

# Introduction

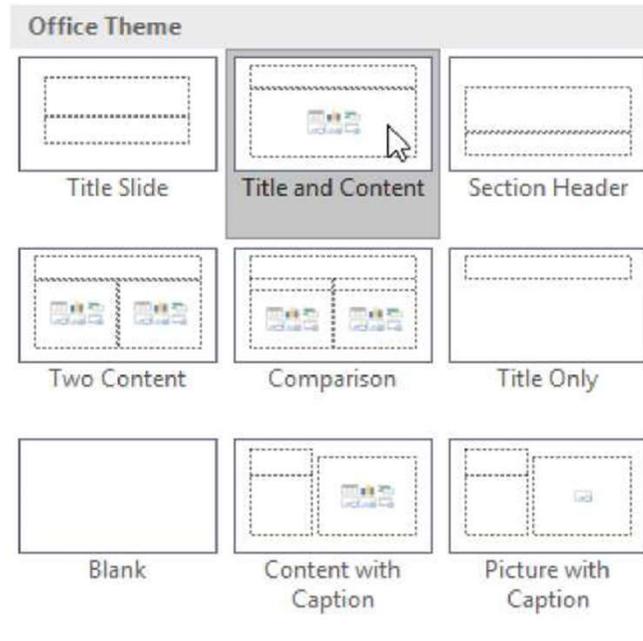
Every PowerPoint presentation is composed of a series of **slides**. To begin creating a slide show, you'll need to know the basics of working with slides. You'll need to feel comfortable with tasks such as **inserting** a new slide, **changing the layout** of a slide, **arranging** existing slides, **changing the slide view**, and **adding notes** to a slide.

Optional: Download our [practice presentation](#).

Watch the video below to learn more about slide basics in PowerPoint.

## Understanding slides and slide layouts

When you insert a **new slide**, it will usually have **placeholders** to show you where content will be placed. Slides have different **layouts** for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.



Placeholders can contain different types of content, including text, images, and videos. Many placeholders have **thumbnail icons** you can click to add specific types of content. In the example below, the slide has placeholders for the **title** and **content**.

## Click to add title

\* Click to add text



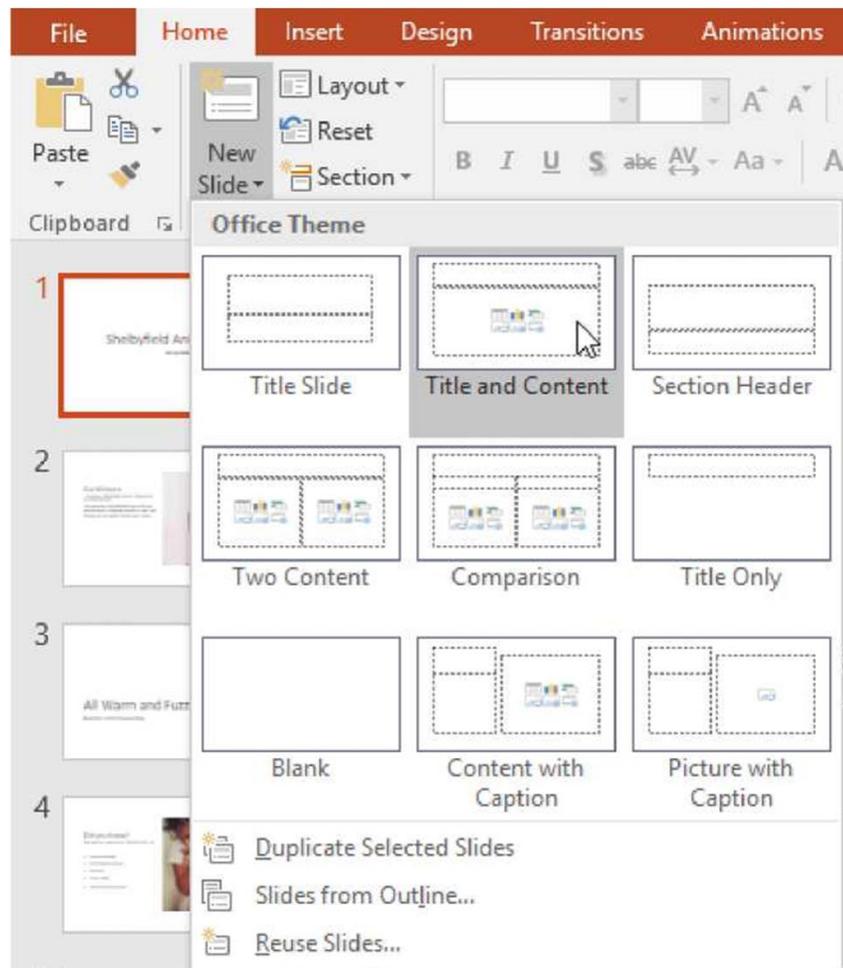
**To insert a new slide:**

Whenever you start a new presentation, it will contain **one slide** with the **Title Slide** layout. You can insert as many slides as you need from a variety of layouts.

