Learn about PowerPoint: Create your first presentation

In this tutorial, you will create a simple presentation to learn the skills basic to working with all presentations.
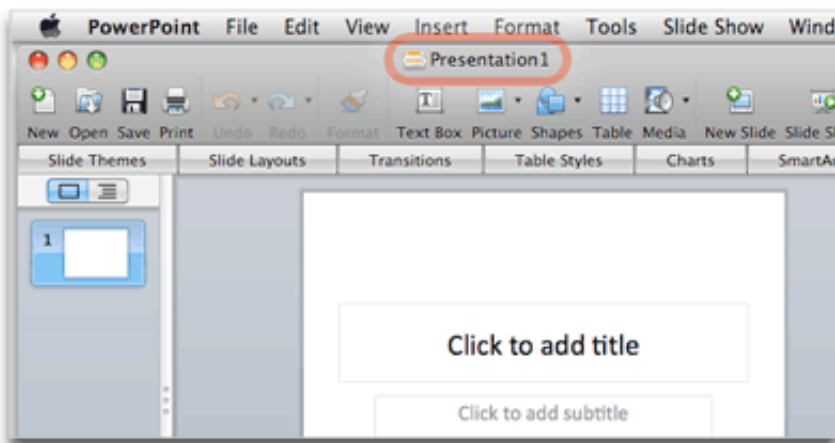
▼ Step 1: Get started

Open PowerPoint to create a blank presentation

When you open PowerPoint, a new blank presentation appears.

1. If you have not already opened PowerPoint, in the **Dock**, click **PowerPoint**.
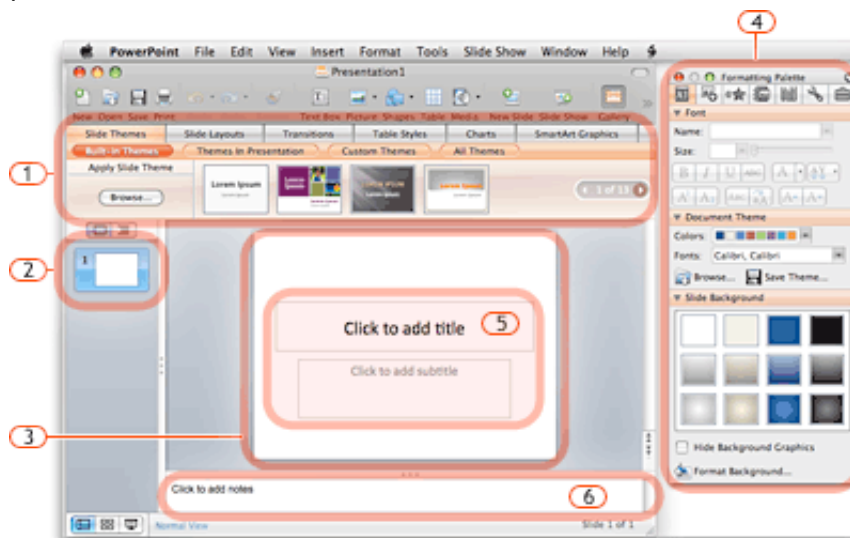

2. Notice that a new blank presentation **(Presentation1)** appears.

Learn common presentation elements

- Before you add content to the presentation, become familiar with some elements common to all presentations.

① **Elements Gallery**: The row of tabs underneath the toolbars that provides quick access to some most used features. For example, you can apply slide layouts or slide themes to a presentation with a single click.

② **Thumbnails in the left pane**: Navigation to help you quickly find and click the slide that you want. If you do not see the left pane, on the **View** menu, make sure that there is a check mark next to **Normal**.

③ **Slide**: A single "page" in a presentation as viewed in normal view. If you don't see a slide, on the **View** menu,
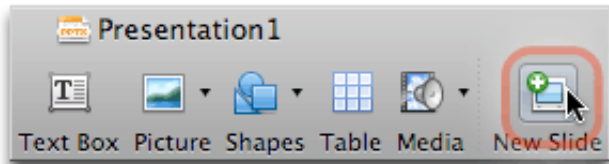
click **Normal**.

④ **Formatting Palette**: One of the seven tools in the Toolbox. The Formatting Palette contains tools for applying formatting, such as fonts and styles, to text and other slide objects.

⑤ **Placeholders**: Preformatted containers for content. The slide layout determines which placeholders appear on a slide.

⑥ **Notes pane**: An area to type notes to reference when you give the presentation. During the presentation, only the presenter sees the notes.
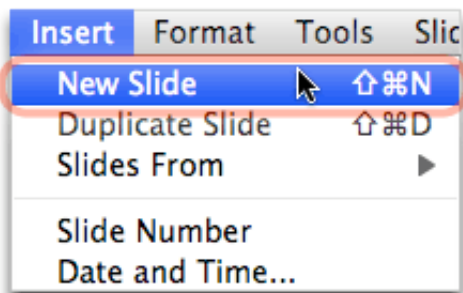
▼ Step 2: Add slides and text

Add slides

By default, the blank presentation contains only one slide. You can add slides in several different ways.
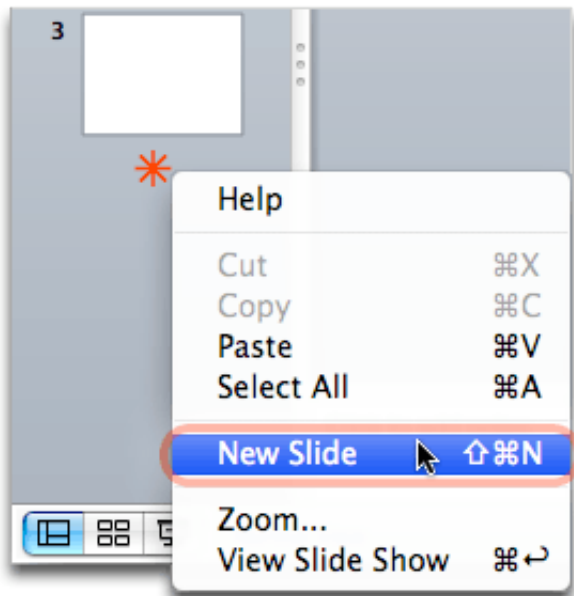
1. On the **Standard** toolbar, click **New Slide**.
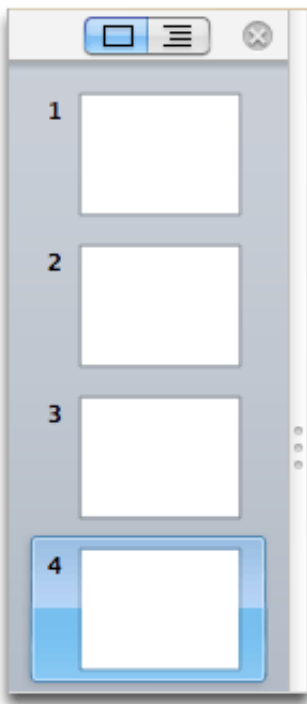

