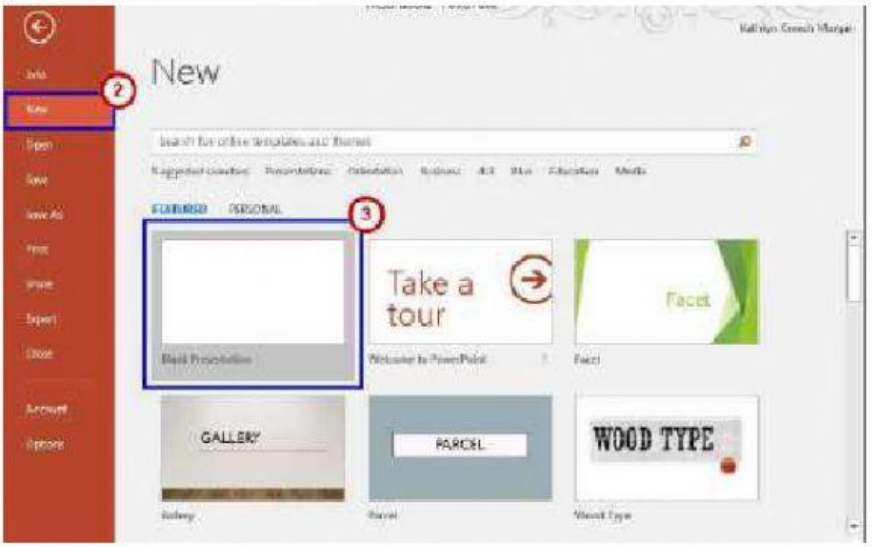
Lesson 5 How to Create a New Presentation

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.



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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

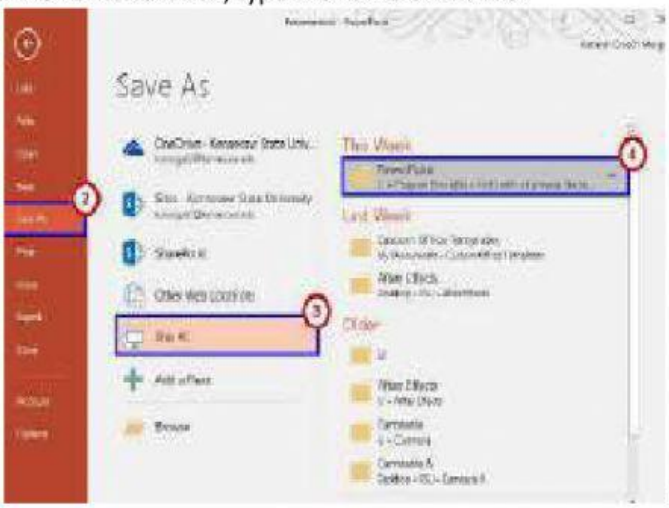
PowerPoint 2016 uses PowerPoint Presentation (.pptx) as the default file format. Additional formats include PowerPoint 97-2003 (.ppt), PowerPoint Show (.ppsx), PowerPoint Show 97-2003 (.pps), Windows Media Video (.wmv), as well as GIF, JPEG, PNG, TIF and BMP. The PowerPoint Show is a presentation that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

How To Save a Presentation

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1. *Click the File tab,*
2. *Choose Save As to save the presentation with a* ***new name*** *in.*
3. *Select* ***Computer*** *to save to the* ***local drive*** *.*
4. *Select* your desired folder. **2**

5. In the **File** name text box, type the name of the file.



6. *Click* **Save as** and type the name of the presentation. 3

- For a presentation that can be opened only in PowerPoint 2016 or in PowerPoint 2013, in the *Save as Type* list, select **PowerPoint Presentation (*.pptx).**
- For a presentation that can be opened in either PowerPoint 2016 or earlier versions of PowerPoint, select **PowerPoint 97-2003 Presentation (*.ppt).**

7. *Click* **Save**.



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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

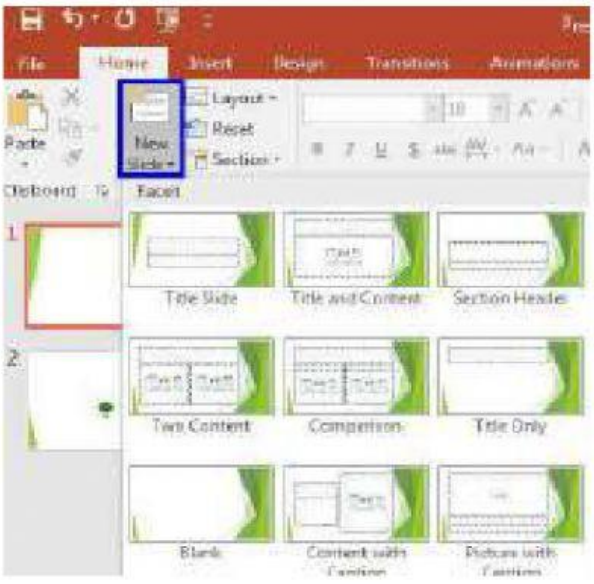
Slides

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 is it 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

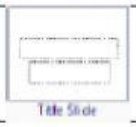
1. Within the slides pane, select the slide that you would like to Insert a new slide after.
2. On the **Home** tab in the **Ribbon**, *click* the *drop-down arrow* next to **New Slide**,within the **Slides** group, to display the *default* list of *layouts*.
3. From the **New Slide** *drop-down* list,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



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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?**

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

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