

TUTORIAL SLIDESHOW POWERPOINT 2007

*Save the Presentation*To save a presentation, click the *Microsoft Office* button and choose *Save As*. *PowerPoint Presentations* are not.

But pull it they did, leaving you just two options for creating a new presentation: from scratch, or from an existing template, theme, or presentation, as described in this chapter. Chapter 5 shows you how to add placeholder text boxes to slide masters. Instead, you want to follow the steps you find on Section 1. Using themes lets you create a consistent look and feel across Microsoft Office-produced materials. A new slide will appear. Your presentation may not address life-and-death issues, but you still want to reserve the first and last slides of your presentation for critical information. Tip PowerPoint gives you another way to add a new slide with a layout similar to the current slide. Click a template thumbnail to select it; then click *Download*. Section 1. To try it out, click the *Office* button and then, from the list of *Recent Documents* that appears, choose an existing document. For details, check out Chapter 4. The design will carry over for the rest of the slides you create unless you decide to change just one, like described earlier. The following sections show you how. Template thumbnails appear in the center of the *New Presentation* window Figure A theme is a collection of characteristics including colors, fonts, and graphic effects such as whether the shapes you add to your slides have drop shadows. The *Open* window shown in Figure appears. According to the more-bullets-the-better crowd, a presentation is text. Click *Create*. As soon as you click a text box, PowerPoint activates the text formatting and drawing tools and reveals the *Drawing Tools Format* tab. To apply the theme for good, click the theme to select it. Choose one of the following options: *Open*. Figure shows how to weed out customer-submitted templates, leaving only those designed by official Microsofties. Chapter 3 covers text manipulation in more detail. As you can see in the *Text* section of the *Insert* ribbon, PowerPoint makes it easy to add not just text boxes, but headers, footers, date- and timestamps, and more. Select the file you want to open, as described in Figure , and then click *Create New*. From an existing template A template is a generic presentation designed by Microsoft, by a third-party vendor, by you, or by whoever created the template to be used again and again. Tip Instead of clicking a theme and then clicking *Create*, you can save a step by simply double-clicking the theme. In the *Slides* pane at the left side of your workspace, as shown in Figure , you can right-click the page after which you want to create a new slide. To add a new text box to a slide: Click the *Insert* tab. Click the *Home* tab. Get unlimited access to videos, live online training, learning paths, books, tutorials, and more. Note Creating a new presentation from an old one is very similar to creating a new presentation from a template, as you saw on Section 1. You can create a new presentation based on an existing template, theme, or presentation. And you can always give them handouts containing those all-important bullet points after the show, if you must.