

Creating a New Presentation:

When creating a Power Point presentation, you can create it in three different ways:

- Create a blank presentation and add your own textboxes and design elements
- Create a new presentation using templates or themes
- Create a new presentation from an existing presentation

To create a blank presentation:

1. Click the *Office* button and select **New**.
2. From the menu that displays, double-click **Blank Presentation**. (Figure 1)

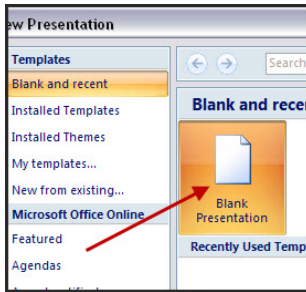


FIGURE 1: BLANK PRESENTATION BUTTON

To create a presentation using a template or theme:

1. Click the *Office* button and select **New**.
2. In the Templates section of the *New Presentation* dialogue box that displays select from the following categories: (Figure 2)
 - a. Installed Templates
 - b. Installed Themes
 - c. My Templates

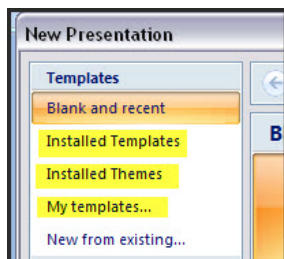


FIGURE 2: TEMPLATE CATEGORIES

3. Click the desired template or theme from the samples that display and click **Create**.
4. If you cannot find a design that fits your needs use the categories in the Microsoft Office Online by clicking on the category type that best describes your presentation.
5. If you are presented with another list of choices to narrow your search further, select the option that best describes your project. (Figure 3 on page 2)

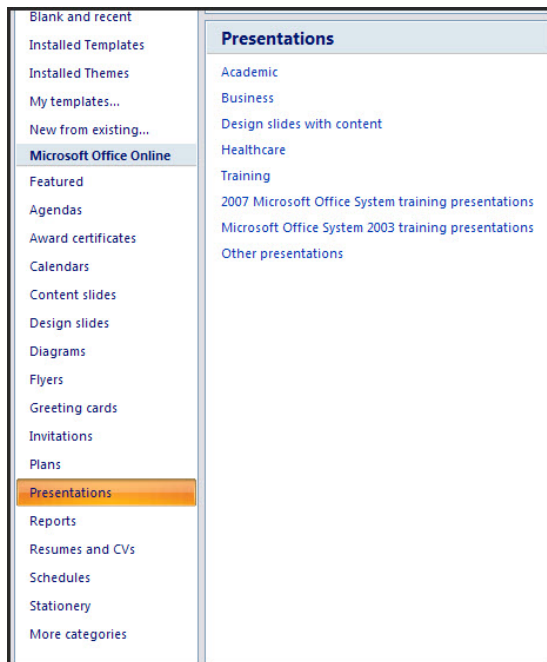


FIGURE 3: ONLINE TEMPLATES

6. From the samples that display, select the desired template or theme and click **Download**.
7. Click **Continue** in the *Microsoft Office Genuine Advantage* dialogue box.
8. A new presentation will open with the template or theme you have chosen.

To create new presentation from an existing presentation:

1. Click the *Office* button and select **New**.
2. In the *New Presentation* dialogue box select **New from existing**.
3. Use the dialogue box that displays to locate the existing presentation you want to use to create a new one.
4. Click the existing presentation and click **Create New**.
5. The presentation you have selected opens as a new presentation.