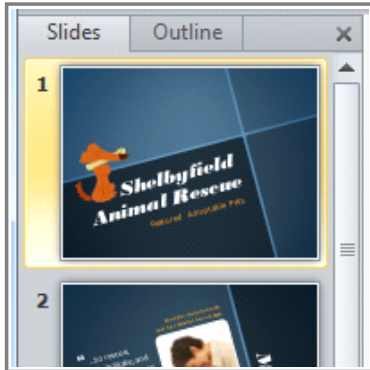




Introduction



PowerPoint includes all the features you need to produce professional-looking presentations. When you create a PowerPoint presentation, it is made up of a series of **slides**. The slides contain the information you want to communicate with your audience. This information can include text, pictures, charts, video, sound, and more.

Before you begin adding information to slides, you need to know the basics of working with slides. In this lesson, you will learn how to **insert** new slides, modify a **layout**, change your **presentation view**, and more.

Slide Basics

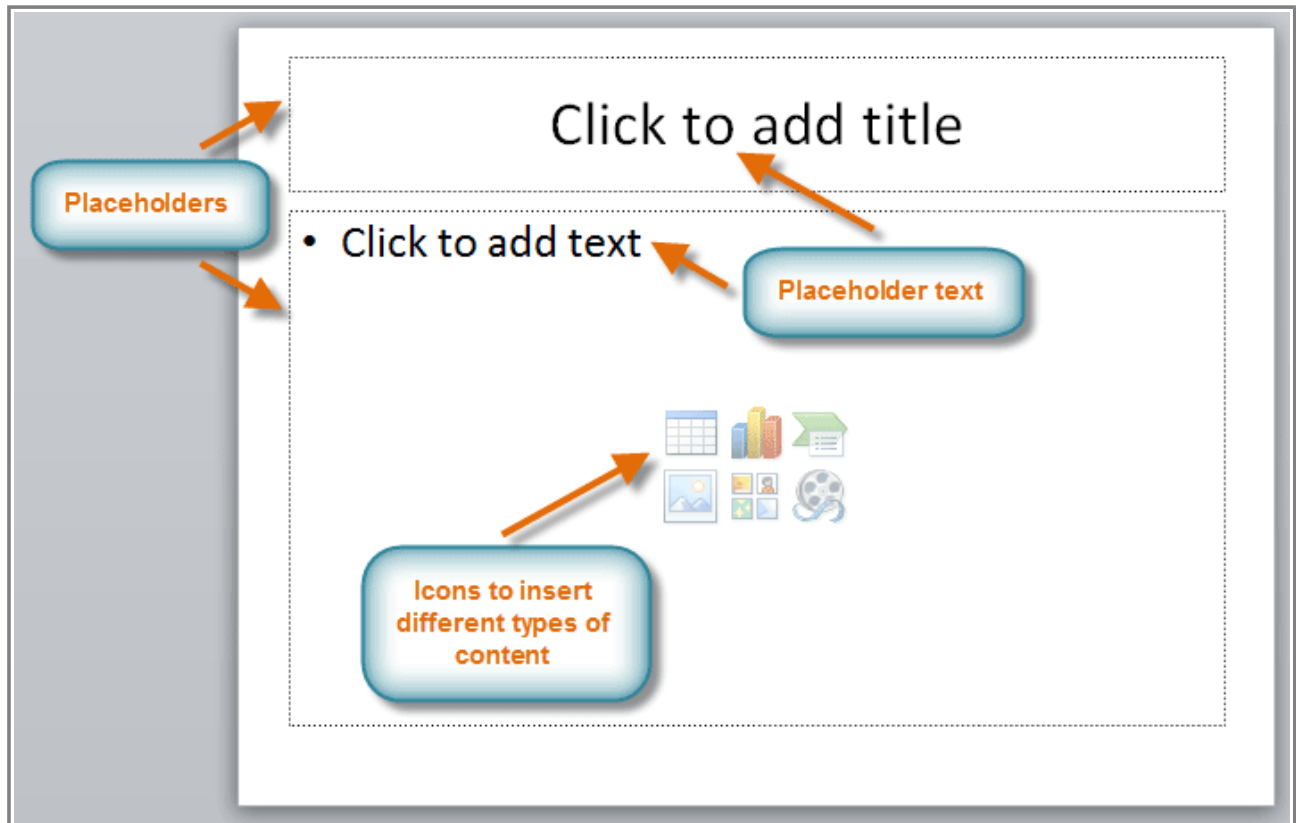
▶▶▶ Watch the video to learn about the basics of working with PowerPoint slides.



Watch the video (3:58). [Need help?](#)

About Slides

Slides contain **placeholders**, which are areas on the slide that are enclosed by dotted borders. Placeholders can contain many different items, including text, pictures, charts, and more. Some placeholders have **placeholder text**, or text that you can replace. They also have **thumbnail-sized icons** that represent specific commands such as Insert Picture, Insert Chart, and Insert Clip Art. In PowerPoint, hover over each icon to see the type of content you can insert in a placeholder.

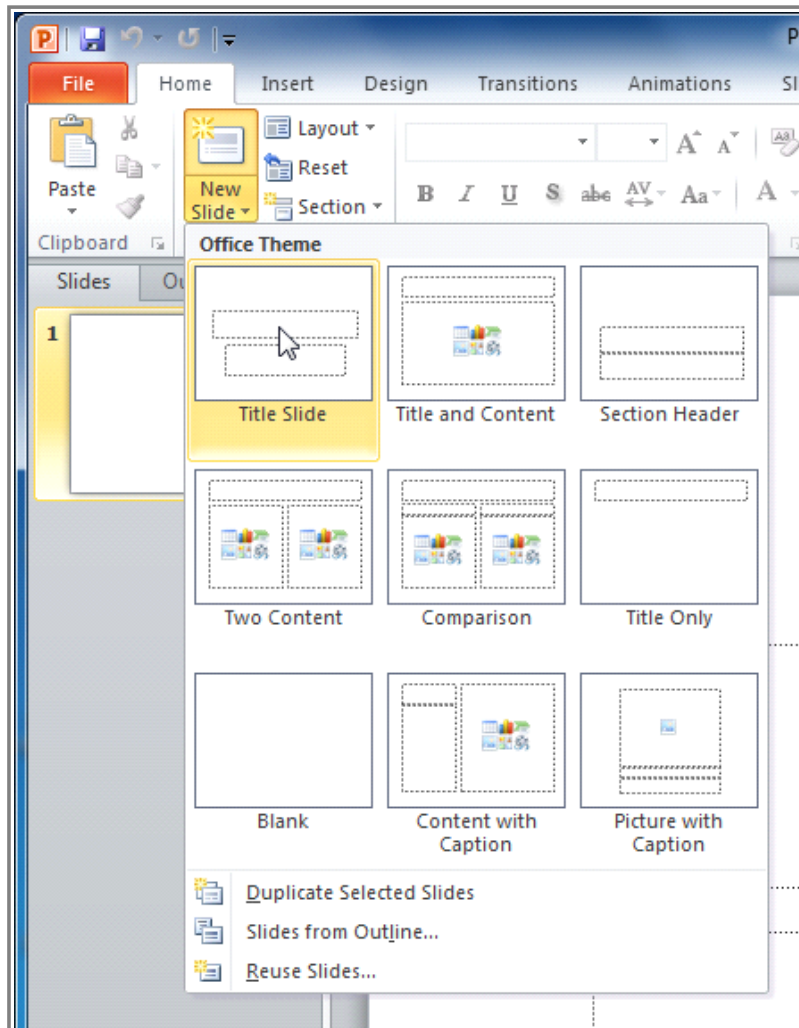


PowerPoint slide with placeholders

About Slide Layouts

The placeholders are arranged in different **layouts** that can be **applied to existing slides**, or chosen when you **insert a new slide**. A slide layout **arranges** your content using different types of placeholders, depending on what kind of information you might want to include in your presentation.

In the example above, the layout is called **Title and Content** and includes title and content placeholders. While each layout has a descriptive name, you can also tell from the image of the layout how the placeholders will be arranged.

