



Creating a PowerPoint Presentation

When PowerPoint is installed, the following screen appears:



PowerPoint offers 4 options for starting/creating a presentation:

Auto-Content Wizard

Provides the user with a step-by-step procedure for making PowerPoint presentations. This option is ideal for inexperienced users.

1. Click on the **Auto-Content Wizard** option, and click **OK**. (You can open the **Auto-Content Wizard** at any time in PowerPoint by selecting **New** from the **File** menu, clicking on the **Presentations** tab and double-clicking on the **Auto-Content Wizard**.)
2. The Wizard will ask you to provide information about the **Presentation Type**, **Output Options**, **Presentation Style** and **Presentation Options**. When you complete this information click on **Finish**.
3. A formatted presentation will appear on the **Outline View**. You can view the presentation in **Slide View** by choosing **Slide** from the **View** menu.
4. Insert your own text to complete the presentation. (Note: You can change selected attributes of the presentation by choosing **Slide Layout**, **Slide Color Scheme**, **Background** or **Apply Design** from the **Format** menu.)

Template

Creates the user the option of creating a new presentation with pre-formatted slides.

1. Click on the **Template** option, and click **OK**. (You can access the templates at any time in PowerPoint by selecting **New** from the **File** menu.)
2. You will see four tabs: **General**, **Web Pages**, **Presentation Designs**, and **Presentations**.
 - The **General** tab contains the **Blank Presentation** icon. Choose this to design your presentation from scratch.
 - The **Web Pages** tab contains two banner designs for use on web pages.
 - The **Presentation Designs** tab contains many pre-designed single slide layouts.
 - The **Presentations** tab contains many pre-designed presentations layouts. With suggested content for specific

presentations (e.g. Corporate Financial Overview, Marketing Plan, Project Status, etc.).

2. Select the appropriate tab.
3. Single click on an icon to see a preview of the template. (Double click on an icon to select it, or click on **OK** when the icon is highlighted.)
4. The formatted slide presentation will appear in **Slide View**. (You can view a presentation in **Outline View** by choosing **Outline** from the **View** menu.)
5. Insert your own text to complete the presentation. (Note: You can change selected attributes of the presentation by choosing **Slide Layout**, **Slide Color Scheme**, **Background** or **Apply Design** from the **Format** menu.)

Blank Presentation

Creates a new presentation with no slide formats. (Note: use **AutoLayout**.)

1. Click on the **Blank Presentation** option, and click **OK**. (You can access the

Blank Presentation option at any time in PowerPoint by selecting **New** from the **File** menu, and clicking on the **Blank Presentation** icon under the **General** tab.)



2. A window of **AutoLayout** designs for slides will be displayed in the **New Slide** window (pictured above). Choose an **AutoLayout** or text description of the slide's attributes will appear in the bottom right corner of the window.
3. Click on **OK**.
4. Click on the areas of the slide as indicated to add your own text, tables, graphics, etc. . . .
5. Change selected attributes of the presentation by choosing **Slide Layout**, **Slide Color Scheme**, **Background** or **Apply Design** from the **Format** menu.

To Add a New Slide

To add a new slide to a presentation, click the **Insert New Slide** icon, choose **New Slide** from the **Insert** menu, or hit **Ctrl + M**.

To Change the Style of a Slide

or **Insert Bulleted List**, **Text** and **Clipart**.

1. Click the **Slide Layout** on the toolbar, or select **Slide Layout** from the **Format** menu.
2. Choose the desired layout from the **Slide Layout** window.
3. Click **Apply**.

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Quick Source Staff



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Table of Contents Microsoft Powerpoint 97 Quick Source Guide

1. Understanding the eBook Microsoft Powerpoint 97 Quick Source Guide
 - The Rise of Digital Reading Microsoft Powerpoint 97 Quick Source Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 97 Quick Source Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint 97 Quick Source Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint 97 Quick Source Guide
 - Personalized Recommendations
 - Microsoft Powerpoint 97 Quick Source Guide User Reviews and Ratings
 - Microsoft Powerpoint 97 Quick Source Guide and Bestseller Lists
5. Accessing Microsoft Powerpoint 97 Quick Source Guide Free and Paid eBooks

- Microsoft Powerpoint 97 Quick Source Guide Public Domain eBooks
 - Microsoft Powerpoint 97 Quick Source Guide eBook Subscription Services
 - Microsoft Powerpoint 97 Quick Source Guide Budget-Friendly Options
6. Navigating Microsoft Powerpoint 97 Quick Source Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Powerpoint 97 Quick Source Guide Compatibility with Devices
 - Microsoft Powerpoint 97 Quick Source Guide Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint 97 Quick Source Guide
 - Highlighting and Note-Taking Microsoft Powerpoint 97 Quick Source Guide
 - Interactive Elements Microsoft Powerpoint 97 Quick Source Guide
 8. Staying Engaged with Microsoft Powerpoint 97 Quick Source Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint 97 Quick Source Guide
 9. Balancing eBooks and Physical Books Microsoft Powerpoint 97 Quick Source Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint 97 Quick Source Guide
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Microsoft Powerpoint 97 Quick Source Guide
 - Setting Reading Goals Microsoft Powerpoint 97 Quick Source Guide
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Microsoft Powerpoint 97 Quick Source Guide
 - Fact-Checking eBook Content of Microsoft Powerpoint 97 Quick Source Guide
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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