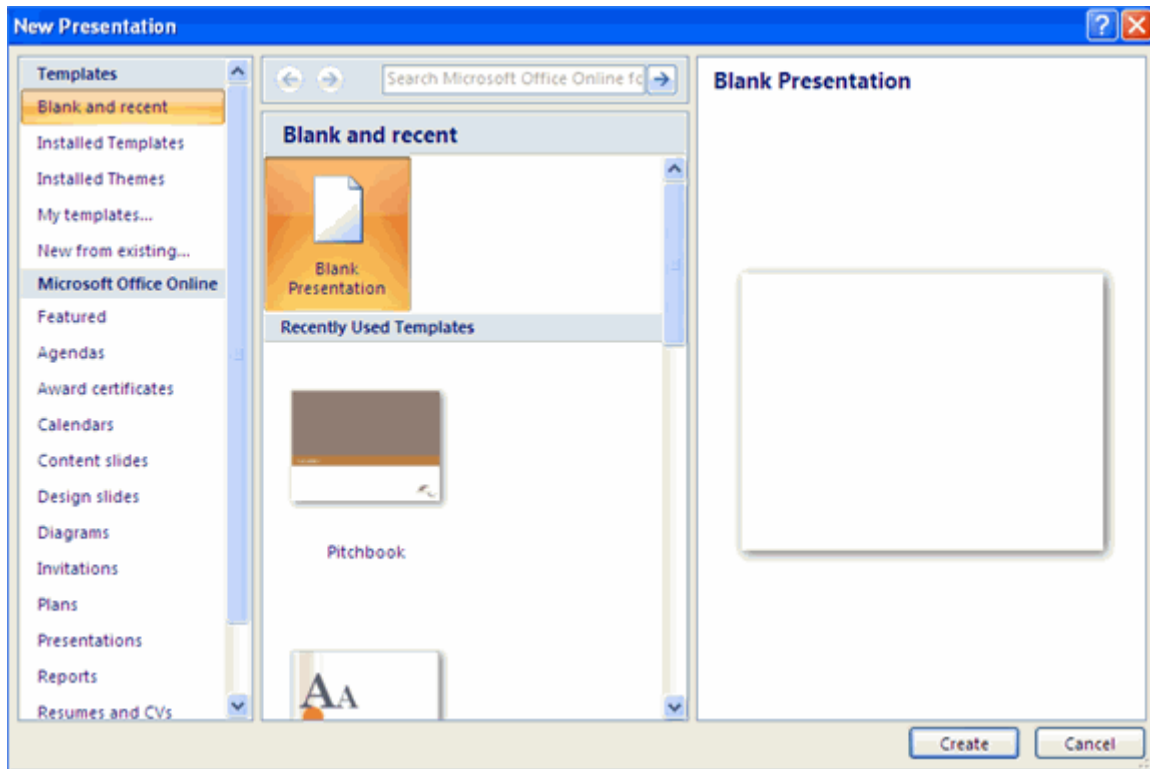


## PowerPoint 2007- New Presentation

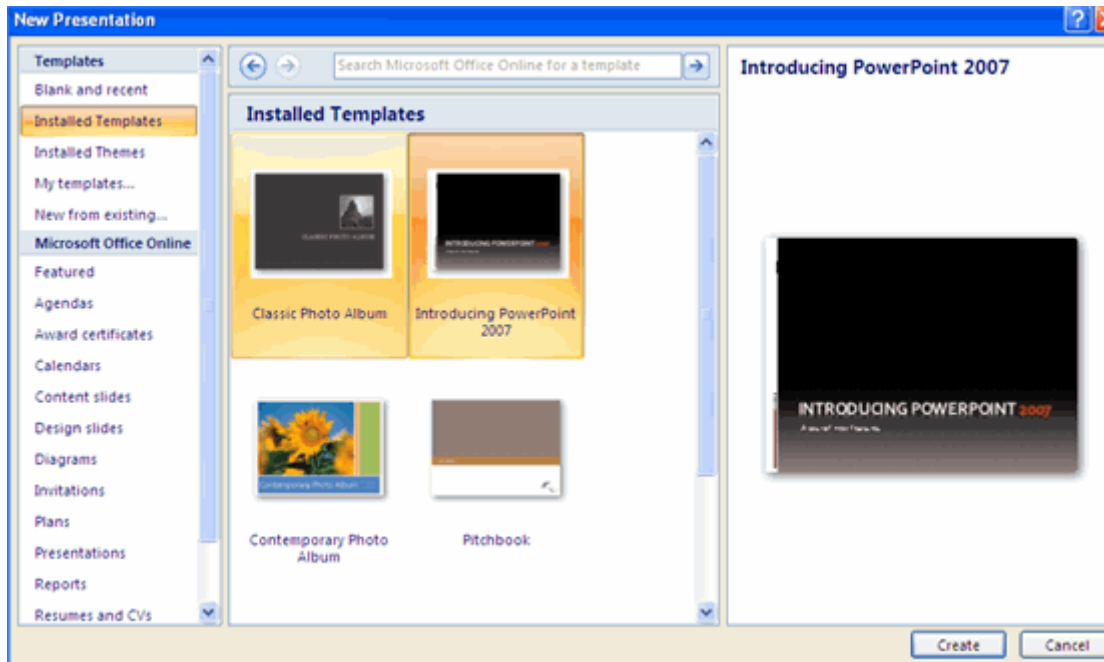
You can start a new presentation from a blank slide, a template, existing presentations, or a Word outline. To create a new presentation from a blank slide:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Blank Presentation**