1. From the **Home** tab, click the **bottom half** of the **New Slide** command.

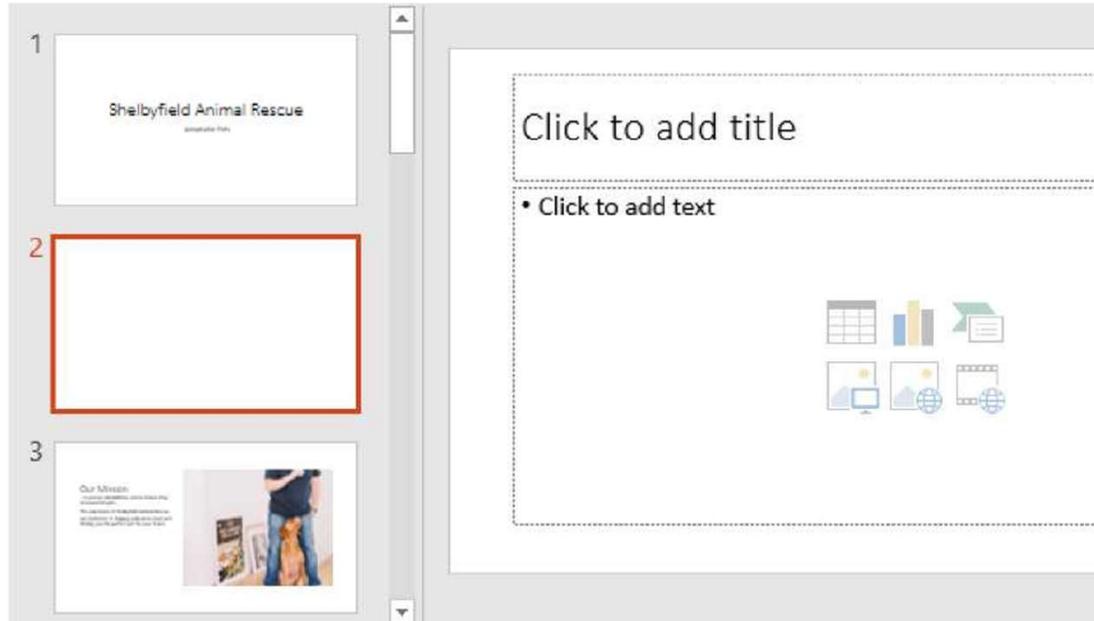


2. Choose the desired **slide layout** from the menu that appears.

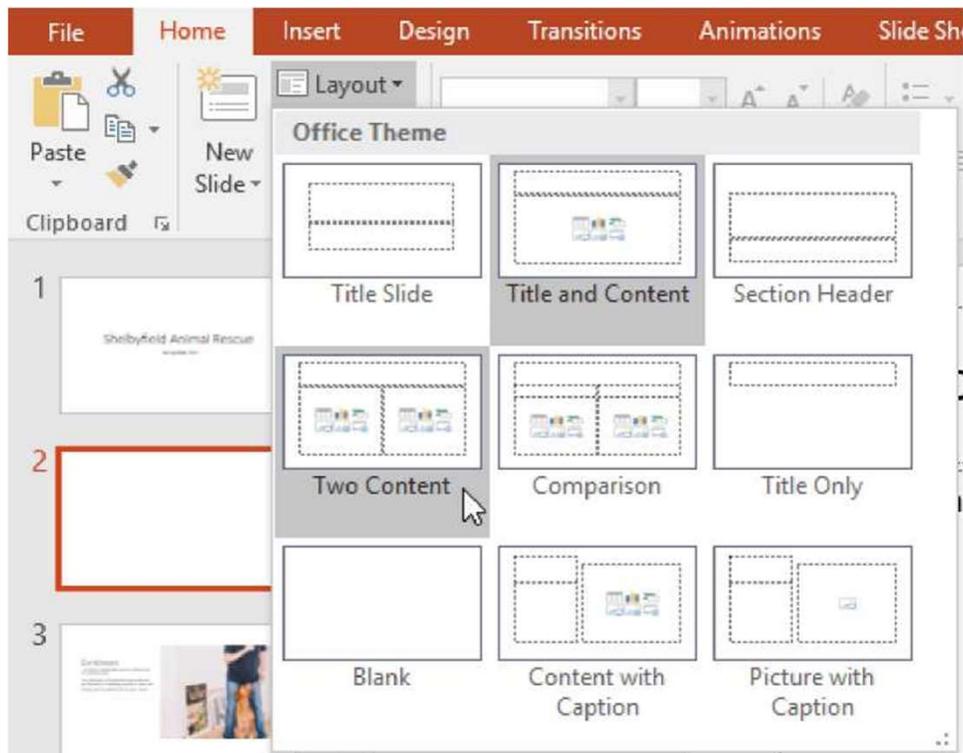


3. The new slide will appear. Click any **placeholder** and begin typing to add text. You can also click

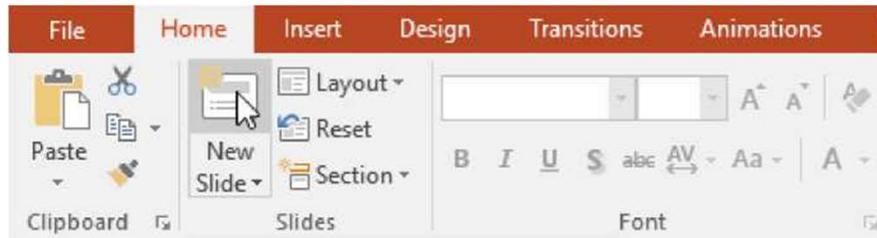
an **icon** to add other types of content, such as a **picture** or a **chart**.



To change the layout of an existing slide, click the **Layout** command, then choose the desired layout.



To quickly add a slide that uses the same layout as the selected slide, click the **top half** of the **New Slide** command.

