

A Beginner's Guide to PowerPoint 2010

I. The Opening Screen

You will see the default opening screen is actually composed of three parts:

1. The Slides/Outline tabs on the left which displays thumbnails or lists of all slides
2. The main Slide pane (center) which allows you to work on individual slides.
3. Notes Pane (bottom): In the Notes pane, you can type notes about the current slide. You can distribute your notes to your audience or see your notes in Presenter view when you give your presentation.

By default, PowerPoint 2010 applies the Blank Presentation template, which appears in the previous illustration, to new presentations. Blank Presentation is the simplest and most generic of the templates in PowerPoint 2010, and is a good template to use when you first start to work with PowerPoint.

To create a new presentation that is based on the Blank Presentation template, do the following:

1. Click the File tab.
2. Point to New, and under Available Templates and Themes select Blank Presentation.
3. Click Create.