2. On the **Insert** menu, click **New Slide**.

3. In the gray area of the left pane, hold down CONTROL, and then click. On the shortcut menu, click **New Slide**.

   Tip If you don't see the left pane, on the **View** menu, make sure that a check mark appears next to **Normal**.
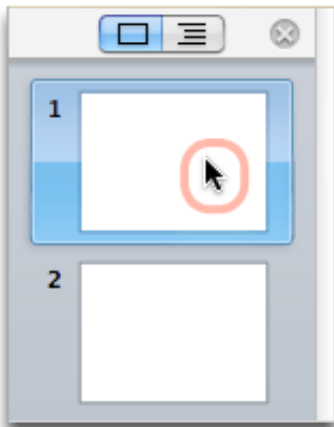
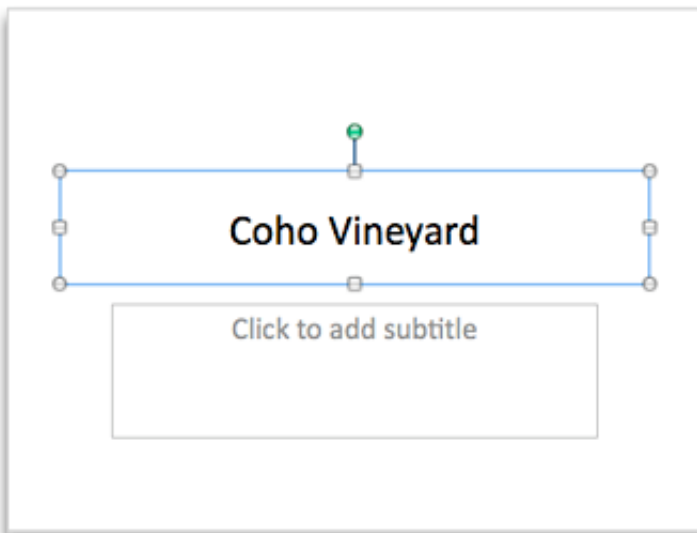4. Notice that thumbnails of four slides now appear in the left pane.

Add text

Each slide has one or more placeholders that make it easy to add content to the slide. You merely click and type.
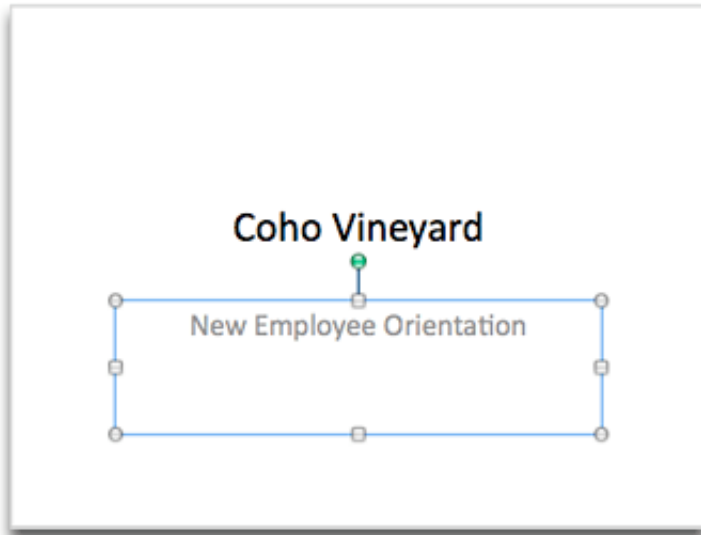
1. In the left pane, click slide **1**.

2. Click the **Click to add title** placeholder, and then type a title (for example, **Coho Vineyard**).
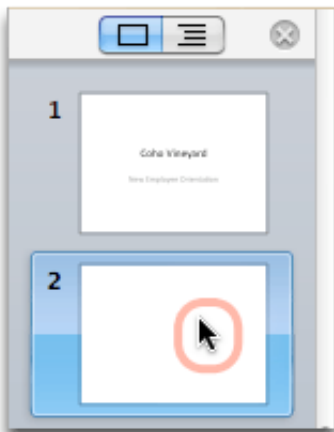
3. Click the **Click to add subtitle** placeholder, and then type a subtitle (for example, **New Employee**
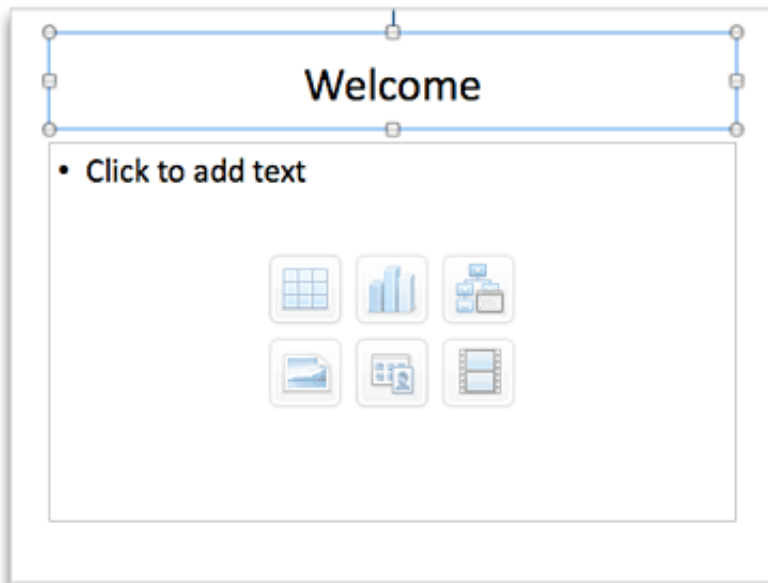
Orientation).

Note If you leave placeholder text (for example, **Click to add subtitle**) on a slide, it does not display when you give the presentation.
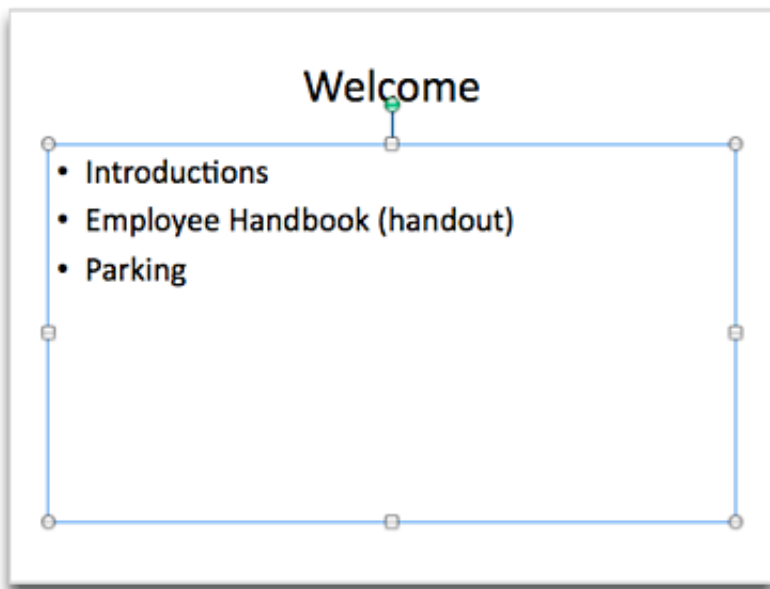
4. In the left pane, click **slide 2**.

5. Click the **Click to add title** placeholder, and then type a title (for example, **Welcome**).

6. Click the **Click to add text** placeholder, and then type a list of what you want to discuss during the welcome (for example, type **Introductions**, **Employee Handbook (handout)**, and **Parking**). To create a new bullet for each item, press RETURN between each item.