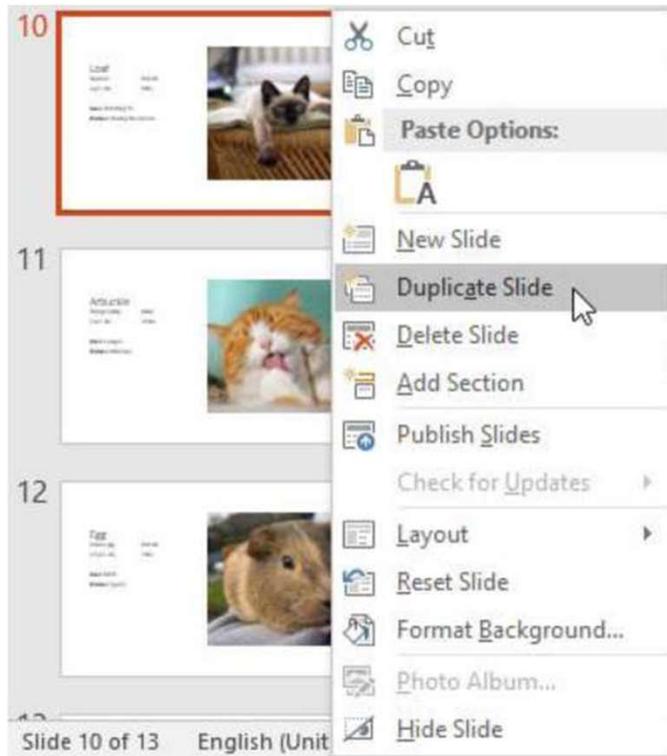


# Organizing slides

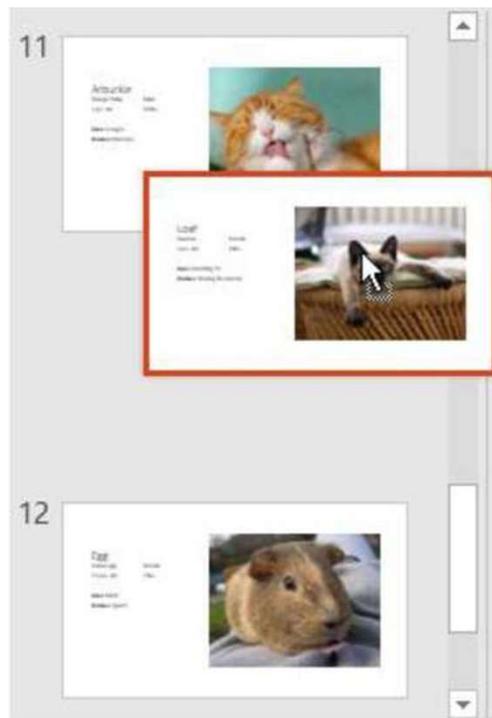
PowerPoint presentations can contain as many slides as you need. The Slide Navigation pane on the left side of the screen makes it easy to organize your slides. From there, you can duplicate, rearrange, and delete slides in your presentation.

## Working with slides

- Duplicate slides: If you want to copy and paste a slide quickly, you can duplicate it. To duplicate slides, select the slide you want to duplicate, right-click the mouse, and choose Duplicate Slide from the menu that appears. You can also duplicate multiple slides at once by selecting them first.



- Move slides: It's easy to change the order of your slides. Just click and drag the desired slide in the Slide Navigation pane to the desired position.

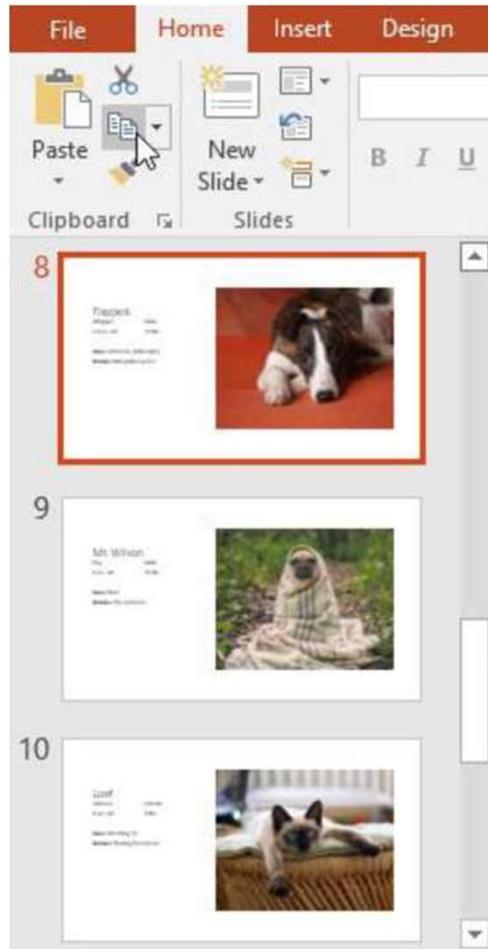


- Delete slides: If you want to remove a slide from your presentation, you can delete it. Simply select the slide you want to delete, then press the Delete or Backspace key on your keyboard.

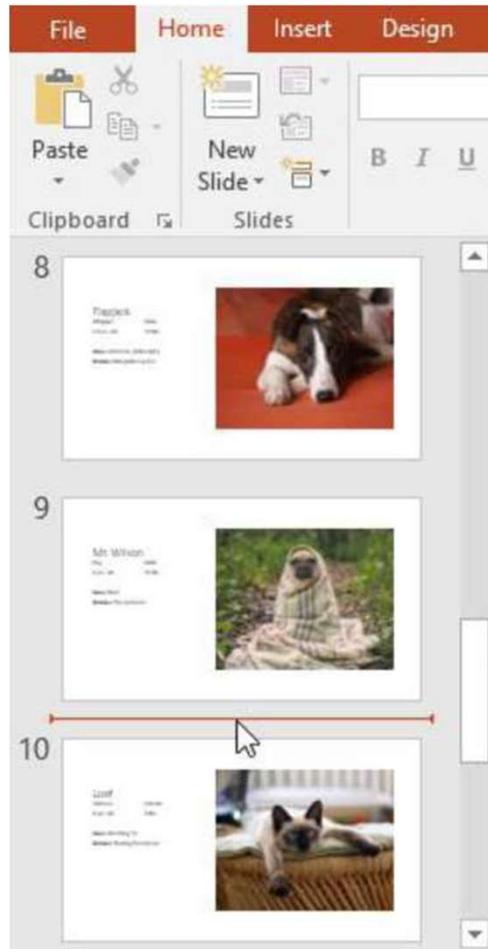
## **To copy and paste slides:**

If you want to create several slides with the same layout, you may find it easier to copy and paste a slide you've already created instead of starting with an empty slide.

