

Basic tasks for creating a PowerPoint presentation

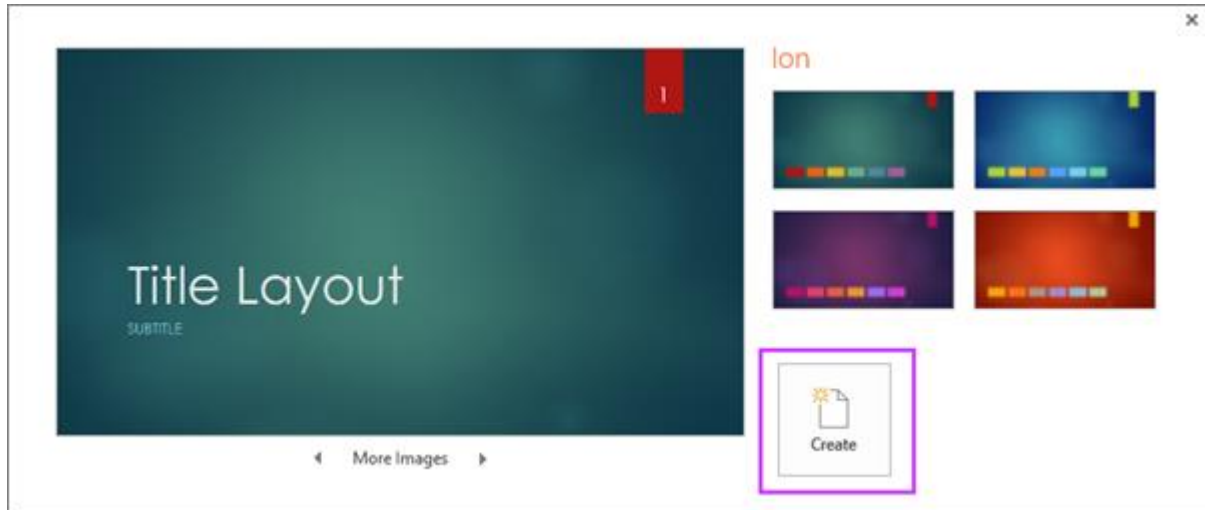
Applies To: PowerPoint 2016 PowerPoint 2013

PowerPoint presentations work like slide shows. To convey a message or a story, you break it down into slides. Think of each slide as a blank canvas for the pictures, words, and shapes that will help you build your story.

Choose a theme

When you open PowerPoint, you'll see some built-in themes and templates. A theme is a slide design that contains matching colors, fonts, and special effects like shadows, reflections, and more.

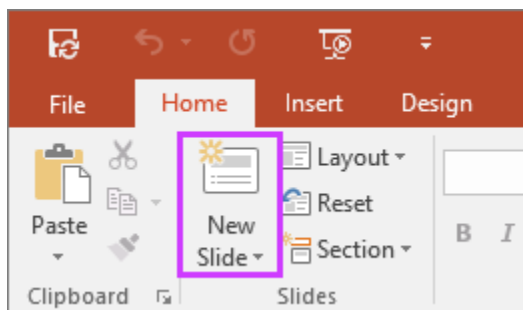
1. Choose a theme.
2. Click **Create**, or pick a color variation and then click **Create**.



Read more: [Apply color and design to my slides \(theme\)](#)

Insert a new slide

- On the **Home** tab, click the bottom half of **New Slide**, and pick a slide layout.

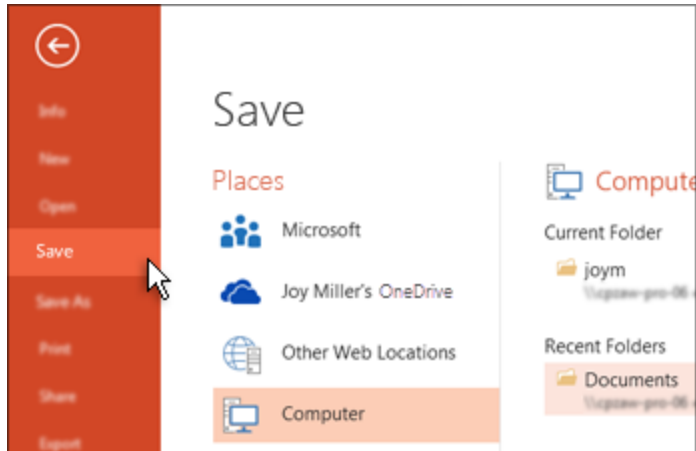


Read more: [Add, rearrange, and delete slides.](#)

Save your presentation

1. On the **File** tab, choose **Save**.
2. Pick or browse to a folder. (save to your PowerPoint folder inside your BBT 9 folder.)
3. In the **File name** box, type a name for your presentation, and then choose **Save**.

NOTE: If you frequently save files to a certain folder, you can 'pin' the path so that it is always available (as shown below).



TIP: Save your work as you go. Hit Ctrl+S often.

