

# LESSON 3

## Creating a New Presentation

*In this lesson, you learn several ways to create a presentation. You also learn how to save, close, and open an existing presentation.*

### THREE CHOICES FOR STARTING A NEW PRESENTATION

PowerPoint offers several ways to create a new presentation. Before you begin, decide which method is right for you:

- The AutoContent Wizard offers the highest degree of help. It walks you through each step of creating the new presentation. When you're finished, you have a standardized group of slides, all with a similar look and feel, for a particular situation. Each slide created includes dummy text that you can replace with your own text.
- A design template provides a professionally designed color, background, and font scheme that applies to the slides you create yourself. It does not provide sample slides.
- You can start from scratch and create a totally blank presentation. This means that you build the presentation from the ground up and create each slide in the presentation (beginners might want to use the wizard or templates until they get a feel for the overall design approach used to create a cohesive slide presentation).

#### PLAIN ENGLISH

**Design Template** A design template is a preformatted presentation file (without any slides in it). When you select a template, PowerPoint applies the color scheme and general layout of the template to each slide you create for the presentation.

## CREATING A NEW PRESENTATION WITH THE AUTOCONTENT WIZARD

With the AutoContent Wizard, you select the type of presentation you want to create (such as corporate, sales, or various projects), and PowerPoint creates an outline for the presentation.

The following steps describe how you use the AutoContent Wizard:

1. Select the **File** menu and select **New**. The New Presentation task pane appears on the right of the PowerPoint window, as shown in Figure 3.1 (if the Presentation task pane was already open in the window, you can skip to step 2).

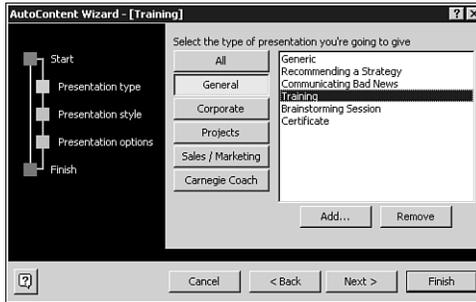


**FIGURE 3.1**

*Start the AutoContent Wizard from the task pane.*

2. Click the **From AutoContent Wizard** link on the task pane.
3. The AutoContent Wizard starts. The opening wizard screen summarizes the process you should follow to create a new presentation. Click **Next** to continue.
4. The wizard provides you with category buttons for different categories of presentations: General, Corporate, Projects, Sales/Marketing, and Carnegie Coach. Select a category by

selecting the appropriate button (see Figure 3.2). To see all the presentations available, click the **All** button.



**FIGURE 3.2**

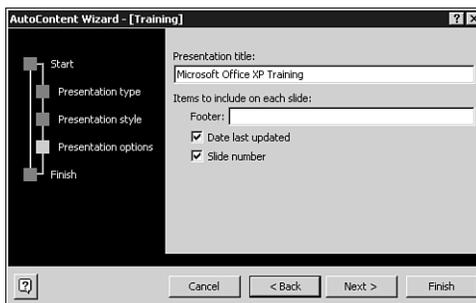
Select a category button to view a list of presentation types.

## PLAIN ENGLISH

**What Is the Carnegie Coach?** The Carnegie Coach provides presentations that can be used to sell your ideas or motivate a team; they are named after Dale Carnegie, the motivational speaker and author.

5. After selecting a particular category of presentations, select a presentation type in the list provided, and click **Next** to continue.
6. On the next screen, you select how you will give the presentation. Select one of the following options:
  - **Onscreen Presentation** — Choose this if you plan to use a computer and your PowerPoint file to present the show.
  - **Web Presentation**—Choose this if you are planning to distribute the presentation as a self-running or user-interactive show.

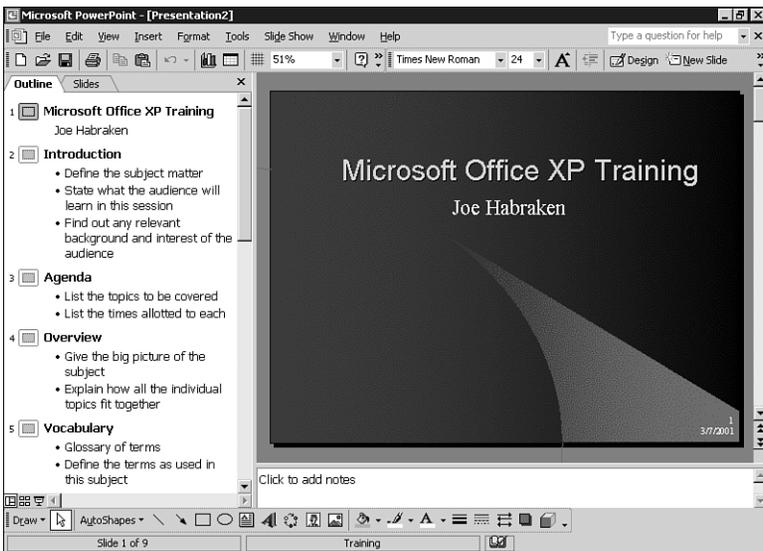
- **Black-and-White Overheads**—Choose this if you plan to make black-and-white transparencies for your show.
  - **Color Overheads**—Choose this if you plan to make color transparencies for your show.
  - **35mm Slides**—Choose this if you plan to send your PowerPoint presentation to a service bureau to have 35mm slides made. (You probably don't have such expensive and specialized equipment in your own company.)
7. After selecting how you will give the presentation, click **Next** to continue.
  8. On the next screen, type the presentation title into the text box provided (see Figure 3.3). If you want to add a footer (such as your name) that will appear at the bottom of each slide of the presentation, click in the Footer box and type the appropriate text. If you do not want a date and/or slide number on each slide, deselect the **Date Last Updated** and/or **Slide Number** check boxes.