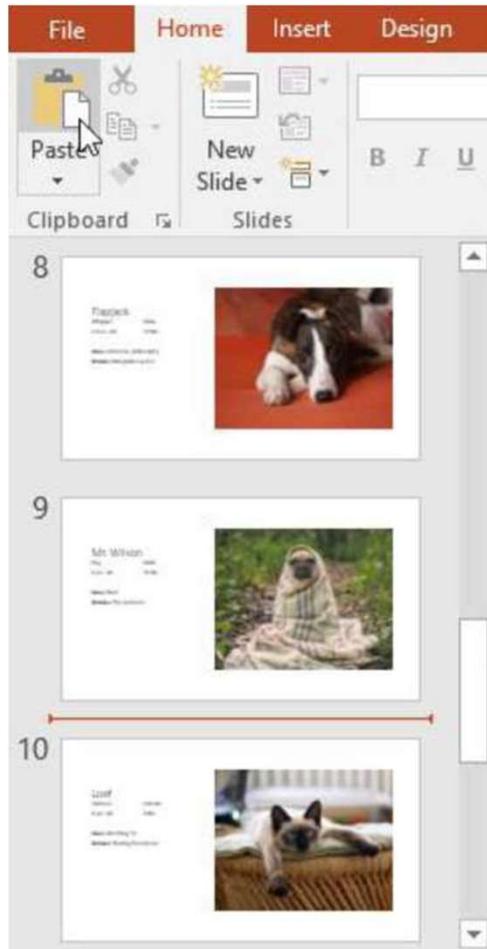
1. Select the slide you want to copy in the Slide Navigation pane, then click the Copy command on the Home tab. Alternatively, you can press Ctrl+C on your keyboard.



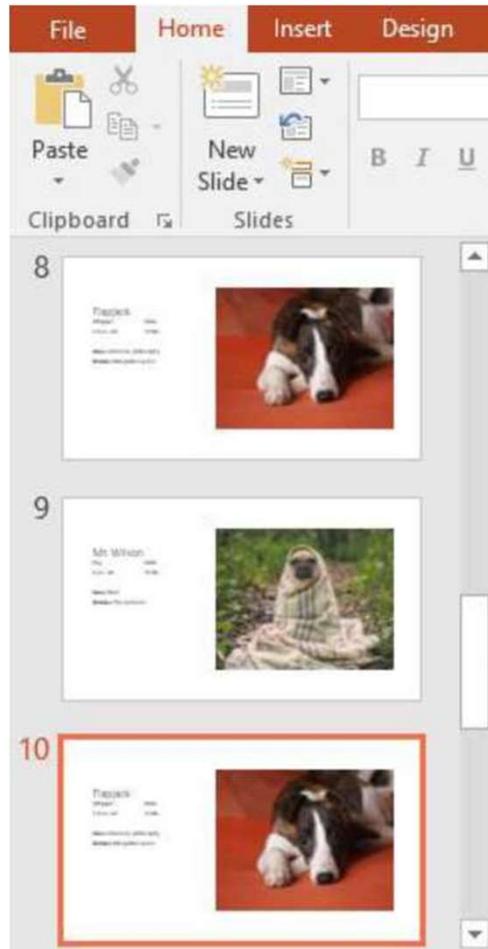
2. In the Slide Navigation pane, click just below a slide (or between two slides) to choose a paste location. A **horizontal insertion point** will appear.



3. Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.



4. The slide will appear in the selected location.



# Customizing slide layouts

Sometimes you may find that a slide layout doesn't exactly fit your needs. For example, a layout might have too many—or too few—placeholders. You might also want to change how the placeholders are arranged on the slide. Fortunately, PowerPoint makes it easy to adjust slide layouts as needed.

## Adjusting placeholders

- To select a placeholder: Hover the mouse over the edge of the placeholder and click (you may need to click the text in the placeholder first to see the border).

A selected placeholder will have a solid line instead of a dotted line.



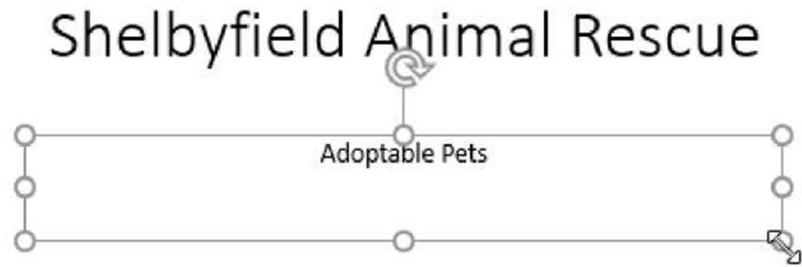
- To move a placeholder: Select the placeholder, then click and drag it to the desired location.

## Shelbyfield Animal Rescue

Adoptable  
Pets

[.....  
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- To resize a placeholder: Select the placeholder you want to resize. Sizing handles

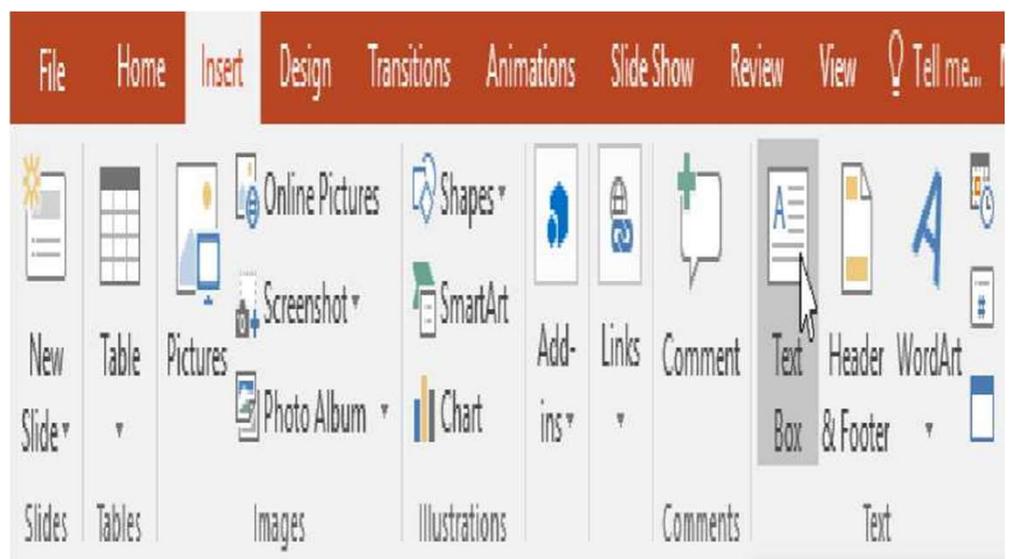


- To delete a placeholder: Select the placeholder you want to delete, then press the Delete or Backspace key on your keyboard.

