Class 2nd : Basic Slide Creation

Inserting New Slides and Choosing Layouts

Inserting New Slides

- Open your PowerPoint presentation.

- Go to the **Home** tab and click on the **New Slide** button. Alternatively, you can right-click in the slide thumbnail pane and select **New Slide**.

- To quickly add a new slide, you can use the keyboard shortcut **Ctrl + M** (Windows) or **Shift + Command + N** (Mac).

Choosing Layouts

- After clicking **New Slide**, a drop-down menu will appear displaying various slide layout options, such as Title Slide, Title and Content, Section Header, and more.

- Select the desired layout that fits the content you plan to add to your new slide.

Adding Text Boxes and Formatting Text

==**Adding Text Boxes:**==

- Click on the slide where you want to add text.

- Go to the **Insert** tab and select **Text Box**, then click and drag on the slide to create a text box.

==**Formatting Text:**==

- Highlight the text within the text box to format it.

- Change **Font Size**: Use the font size dropdown in the Home tab.

- Change **Font Color**: Click on the font color icon in the Home tab to choose a color.

- Adjust **Alignment**: Use alignment options (left, center, right) in the Paragraph group of the Home tab.

==**Using Bullet Points and Lists Effectively**==

==**- To create bullet points:**==

 - Click inside a text box and start typing your list.

 - Press **Enter** after each item to create a new bullet point automatically.

==**- To customize bullet points:**==

  - Highlight your list, go to the Home tab, and click on the bullet list icon. You can choose different bullet styles by clicking on the dropdown arrow next to it.

==**- For numbered lists:**==

 - Instead of bullets, click on the numbered list icon in the same section of the Home tab.