Note You can click a placeholder on the slide to add another object instead of a bulleted list of text. The placeholders make it easy to add tables, charts, SmartArt graphics, pictures, clip art, or movies. Later, we'll click a placeholder to add an organization chart to the presentation.
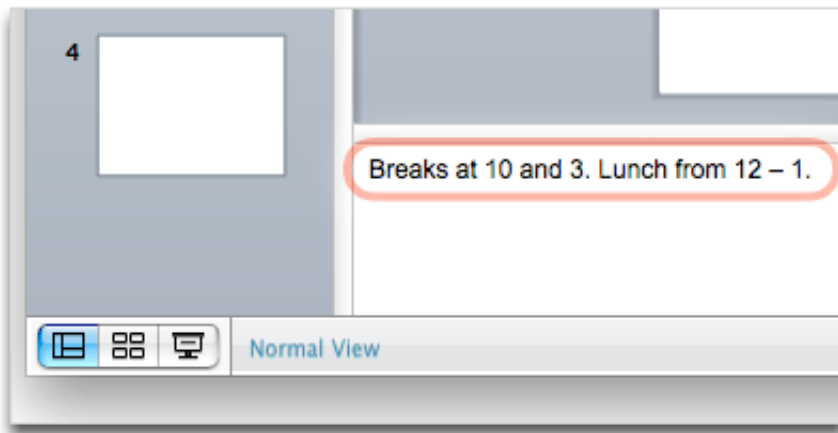
Add speaker notes

Speaker notes can help you prepare what you want to say when you give the presentation. You can add speaker notes to any slide. During the presentation, only the presenter sees the notes.

1. To increase the size of the notes pane, rest the pointer over the handle, hold down the mouse button, and then drag the handle toward the top of the slide.
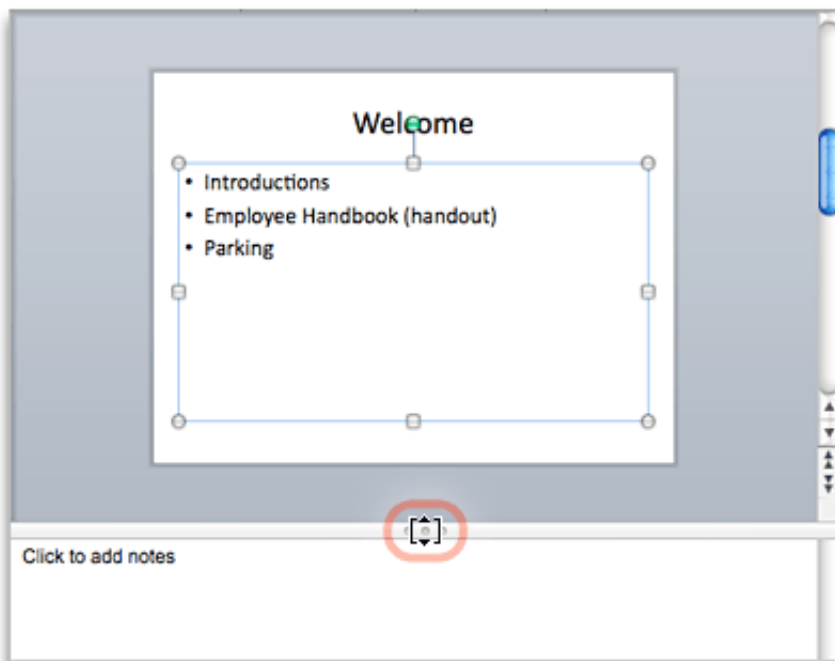
2. Click in the notes pane, and then type any notes that you want for the current slide.

Breaks at 10 and 3. Lunch from 12 – 1.

Normal View

Tip To type speaker notes in a view specifically for notes, on the **View** menu, click **Notes Page**.

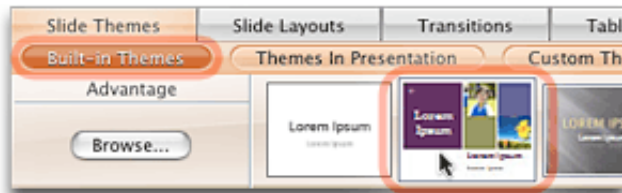## ▼ Step 3: Work with themes, layouts, and objects

Apply a slide theme

A theme creates a unified look for your presentation by using colors, fonts, backgrounds, and graphics that complement one another. There are 50 built-in slide themes that you can apply to a presentation.

1. In the **Elements Gallery**, click the **Slide Themes** tab.

New   Open   Save   Print   Undo   Redo   Format

Slide Themes   Slide Layouts
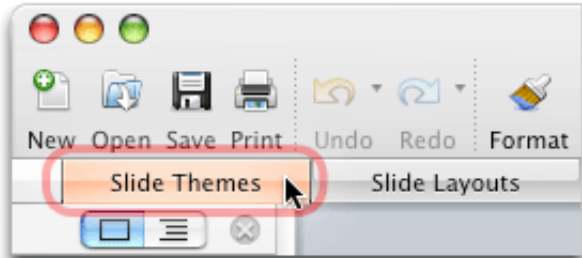
2. Rest the pointer over any slide theme. The name of the theme appears on the left side of the Elements Gallery (for example, **Advantage**).

Slide Themes   Slide Layouts   Transitions   Tabl
Built-in Themes   Themes In Presentation   Custom Th
Advantage
Browse...

   Tip To see additional slide themes, click the scroll arrow ◀ 1 of 9 ▶ on the right side of the **Elements Gallery**.
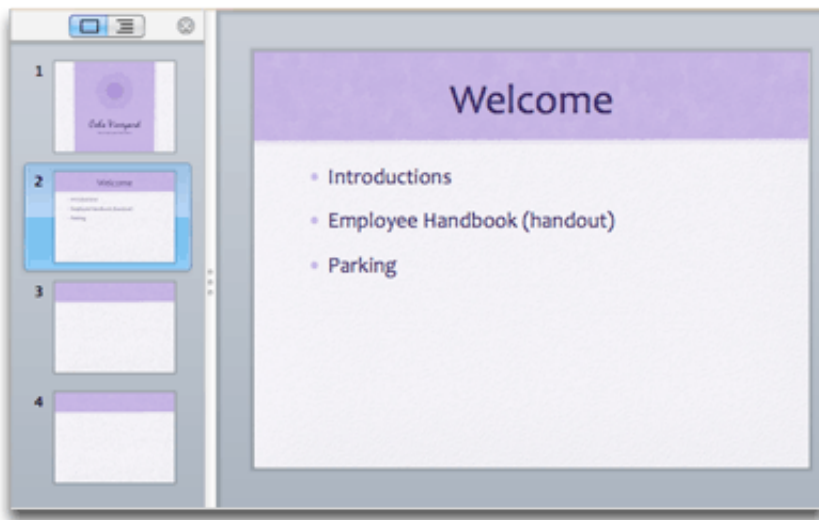
3. Click the slide theme that you want to apply (for example, **Infusion**).

Slide Themes   Slide Layouts   Transitions
Built-in Themes   Themes In Presentation   Custom Th
Infusion
Browse...

