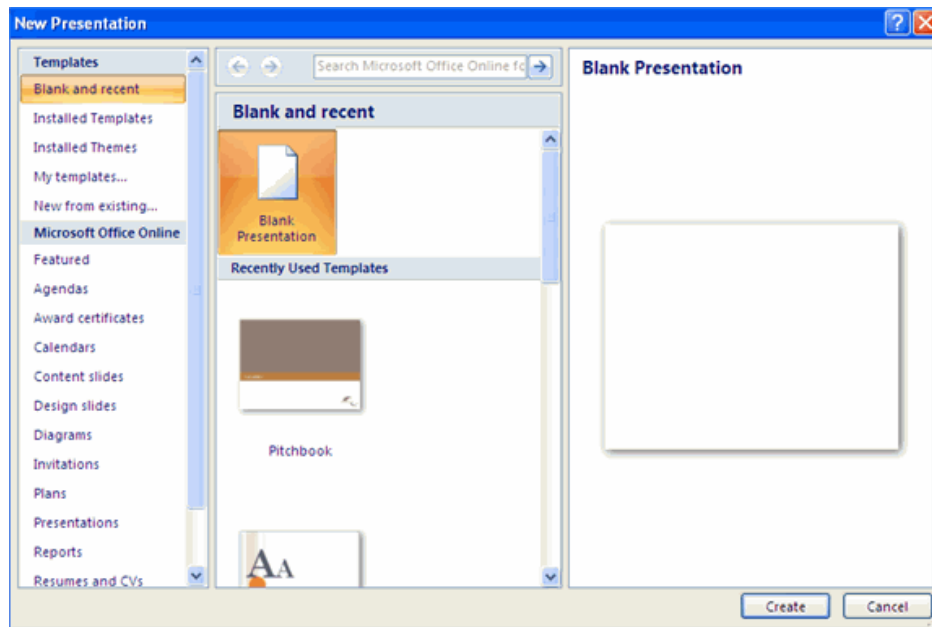


New Presentation

You can start a new presentation from a blank slide, a template, existing presentations, or a Word outline.

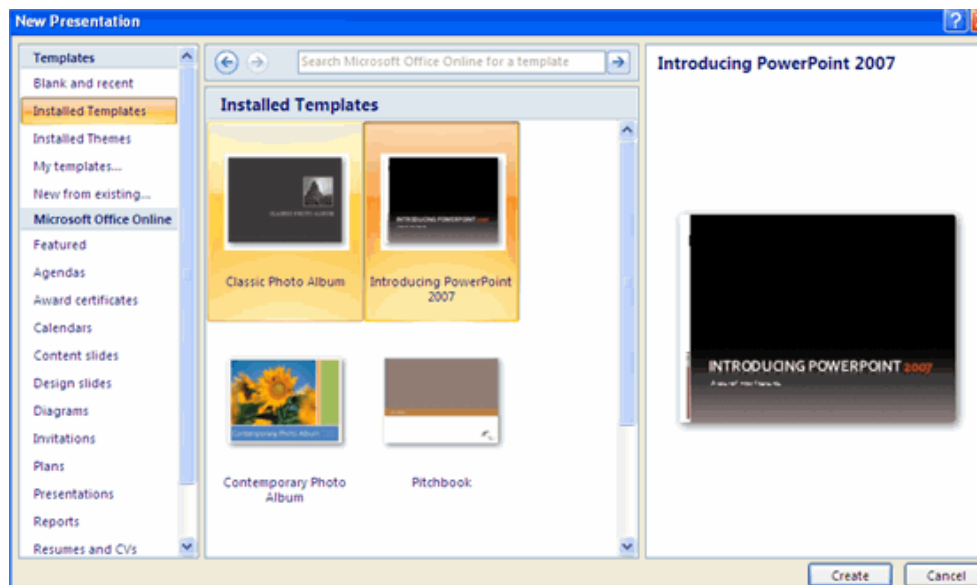
To create a new presentation from a blank slide:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Blank Presentation**



