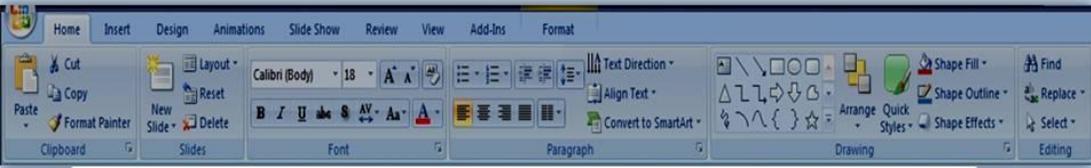


When you start PowerPoint, it opens in the view called Normal view, where you create and work on slides.

Getting Started

When you add a slide to your presentation, you can do the following to choose a layout for the new slide at the same time:

On the **Slides** tab, click just below the single slide that already appears there.

A screenshot of the Microsoft PowerPoint ribbon. The 'Slides' tab is selected and highlighted. The ribbon shows the 'Clipboard' group with 'Cut', 'Copy', 'Paste', and 'Format Painter'. The 'Slides' group contains 'New Slide', 'Reset', and 'Delete'. The 'Font' group shows 'Calibri (Body)' font and '18' size. The 'Paragraph' group includes 'Text Direction', 'Align Text', and 'Convert to SmartArt'. The 'Drawing' group has 'Shape Fill', 'Shape Outline', and 'Shape Effects'. The 'Editing' group includes 'Find', 'Replace', and 'Select'.

On the **Home** tab, in the **Slides** group, click the arrow next to **New Slide**.

A close-up of the 'New Slide' button in the 'Slides' group of the PowerPoint ribbon. The button is yellow with a white arrow pointing down. A mouse cursor is hovering over the arrow. To the right of the button are the 'Layout', 'Reset', and 'Delete' buttons. To the left is a circular icon with a blue and white globe. To the right is a circular icon with four colored arrows (red, yellow, green, blue) pointing in a clockwise cycle.

EXAMPLE 1-3
In the Slide pane, you can work directly on individual slides.



When you start PowerPoint, it opens in the view called Normal view, where you create and work on slides.

View: A way of displaying the contents of a presentation and providing the user with the means to interact with it.

In the Slide pane, you can work directly on individual slides.

Dotted borders identify placeholders, where you can type text or insert pictures, charts, and other objects.

The image shows a vertical pane of six slides. Slide 1 is a title slide with a colorful circular graphic. Slide 2 is a content slide with a table and a chart. Slide 3 is a content slide with a diagram. Slide 4 is a content slide with a diagram. Slide 5 is a content slide with a diagram. Slide 6 is a content slide with a diagram. A red box with a blue arrow points to the second slide. A blue box with a double-headed vertical arrow points to the dotted borders of the content area on slide 4.

EXAMPLE 2-3

In the Slide pane, you can work directly on individual slides.

The Slides tab shows a thumbnail version of each full size slide shown in the Slide pane.

ADDING SLIDES

A gallery appears, showing thumbnails of the various slide layouts that are available.

- 1 The name identifies the content that each layout is designed for.
- 2 Placeholders that display colored icons can contain text, but you can also click the icons to automatically insert objects, including SmartArt graphics and clip art.
- 3 Click the layout that you want for your new slide. The new slide now appears both on the Slides tab, where it is highlighted as the current slide, and in the Slide pane. Repeat this procedure for each new slide that you want to add.

EXAMPLE 3-3

After you add other slides, you can click a thumbnail on the Slides tab to make the slide appear in the Slide pane.

- Or you can drag thumbnails to rearrange the slides in your presentation.
- You can also add or delete slides on the Slides tab.
- In the Notes pane, you can type notes about the current slide.

You can hand out your notes to your audience or refer to your notes in Presenter view when you give your presentation.

By default, Office PowerPoint 2007 applies the Blank Presentation template, to new presentations.

Blank Presentation is the simplest and most generic of the templates in Office PowerPoint 2007.

Blank Presentation is a good template to use when you first start working with PowerPoint because

it is straight forward and can be adapted to many presentation types.

To create a new presentation that is based on the Blank Presentation template, click the

- **Microsoft Office button**
- **click New**
- **Click Blank and recent under Templates, and then double-click Blank Presentation under Blank and recent.**