   Tip To apply a different theme at any time, in the **Elements Gallery**, click another slide theme.

4. Notice that the theme is applied to all slides.

Tip To hide the **Elements Gallery** while you work, on the **Standard** toolbar, click **Gallery** , or click the active tab (for example, **Slide Themes**).

Choose a slide layout

Slide layouts help you arrange information on slides in a consistent, organized way. By default, each slide except slide 1 has the same layout. However, you can easily apply other predefined layouts to arrange content on a slide in a different way, such as a picture with caption.
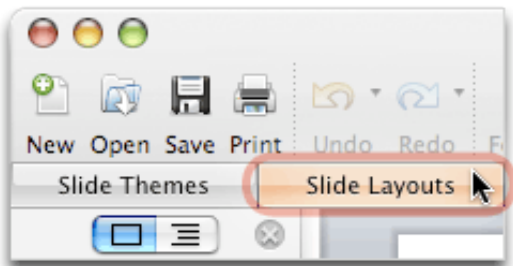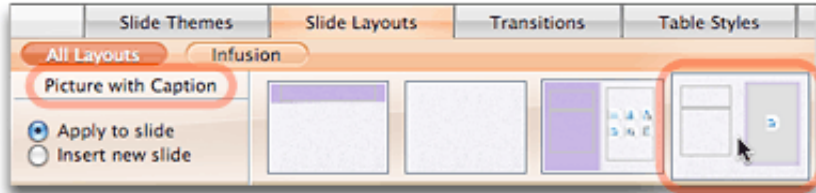
1. In the left pane, click **slide 3**.
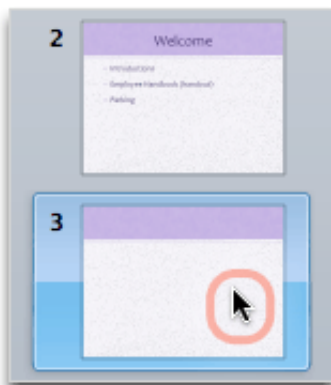
2. Add a title to the slide (for example, type **Our Signature Wine**).
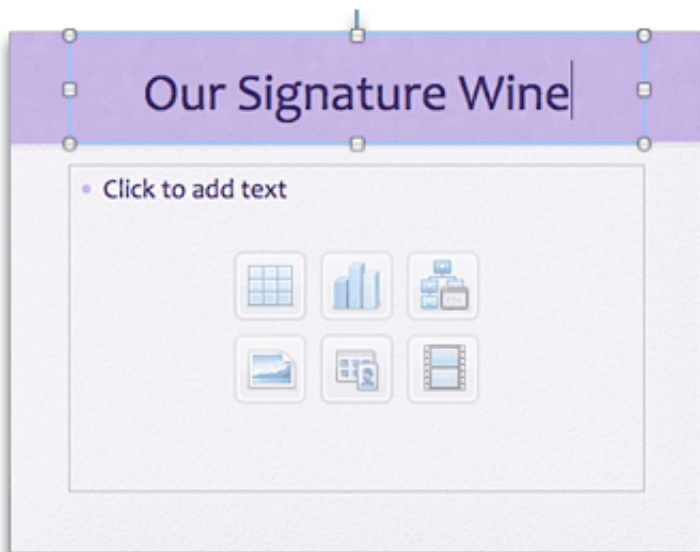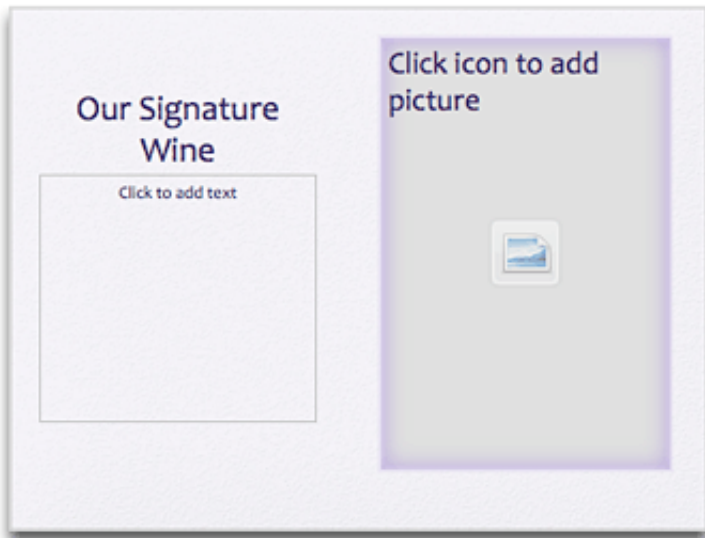

3. In the **Elements Gallery**, click the **Slide Layouts** tab.

4. Click the layout that you want to apply (for example, **Picture with Caption**).

5. Notice that the layout is applied to the slide and includes the placeholders associated with the layout.
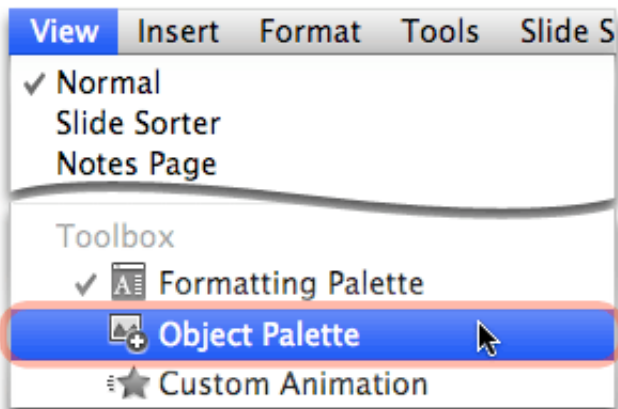

Tip In the Elements Gallery, an orange border appears around the layout that is applied to the current slide.
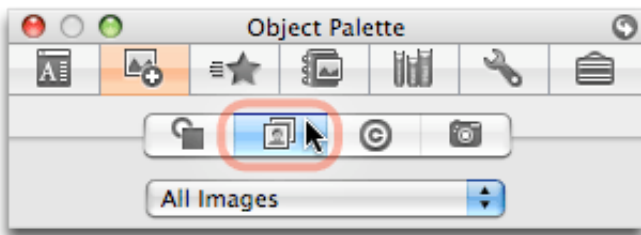
Add a picture