## To add a text box:

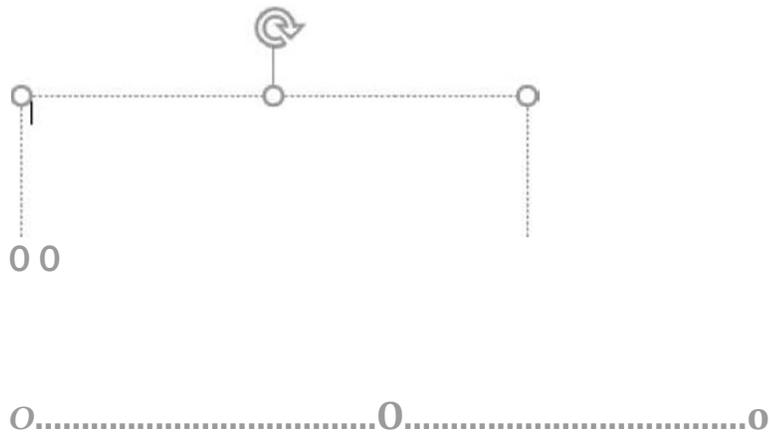
Text can be inserted into both placeholders and text boxes. Inserting text boxes allows you to add to the slide layout. Unlike placeholders, text boxes always stay in the same place, even if you change the theme.

1. From the Insert tab, select the Text Box command.



2. Click and drag to draw the text box on the slide.

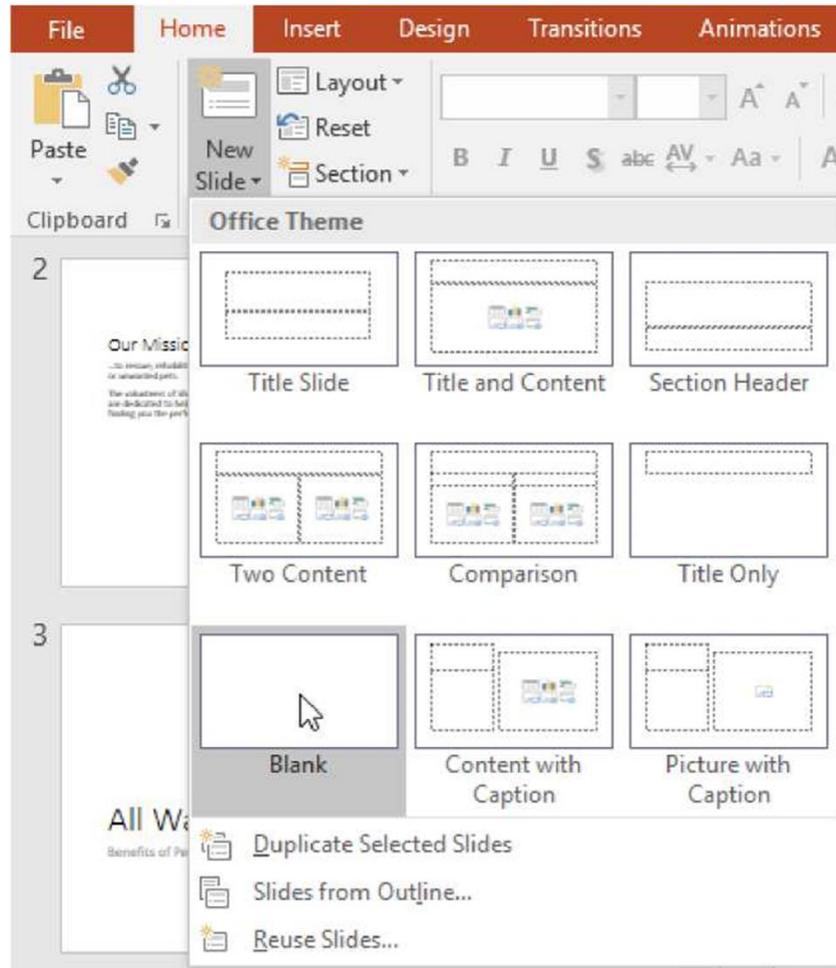
3. The text box will appear. To add text, simply click the text box and begin typing.



## Using blank slides

If you want even more control over your content, you may prefer to use a **blank slide**, which contains no placeholders. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.

- To insert a blank slide, click the bottom half of the **New Slide** command, then choose **Blank** from the menu that appears.

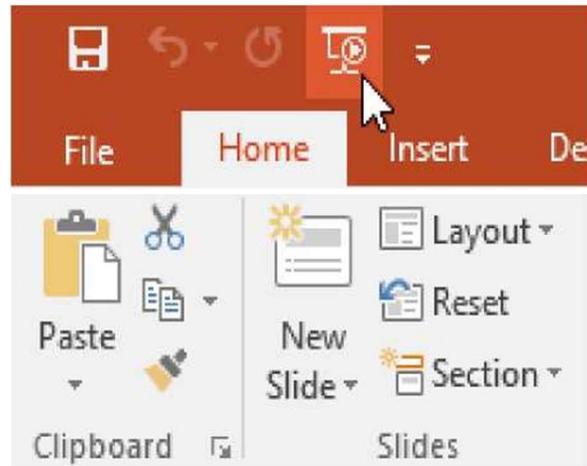


While blank slides offer more flexibility, keep in mind that you won't be able to take advantage of the predesigned layouts included in each theme.