**FIGURE 3.3**

*Provide a title for the presentation.*

9. After supplying the presentation title and any optional information, click **Next** to continue.
10. PowerPoint takes you to the last wizard screen, where you should simply click **Finish**.

The title slide of your new presentation appears in the Slide pane. The entire presentation, including the dummy text placed on each slide, appears in the Outline pane on the left of the PowerPoint window (see Figure 3.4).



**FIGURE 3.4**

*Your new presentation appears in the PowerPoint window.*

You can start working on your presentation right away by replacing the dummy text on the slides with your own text. Just select the existing text in a text box and type right over it. You learn about editing text in slide text boxes in Lesson 8, “Adding and Modifying Slide Text.”

## CREATING A NEW PRESENTATION WITH A DESIGN TEMPLATE

A template is the middle ground between maximum hand-holding (the AutoContent Wizard) and no help at all (Blank Presentation). Two kinds of templates are available: presentation templates and design templates.

When you use the AutoContent Wizard, you use a presentation template. It contains not only formatting, but also sample slides that contain placeholder text. The other kind of template is a design template. It contains the overall formatting for the slides of the presentation but does not actually create any slides. If you want to use a presentation template, use the AutoContent Wizard, as explained in the preceding section.

To start a new presentation using a design template, follow these steps:

1. Select the **File** menu and select **New**. The New Presentation task pane appears on the right of the PowerPoint window.



### TIP

**Select Your Task Pane** If the task pane is already open for another PowerPoint feature, click the drop-down arrow on its title bar and select **New Presentation** from the list that appears.

2. On the New Presentation task pane, click the **From Design Template** link. PowerPoint switches to the Slide Design side pane, which displays a list of design templates, as shown in Figure 3.5. A blank title slide for the presentation appears in the Slide pane.

**FIGURE 3.5**

*Design templates are listed in the task pane.*

3. Click a template from the Available for Use section of the task pane. PowerPoint then formats the title slide in the Slide pane using the selected template.

You can select different templates to determine the best look for your presentation. When you have found the design template that you want to use, you can immediately start working on the slides for the presentation.



### PLAIN ENGLISH

**The Next Step?** Add more slides by clicking the **New Slide** button on the toolbar. Inserting slides into a presentation is covered in Lesson 6, “Inserting, Deleting, and Copying Slides.”

## CREATING A BLANK PRESENTATION

Your third option for creating a new presentation is to create a blank presentation. This means that you have to create all the slides from

scratch. You then can select a design for the slides using the Slide Design task pane. You open this task pane by selecting **Format, Slide Design**. In the Slide Design task pane, be sure that the **Design Templates** icon is selected.



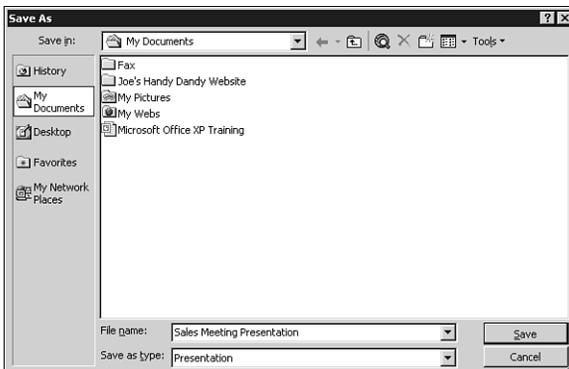
Creating a new, blank presentation takes only a click: Click the **New** button on the Standard toolbar or click the **Blank Presentation** link on the New Presentation task pane. The new presentation appears in the PowerPoint window. A blank title slide is ready for you to edit.

## SAVING A PRESENTATION

After you create a new presentation, it makes sense to save it. To save a presentation for the first time, follow these steps:



1. Select **File, Save**, or just click the **Save** button on the Standard toolbar. The Save As dialog box appears (see Figure 3.6).



**FIGURE 3.6**

*Type a name for your presentation into the Save As dialog box.*

2. In the **File Name** text box, type the name you want to assign to the presentation. Your filenames can be as long as 255 characters and can include spaces.

