

## GETTING STARTED TASK PANE

The Task Pane is used to perform some common tasks in PowerPoint, such as creating new presentations, inserting clip art images, changing the layout of slides, applying animations and slide transitions to presentations, searching for presentations from a folder, and working with the clipboard. When PowerPoint is first opened, the **Getting Started Task Pane** will be displayed. This task pane is displayed on the right side of the PowerPoint window. In this Task Pane, it is possible to:

### + **Connect to Microsoft Office Online**

- ✦ This option is used to access the Microsoft Office Web site.
- ✦ This Web site contains information about any of the Microsoft Office products.

### + **Get the latest news about using PowerPoint**

- ✦ When this option is selected, information about using PowerPoint is displayed.
- ✦ Click any of the options to find out more about this product.

### + **Automatically update this list from the Web**

- ✦ This link provides information on how to update the Microsoft Office links.

### + **Open**

- ✦ This option provides a listing of the last four presentations that have been opened in PowerPoint.
- ✦ Click the **More** button to locate additional presentations that were created earlier.

### + **Create a New Presentation**

+ Click this link to display the **New Presentations Task Pane**.

### + **New Presentations Task Pane**

+ In this Task Pane, you can choose from the following options:

#### ✦ **New**

##### ▣ **Blank Presentation**

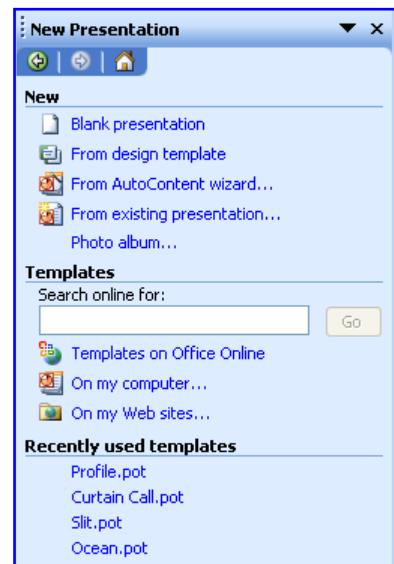
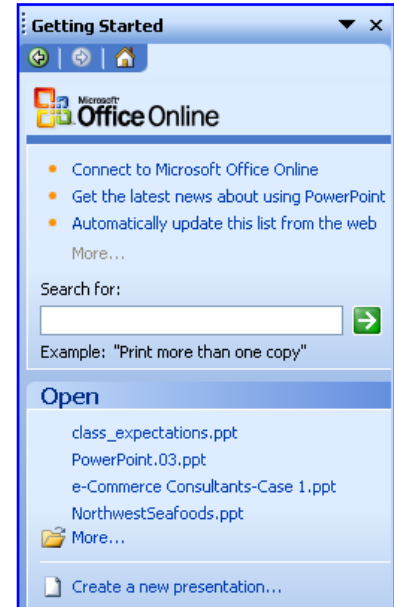
- This is a presentation with a white background and black lettering.
- It doesn't provide any formatting, text, and so forth for the presentation.

##### ▣ **From Design Template**

- This option provides a list of designs that may be applied to a presentation.
- It does not provide the text, but just the design.

##### ▣ **From Auto Content Wizard**

- This option provides sample presentations that may be modified.
- They usually pertain to business applications, such as making speeches, motivation, and so forth.
- The design, animation, slide transition and so forth for the presentation are already chosen.



#### ▣ **New From Existing Presentation**

- This option allows you to open a presentation that was created previously.
- You can make changes to the presentation and then save the presentation as a new presentation.

#### ✦ **Templates**

- ▣ This provides the opportunity to create a presentation using a template or a wizard.
- ▣ It is also possible to find additional templates on the Web.
  - **Templates from Office Online** - This link takes you to the Microsoft Office Web site. It is here that you will be able to find additional templates for creating a PowerPoint presentation.
  - **On My Computer** - This link will take you to the templates that are available on your computer for creating presentations.
  - **On My Web Sites** - This link will take you to any Web pages that you have accessed that may contain templates for creating PowerPoint presentations.

#### ✦ **Recently Used Templates**

- ▣ This area of the New Presentation Task Pane provides a list of the last four templates that you have used to create a presentation.