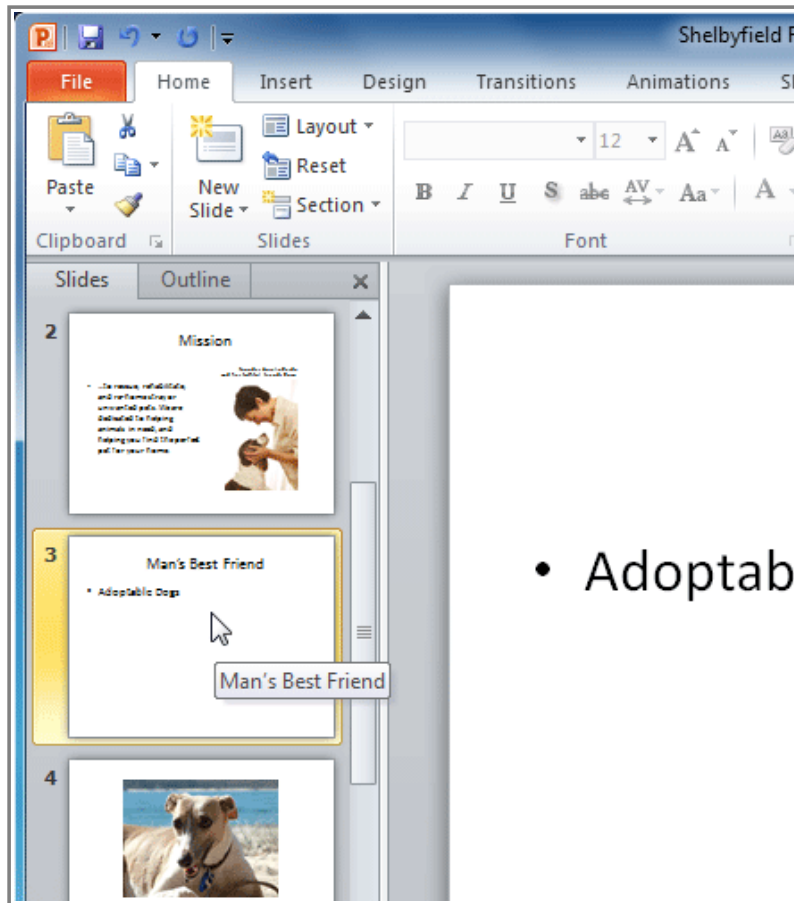


Slide layout menu

Customizing Slide Layouts

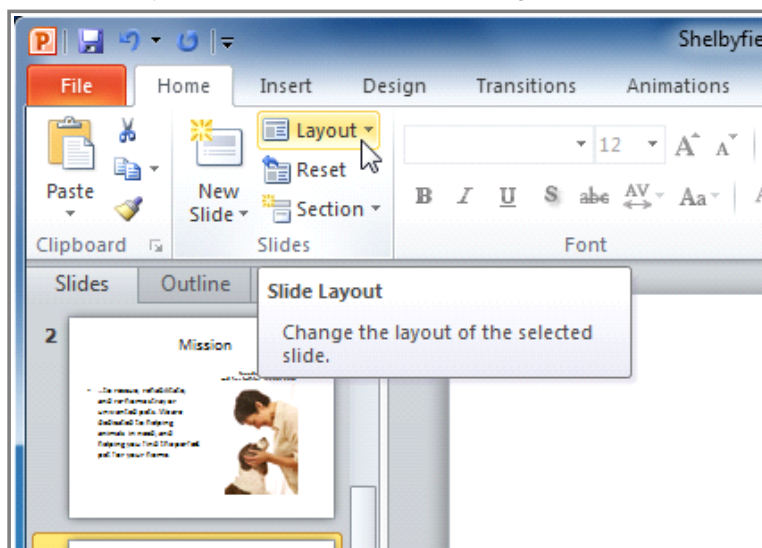
To Change the Layout of an Existing Slide:

1. Select the slide you wish to change.



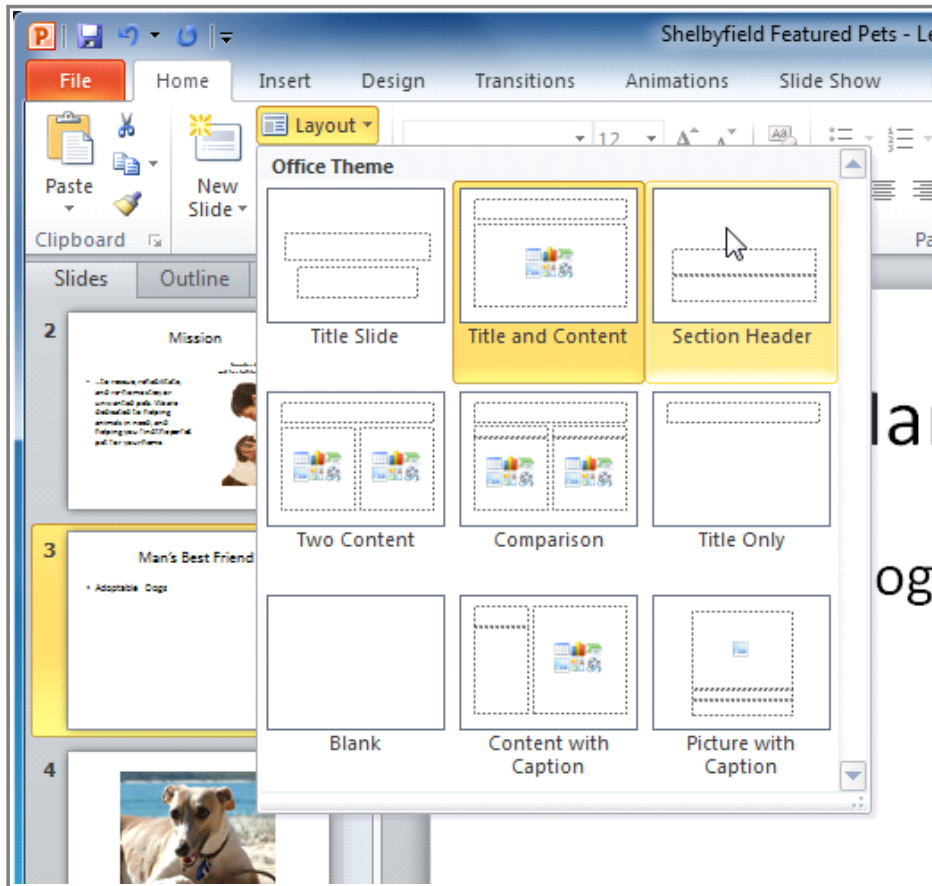
Selecting a slide

2. Click the **Layout** command in the **Slides** group on the **Home** tab. A menu will appear with your options.



Layout command


- Choose a layout from the menu. The slide will change in the presentation.

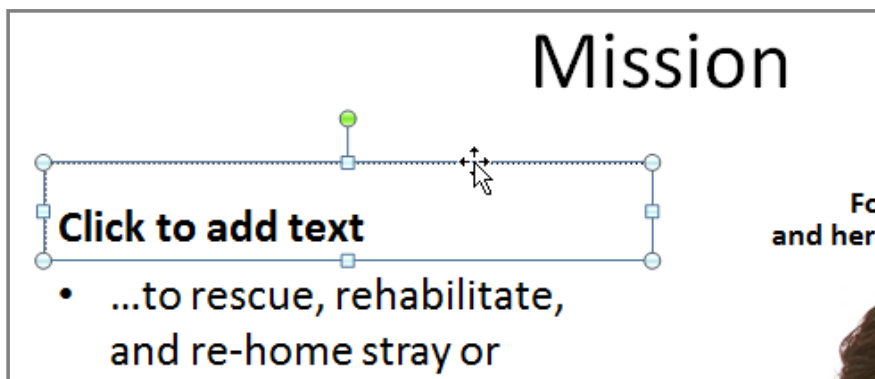


Choosing a layout

To Delete a Placeholder:

You can easily customize your layout by deleting unwanted or "extra" placeholders from any slide.

- Position your mouse on the **dotted border** of the placeholder so it changes to a **cross with arrows** .
- Click the border to select it.



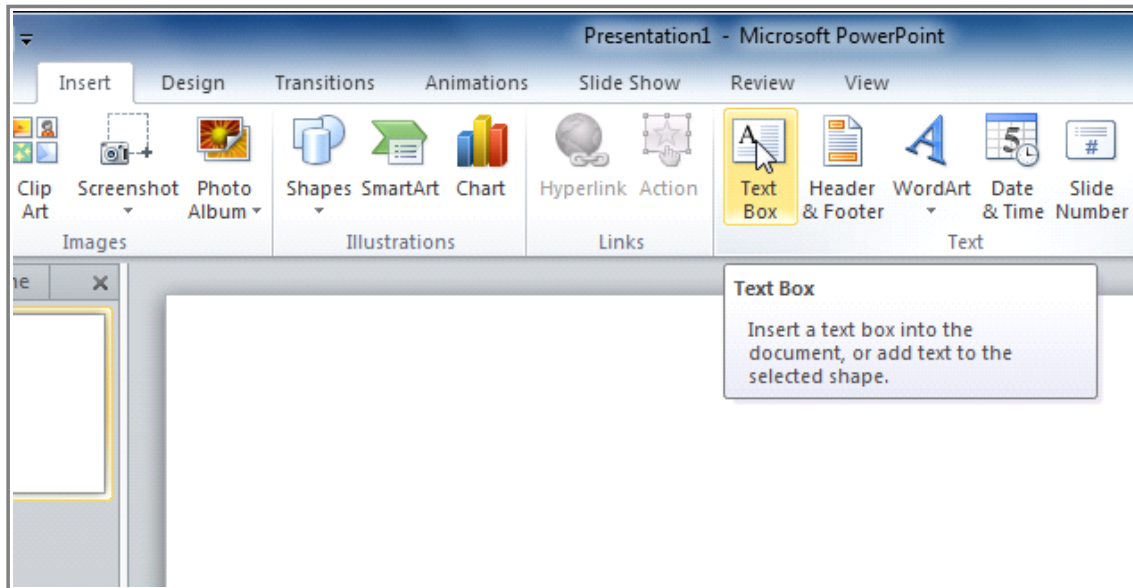
A selected placeholder

3. Press **Backspace** or **Delete** on your keyboard. The placeholder will be removed from the slide.

To Add a Text Box:

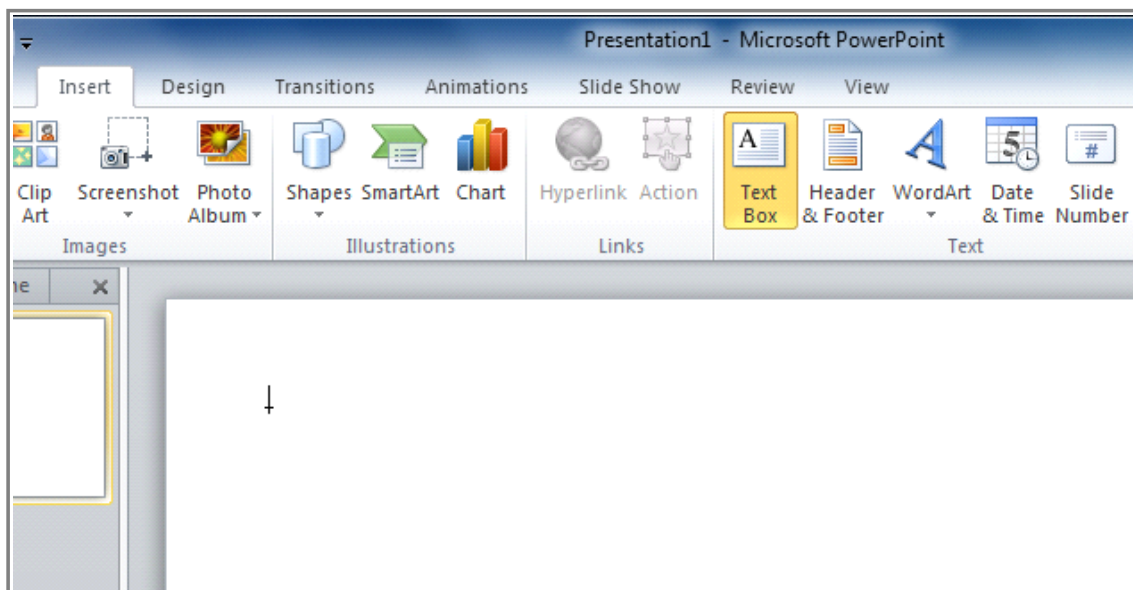
Text boxes allow you to add to your current layout, so you can place text wherever you want on your slide.

1. From the **Insert** tab, click the **Text Box** command.



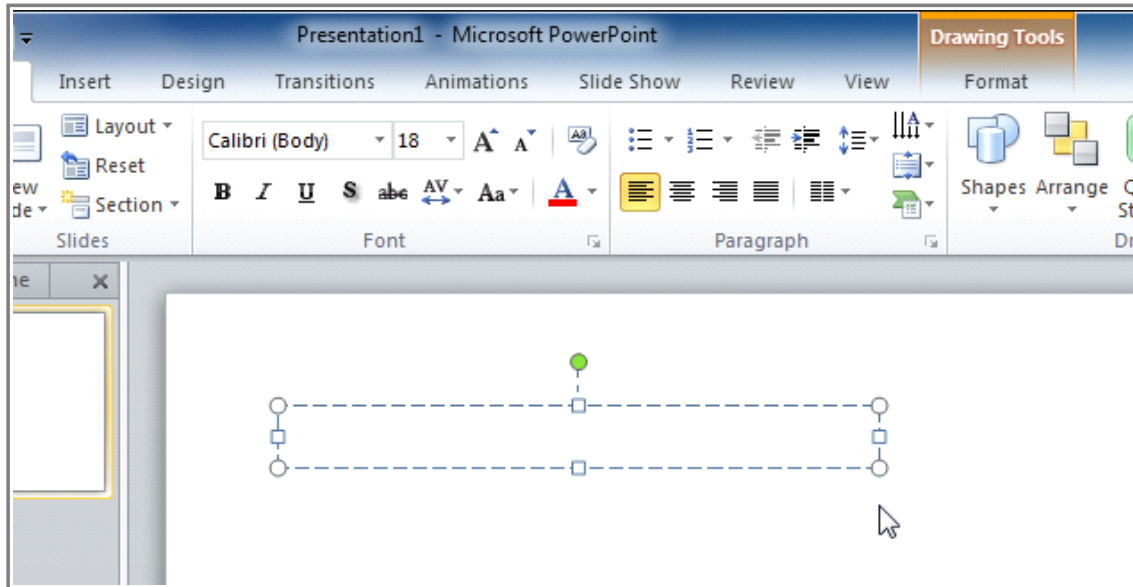
Text Box command

2. Your cursor will turn into an **upside-down cross** ↓.



Text Box cursor

3. Click, hold, and **drag** your mouse to draw a text box. A text box will appear.



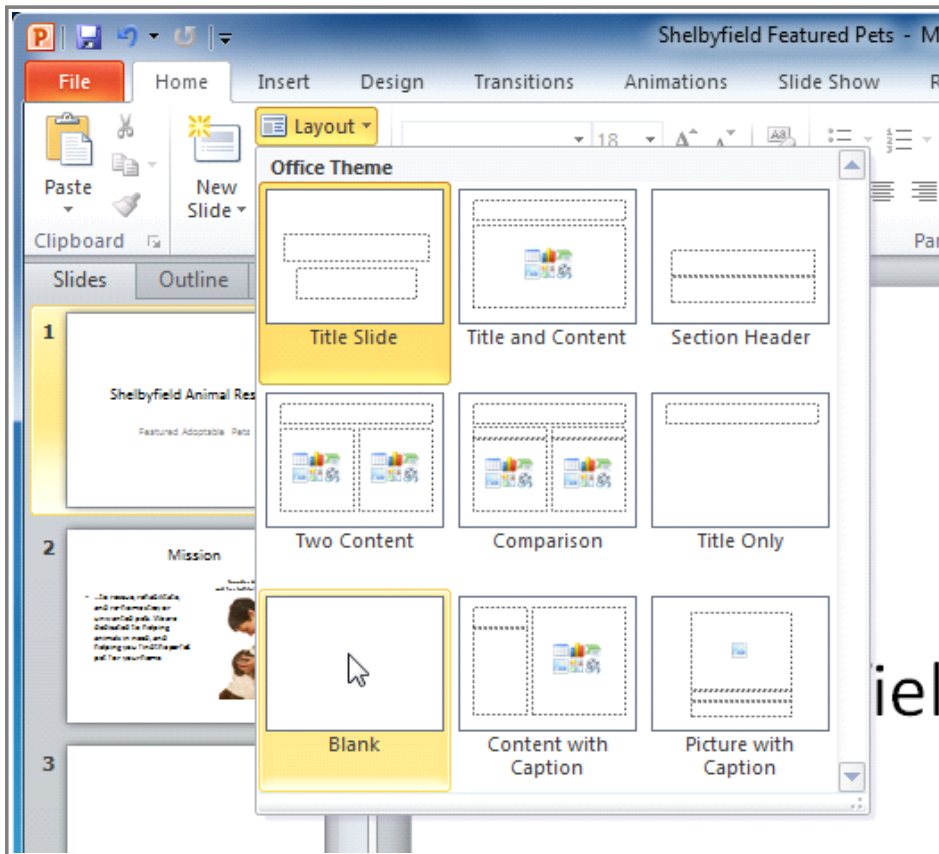
A text box

Explore our [Text Basics](#) lesson to learn more about inserting and using text boxes in PowerPoint 2010.

To Use a Blank Slide:

For more control over your content, you may prefer a blank slide (a slide without placeholders) over one of the existing layouts. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.

- 1. Select **Blank** from the menu of layout options.