## To play the presentation:

Once you've arranged your slides, you may want to **play** your presentation. This is how you will present your slide show to an audience.

1. Click the **Start From Beginning** command on the Quick Access Toolbar to see your presentation.



2. The presentation will appear in fullscreen mode.
3. You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. Alternatively, you can use the **arrow keys** on your keyboard to move forward or backward through the presentation.
4. Press the **Esc** key to exit presentation mode.

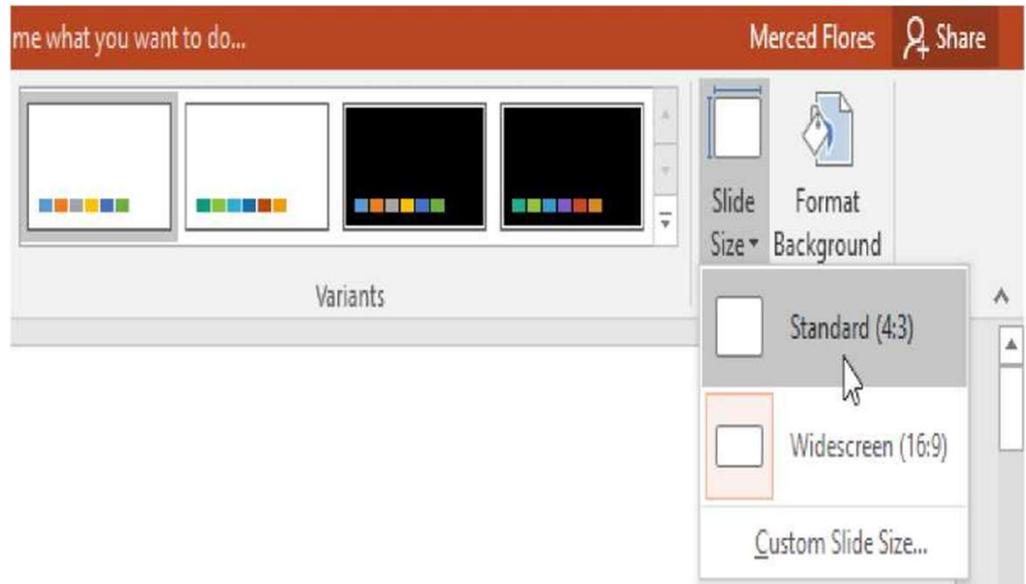
You can also press the **F5** key at the top of your keyboard to start a presentation.

## Customizing slides

### To change the slide size:

By default, all slides in PowerPoint 2013 use a **16-by-9**— or **widescreen**—aspect ratio. You might know that widescreen TVs also use the 16-by-9 aspect ratio. Widescreen slides will work best with widescreen monitors and projectors. However, if you need your presentation to fit a **4-by-3** screen, it's easy to change the slide size to fit.

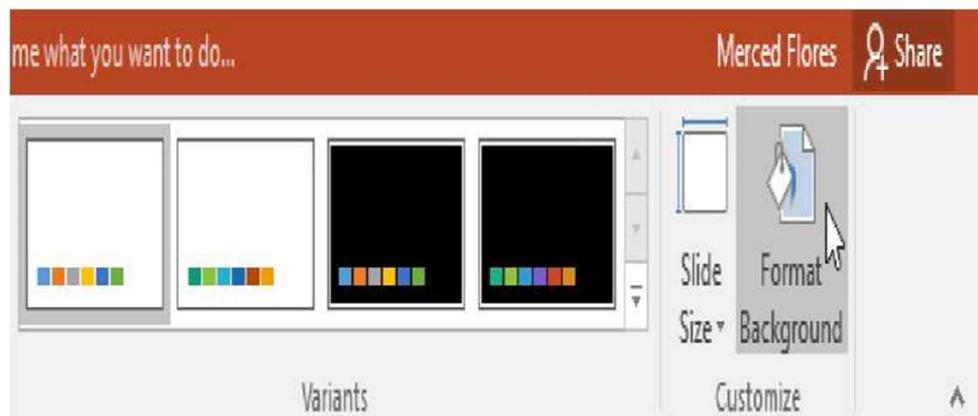
- To change the slide size, select the **Design** tab, then click the **Slide Size** command. Choose the desired slide size from the menu that appears, or click **Custom Slide Size** for more options.



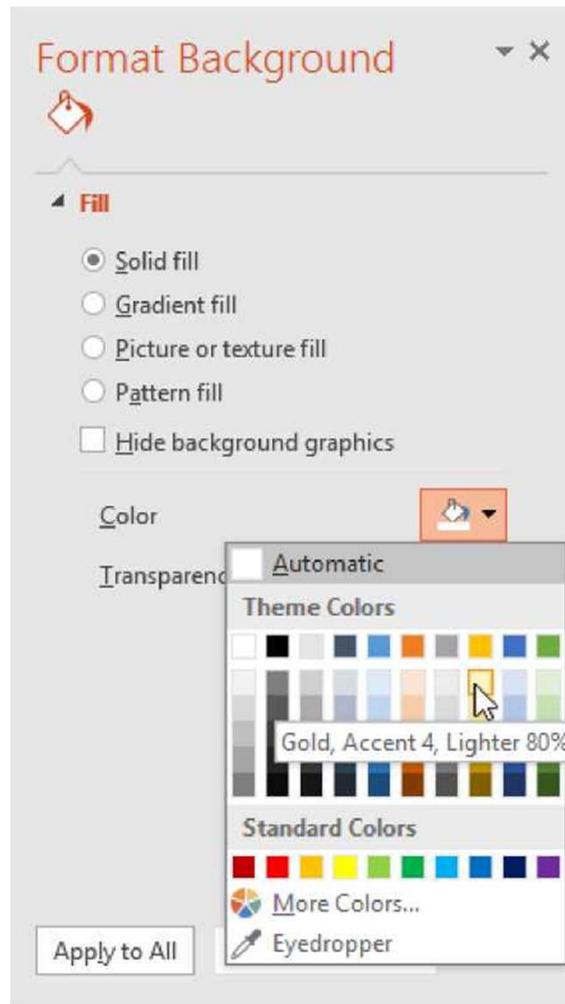
## To format the slide background:

By default, all slides in your presentation use a **white background**. It's easy to change the background style for some or all of your slides. Backgrounds can have a **solid, gradient, pattern, or picture** fill.