Pictures can add a professional and visual touch to a presentation. There are several ways to add pictures to a slide. In this step, we're going to add a clipart image that is included with Office 2008.
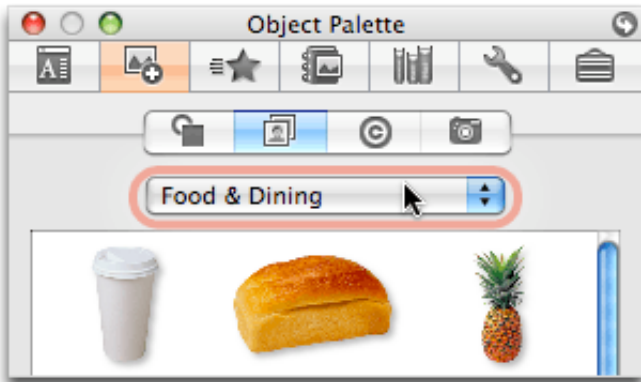
1. On the **View** menu, click **Object Palette**.
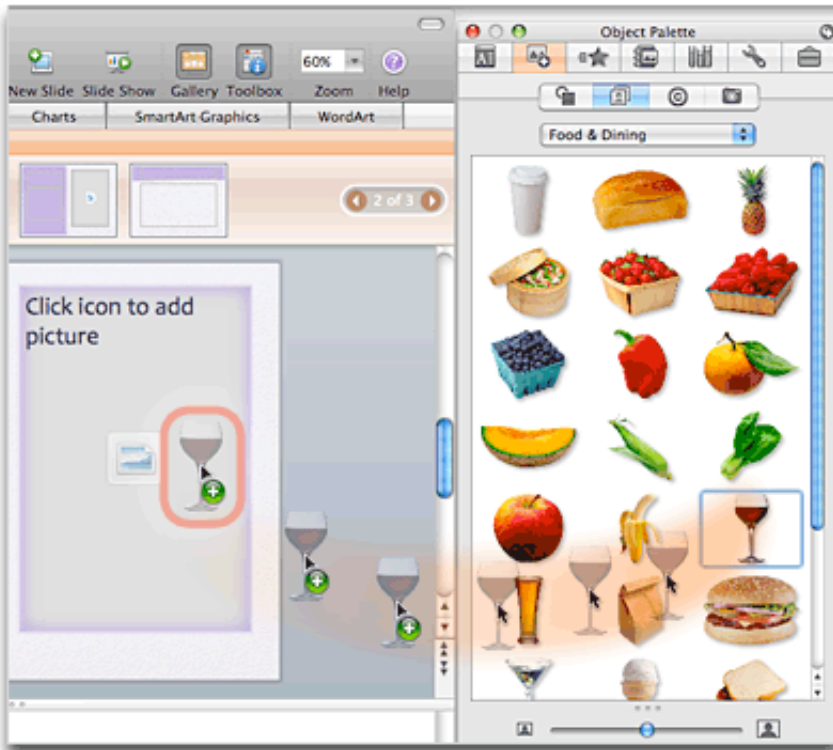

2. On the **Object Palette**, click the **Clip Art** tab.

3. On the pop-up menu, click **Food & Dining**.

4. Drag the picture of the glass of wine to the picture placeholder, and then release the mouse.

5. Notice that the picture is formatted to the size and style of the placeholder.

Tip For more options, hold down CONTROL, and then click the picture on the slide.
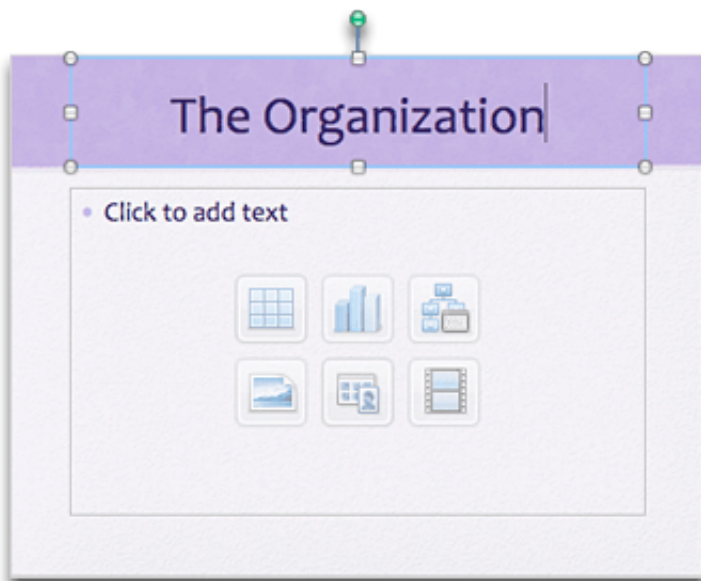
Add a SmartArt graphic

A SmartArt graphic provides a visual representation of information that makes it easier to communicate your message. Each graphic represents a different concept or idea, such as a process flow, an organization hierarchy, a relationship, and so on. In this case, we'll use a SmartArt graphic to create an organization chart.
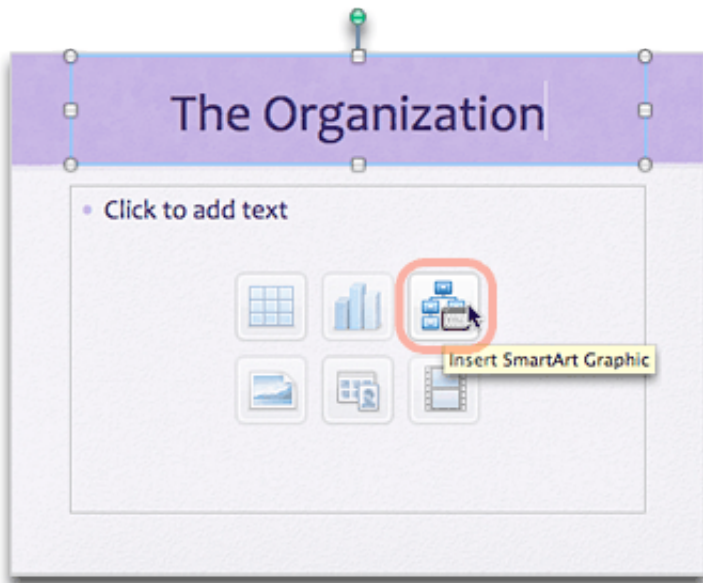
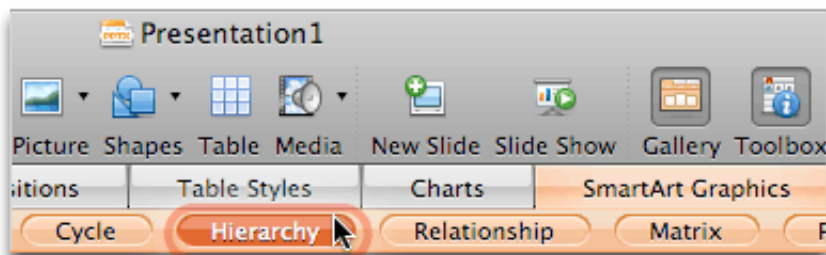1. In the left pane, click **slide 4**.
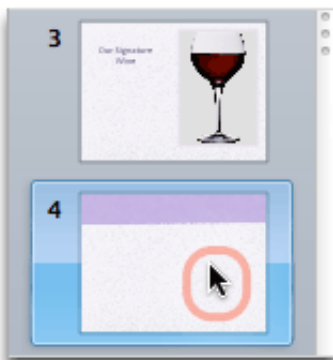
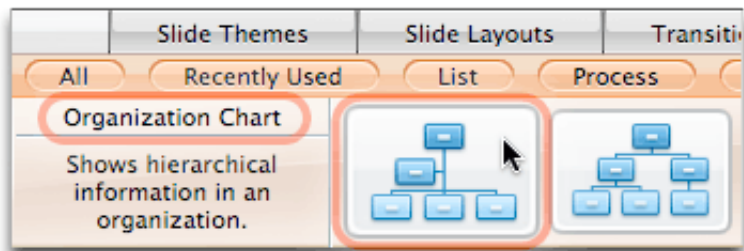2. Add a title (for example, type **The Organization**).