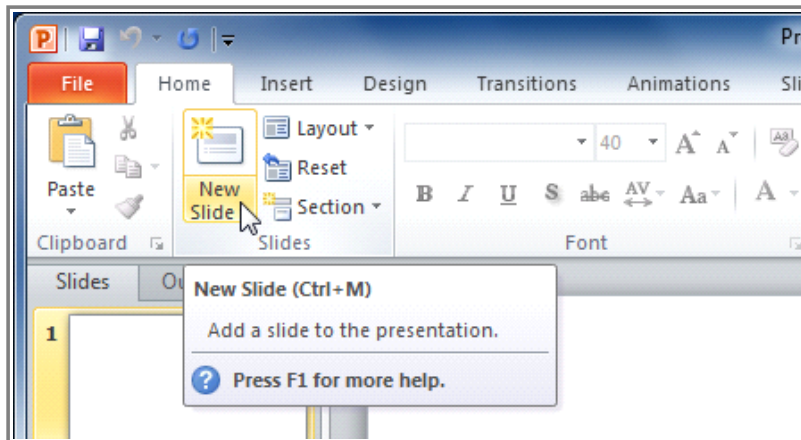


Choosing a blank slide

Working with Slides

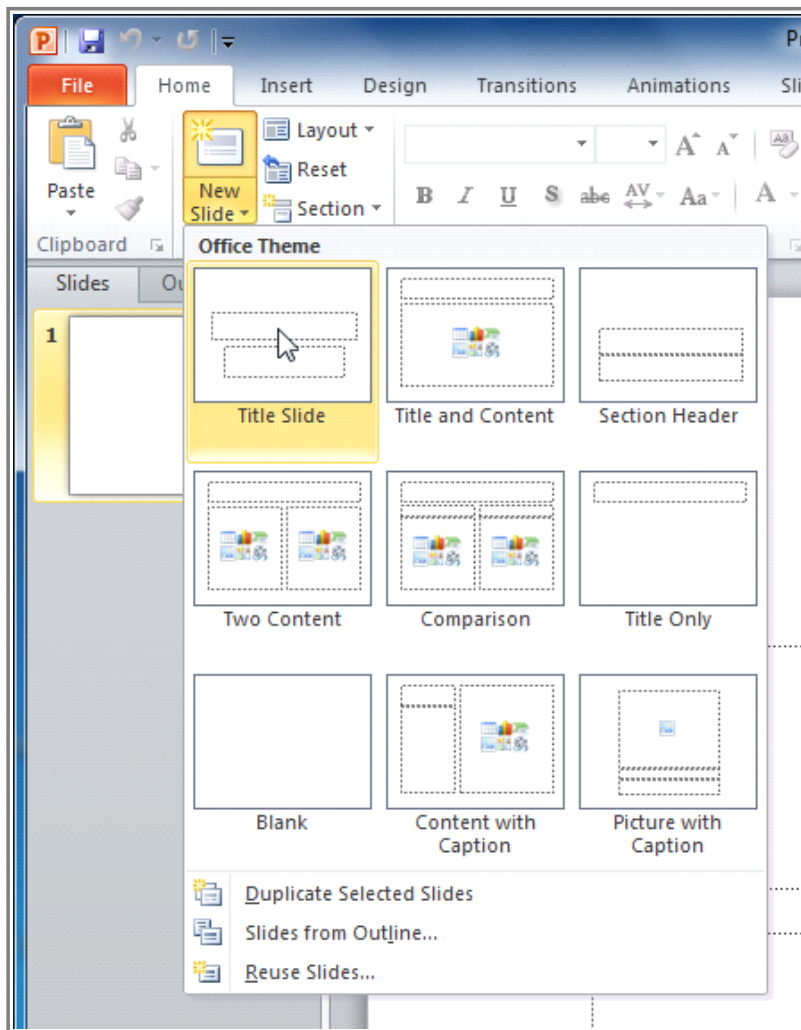
To Insert a New Slide:

1. From the **Home** tab, click the bottom half of the **New Slide** command to open the menu of slide layout options.



New Slide command

2. Select the slide you want to insert.



Choosing a slide

3. A new slide will be added your presentation.

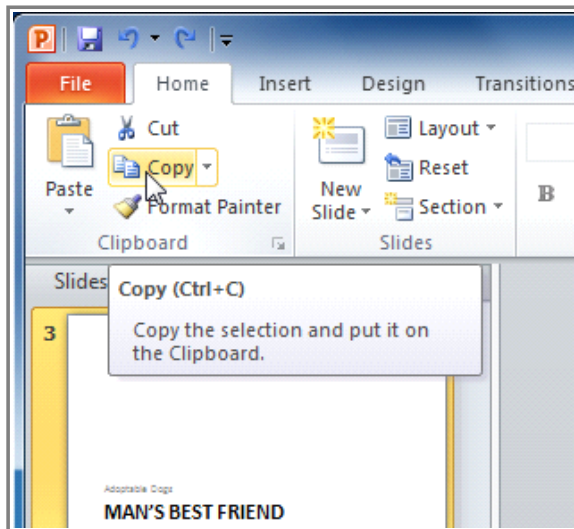
To instantly add a slide that uses the same layout as the one you have selected, simply click the top half of the **New Slide** command.



**New
Slide**

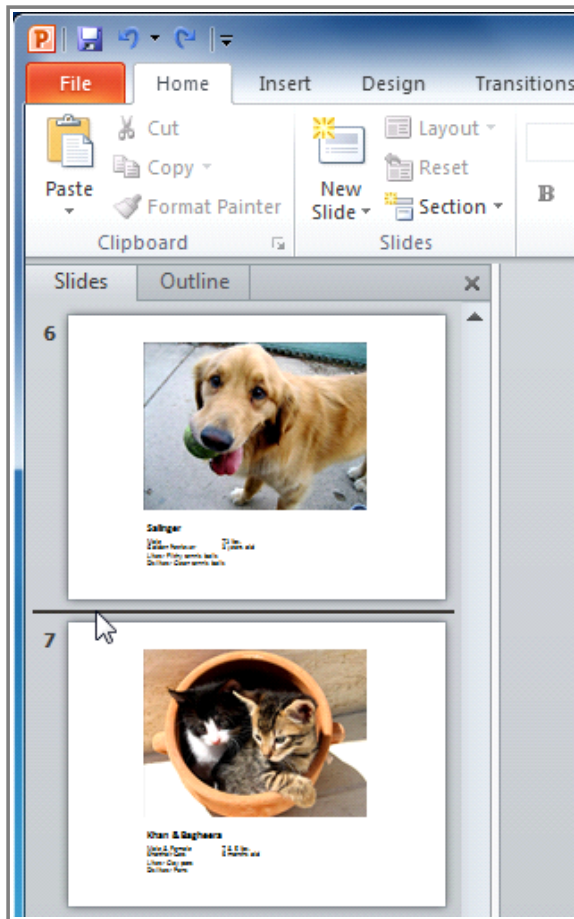
To Copy and Paste a Slide:

1. On the **Slides** tab in the left pane, select the slide you wish to copy.
2. Click the **Copy** command on the **Home** tab. You can also right-click your selection and choose **Copy**.



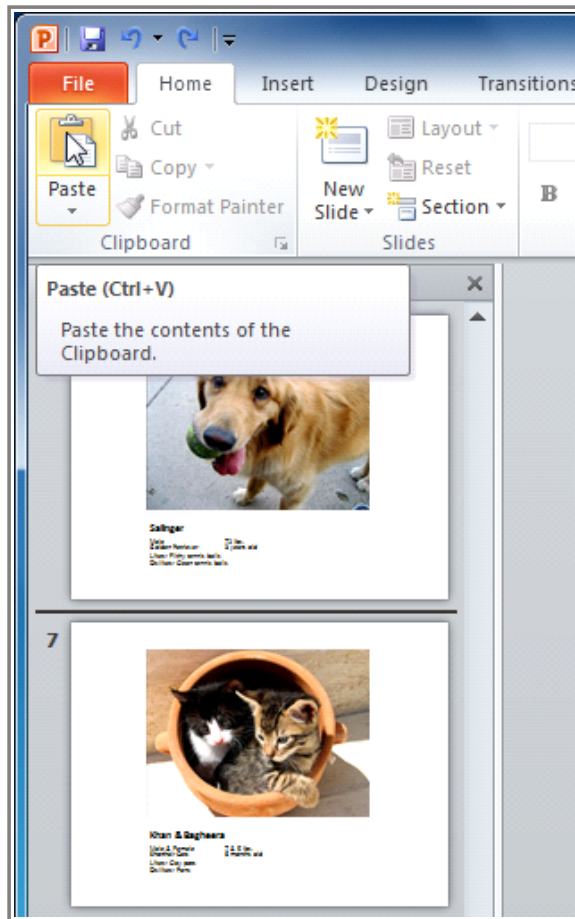
Copy command

3. In the left pane, click just below a slide (or between two slides) to choose the location where you want the copy to appear. A **horizontal insertion point** will mark the location.



