



Creating and Opening Presentations

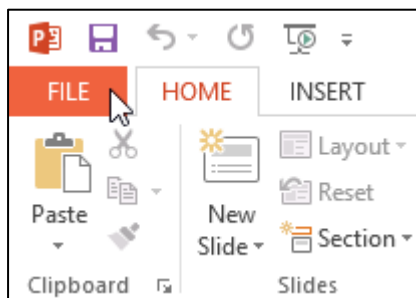
Use IT+

Introduction

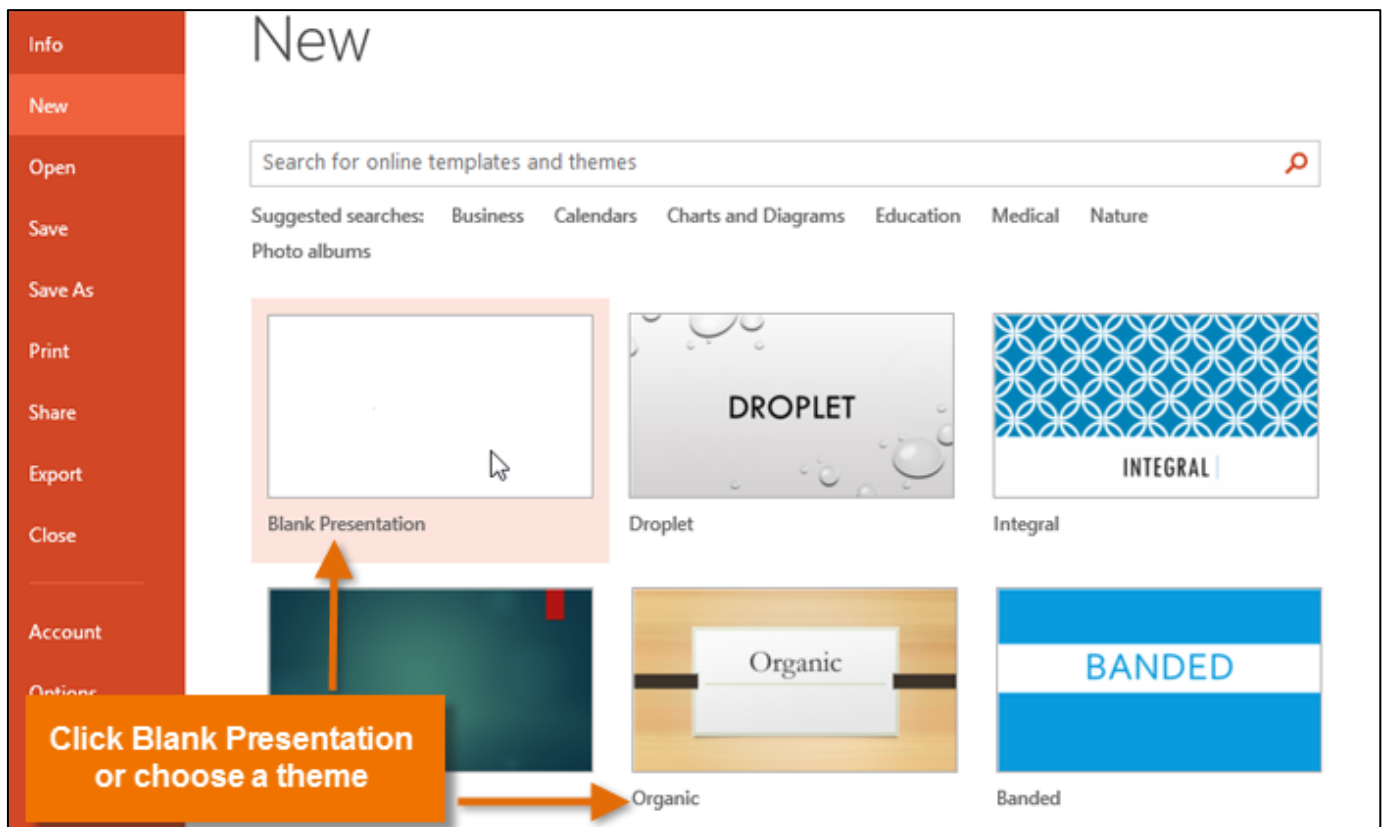
PowerPoint files are called **presentations**. Whenever you start a new project in PowerPoint, you'll need to **create a new presentation**, which can either be **blank** or from a **template**. You'll also need to know how to **open an existing presentation**.