3. The Save In box shows in which folder the file will be saved. The default is My Documents. To select a different drive location for the file, click the Save In drop-down arrow and select one from the list that appears. To save to a specific folder in the drive location you've selected, double-click the folder in which you want to store the file.
4. Click **Save**.

Now that you have named the file and saved it to a disk, you can save any changes you make simply by pressing **Ctrl+S** or clicking the **Save** button on the Standard toolbar. Your data is saved under the filename you assigned the presentation in the Save As dialog box.



To create a copy of a presentation under a different filename or location, select **File, Save As**. The Save As dialog box reappears; follow steps 2 to 4 as discussed in this section to give the file a new name or location.

## CLOSING A PRESENTATION

You can close a presentation at any time. Note that although this closes the presentation window, it does not exit PowerPoint as with the methods discussed in Lesson 1. To close a presentation, follow these steps:

1. If more than one presentation is open, click a presentation's button on the Windows taskbar to make it the active presentation, or select the **Window** menu and select the presentation from the list provided.
2. Select **File** and then select **Close**, or click the presentation's **Close (x)** button. (It's the lower of the two Close buttons; the upper one is for the PowerPoint window.) If you haven't saved the presentation or if you haven't saved since you last made changes, a dialog box appears, asking whether you want to save.

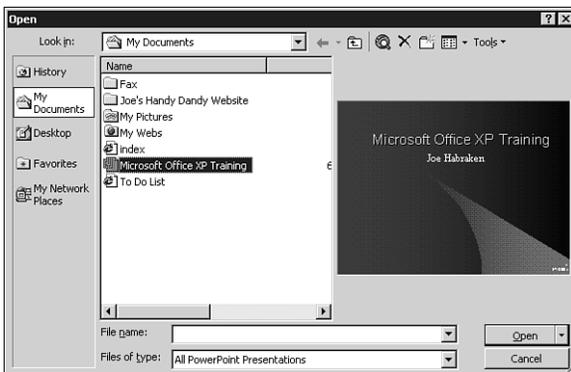
3. To save your changes, click **Yes**. If this is a new presentation that has never been saved, refer to the steps in the preceding section for saving a presentation. If you have saved the file previously, the presentation window closes.

## OPENING A PRESENTATION

Because a presentation, like Rome, is not built in a day, you probably will fine-tune a presentation over time. To open a saved presentation file that you want to work on, follow these steps:



1. Select **File, Open**, or click the **Open** button on the Standard toolbar. The Open dialog box appears (see Figure 3.7).



**FIGURE 3.7**

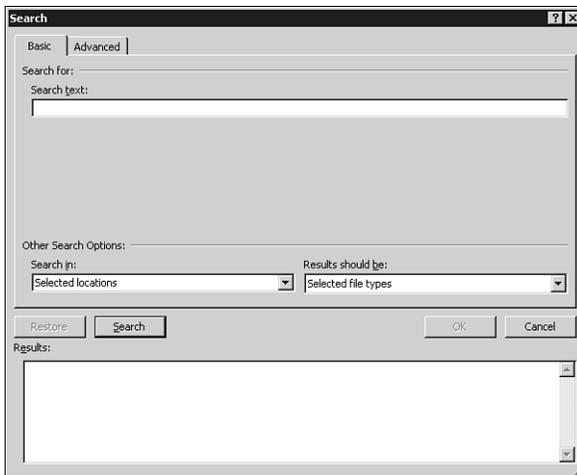
*Select the presentation you want to open.*

2. If the file isn't in the currently displayed folder, select the **Look In** drop-down arrow to choose from a list of other drives and/or folders.
3. Browse to the location containing the file, and double-click it to open it in PowerPoint.

## FINDING A PRESENTATION FILE

If you're having trouble locating your file, PowerPoint can help you look. Follow these steps to find a file:

1. Select the **File** menu, and then select **Open** (if the Open dialog box is not already open).
2. Click the **Tools** drop-down button in the Open dialog box and select **Search**. The Search dialog box appears (see Figure 3.8).



**FIGURE 3.8**

*Use the Search dialog box to find a presentation on your computer.*

3. In the **Search Text** box, type text that is contained in the presentation's filename. Use the Search In box to specify where you want the search to be conducted. In the Results Should Be box, specify the file types you want to be included in the search.
4. When you are ready to conduct the search, click the **Search** button.

5. Files that meet the search criteria are listed in the Results box (if you see your file in the Results box and the search is continuing, click the **Stop** button).
6. To open a file in the Results box, double-click the filename.
7. You are returned to the Open dialog box with the file listed in the File Name box. Click **OK** to open the file. A PowerPoint presentation then opens in the PowerPoint window.

In this lesson, you learned how to create a new presentation. You also learned how to save, close, open, and find presentations. In the next lesson, you learn how to work with slides in different views.