Slide insertion point

4. Click the **Paste** command on the Home tab. You can also right-click and choose **Paste**. The copied slide will appear.



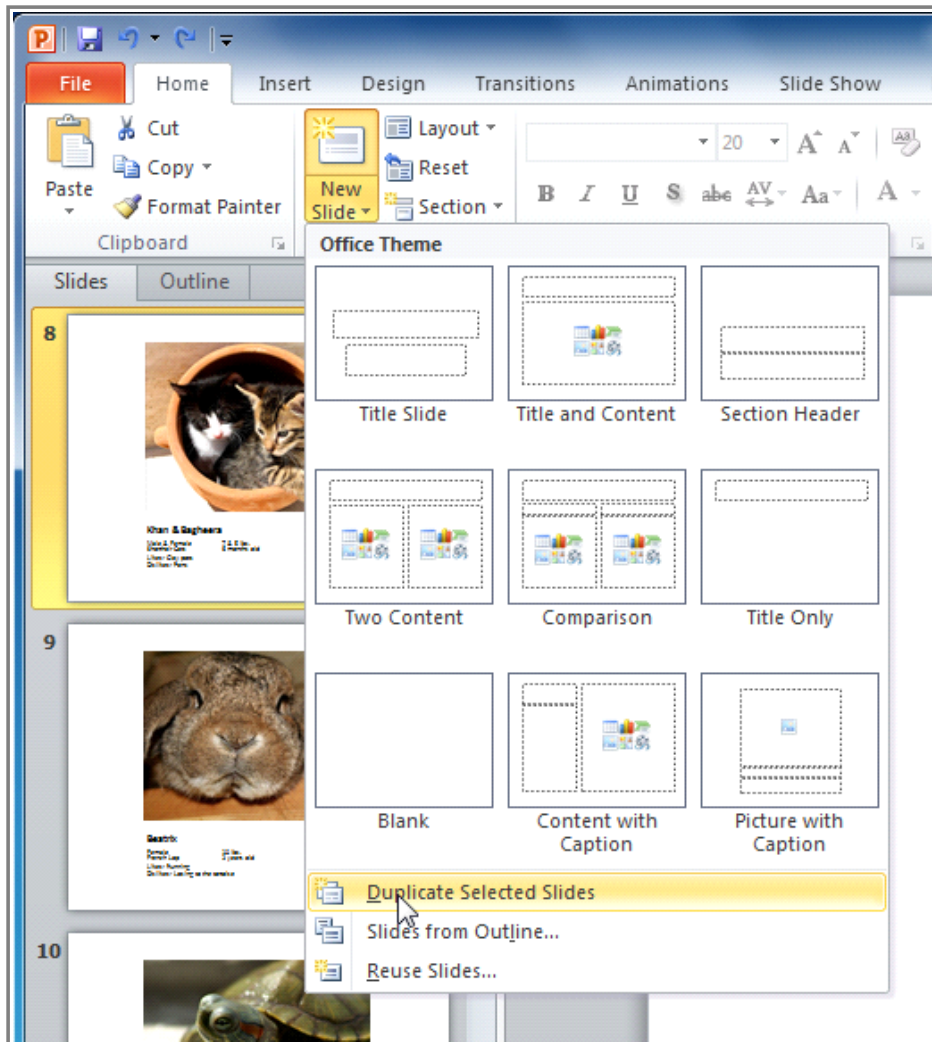
Paste command

To select multiple slides, press and hold **Ctrl** on your keyboard, and click the slides you wish to select.

To Duplicate a Slide:

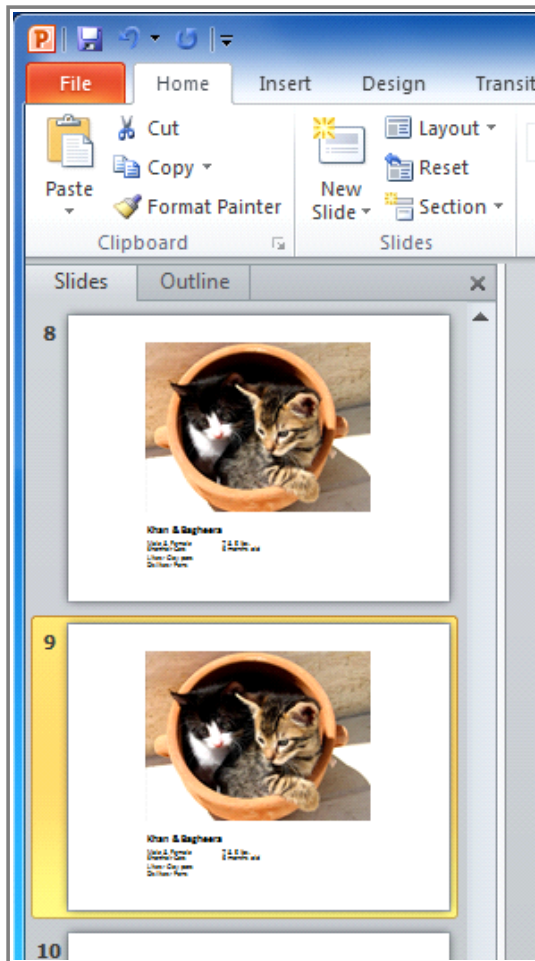
An alternative to Copy and Paste, **Duplicate** copies the selected slide and, in one step, pastes it directly underneath. This feature does not allow you to choose the location of the copied slide (nor does it offer Paste Options for advanced users), so it is more convenient for quickly inserting similar slides.

1. Select the slide you wish to duplicate.
2. Click the **New Slide** command.
3. Choose **Duplicate Selected Slides** from drop-down menu.



Duplicate Selected Slides command

4. A copy of the selected slide appears underneath the original.



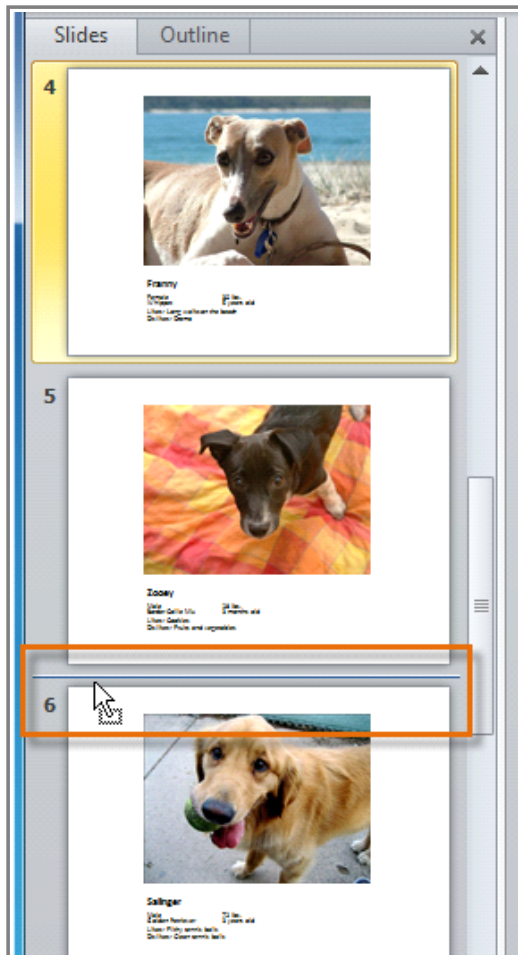
A duplicated slid

To Delete a Slide:

1. Select the slide you wish to delete.
2. Press the **Delete** or **Backspace** key on your keyboard.

To Move a Slide:

1. Select the slide you wish to move.
2. Click, hold, and **drag** your mouse to a new location. A horizontal insertion point will mark the location.

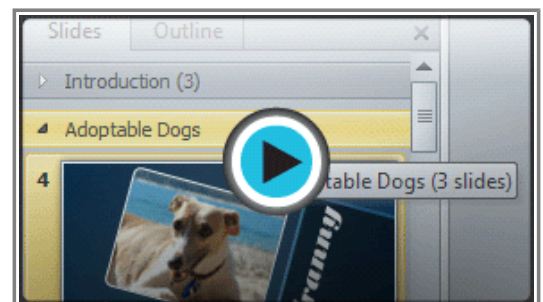


Slide insertion point

3. **Release** the mouse button. The slide will appear in the new location.