To create a new presentation:

1. Select the **File** tab to go to **Backstage view**.



2. Select **New** on the left side of the window, then click **Blank Presentation** or choose a **theme**.

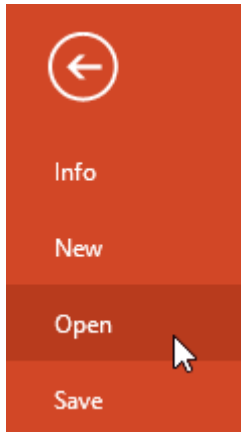


3. A new presentation will appear.

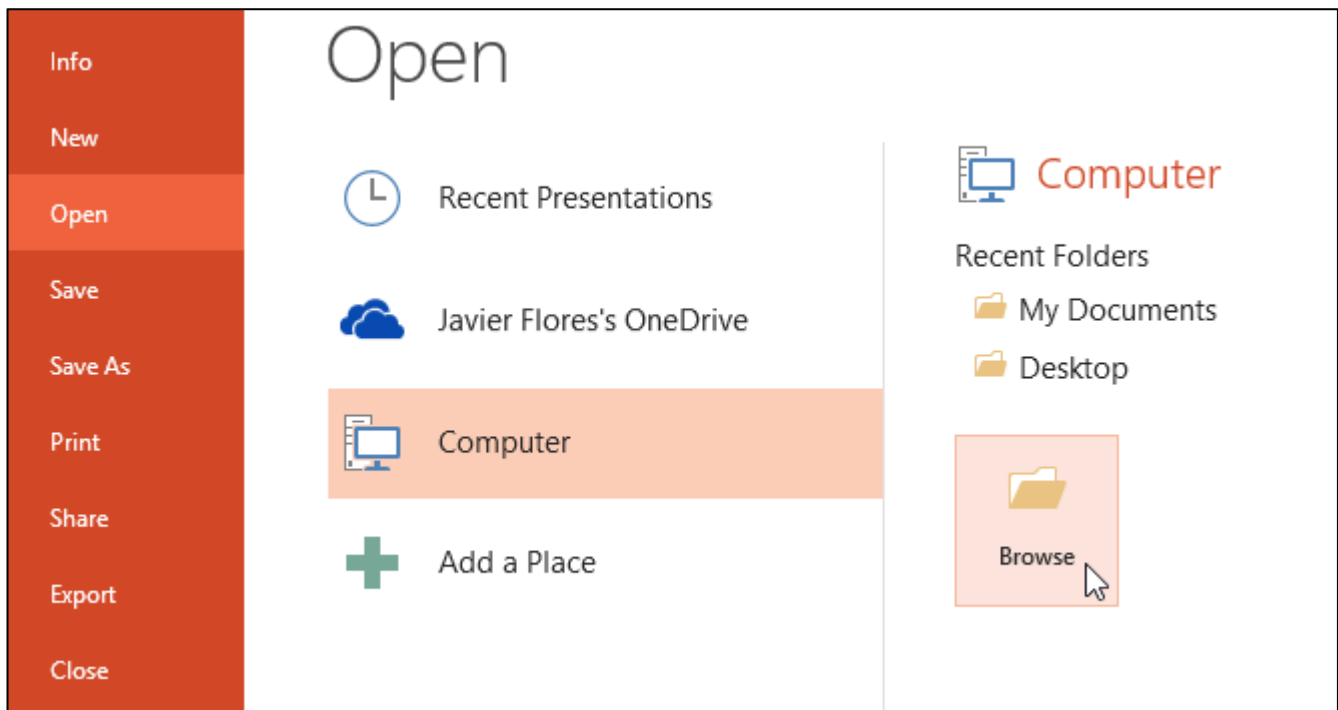
Presentations

To open an existing presentation:

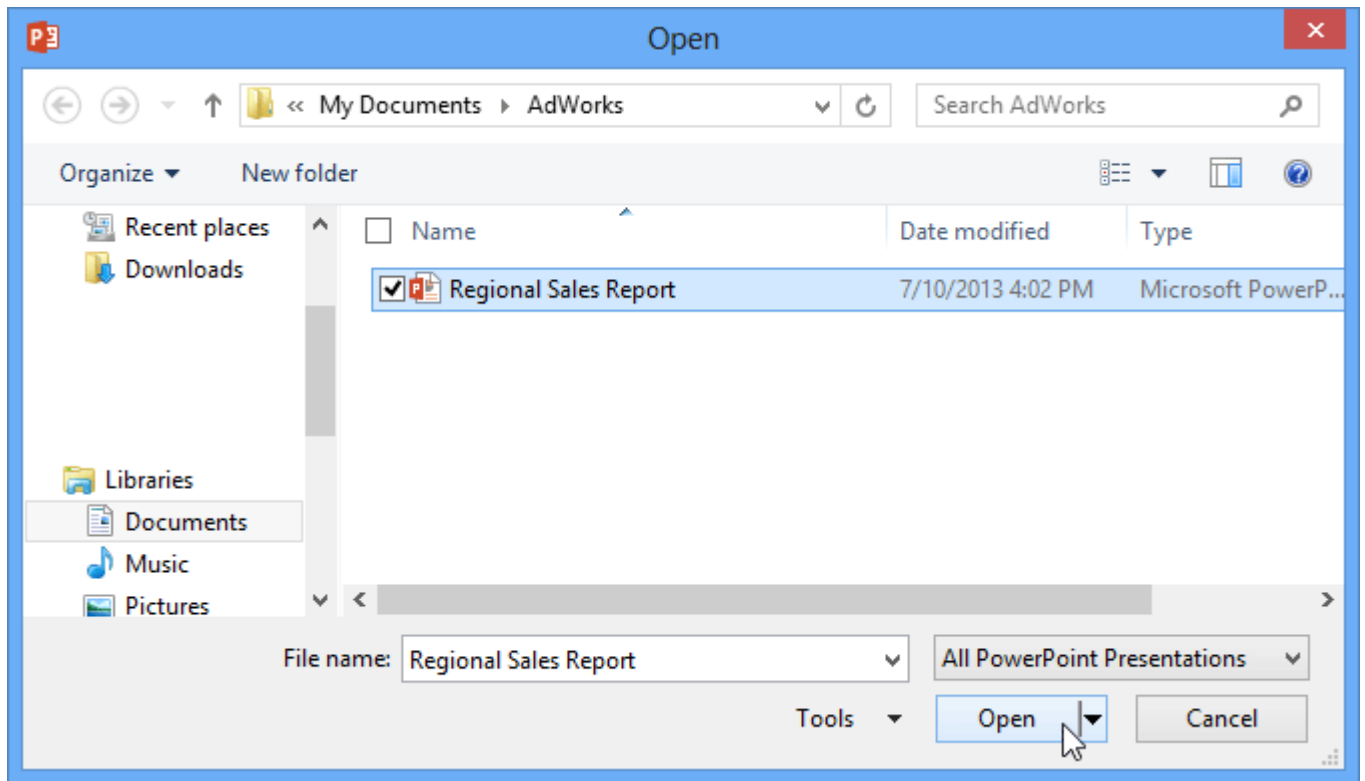
1. Select the **File** tab to go to **Backstage view**.
2. Select **Open**.



