

# Chapter 2

## Learning Objectives

*After completing this chapter, you should be able to:*

- open an existing presentation;
- start a new presentation;
- close a presentation; and
- delete a presentation.

## Presentation Fundamentals

## Opening an Existing Presentation

After you save and close a presentation, you must locate and reopen it the next time you want to use it. If you used a presentation recently, the quickest way to open it, is through the list of recently used files at the right side of the Office button menu.

### Open an Existing Presentation

- 1 Click the File Tab (File).
- 2 Click Open.

The Open dialog box appears.

- If you used the file recently, you can click the file name in the list at the right side of the menu. The file opens immediately, and you can skip the rest of the steps.
- 3 Click the folder that holds the file that you want to open.
  - 4 Click the file name.
  - 5 Click Open.

PowerPoint opens the file.



## Closing a Presentation

When you finish working with a presentation, you can close the file. Doing so leaves PowerPoint open that allows you to work with other presentations.

When you close an unsaved file or one with unsaved changes, PowerPoint prompts you to save the presentation before closing it.

### Close a Presentation

- 1 Click the File Tab (File).
- 2 Click Close.

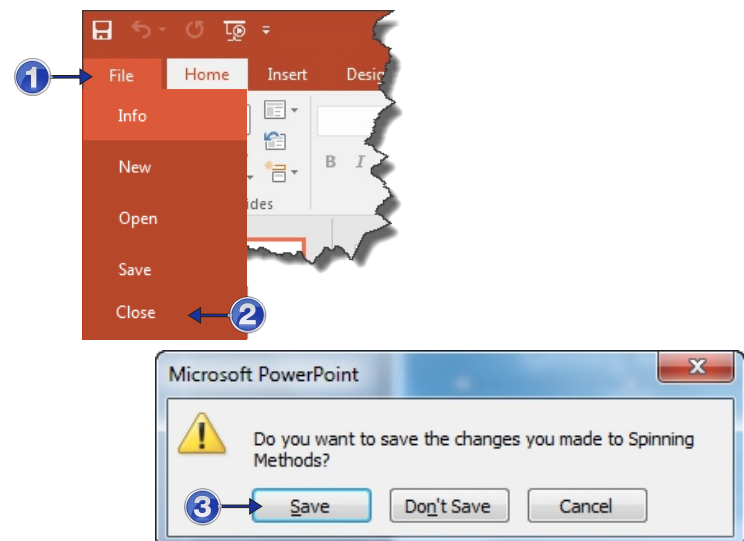
A message appears asking if you want to save changes.

- 3 Click Save.

The file closes, but PowerPoint remains open.

- If you do not want to save the changes to your presentation, you can click No.

Note: You also can close a file by right-clicking its taskbar button, or by pressing **+**, and then clicking Close.



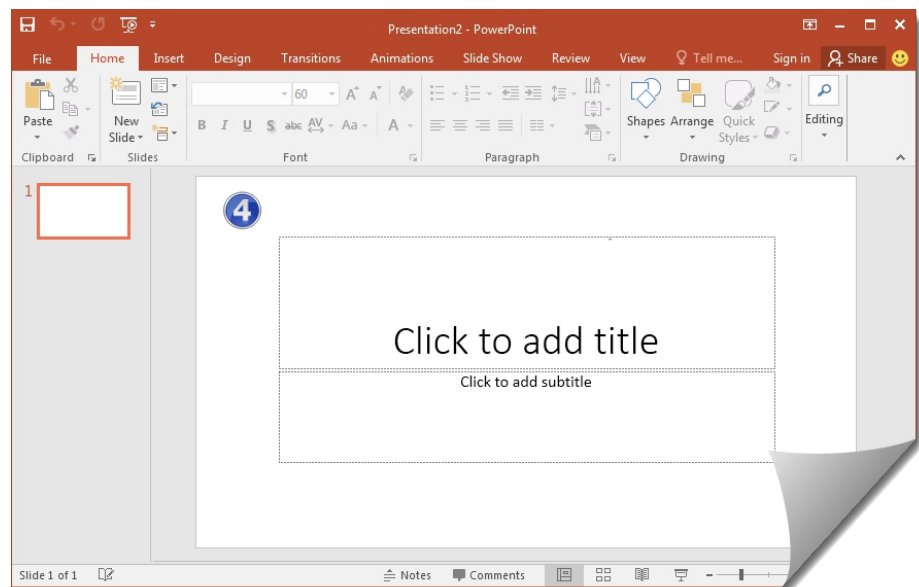
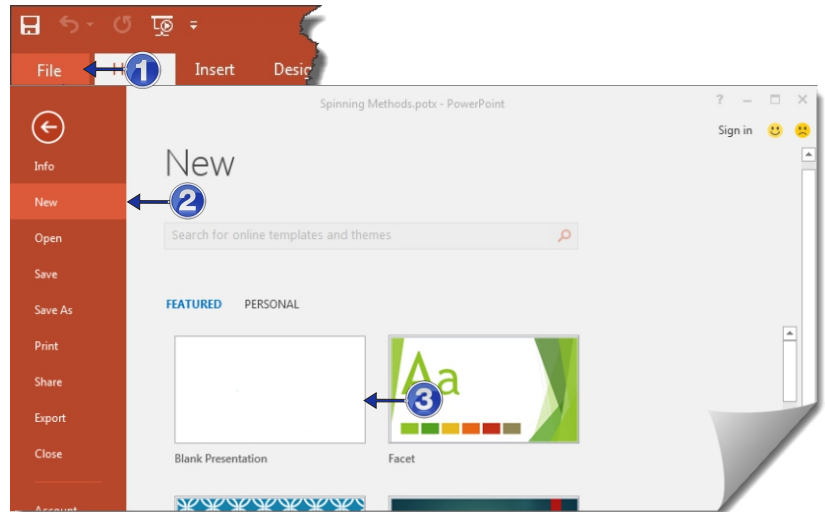
## Starting a New Presentation

Starting PowerPoint creates a new, blank presentation file. After PowerPoint startup, there are a few ways to create a new presentation, including making a blank presentation or using a template.

*Templates in PowerPoint include both a design and suggested content for a particular purpose. Some templates are installed on the hard disk, but even more are offered online. Your system needs to have a live Internet connection to download an online templates.*

### Open A Blank Presentation

- ❶ Click the File Tab (File).
- ❷ Click New.  
The New Presentation dialog box appears.
- ❸ Click Blank Presentation.
- ❹ Wait for a few seconds for PowerPoint window to appear.



## Deleting a Presentation

If a presentation file has out-of-date information or an unneeded backup copy, you may decide to delete the presentation file. Deleting a file frees up space on your hard drive.

### Delete a Presentation

- ❶ Click the File Tab (  ).
- ❷ Click Open.  
The Open dialog box appears.
- ❸ Click and browse to the folder that holds the file that you want to delete.
- ❹ Select the file that you want to delete, then press Delete on your keyboard.
- ❺ Click Yes.

You can also delete a file by selecting it and right click, then click Delete.

