Working with Slides

Inserting a New Slide
1. Click the New Slide button from the ribbon.
2. Select the desired slide layout from the New Slide box.
3. Click Add Slide.

Adding Text to a Slide
1. Click and place the cursor where you want to add text.
2. Add desired text to slide.

Deleting a Slide
1. Select the slide you wish to delete.
2. Click the Delete Slide button from the ribbon.

Hiding a Slide
1. Select the slide you wish to hide.
2. Click the Hide Slide button from the ribbon.

Displaying a Hidden Slide
1. Select the slide you wish to view.
2. Click the Hide Slide button from the ribbon to display the slide.

Working with Pictures

Inserting and Formatting a Picture
1. Insert a slide with one or more placeholders.
2. Select the insert tab from the ribbon.
3. Click the Picture button from the ribbon.
4. Navigate to the location containing the picture to insert.

Inserting the Formatting SmartArt
1. Click the Insert SmartArt Graphic button in the placeholder on the slide.
2. Click the More Layouts button in the Layouts group.
3. Click the desired layout to apply it to the slide.
4. Click the SmartArt graphic on the slide to enter text
5. Click the Edit Text button in the Create Graphic group to display the modified SmartArt graphic.

Working with Lists

Creating a Bulleted List
1. Highlight the desired items.
2. From the ribbon, click on the Bulleted List icon from under the Paragraph section.
3. Select your desired bullet list style to apply it to the highlighted text.

Creating a Numbered List
1. Highlight the desired items.
2. From the ribbon, click on the Numbered List icon from under the Paragraph section.
3. Click the desired numbering style to apply it to the highlighted text.

Working with Views

Changing the View
1. Click the View tab on the Ribbon.
   a. Click the Reading View button to display the presentation in Reading View.
   b. Click the Slide Show button to display the PowerPoint in presentation mode.
   c. Click the Notes button to display the Notes pane.

Changing Format

Changing Text Alignment
1. Highlight the text you wish to change the alignment for.
2. Select the desired alignment setting from the ribbon under the Paragraph group.

Other Commands/Options

Opening a Presentation in PowerPoint
1. Click the Open in PowerPoint button in the Office group on the Home tab.
2. Click the OK button.