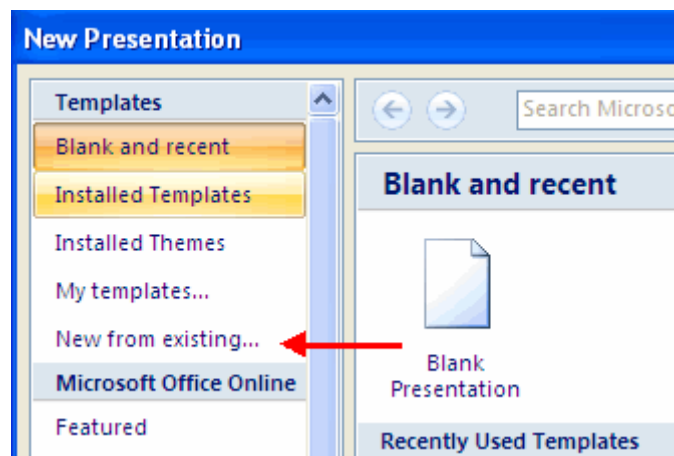
To create a new presentation from a template:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Installed Templates** or **Browse through Microsoft Office Online Templates**
- Click the template you choose



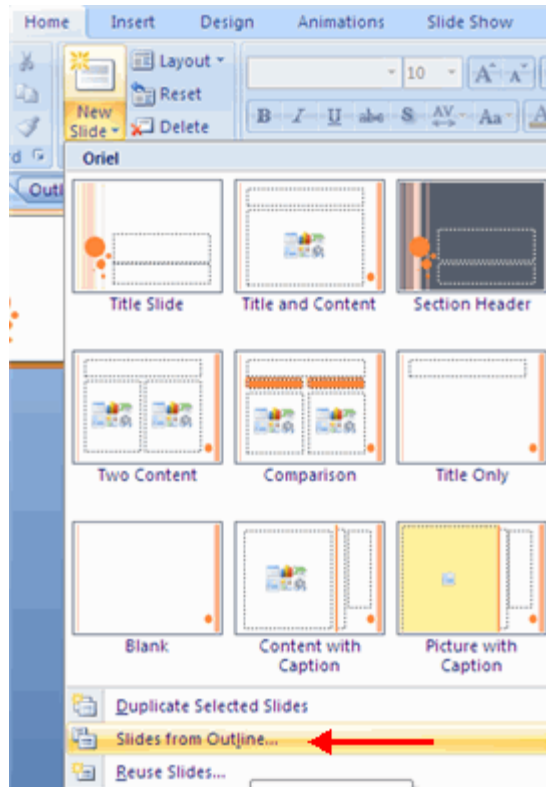
To create a new presentation from an existing presentation:

- Click the **Microsoft Office Button**
- Click **New**
- Click **New from Existing**
- Browse to and click the presentation



To create a new presentation from a Word outline:

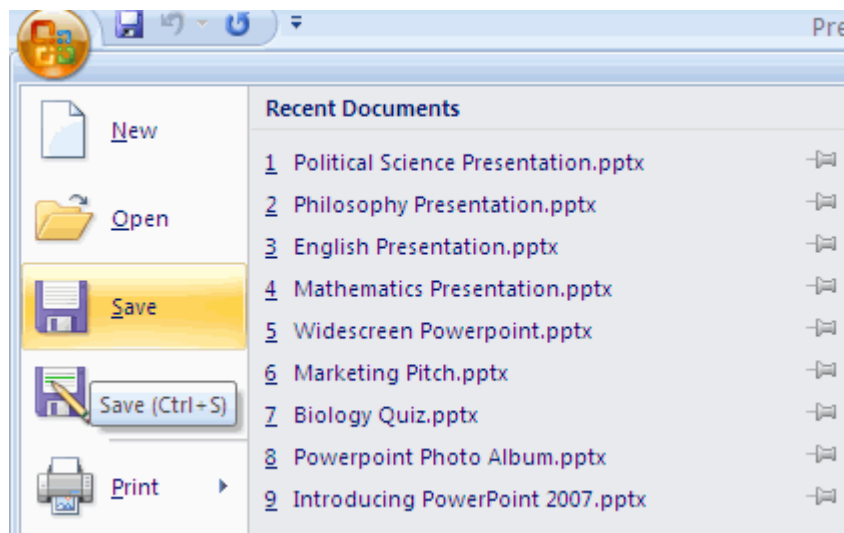
- Click the slide where you would like the outline to begin
- Click **New Slide** on the **Home** tab
- Click **Slides from Outline**
- Browse and click the Word Document that contains the outline



## Save a Presentation

When you save a presentation, you have two choices: **Save** or **Save As**. To save a document:

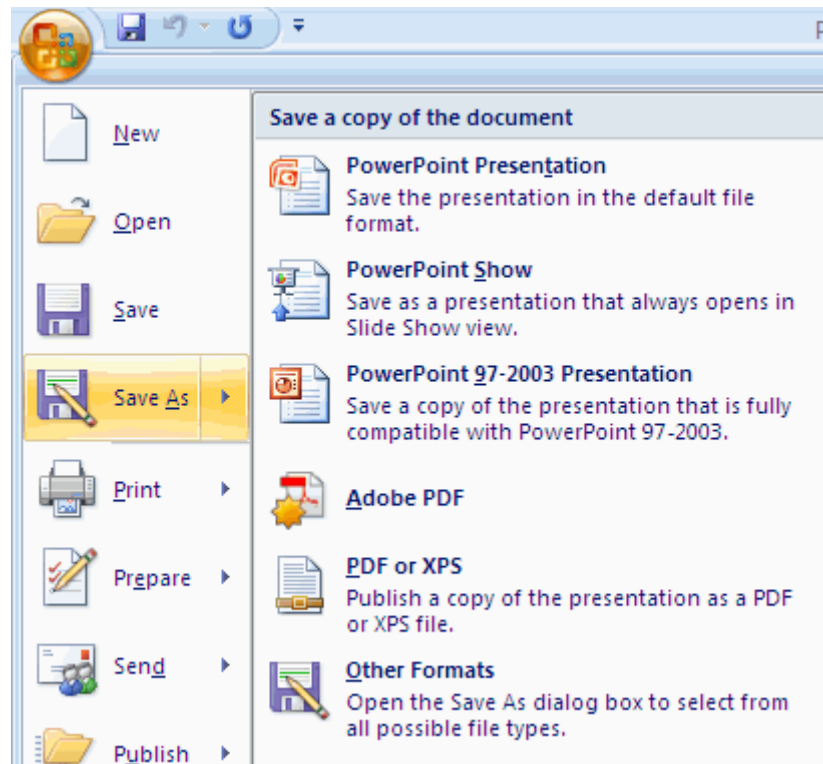
- Click the **Microsoft Office Button**
- Click **Save**