Read more: [Save your presentation](#)

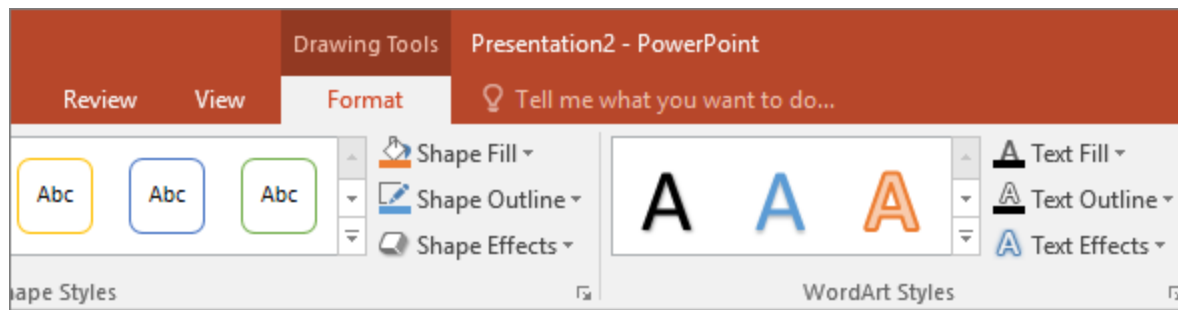
Add text

Select a text placeholder, and begin typing.



Format your text

1. Select the text.
2. Under **Drawing Tools**, choose **Format**.



3. Do one of the following:
4. To change the color of your text, choose **Text Fill**, and then choose a color.
5. To change the outline color of your text, choose **Text Outline**, and then choose a color.
6. To apply a shadow, reflection, glow, bevel, 3-D rotation, a transform, choose **Text Effects**, and then choose the effect you want.

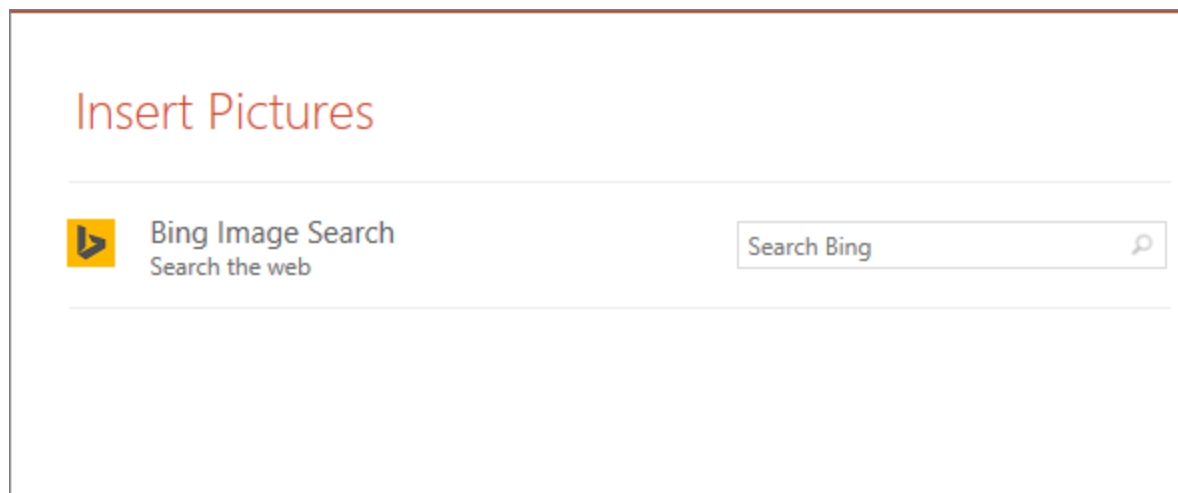
Read more:

- [Change the fonts](#)
- [Change the color of text on a slide](#)
- [Add bullets or numbers to text](#)
- [Change the color and style of a bulleted or numbered list](#)
- [Format text as superscript or subscript](#)

Add pictures

On the **Insert** tab, do one of the following:

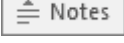
- To insert a picture that is saved on your local drive or an internal server, choose **Pictures**, browse for the picture, and then choose **Insert**.
- To insert a picture from the Web, choose **Online Pictures**, and use the search box to find a picture.

