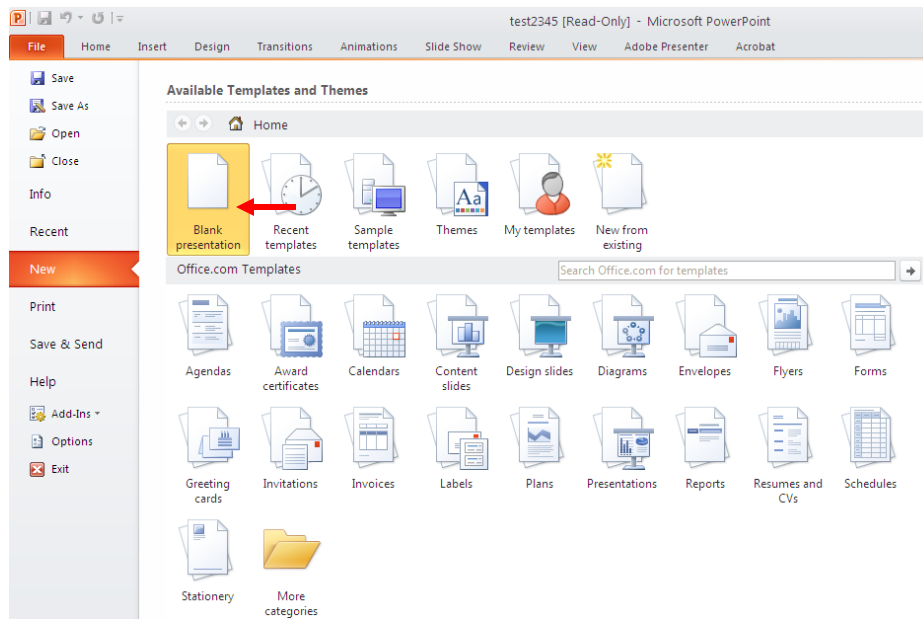


New Presentation

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

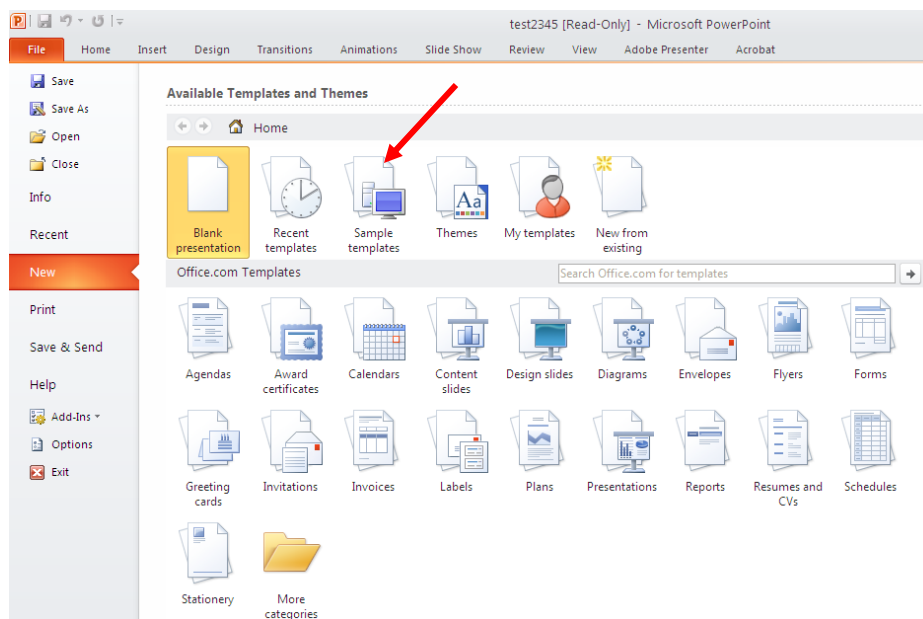
To create a new presentation from a blank slide:

- Click the **Microsoft File Menu**
- Click **New**
- Click **Blank Presentation**