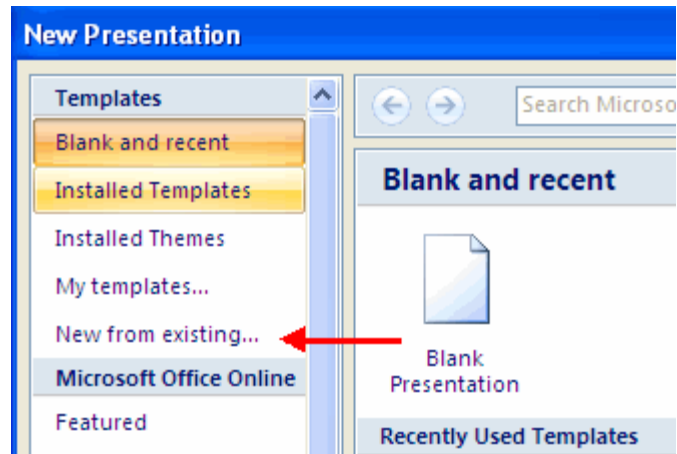
To create a new presentation from a template:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Installed Templates** or **Browse through Microsoft Office Online Templates**
- Click the template you choose



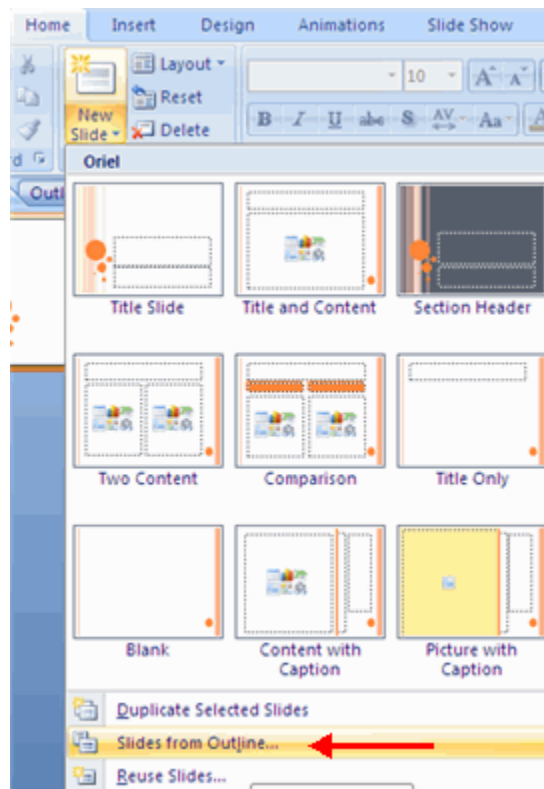
To create a new presentation from an existing presentation:

- Click the **Microsoft Office Button**
- Click **New**
- Click **New from Existing**
- Browse to and click the presentation



To create a new presentation from a Word outline:

- Click the slide where you would like the outline to begin
- Click **New Slide** on the **Home** tab
- Click **Slides from Outline**
- Browse and click the Word Document that contains the outline

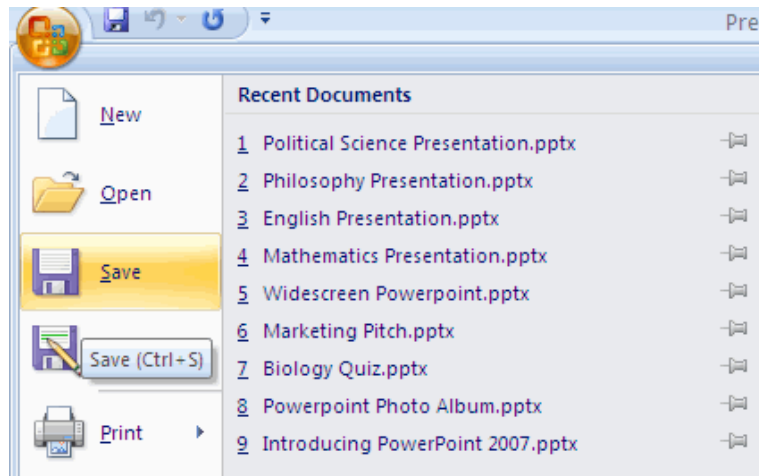


Save a Presentation

When you save a presentation, you have two choices: **Save** or **Save As**.

To save a document:

- Click the **Microsoft Office Button**
- Click **Save**



You may need to use the **Save As** feature when you need to save a presentation under a different name or to save it for earlier versions of PowerPoint.

Remember that older versions of PowerPoint will not be able to open PowerPoint 2007 presentation unless you save it as a PowerPoint 97-2003 Format.

To use the **Save As** feature:

- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Presentation
- In the **Save as Type** box, choose **PowerPoint 97-2003 Presentation**