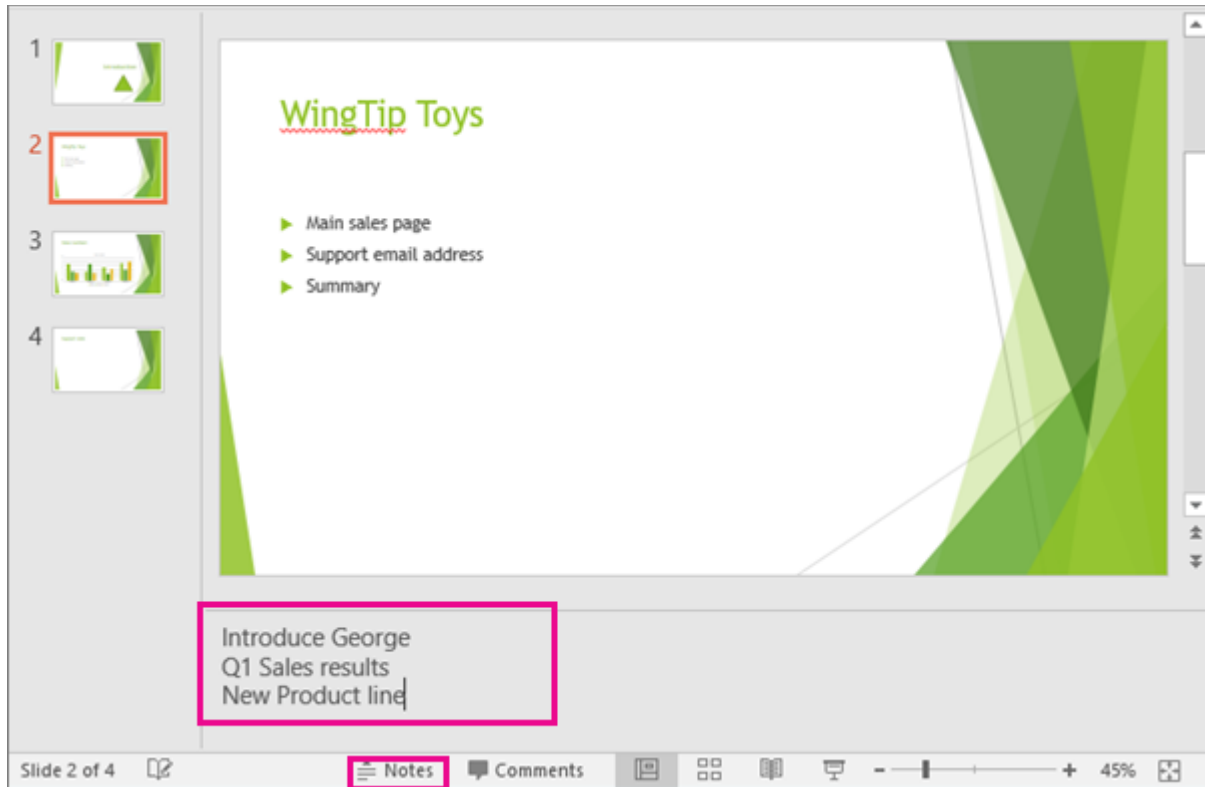


- Choose a picture, and then click **Insert**.

Add speaker notes

Slides are best when you don't cram in too much information. You can put helpful facts and notes in the speaker notes, and refer to them as you present.

1. To open the notes pane, at the bottom of the window, click **Notes** .
2. Click inside the **Notes** pane below the slide, and begin typing your notes.



Do This →

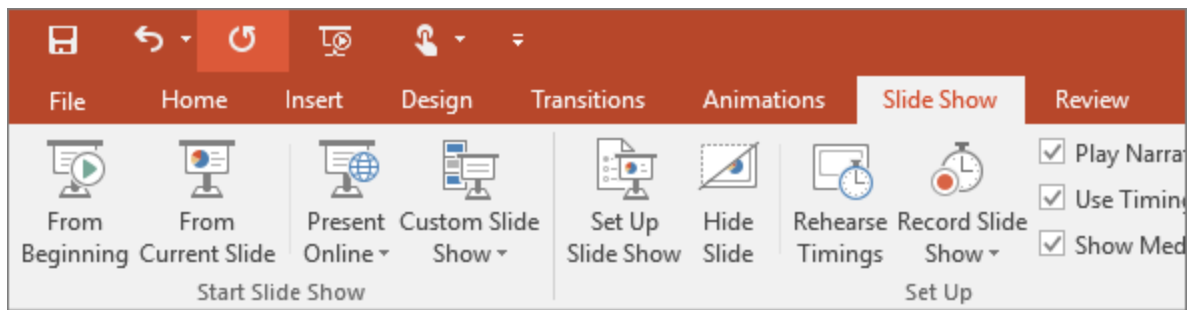
Read more:

- [Add speaker notes to your slides](#)
- [Print slides with or without speaker notes](#)

Give your presentation

On the **Slide Show** tab, do one of the following:

- To start the presentation at the first slide, in the **Start Slide Show** group, click **From Beginning**.



- If you're not at the first slide and want to start from where you are, click **From Current Slide**.
- If you need to present to people who are not where you are, click **Present Online** to set up a presentation on the web, and then choose one of the following options:

TIP: For information about viewing your notes as you give your presentation without the audience seeing them, see [View your speaker notes as you deliver your slide show](https://support.office.com/en-us/article/Basic-tasks-for-creating-a-PowerPoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36).

Resource: <https://support.office.com/en-us/article/Basic-tasks-for-creating-a-PowerPoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36>