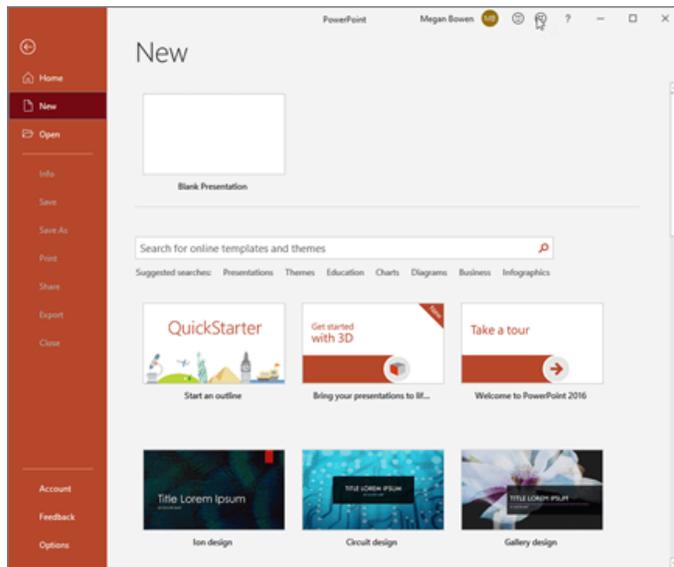


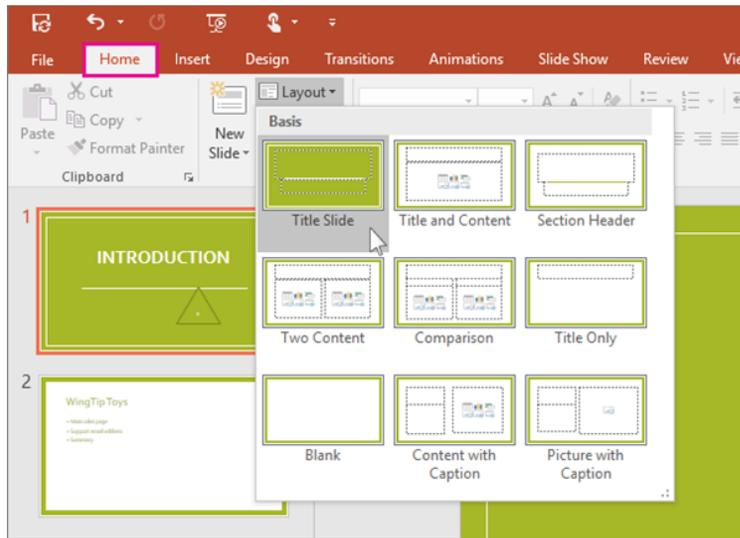
## Create a presentation

1. Open PowerPoint.
2. In the left pane, select **New**.
3. Select an option:
  - To create a presentation from scratch, select **Blank Presentation**.
  - To use a prepared design, select one of the templates.
  - To see tips for using PowerPoint, select **Take a Tour**, and then select **Create**, .



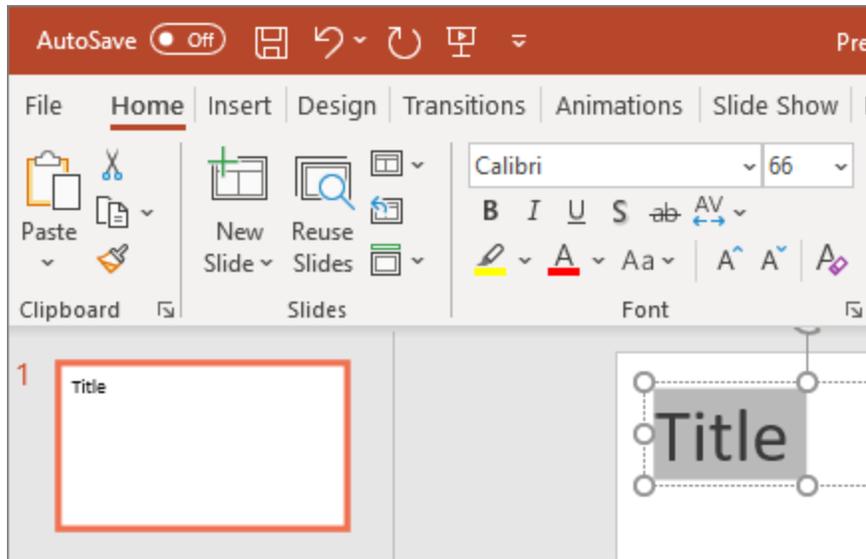
## Add a slide

4. In the thumbnails on the left pane, select the slide you want your new slide to follow.
5. In the **Home** tab, in the **Slides** section, select **New Slide**.
6. In the **Slides** section, select **Layout**, and then select the layout you want from the menu.



## Add and format text

7. Place the cursor inside a text box, and then type something.
8. Select the text, and then select one or more options from the **Font** section of the **Home** tab, such as **Font**, **Increase Font Size**, **Decrease Font Size**, **Bold**, **Italic**, **Underline**, etc.
9. To create bulleted or numbered lists, select the text, and then select **Bullets** or **Numbering**.



## Add a picture, shape, and more

10. Go to the **Insert** tab.

11. To add a picture:

- In the **Images** section, select **Pictures**.
- In the **Insert Picture From** menu, select the source you want.
- Browse for the picture you want, select it, and then select **Insert**.

12. To add illustrations:

- In the **Illustrations** section, select **Shapes**, **Icons**, **3D Models**, **SmartArt**, or **Chart**.
- In the dialog box that opens when you click one of the illustration types, select the item you want and follow the prompts to insert it.