Getting Started

- In this tutorial, you will learn how to begin creating a presentation.

**Step 1:** Open PowerPoint to begin with a blank presentation will appear.

![Blank Presentation](image)

Click to add title

Click to add subtitle

**Step 2:** Choose a Theme for your presentation. Locate the **THEMES GROUPING** to choose a Theme.

*Locating the Themes Grouping*

To locate the **THEMES GROUPING** click on the **DESIGN** tab of the ribbon.
Step 3: Using the drop down button, you can scan through the pre-designed Themes in PowerPoint. Select a Theme that is appropriate for your audience and subject matter.

Step 4: Once you select a Theme, you can change the Colors, Fonts, and Effects that are associated with that Theme. Click the drop down buttons located next to Colors, Fonts, or Effects. For this example, we will change the Theme colors to Elemental.
Step 5: The Theme Colors have been changed.
Step 6: To change the Fonts in the Theme, click the drop down button located next to Fonts. For this example, we will change the Font to Austin/Century Gothic/Century Gothic. The three different fonts indicate the type of font for each level within your presentation. For example, the title of the slide, the first level text, and the second level text.
Step 7: The Fonts have been changed.
Step 8: The Effects in the Theme determine how your charts, SmartArt objects, shapes, pictures, tables, and text will appear in your presentation. Making changes to the Effects will not be seen until you insert one of these items in your presentation.
Step 9: Now, you can enter the title and subtitle information for your presentation.

Step 10: Next, you can start creating slides for your presentation. First, locate the NEW SLIDE BUTTON.

Locating the New Slide Button

To locate the NEW SLIDE BUTTON click on the HOME tab of the ribbon. The NEW SLIDE BUTTON is found on the SLIDES group.
Step 11: To insert a slide, click the dropdown arrow on the **NEW SLIDE BUTTON** to view the gallery of the various slide layouts.

![New Slide Drop Down Button](image1)

Step 12: Click the desired layout you wish to use for the slide. For this example, we will select the **Two Content** layout.

![Two Content Layout](image2)
Step 13: The **Two Content** layout is inserted.
Step 14: Continue inserting slides into your presentation using the New Slide Button. To insert a new slide with the same layout as the current slide, click the **NEW SLIDE BUTTON**. To insert a new slide with a different layout, click the dropdown arrow on the **NEW SLIDE BUTTON** to view the gallery of the various slide layouts.
Step 15: The **Slides Tab** allows you to view your slides as thumbnails so that you can easily navigate through your presentation. Using this tab also allows you to rearrange, add, or delete your slides.
Step 16: The Outline Tab allows you to view your presentation in outline form. This view provides you with the opportunity to plan how you want to present your information.

Finish: By following the steps above, you can get started creating and designing your presentation.