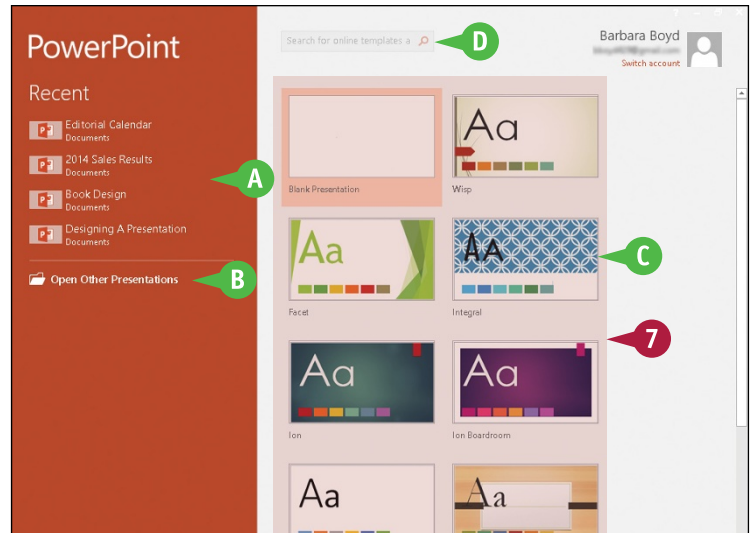


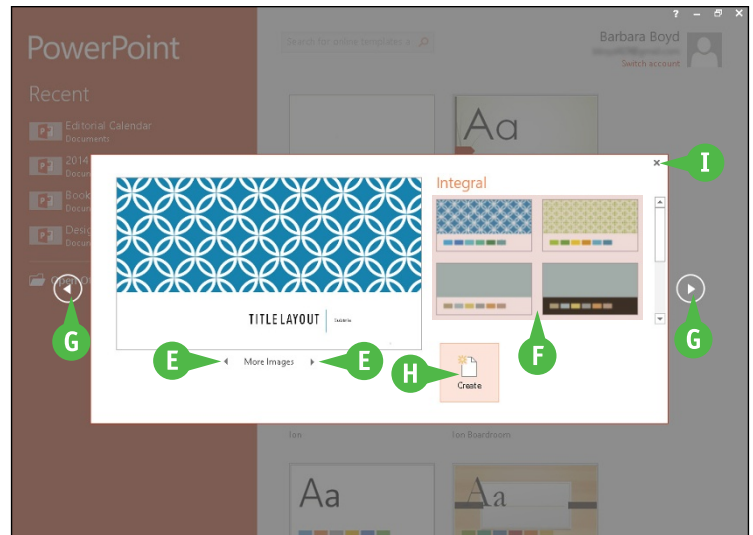
PowerPoint opens and displays the Start screen.

- A** You can open a recently opened presentation here.
- B** You can open a file from your computer, an external drive, or cloud service here.
- C** You can create a new presentation by clicking a template.
- D** You can use the search box to look for a template on the Internet.
- 7** Click one of the themes.



The theme preview dialog box opens.

- E** Click the arrows (◀ or ▶) to view the theme's layouts.
- F** You can preview different theme designs here.
- G** Click the arrows (◀ or ▶) to view the previous or next theme.
- H** Click **Create** to start a new presentation.
- I** You can click the **Close** button (X) to cancel the preview dialog box.



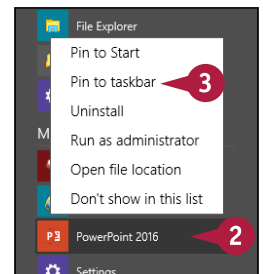
TIP

Is there a quicker way to open PowerPoint?

Yes, you can add the PowerPoint app icon to the taskbar for one-click access to the program:

- 1** Follow Steps **1** to **5** in this section.
- 2** Right-click **PowerPoint 2016**.
- 3** Click Pin to taskbar.

The app icon appears on the taskbar.