You may need to use the **Save As** feature when you need to save a presentation under a different name or to save it for earlier versions of PowerPoint. Remember that older

versions of PowerPoint will not be able to open PowerPoint 2007 presentation unless you save it as a PowerPoint 97-2003 Format. To use the **Save As** feature:

- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Presentation
- In the **Save as Type** box, choose **Excel 97-2003 Presentation**

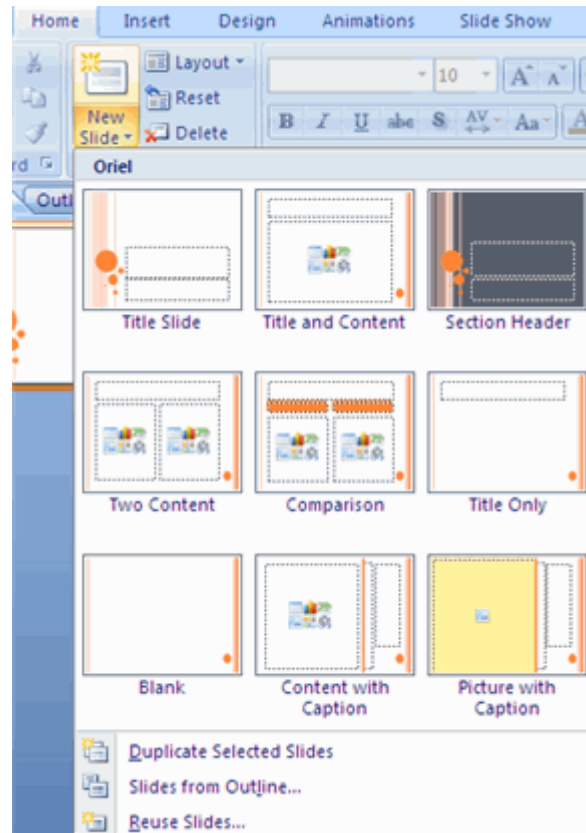


### Add Slides

There are several choices when you want to add a new slide to the presentation: Office Themes, Duplicate Selected Slide, or Reuse Slides.

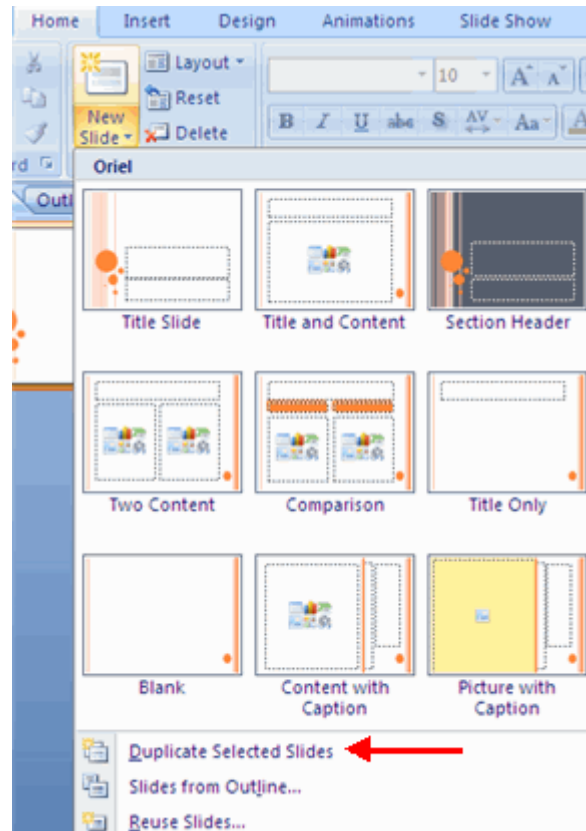
To create a new slide from Office Themes:

- Select the slide immediately **BEFORE** where you want the new slide
- Click the **New Slide** button on the **Home** tab
- Click the slide choice that fits your material