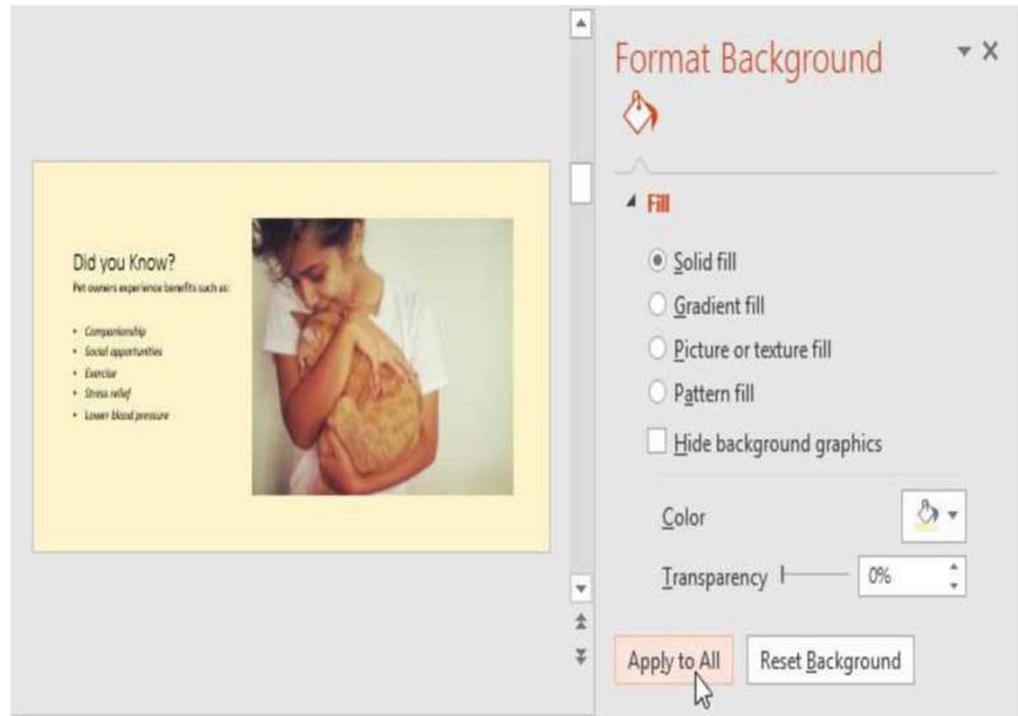
1. Select the **Design** tab, then click the **Format Background** command.



2. The **Format Background** pane will appear on the right. Select the desired fill options. In our example, we'll use a **Solid fill** with a **light gold** color.



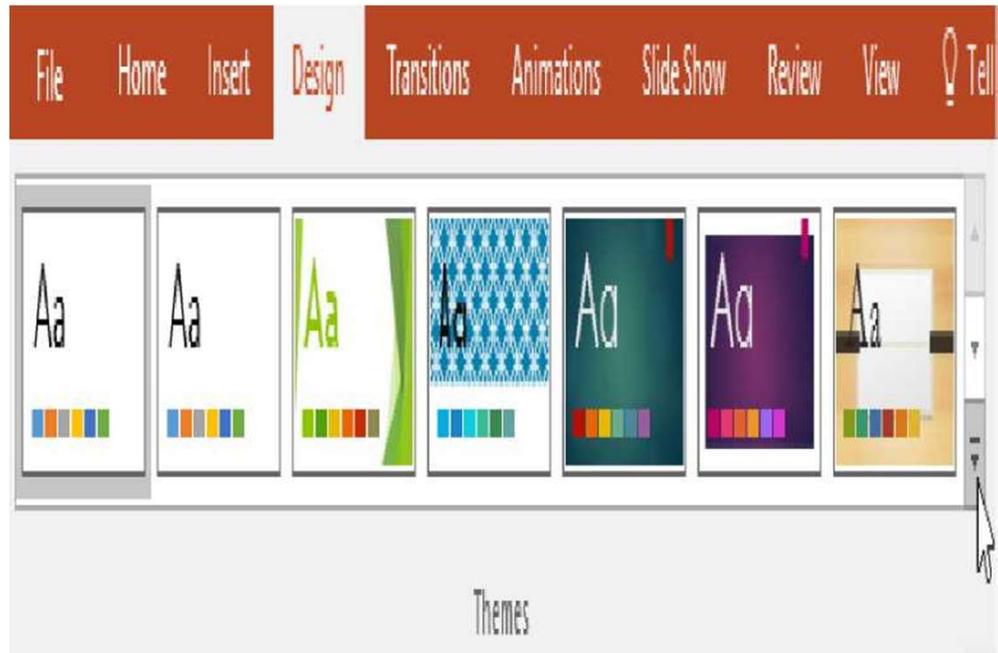
3. The background style of the selected slide will update.
4. If you want, you can click **Apply to All** to apply the same background style to all slides in your presentation.



