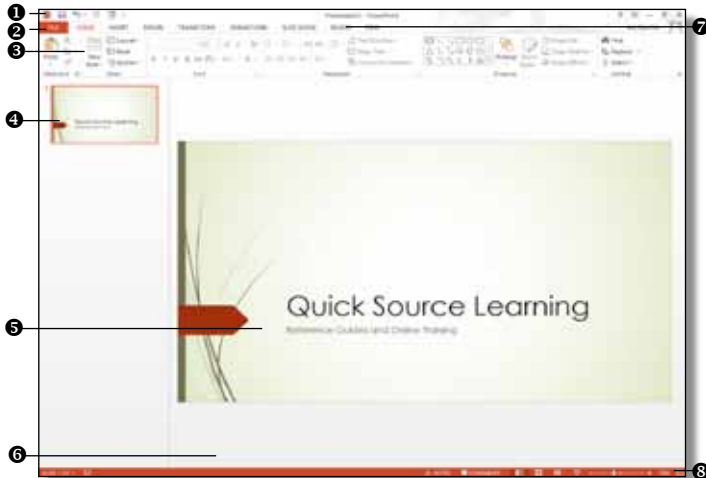
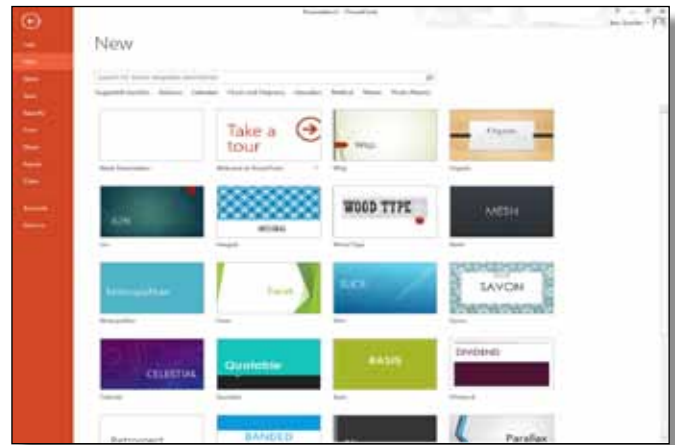


Getting Started



The PowerPoint Window

- ❶ **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- ❷ **Backstage View** – contains common functions for saving, printing, and sharing your slideshow.
- ❸ **Ribbon** – contains groups of tools.
- ❹ **Slides and Outline Tabs** – displays slide thumbnails or slide outlines.
- ❺ **Slide Pane** – displays the selected slide.
- ❻ **Notes Pane** – displays notes for the selected slide.
- ❼ **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- ❽ **Status Bar** – contains slideshow information and shortcuts.



Using the Backstage View

The Backstage view replaces and expands on the File menu. The Backstage view allows you to quickly manage PowerPoint settings. You can save, open, or print the current presentation. To access the **Backstage** view, click on the **File** tab on the **Tab Bar**. Make selections in the **Left pane**. Click the **Back** button to exit.

Opening a Presentation

1. Click on the **File** tab.
2. Select **Open** in the left pane. Select a location to open your presentation from.
3. In the **Open** dialog box, locate and select the file.
4. Click the **Open** button.

*Note: To open a recent document, select the document in the **Recent Presentation** pane.*

Creating a Presentation

1. Click on the **File** tab.
2. Select **New** in the left pane. From here, you can do one of the following from the **Available Templates** pane:
 - To select a blank workbook, select **Blank Presentation**.
 - To use a default template, scroll through listed templates.
 - To look through commonly-searched templates, click the options in the **Suggested searches** space. Select **Business, Calendars, Charts and Diagrams, Educational, Medical, Nature, or Photo Albums**.
 - To search the web for a template, click in the **Search for online templates** bar. Enter your search query and click the **Search** button.

Saving a Presentation

1. Click on the **File** tab.
2. Do one of the following:
 - To save the document as a PowerPoint 2013 file (.xps), select **Save** from the left pane.
 - To save the document as another file format, select **Save As** in the left pane. Select the location you would like to save the file to and click **Browse**. Click the arrow on the **Save as type** box and select a format from the resulting menu.
3. Enter a file name in the **File name** box.
4. Click the **Save** button.

NEW! Customizing the Ribbon

1. Click on the **File** tab.
2. Select **Options** in the left pane.
3. Select **Customize Ribbon**.
4. Click the arrow on the **Customize the Ribbon** box and select the tab group you want to customize from the resulting menu.
5. Do any of the following:
 - To hide or display a tab, check or clear the box next to the group name in the box on the right.
 - To rename a tab or group, select the current name and click the **Rename** button. Enter a new name in the **Display name** box and click the **OK** button.
 - To rearrange tabs and groups, select the tab or group name and click the **Move Up** or **Move Down** button.
6. Click the **OK** button when you are finished.

NEW! Customizing PowerPoint Tools

- To customize the **Quick Access Toolbar**, click the **Customize Quick Access Toolbar** button in the top right corner of the toolbar. Check or uncheck commands from the resulting menu to add or remove shortcuts.
- To hide or show the ribbon, click the **Customize the Ribbon** button in the top left corner of the screen. Select an option from the resulting menu.