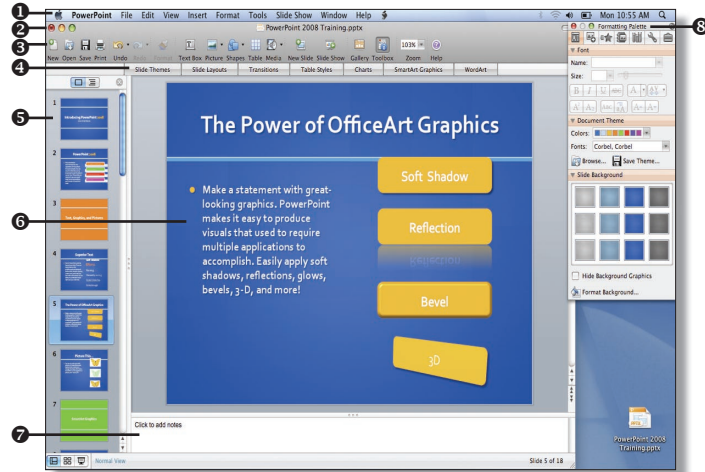







## Getting Started




### The PowerPoint Window












- ❶ **Menu Bar** – contains all tools for use with PowerPoint 2008.
- ❷ **Title Bar** – contains the name of the active workbook and the **Close** , **Minimize** , and **Zoom**  buttons.
- ❸ **Standard Toolbar** – contains shortcuts for standard PowerPoint actions and tools.
- NEW!** ❹ **Elements Gallery** – provides quick access to design features.
- ❺ **Slides/Outline Pane** – displays slide thumbnail or outlines.
- ❻ **Slide Pane** – displays the selected slide.
- ❼ **Notes Pane** – displays notes for the selected slide.
- ❽ **Toolbox** – contains palettes of tools.

### **NEW!** Using the Elements Gallery

The Elements Gallery provides quick access to design features such as Slide themes and layouts, transitions, table styles, charts, SmartArt graphics, and WordArt.

1. Click on the tab for the type of item you want to insert. (For example, to apply a theme to a presentation, click on the **Slide Themes** tab.)
2. Click a subheading button.
3. *Optional:* Click the **Back**  and **Forward**  buttons to cycle through the pages of items.
4. Click on the thumbnail for the item you want to insert.
5. Click the **Gallery**  button on the **Standard** toolbar.

### **NEW!** Using the Toolbox

- To change the palette displayed in the Toolbox, select a palette from the **View** menu or click the **Formatting Palette** , **Object Palette** , **Custom Animation** , **Scrapbook** , **Reference Tools** , **Compatibility Report** , or **Projects**  button at the top of the **Toolbox**.
- To display a panel in the Toolbox, click the panel heading.
- To change Toolbox settings, click the **Toolbox Settings**  button at the top of the **Toolbox**, select options, and click the **OK** button.
- To hide or display the Toolbox, click the **Toolbox**  button on the **Standard** toolbar.

### Creating a New Blank Presentation

1. Select **Project Gallery** from the **File** menu.
2. Click on the **New** tab.
3. Click the **Blank Documents** shortcut in the **Category** pane.
4. Select **PowerPoint Presentation** in the box on the right.
5. Click the **Open** button.

*Note: You can also select **New Presentation** from the **File** menu, click the **New**  button on the **Standard** toolbar, or press **⌘ + N**.*

### Creating a Presentation from a Template


1. Select **Project Gallery** from the **File** menu.
2. Click on the **New** tab.
3. Click the **Presentations** shortcut in the **Category** pane.
4. Select a presentation template in the box on the right.
5. Click the **Open** button.

### Opening a Presentation

1. Select **Open** from the **File** menu or click the **Open**  button on the **Standard** toolbar.
2. Locate and select the presentation you want to open.
3. Click the **Open** button.

*Note: To open a recently used presentation, select **Open Recent** from the **File** menu and select the presentation name from the resulting menu.*



### Saving a Presentation

1. Select **Save** from the **File** menu or click the **Save**  button on the **Standard** toolbar.
2. Enter a name for the file in the **Save As** box.
3. Click the arrow on the **Where** box and select a location to save the presentation from the resulting menu.
4. Click the **Save** button.

## Themes **NEW!**


Themes are design elements that allow you to apply unified formatting to a presentation. When you apply a theme to a presentation, any new graphical elements that you add to the presentation will use the applied theme.

### Applying a Theme

1. Click on the **Slide Themes** tab in the **Elements Gallery**.
2. Click the **All Themes** button.
3. *Optional:* Click the **Back**  and **Forward**  buttons to cycle through the pages of themes.
4. Click on a thumbnail for the theme you want to apply.

### Changing Theme Colors

1. Select **Theme Colors** from the **Format** menu.
2. Select the color you want to change.
3. Click the **Change Color** button.
4. Click a button at the top of the **Color** dialog box and select the color you want.
5. Click the **OK** button. (Repeat for all colors you want to change.)
6. Click the **Apply to All** button.

*Note: To change all of the colors in a theme, click the **Formatting Palette**  button in the **Toolbox** and click the **Document Theme** panel heading. Click the arrow on the **Colors** box and select a color theme from the resulting menu.*