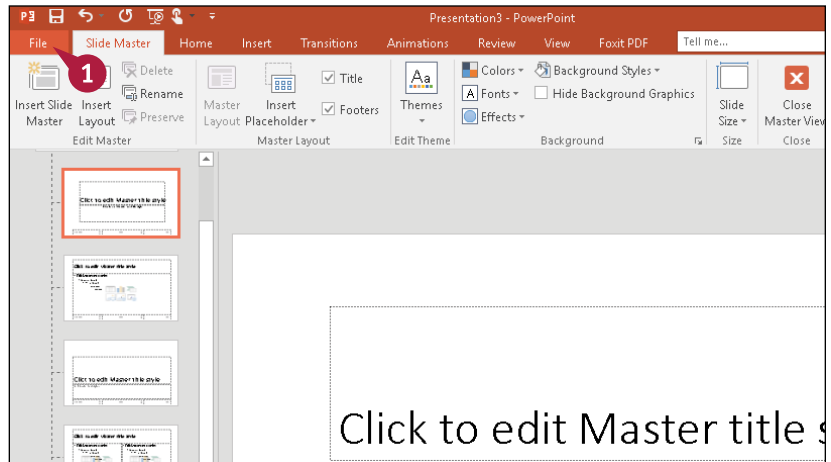


Create a Presentation in Backstage View

You can create a new presentation from the PowerPoint Start screen, or from the File tab on the Ribbon (also known as *Backstage view*). You can create a new presentation from scratch or by using a theme and templates. Creating a presentation from scratch enables you to design freely without preconceived notions, whereas working from a template saves time and promotes ideas by starting you off with a certain look and color scheme. You can find templates on your computer, as well as on the Internet for free or for a fee.

Create a Presentation in Backstage View

- 1 Click the **File** tab to show the Backstage view.



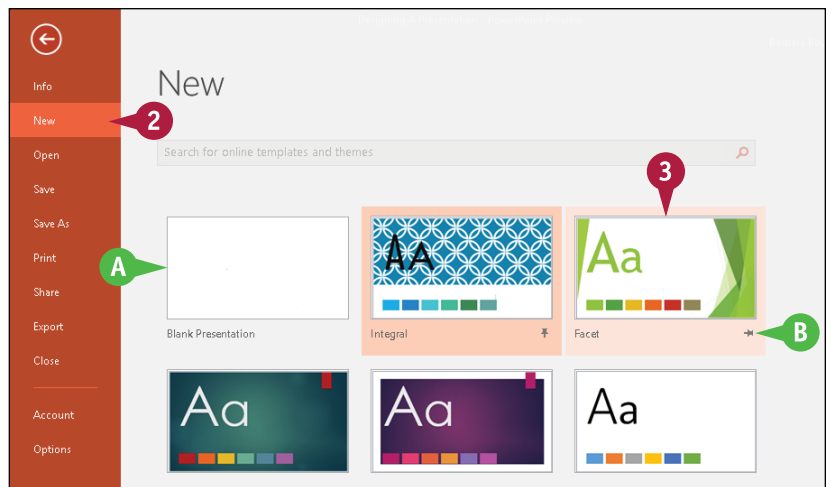
- 2 Click **New**.

Templates available on your computer appear.

- A Click here to choose a blank presentation.

- B You can hover the mouse pointer over a template and click the **Pushpin** button (📌), which pins a theme to this list (📌 changes to 📌).

- 3 Click the presentation theme of your choice.



This example uses the Facet theme.

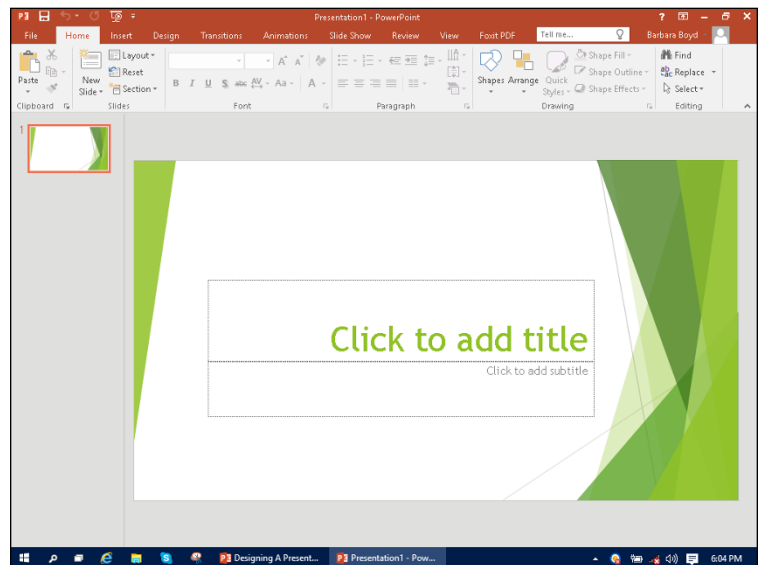
4 Click a color scheme.

The preview changes to reflect your preferences.

5 Click **Create**.



PowerPoint creates a presentation from the template.



TIPS

Is there another way to create a blank presentation?

Yes. When you launch PowerPoint from the Windows 10 Start screen, the Start screen has an option to create a blank template. Simply click the **Blank Presentation** option.

Can I get templates from the Internet?

Yes. You can find many templates online, a lot of them free. Click the **File** tab, and then click **New**. At the top of the screen, click in the **Search online templates and themes** text box to start the process. See Chapter 3 to learn more about finding templates online.