3. In the content placeholder, click **Insert SmartArt Graphic**. The **SmartArt Graphics** tab opens in the **Elements Gallery**.
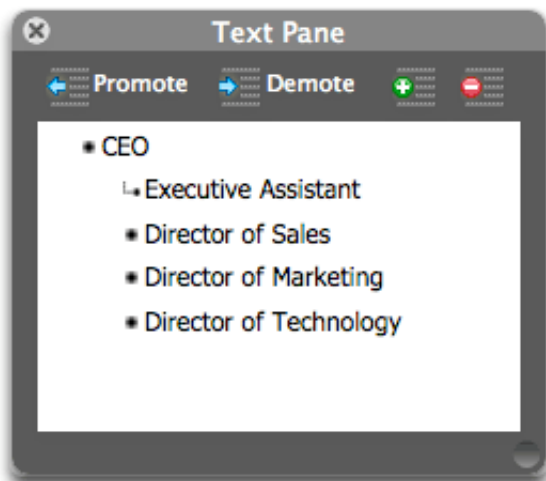
4. On the **SmartArt Graphics** tab, click **Hierarchy**.

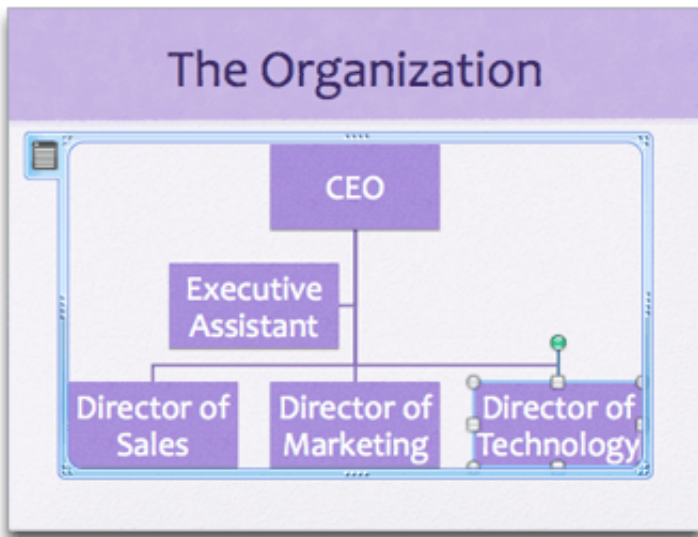5. Click a SmartArt graphic (for example, **Organization Chart**).

6. In the **Text Pane**, type the text to include in the graphic.

Tip To move between levels in the text pane, use the arrow keys, or click an item. To close the text pane, click the close button in the upper-left corner of the text pane.

7. Notice that the text that you typed appears in the SmartArt graphic on the slide.

Tip You can edit SmartArt graphic text in the text pane or directly on the graphic.

▼ Step 4: Edit and arrange

Format text and objects

Most text and object formatting in a presentation is defined by the slide theme. However, you can use the Formatting Palette to apply different styles and effects to any slide text or object.
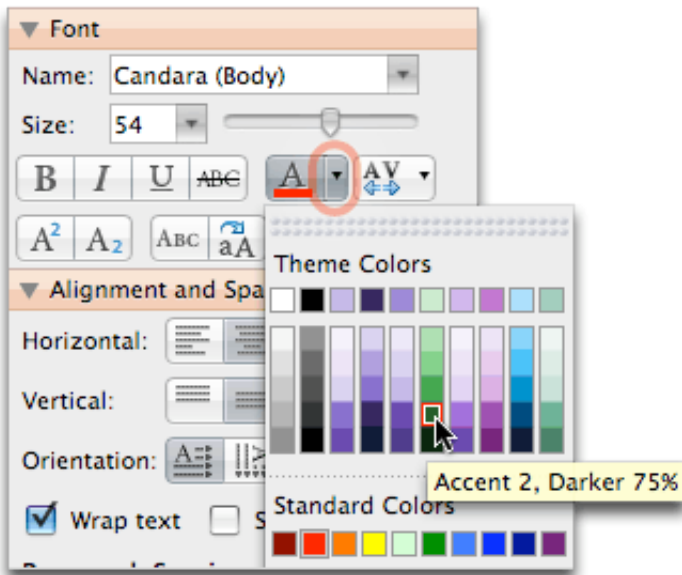
1. In the **Toolbox**, click the **Formatting Palette** tab.
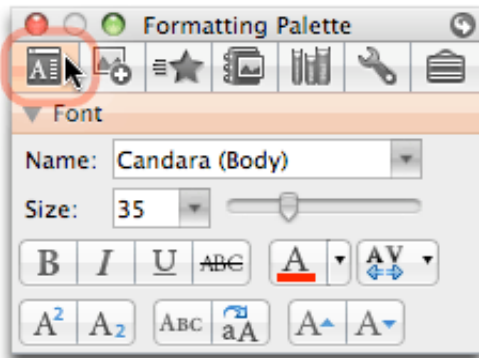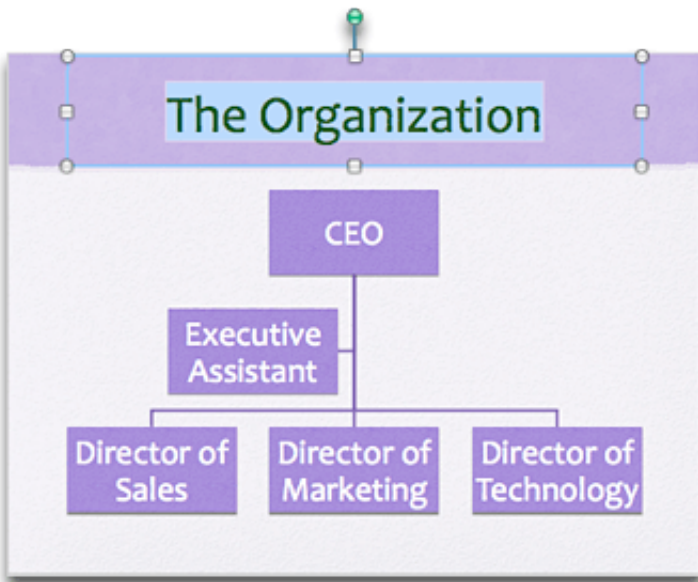