Managing Slides and Presentation

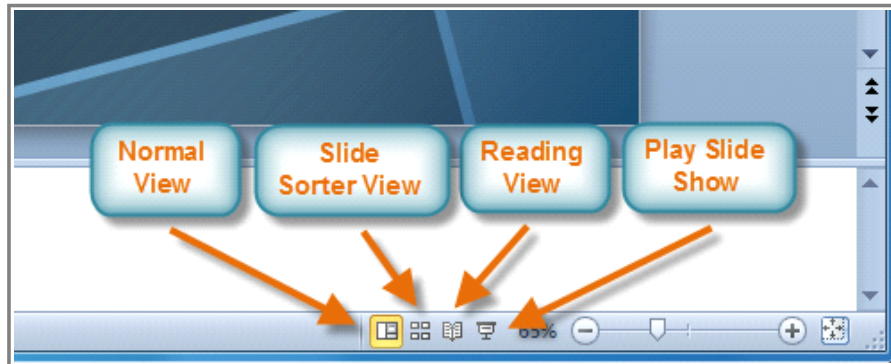
- Watch the video to learn different ways to manage your presentation, and organize and view your slides.



Watch the video (4:15). [Need help?](#)

About Slide Views

It is important that you be able to access the different slide views and use them for various tasks. The **slide view commands** are located on the bottom right of the PowerPoint window in Normal View.



Slide view options

Normal View: This is the default view where you create and edit your slides. You can also move slides in the Slides tab in the pane on the left.



Normal View

Slide Sorter View: In this view, miniature slides are arranged on the screen. You can drag and drop slides to easily reorder them, and see more slides at one time. This is a good view to use to confirm that you have all the needed slides and that none have been deleted.



Slide Sorter View

Reading View: This view fills most of the computer screen with a preview of your presentation. Unlike Slide Show View, it includes easily accessible buttons for navigation, located at the bottom right.



Reading View

Slide Show View: This view completely fills the computer screen, and is what the audience will see when they view the presentation. Slide Show View has an additional menu that appears when you hover over it, allowing you to navigate through the slides, and access other features you can use during a presentation.



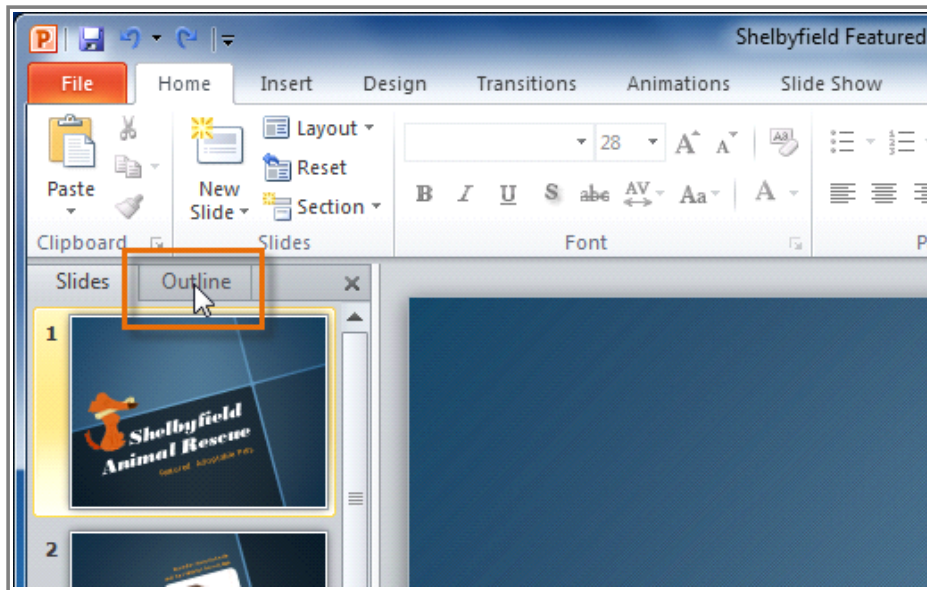
Slide Show View

Use the keys on your keyboard (including the arrow keys, Page Up and Page Down, space bar, and Enter) to move through the slides in Slide Show view. Press the Esc key to end the slide show.

To View an Outline of Your Presentation:

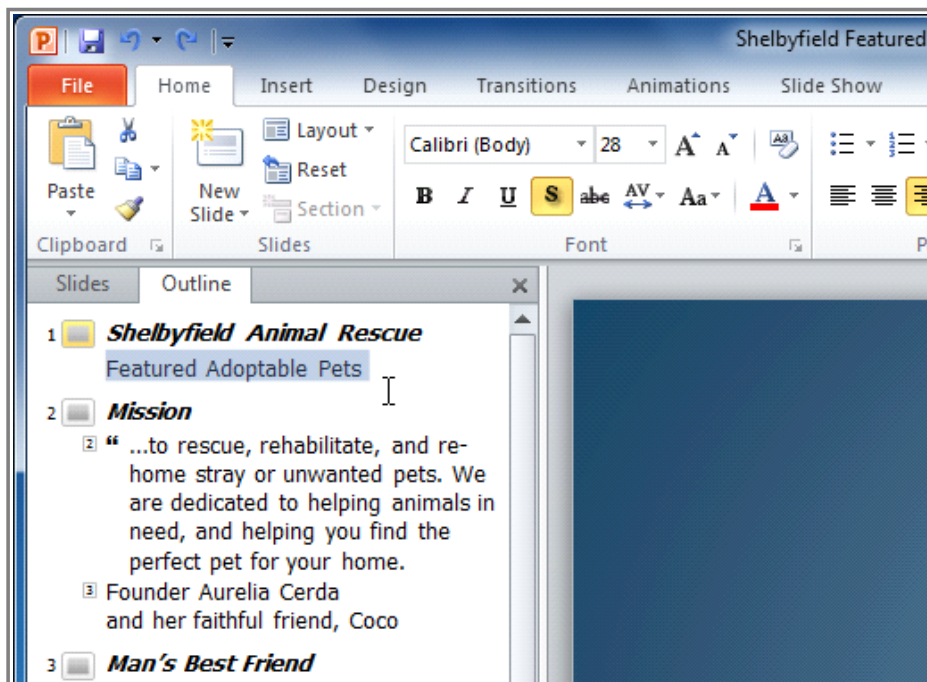
The Outline tab shows your slide text in outline form. This allows you to quickly edit your slide text, and view the contents of multiple slides at once.

1. Click the **Outline** tab in the left pane.



Outline tab

2. An outline of your slide text appears.
3. Type directly in the pane to make changes to your text.



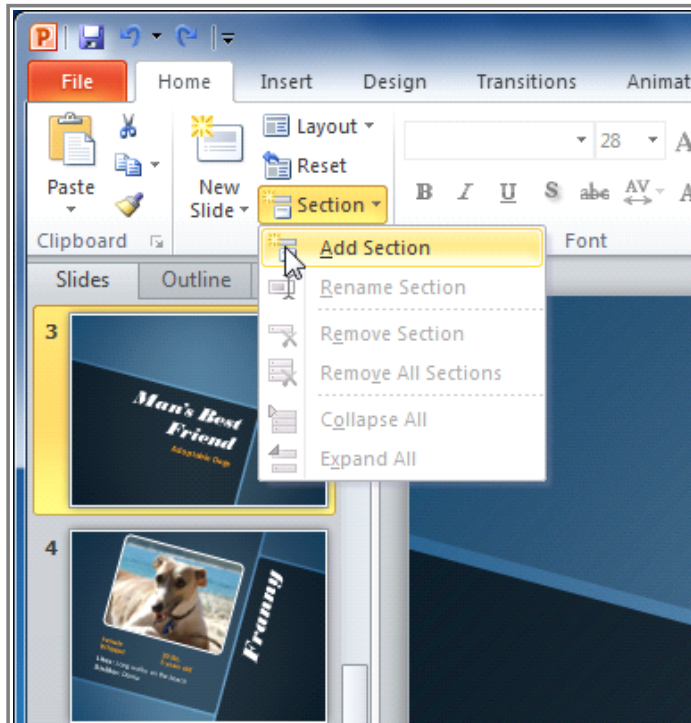
Typing in the outline

To Organize Slides into Sections:

You can organize your slides into sections to make your presentation easier to navigate. Sections can be collapsed or expanded in the left pane, and named for easy reference. In this example, we will add two

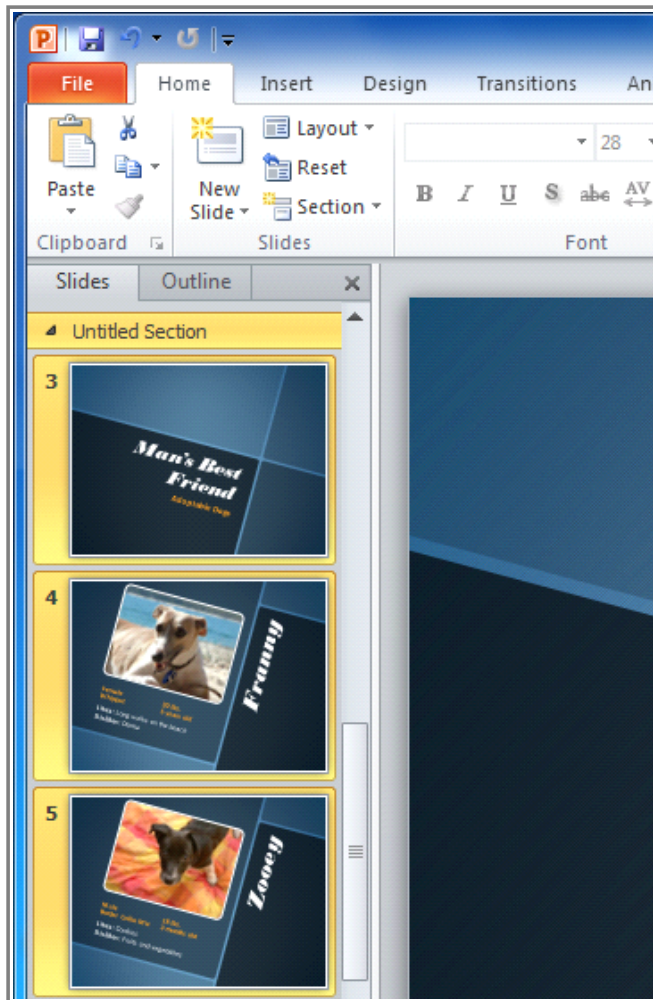
sections: one for dogs that are available for adoption, and another for cats and other pets.

