

CREATING A PRESENTATION USING A BLANK PRESENTATION

Creating a presentation using PowerPoint involves starting with a basic design, adding new slides and context, choosing the type of layouts to use for each slide, modifying the slide design, and then inputting the information to be used for the presentation. There are several different methods for creating a New Presentation using the **New Presentation Task Pane**. These options are listed in the table below.

Presentation Type	Description
New	
Blank Presentation	This option creates slides that have minimal design applied and no color applied. Every slide element is created manually, including the text, titles, and body of the slide.
From Design Template	This option contains elements that are designed to create a particular look for the presentation. A wide variety of templates are available in PowerPoint. It is also possible to create custom templates to meet individual tastes.
From AutoContent Wizard	This is the quickest way to create a presentation. The wizard asks questions that assist in the creation of the presentation. There are also sample presentations that may be used as a starting point for the presentation.
From Existing Presentation	With this method of creating a presentation, a previously created presentation is opened and used as the basis for the new presentation. After the presentation is opened, a new design can be applied and new content can be added.
Templates	
Templates on Office Online	This is a site that can be used to locate additional templates. These templates can be used to create a presentation. The templates are arranged by the type of presentation.
From My Computer	There are three tabs located in this window: <ul style="list-style-type: none">▪ General - This option allows presentations to be created as a Blank presentation or using the AutoContent Wizard.▪ Design Templates - A gallery of templates that may be used for the design of the presentation are displayed. These presentations contain design elements, but not content.▪ Presentations - A gallery of different presentation templates are displayed. These presentations contain the design elements as well as content.
On My Web Sites	A template for creating a presentation can be located on a personal Web site. If so, they can be located using this option.

Creating a Blank Presentation

- ❖ Do one of the following:
 - Click the **New** button on the **Standard** toolbar.
 - A new **Blank Presentation** will appear in the window.
 - The **Slide Layout Task Pane** will display.

or

 - Click **File** on the **Menu Bar**.
 - Click **New** from the list of options.
 - The **New Presentation Task Pane** will display.
 - Click **Blank Presentation** link in the **New Presentation Task Pane**.
 - A new **Blank Presentation** will display in the window.
 - The **Slide Layout Task Pane** will display.
- ❖ Click in the option **Click to add title** in the first placeholder.
 - ❖ Input **Buying a Computer**.
 - ❖ Click on the option **Click to add subtitle** and input your name.