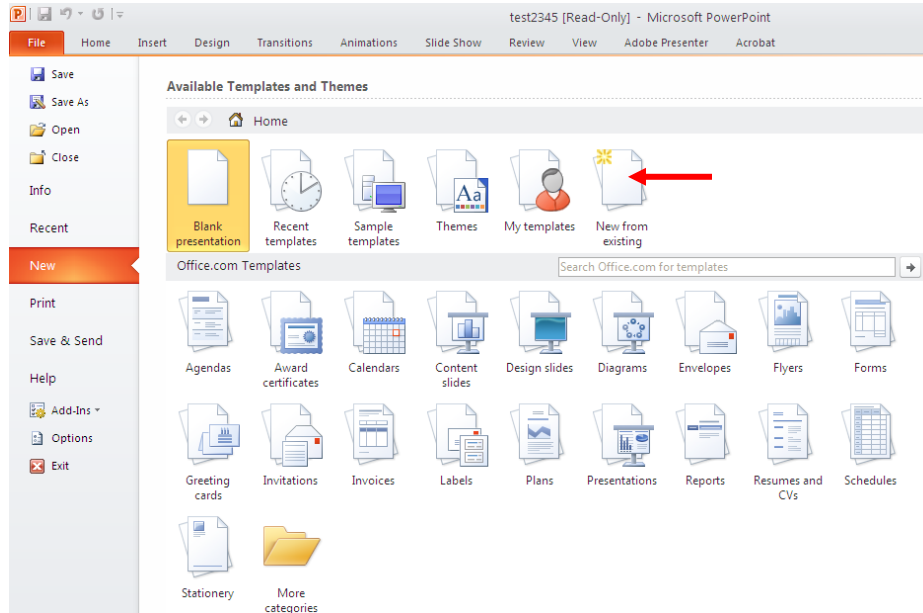
To create a new presentation from a template:

- Click the **Microsoft File Menu**
- Click **New**
- Click **Sample Templates** or the **Office.com Templates**
- Click the template you choose



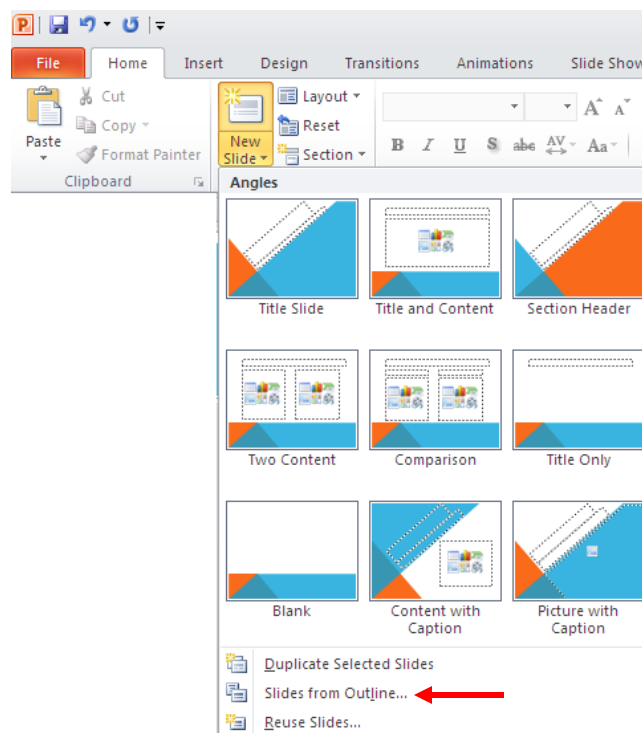
To create a new presentation from an existing presentation:

- Click the **Microsoft File Menu**
- 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

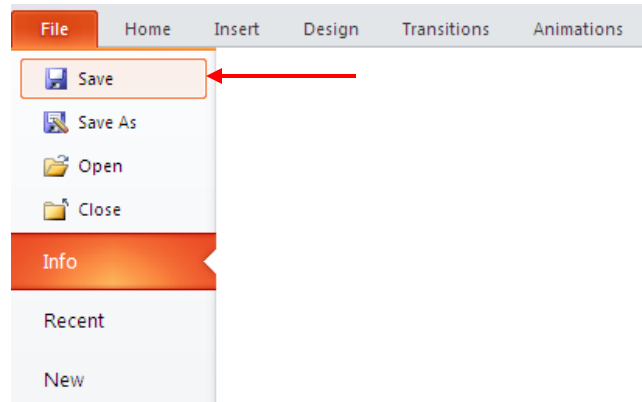


Save a Presentation

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

To save a document:

- Click the **Microsoft File Menu**
- 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 a PowerPoint 2010 presentation unless you save it as a PowerPoint 97-2003 Format. This exception does not apply to PowerPoint 2007.

To use the **Save As** feature:

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