2. On slide 4, drag across the title to select the text. A highlight on the text indicates that it is selected.
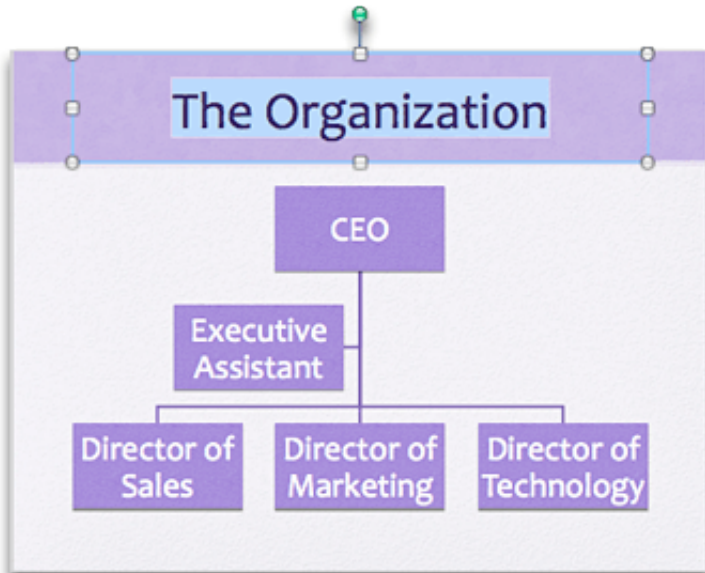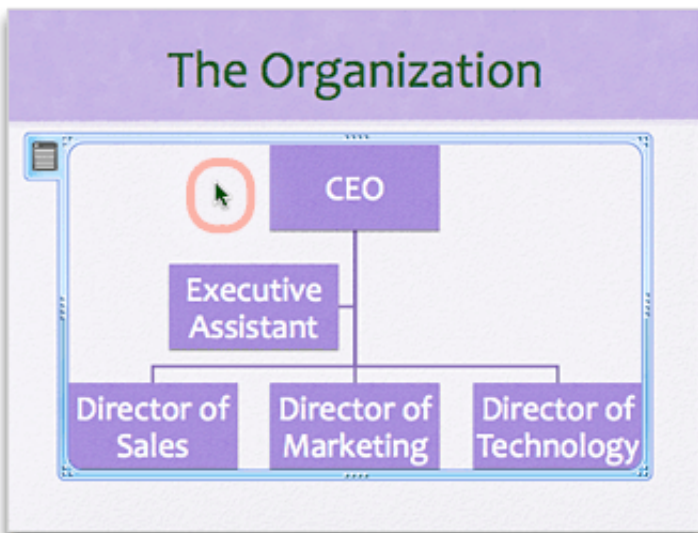

3. On the **Formatting Palette**, under **Font**, click **Font Color**, and then select a color.
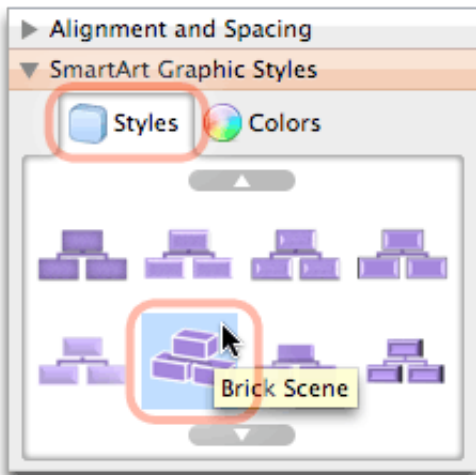
4. Notice that the title is formatted in the color that you selected.

5. Click in the white area next to any of the "nodes" of the SmartArt graphic. The graphic becomes selected.
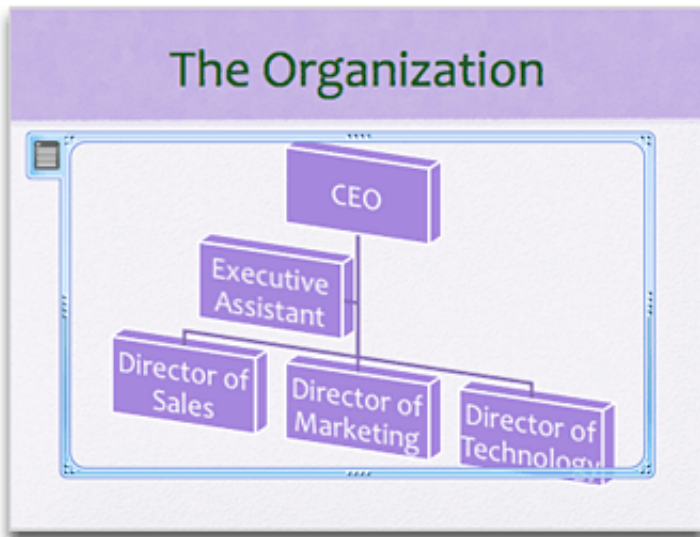

6. On the **Formatting Palette**, under **SmartArt Graphic Styles**, click the **Styles** tab, and then click a style (for example, **Brick Scene**).

Tip To see additional styles, click the scroll arrow.

7. Notice that the SmartArt graphic is formatted in the style that you selected

Rearrange slides in the left pane

You can easily rearrange slides directly from the left pane.

1. In the left pane, drag **slide 4** between **slide 3** and **slide 2**. When a solid line appears between the slides, release the mouse button.

Tip To delete a slide, in the left pane, click the slide, and then press DELETE.

2. Notice that the slides are arranged in a new order.

Tip To arrange and delete slides in larger presentations, on the **View** menu, click **Slide Sorter**.
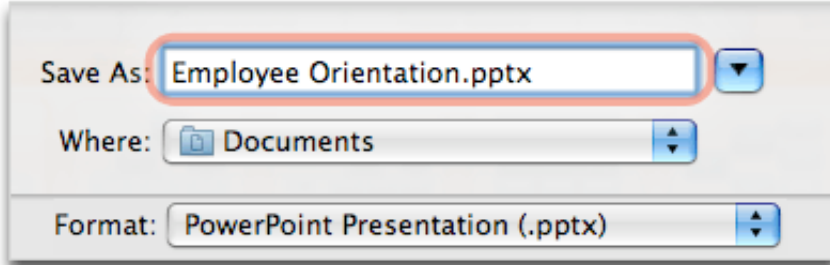
▼ Step 5: Finish up

Save the presentation

At this point, your work is unsaved. When you work on an important presentation, you should save it early and frequently.
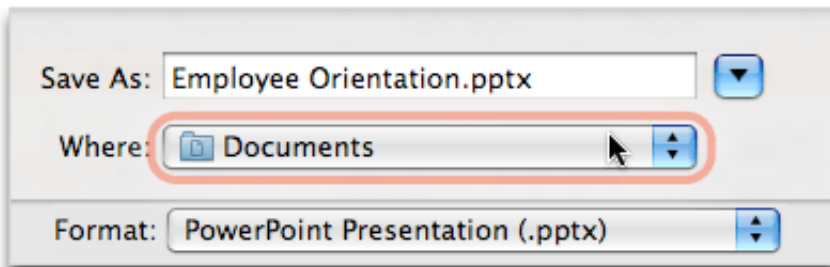
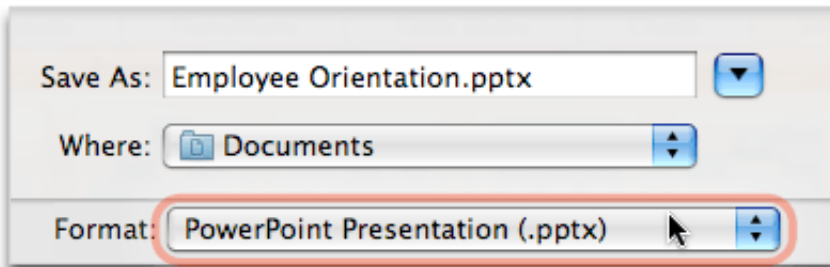1. On the **Standard** toolbar, click **Save**.

