

PowerPoint 2007

Create A Presentation

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Click the Office Button  in the top left corner and select "New"

Choose your favorite template or a blank one. Or download a new one from Microsoft Office Online.

Add slides

To add a slide without selecting the layout first, do one of the following:

- On the **Home** tab, in the **Slides** group, click **New Slide**.
- Right-click a slide thumbnail, and click **New Slide**.

The first slide after the title slide gets the **Title and Content** layout by default. After that, a new slide gets the same layout as the slide that precedes it.

Apply a theme

To apply a theme to all slides:

- On the **Design** tab, in the **Themes** group, click a theme.

To apply a theme to only some slides:


1. Select the slides you want to apply a theme to (press CTRL while you click each one to select multiple ones).
2. On the **Design** tab, in the **Themes** group, right-click a theme thumbnail, and click **Apply to Selected Slides**.

Choose and change layouts

To insert a slide with a specific layout:

1. On the **Home** tab, in the **Slides** group, click the arrow on the **New Slide** button.
2. Click a layout.

To change the layout of an inserted slide, do one of the following:

- Right-click the slide that has the layout you want to change, point to **Layout** on the shortcut menu, and click a layout.
- Select the slide or slides whose layout you want to change (press CTRL as you click to select multiple slides). On the **Home** tab, in the **Slides** group, click **Layout** , and then click a layout. If you have selected multiple slides, they all get the same layout.

Insert slide elements

Apply a layout that has a content placeholder, such as this one:



Click an icon to insert a table, chart, SmartArt™ graphic, picture file, clip art, or video file.

Use the Insert tab This tab has the most comprehensive collection of things to insert, including shapes, hyperlinks, headers and footers, and sounds.