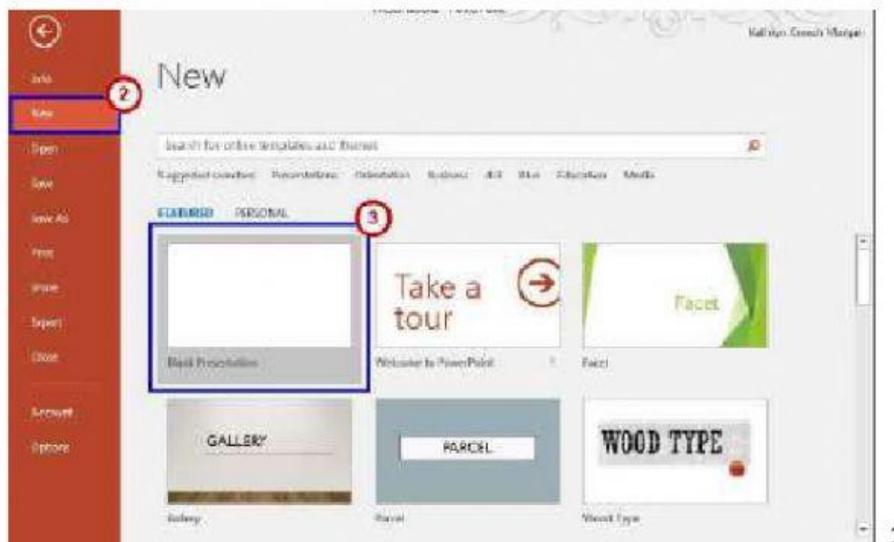


# Lesson 5 How to Create a New Presentation

In this Lesson we will learn how to create a new presentation.

1. Click on the **File** tab.
2. Choose **New**.
3. Double-click on **Blank** presentation.



4. A new blank presentation will be created.

## Saving a Presentation

You *created* a new presentation. Now you should save the presentation so that you can use it later. The **Save** command, available from the **File** tab, is used to save a newly created presentation or to save the changes made to an existing presentation. When saving a file for the first time, you are prompted to enter a file name for the presentation, and you are asked in which location you would like the file to be saved.

## File Formats

PowerPoint 2016 uses PowerPoint Presentation (.pptx) as the default file format. Additional formats include PowerPoint 97-2003 (.ppt), PowerPoint Show (.ppsx), PowerPoint Show 97-2003 (.pps), Windows Media Video (.wmv), as well as GIF, JPEG, PNG, TIF and BMP. The PowerPoint Show is a presentation that always opens in Slide Show view rather than in Normal view.

## How To Save a Presentation



**Note:** You can also press CTRL+S or click Save  near the top of the screen to save your presentation quickly at any time.

## Appearance

### Slides

You are familiar with creating a new presentation and saving the changes you make to an existing presentation. You may need to add slides to the presentation to include more information.

Before you begin creating a presentation it is important that you decide on the design and layout. Slides and layouts are the basic building blocks of any presentation. For a presentation to be effective, care should be taken to apply the right slide layouts. Being able to add the appropriate slide layout to your presentation will enable you to present information more relevantly to your audience. PowerPoint offers several built-in slide layouts to deliver a visually effective presentation.

### Adding a New Slide

1. Within the slides pane, select the slide that you would like to Insert a new slide after.
2. On the **Home** tab in the **Ribbon**, click the *drop-down arrow* next to **New Slide**, within the **Slides** group, to display the *default list of layouts*.
3. From the **New Slide** *drop-down list*, select a *layout to Insert*. **4**



Below are the slide layouts that can be used.

### Types of Slide Layouts

|                      |   |   |
|----------------------|---|---|
| Title Slide          |    | This layout includes placeholders for a main title and a subtitle.  |
| Title And Content    |    | This layout includes a placeholder to enter slide title and a place for text, charts, tables, pictures, clip art, and SmartArt graphics.  |
| Section Header       |    | This layout allows space for section and sub-section titles.  |
| Two Content          |    | Much like the Title and Content slide layout, this layout offers a place for slide title text and two content places for text, charts, tables, pictures, clip art, and SmartArt graphics. |
| Comparison           |   | This layout is just like the Two Content layout with the addition of two text placeholders to aid in compare and contrast slides.   |
| Title Only           |  | This layout offers a place to enter title text.   |
| Blank                |  | This is a blank slide with no placeholders.   |
| Content With Caption |  | With this slide you can enter a title, text, and content such as additional text, charts, tables, pictures, clip art, and SmartArt graphics.  |
| Picture With Caption |  | This layout offers a place for a picture and caption text.  |

### Questions

1. Describe how you would create a new presentation?

2. How do you add a New slide to a presentation?

3. There a a number of slide layouts. Describe 3 from the list given?