## To apply a theme:

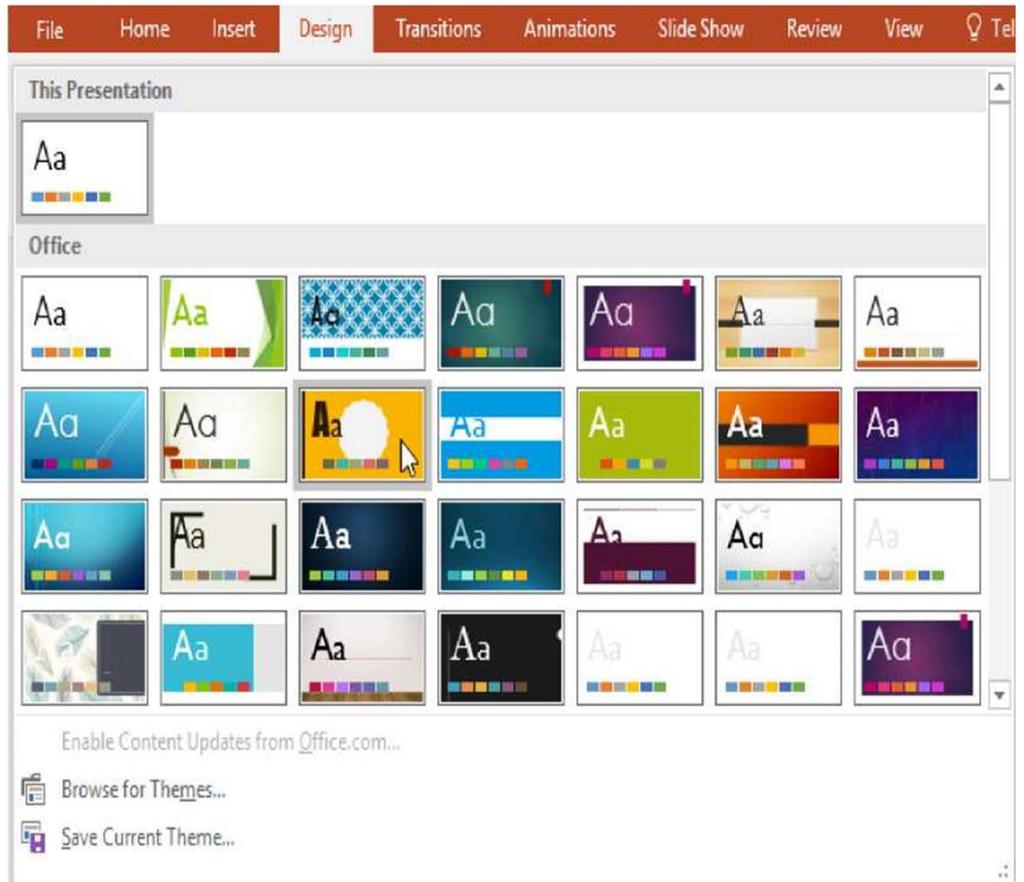
A theme is a **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also use different **slide layouts**, which can change the arrangement of your existing placeholders. We'll talk more about themes later in our [Applying Themes](#) lesson.

1. Select the **Design** tab on the Ribbon, then click the **More** drop-down arrow to see all of the available

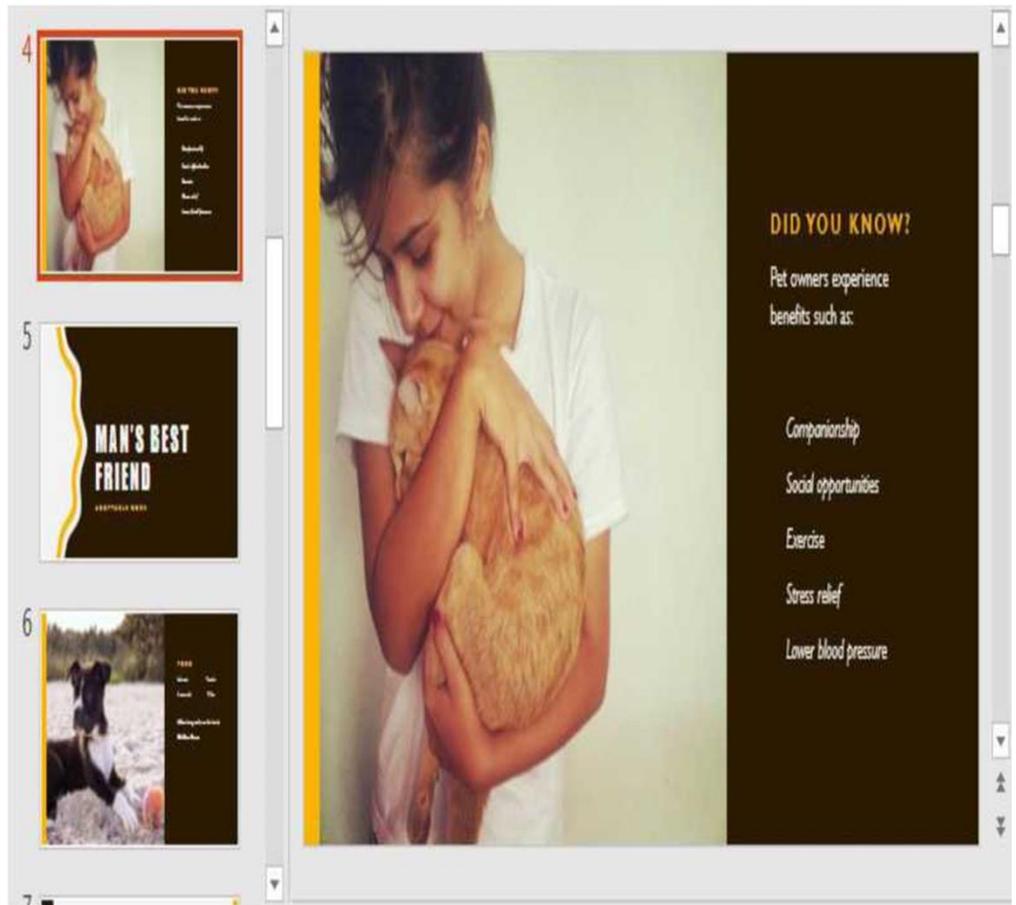


themes.

2. Select the **desired theme**.



**3. The theme will be applied to your entire presentation.**



**Try applying a few different themes to your presentation. Some themes will work better than others, depending on your content.**