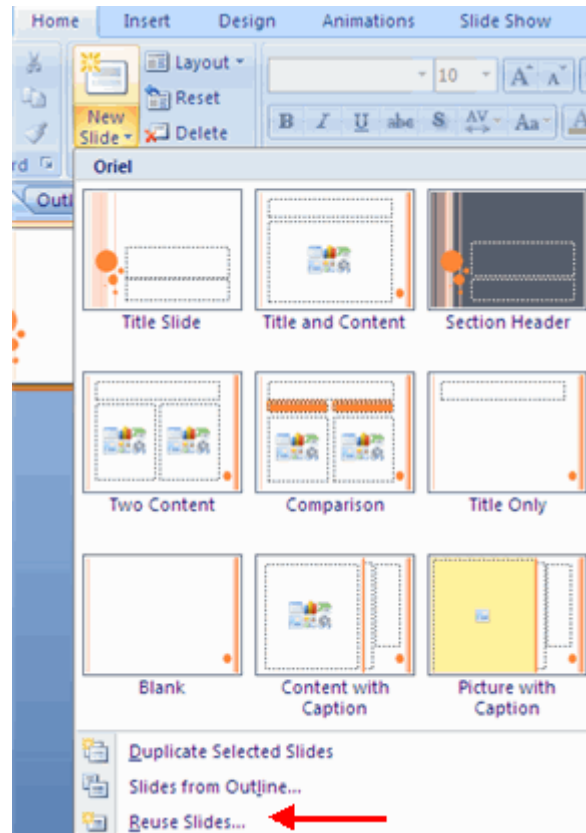
To create a slide as a duplicate of a slide in the presentation:

- Select the slide to duplicate
- Click the **New Slide** button on the **Home** tab
- Click **Duplicate Selected Slides**



To create a new slide from another presentation:

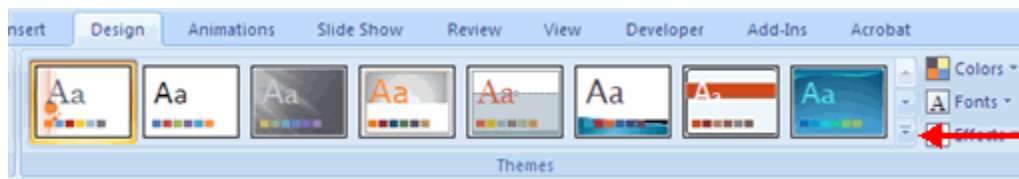
- Select the slide immediately BEFORE where you want the new slide
- Click the **New Slide** button on the Home tab
- Click **Reuse Slides**
- Click **Browse**
- Click **Browse File**
- Locate the slide show and click on the slide to import



## Themes

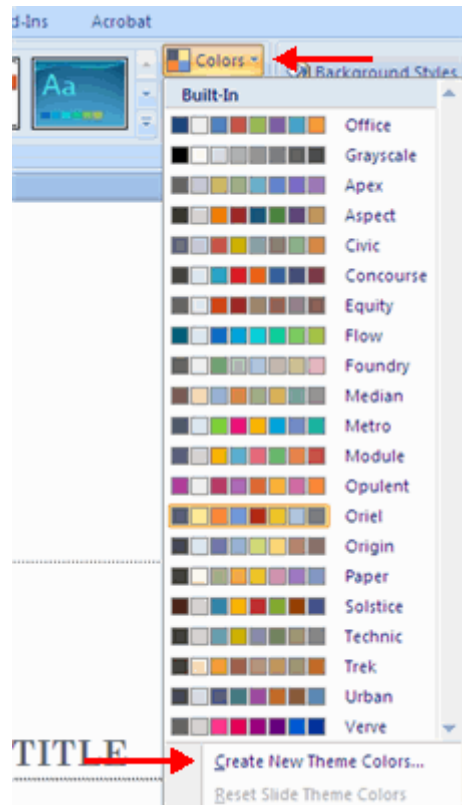
Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation. To add a theme to a presentation:

- Click the **Design** tab
- Choose one of the displayed **Themes** or click the **Galleries** button



To apply new colors to a theme:

- Click the **Colors** drop down arrow
- Choose a color set or click **Create New Theme Colors**



To change the background style of a theme

- Click the **Background Styles** button on the **Design** tab