1. Select the slide that you want to begin your first section.
2. From the **Home** tab, click the **Section** command.
3. Choose **Add Section** from the drop-down menu.



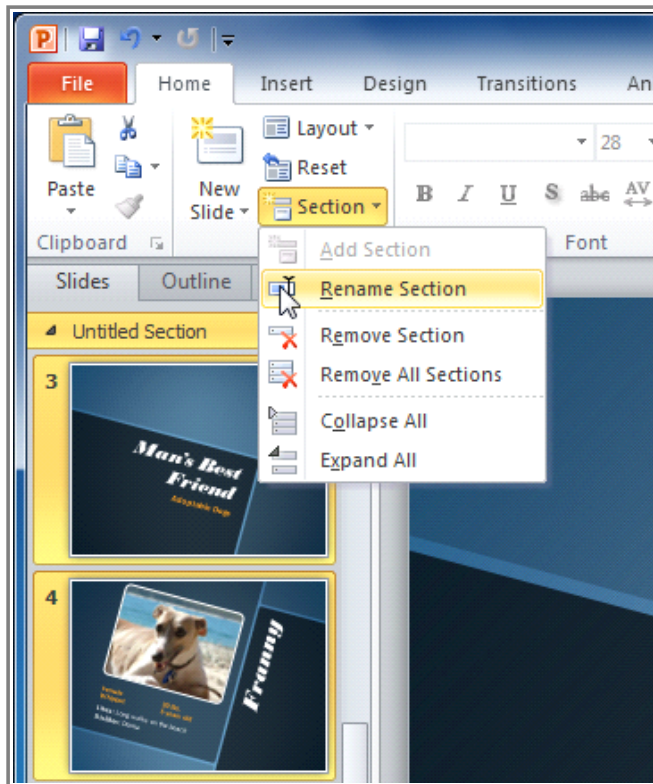
Adding a section

4. An **Untitled Section** appears in the left pane.



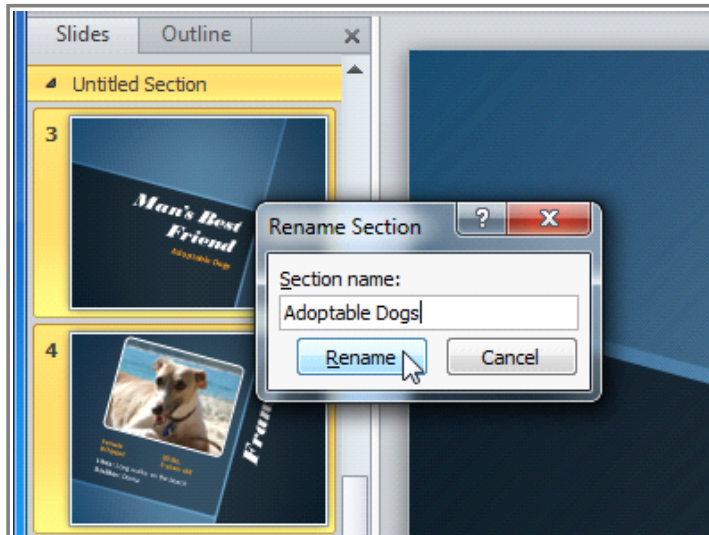
An untitled section

5. To rename the section while it is still selected, click the **Section** command, and choose **Rename Section** from the drop-down menu.



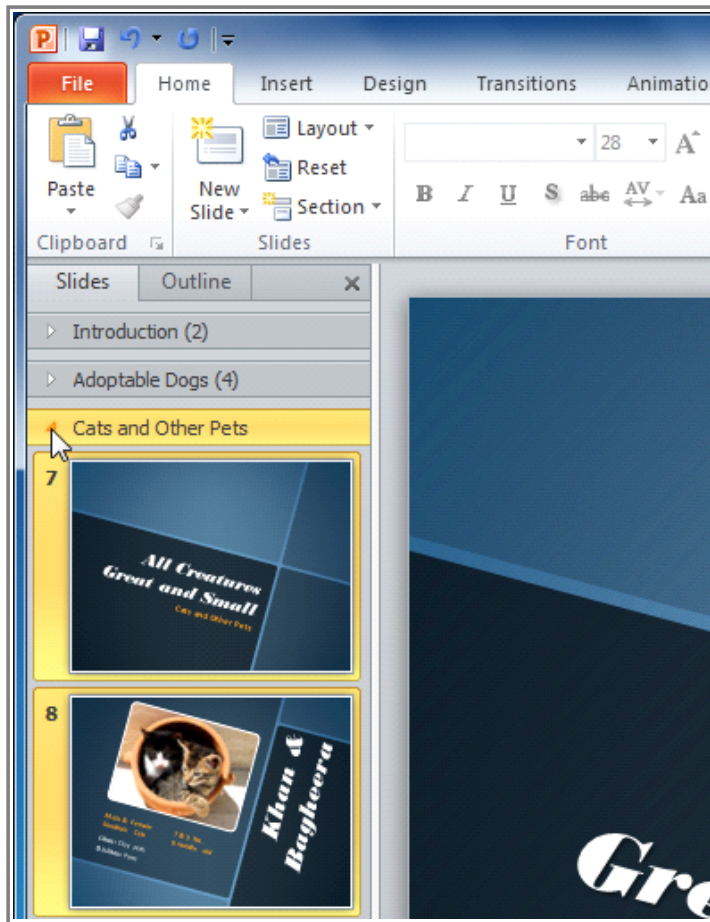
Renaming a section

6. Enter your new section name in the dialog box. Then click **Rename**.



Rename Section dialog box

7. Repeat to add as many sections as you need.
8. In the left pane, click the **arrow** next to a section name to collapse or expand it.



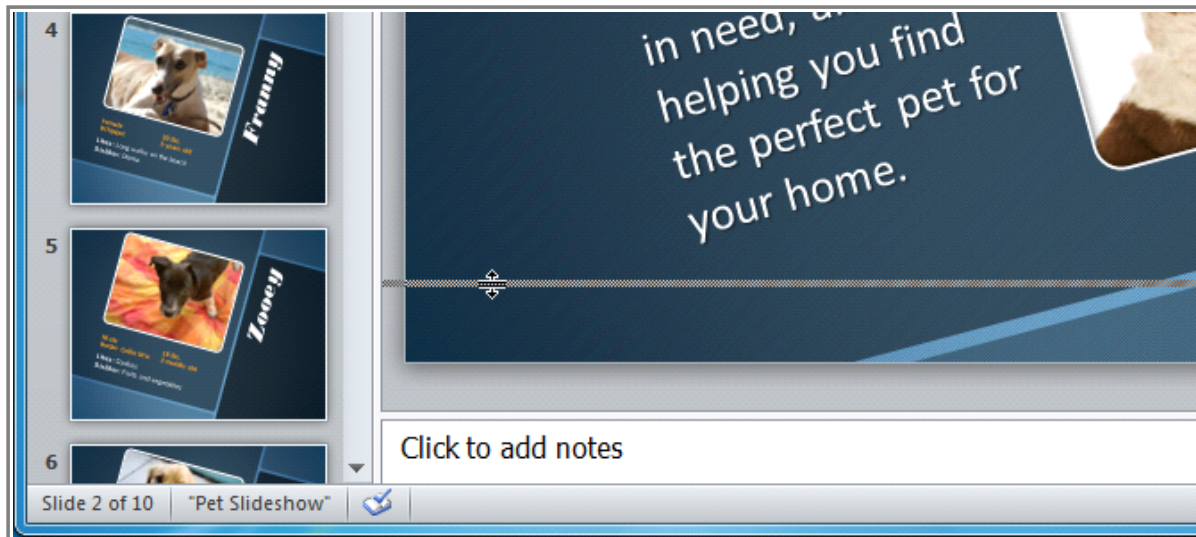
An expanded section

Adding Notes to Slides

PowerPoint gives you the ability to add notes to your slides, often called **speaker notes**, to help you deliver or prepare for your presentation. You can enter and view your speaker notes using the Notes pane or the Notes Page View.

