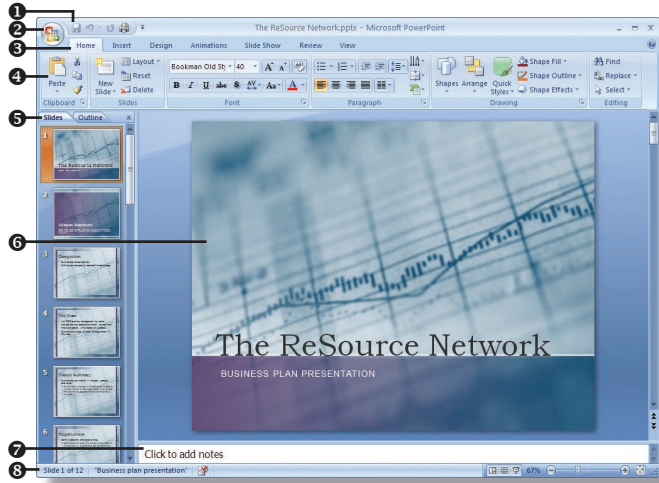


Getting Started

The PowerPoint Window



- NEW!** ① **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- NEW!** ② **Microsoft Office Button** – contains common file and system commands.
- NEW!** ③ **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- NEW!** ④ **Ribbon** – contains groups of tools and shortcuts for standard PowerPoint actions.
- ⑤ **Slides and Outline Tabs** – display slide thumbnails or slide outlines.
- ⑥ **Slide Pane** – displays the selected slide.
- ⑦ **Notes Pane** – displays notes for the selected slide.
- ⑧ **Status Bar** – contains presentation information and view shortcuts.

*Note: You can minimize the ribbon to display more of the slide pane. Right-click the ribbon and select **Minimize the Ribbon** from the shortcut menu.*

NEW! Customizing the Quick Access Toolbar

1. Click the **Customize Quick Access Toolbar** button to the right of the toolbar.
2. Select **More Commands** from the resulting menu.
3. Click the arrow on the **Choose commands from** box and select a category from the resulting menu.
4. In the left box, select the command you want add and click the **Add** button.
5. *Optional:* To remove a command from the toolbar, select the command in the right box and click the **Remove** button.
6. Click the **OK** button when you are finished.

*Note: To quickly add a default command button to the **Quick Access** toolbar, click the **Customize Quick Access Toolbar** button and select a command from the resulting menu.*

Opening a Presentation

1. Click the **Microsoft Office** button.
2. Select **Open** from the resulting menu.
3. Locate and select the presentation you want to open.
4. Click the **Open** button.

Creating a New Blank Presentation

1. Click the **Microsoft Office** button.
2. Select **New** from the resulting menu.
3. Click the **Create** button.

Creating a New Presentation from a Template

1. Click the **Microsoft Office** button.
2. Select **New** from the resulting menu.
3. Do one of the following:
 - To create a new presentation from a recently used template, select the template in the **Recently Used Templates** section and click the **Create** button.
 - To create a new presentation from an installed design template, click the **Installed Templates** shortcut in the **Templates** pane, select a template, and click the **Create** button.
 - To create a new presentation from a template you have created, click the **My templates** shortcut in the **Templates** pane, select a template, and click the **OK** button.

Creating a Presentation from an Existing Presentation

1. Click the **Microsoft Office** button.
2. Select **New** from the resulting menu.
3. Click the **New from existing** shortcut in the **Templates** pane.
4. Locate and select the presentation you want to base the new presentation on.
5. Click the **Create New** button.

Saving a Presentation

1. Click the **Microsoft Office** button.
2. Select **Save** from the resulting menu.
3. Enter a name for the file in the **File name** box.
4. Select a location to save the file.
5. Click the **Save** button.

*Note: To quickly save the presentation after the initial save, click the **Save** button on the **Quick Access** toolbar or press **Ctrl + S**.*

Saving a Presentation as a Slide Show

You can save a presentation so that it opens as a slide show.

1. Click the **Microsoft Office** button.
2. Click the arrow next to **Save As**.
3. Select **PowerPoint Show** from the resulting menu.
4. Select a location to save the file.
5. *Optional:* Make changes to the file name.
6. Click the **Save** button.

Using Mark As Final **NEW!**

When you mark a presentation as final, other users can view the presentation but not edit it.

1. Click the **Microsoft Office** button.
2. Select **Prepare**.
3. Select **Mark as Final** from the resulting menu.
4. Click the **OK** button. (The **Marked as Final** icon will appear on the **Status Bar**.)

*Note: To unmark the presentation, click the **Microsoft Office** button, select **Prepare**, and select **Mark as Final** from the resulting menu.*