2. In the **Save As** box, type a name for the presentation (for example, **Employee Orientation**).

3. On the **Where** pop-up menu, click a folder where you want to save the presentation (for example, **Documents**).
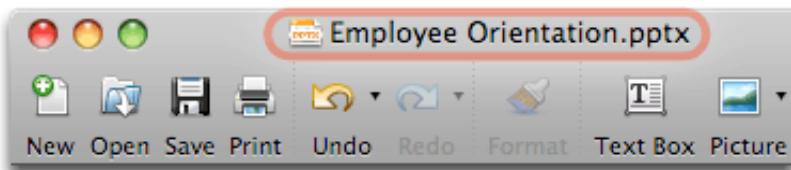

4. On the **Format** pop-up menu, click **PowerPoint Presentation (.pptx)**.

   Tip If you plan to share the presentation with people who have older versions of PowerPoint, on the Format menu, select PowerPoint 97 – 2004 Presentation (.ppt).

5. Click **Save**.

6. Notice that the name of the saved presentation appears on the title bar.


Tip To open any presentation on your computer, on the **Standard** toolbar, click **Open** , browse to the folder where the presentation is saved, and then click **Open**.

Rehearse and record timings

Before you deliver your presentation, you can rehearse and record how long you stay on each slide. During the presentation, you can use the saved timings to advance slides automatically.
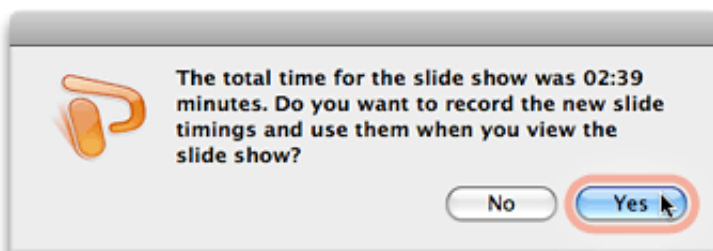
1. On the **Slide Show** menu, click **Rehearse Timings**.
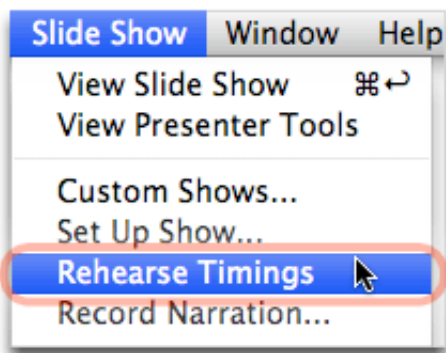
2. Practice what you want to say for the first slide. The timer in the lower-right corner on each slide tracks how long you view the slide.
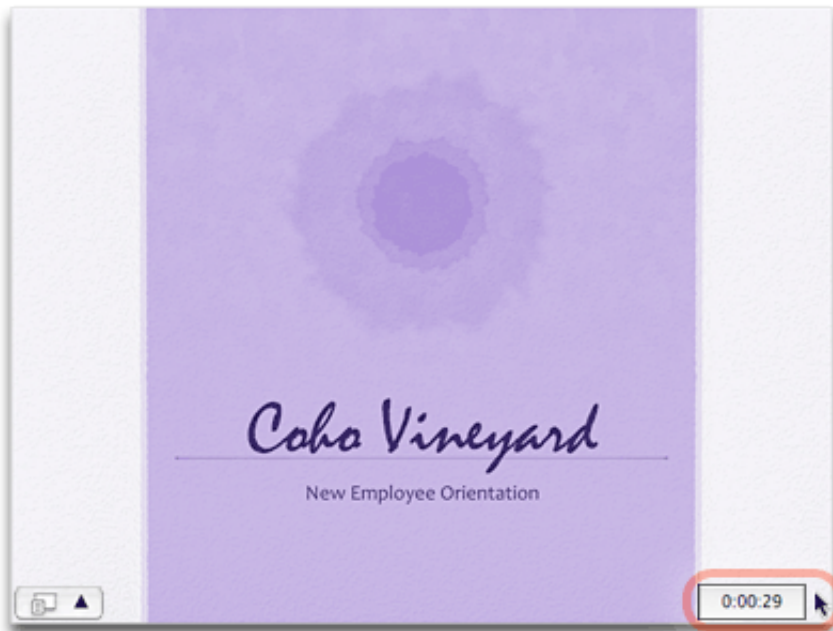

3. Click to advance to the next slide, and repeat step 2 for each slide in the presentation.
4. When you are prompted to record the total time, click **Yes**.

> The total time for the slide show was 02:39 minutes. Do you want to record the new slide timings and use them when you view the slide show?
>
> No   Yes

5. When you are prompted to review timings in slide sorter view, click **Yes**.

> Do you want to review timings in slide sorter view?
>
> No   Yes
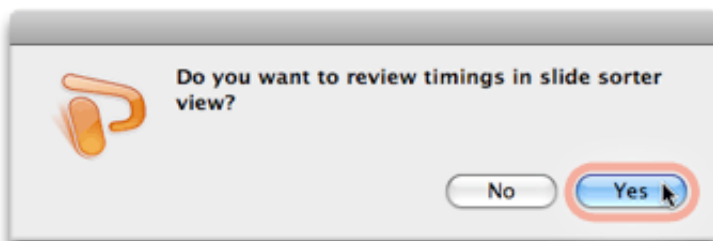
6. Notice that the timings appear for each slide in slide sorter view.
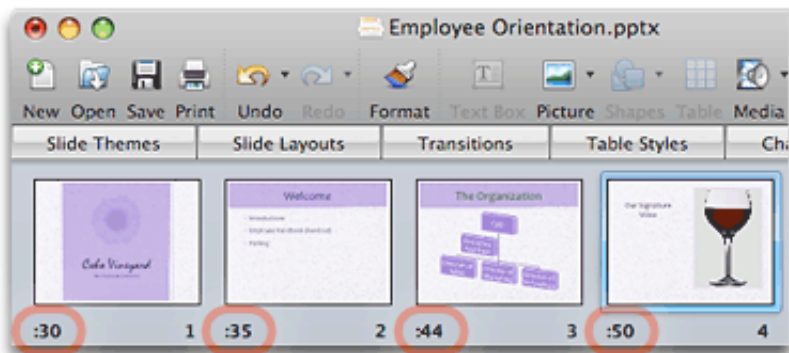
> **Tip** To return to normal view, on the **View** menu, click **Normal**.

Deliver the presentation

You can start your presentation with one cliick. However, unless you intend for your audience to view the presentation on your computer, you first have to connect your computer to a projector or another monitor.

Note If you want to advance slides manually, you can turn off timings before you start the presentation. On the **Slide Show** menu, click **Set Up Show**. Then, under **Advance** slides, select **Manually**.

1. Connect a projector or another monitor to your computer.
2. On the **Standard** toolbar, click **Slide Show**.
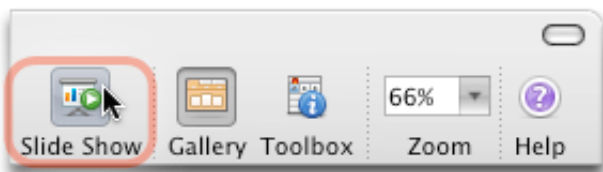
> **Tip** To advance to the next slide at any time, click anywhere on the slide. To end the slide show at any time, press ESC.

3. Notice that the slides automatically advance based on the timings that you recorded earlier.