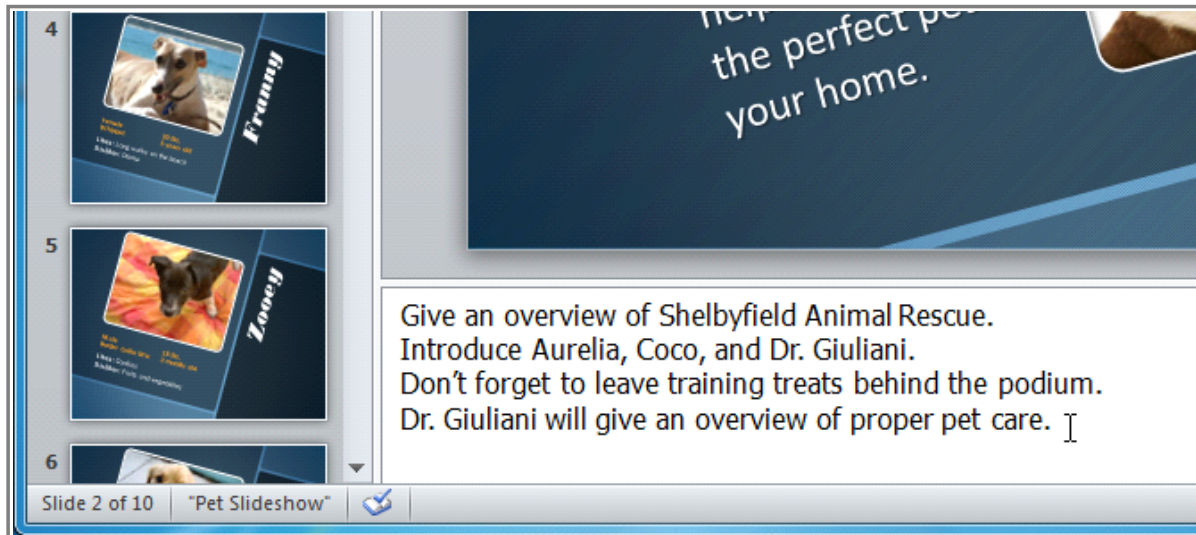
To Use the Notes Pane:

1. Locate the **Notes** pane at the bottom of the screen, directly below the **Slide** pane.
2. Click and **drag** the edge of the pane to make it bigger or smaller, if desired.



Adjusting the Notes pane

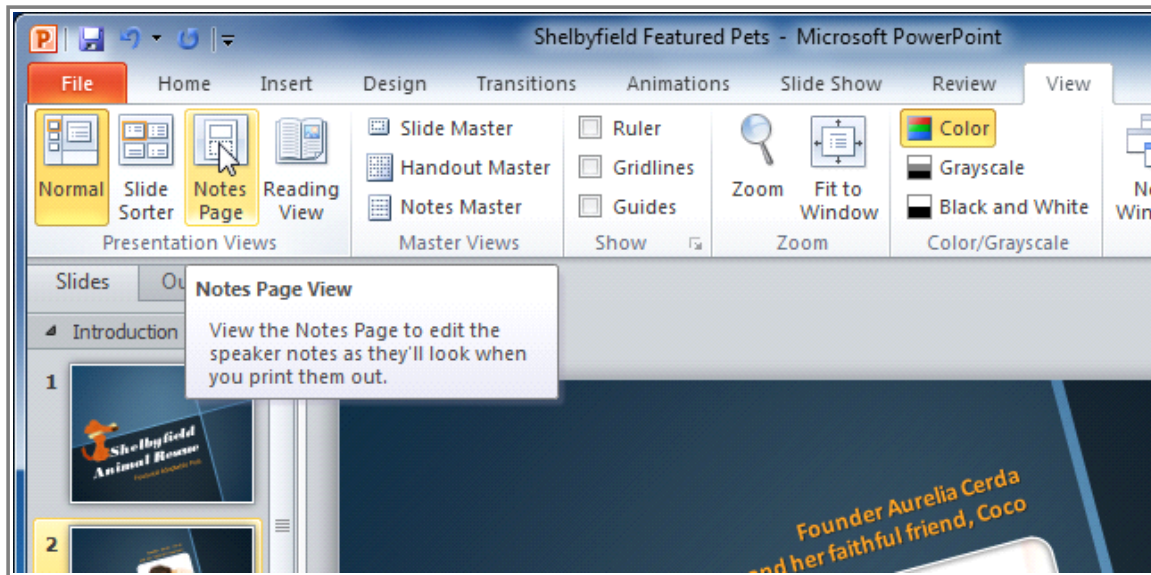
3. Type your notes in the **Notes** pane.



Typing in the Notes pane

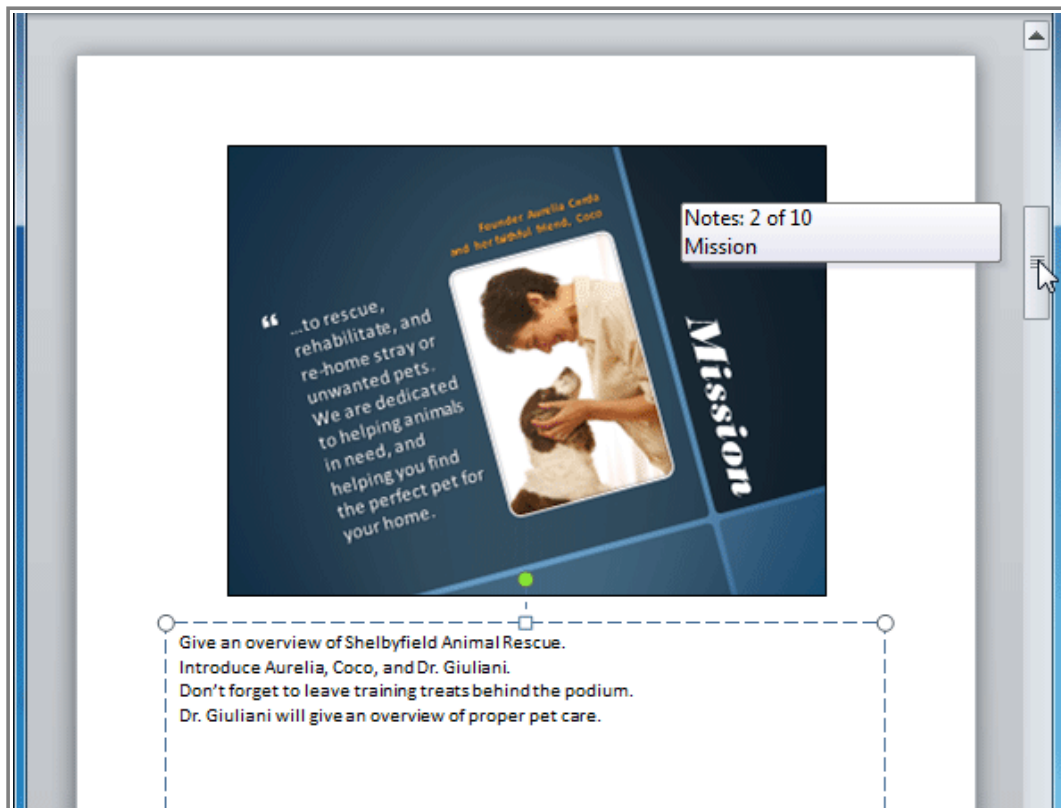
To Use the Notes Page View:

1. Go to the **View** tab.
2. Click the **Notes Page** command in the **Presentation Views** group.



Notes Page command

3. Type your notes in the **text box**, or use the **scroll bar** to review your slides.



Using the Notes Page View

Challenge!



1. Open an **existing PowerPoint presentation**. If you want, you can use this [example](#).
2. Change the **layout** of a slide. If you are using the example, change the layout of slide 3 to Section Header.
3. Add a new **blank** slide, then insert a **text box**.
4. **Copy and paste** a slide, then **move** it to a new location.
5. **View** your presentation in Normal View, Slide Sorter View, Reading View, and Slide Show View.
6. View an **outline** of your presentation in the left pane.
7. Divide your presentation into at least two **sections**, and try **collapsing** and **expanding** them. If you are using the example, create one section for dogs, and another for cats and other pets.
8. Experiment with adding speaker notes to your presentation using the **Notes pane** and the **Notes Page View**.