. You can then open such outlines in PowerPoint, where each of the major headings becomes a slide title and each of the minor headings becomes a bullet of body text.

18. Promoting or Demoting Outline Content

- a. After importing data from a Word outline or other external source, you may find that the outline levels are not set as you want. You can promote a paragraph to make it a higher level in the outline, or demote it to make it a lower level.
- b. In a PowerPoint slide, the relationship between items in a list is shown by indent level. An item's *indent level* is the distance it is indented from the placeholder's left border.
- c. Superior items are indented less than subordinate ones.
- d. You can change the indent level of an item in a list by using the Decrease List Level and Increase List Level buttons on the Home tab of the Ribbon.
- e. Promoting a paragraph to the top level makes it into the title of its own slide, and the subordinates become the slide's content.

19. Reusing Slides from Presentations and Libraries

- a. It is easy to reuse a slide from one presentation in another. This technique frees you from creating the same slide from scratch more than once.
- b. In addition, some companies store frequently used slides in Slide Libraries on their file servers, so multiple users can draw from a common pool of pre-made slides.
- c. The following exercise shows you how to locate a slide from a different presentation or from a slide library and insert it into the current presentation.

20. Pasting Content from Other Sources

- a. PowerPoint readily accepts content from almost any Windows application.
- b. One way to import content is to use the Clipboard, because nearly all Windows applications support Clipboard use.
- c. You can use the Paste Options icon after pasting content to choose how it will be pasted, or use Paste Special to select special pasting methods.
- d. In the next exercise, you learn how to paste content from a Word document into PowerPoint, and you practice using the Paste Special command to maintain the content's original formatting.

21. Adding Notes to Your Slides

- a. A **note** is a piece of additional information you associate with a slide. Notes might not fit on a slide, but might contain information which the presenter wants to tell the audience as they view the slide.
- b. Suppose, you are using a chart to show financial data to the audience but do not have room on the slide for a lot of details. You can add those details as notes, and they will remind you to share the details with your audience during your presentation.
- c. Notes do not appear on the screen when you show your presentation to an audience, but you can view notes in a couple of ways.
- d. The following exercises show how to add notes to your slides.

22. Adding Notes in the Notes Pane

- a. When you have just a few lines of notes to type, you may find it easier to work in the Notes pane in Normal view than to switch to Notes Page view.
- b. Just click in the Notes pane and start typing.
- c. Notes you enter here will not be displayed to the audience during the slide show; they are for your own reference only.

23. Adding Notes in Notes Pages View

- a. Notes Page view is a special view that displays each slide along with its associated notes.
- b. Each slide and its notes appear on a white background; the content is sized as it would be when printed on a standard sheet of paper.
- c. You can view and edit notes directly in the note placeholder, which is located below the slide.
- d. In the next exercise, you learn how to add notes in Notes Pages View.

24. Printing a Presentation

- a. PowerPoint gives you many options for printing your slides.
- b. In the following exercises, you learn how to preview a presentation before printing it, how to choose a printer, how to set print options, and how to print a presentation in both color and grayscale mode.

25. Using Print Preview and Changing the Print Layout

- a. PowerPoint's Print Preview feature shows you how your slides will look on paper before you print them.

- b. When you change to a different print layout, Print Preview reflects the change, so you can try out different potential layouts for your presentation printouts before committing one to paper.
- c. The next exercise shows you how to use Print Preview.
- d. You can preview and print a presentation in several different formats:
- e. **Full Page Slides:** One slide prints per page as large as possible.
- f. **Notes Pages:** One slide prints per page with any notes below it.
- g. **Outline:** The text of the presentation prints in outline form; graphics do not print.
- h. **Handouts:** Multiple slides print per page, designed for distribution to an audience. The exact number depends on the setting you choose (between two and nine).

26. Setting Print Options

- a. In addition to choosing a layout, PowerPoint lets you set a number of other attributes before printing a presentation.
- b. The following exercise shows you how to set some of these printing options.
- c. One of these options is grayscale mode, in which there are no colors; each color appears as a shade of gray. Grayscale mode is often used for draft copies because it minimizes the use of expensive colored ink or toner.

27. Previewing a Presentation on the Screen

- a. Before you show your presentation to an audience, you should preview it in Slide Show view.
- b. In Slide Show view, PowerPoint displays every slide in the presentation, in order from beginning to end.
- c. To advance to the next slide, you can click the left mouse button.
- d. To move to other slides besides the next one, you can right-click and select other options from the menu that appears.
- e. The next exercise shows you how to use PowerPoint's tools for running a slide show on your own computer's screen.