3. Select **Computer**, then click **Browse**. Alternatively, you can choose **OneDrive** (previously known as SkyDrive) to open files stored on your OneDrive. If you have a Microsoft email account you can save files to Onedrive.



4. The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**. This is just an example to show you how to find a PowerPoint file for you to open up.



If you've opened the desired presentation recently, you can browse your **Recent Presentations** instead of searching for the file. Once again this is just an example but you may have some recently used on the computer you are using.

Open

- ⌚ Recent Presentations
- ☁ Javier Flores's OneDrive
- 💻 Computer

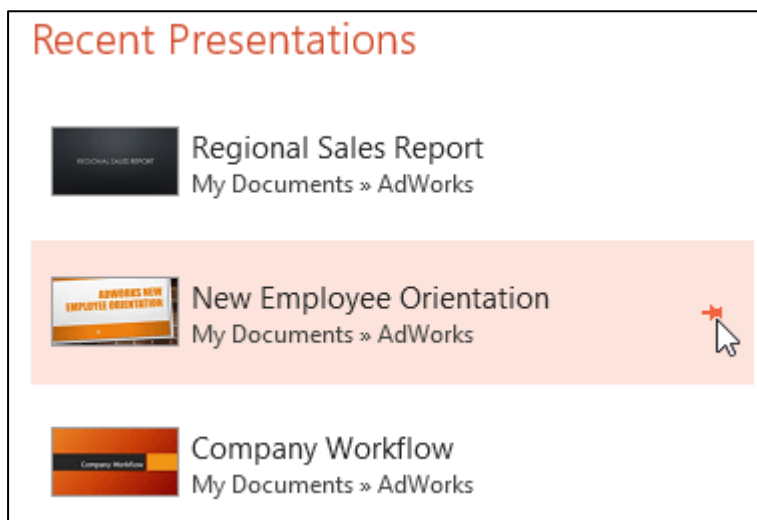
Recent Presentations

- Regional Sales Report**
 My Documents » AdWorks
- New Employee Orientation**
 My Documents » AdWorks
- Company Workflow**
 My Documents » AdWorks

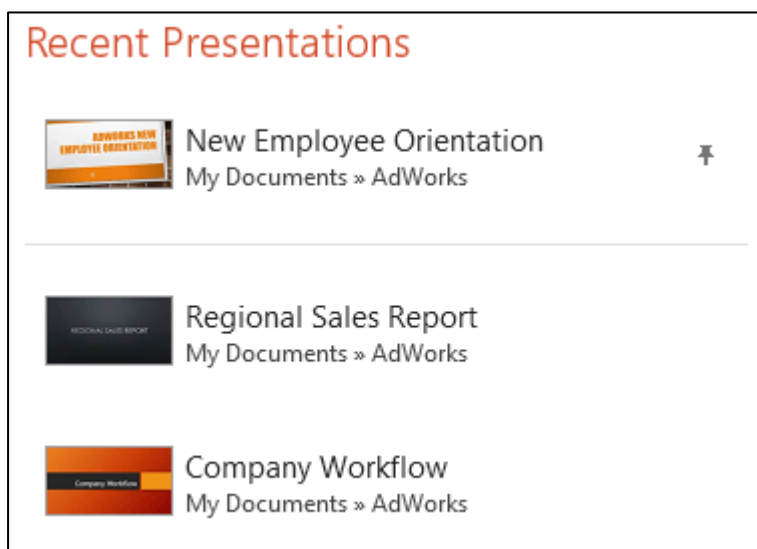
To pin a presentation:

If you frequently work with the **same presentation**, you can **pin it** to Backstage view for easy access.

1. Select the **File** tab to go to **Backstage view**. Click **Open**. Your **Recent Presentations** will appear.
2. Hover the mouse over the **presentation** you want to pin. A **pushpin icon** ➦ will appear next to the presentation. Click the **pushpin icon**.

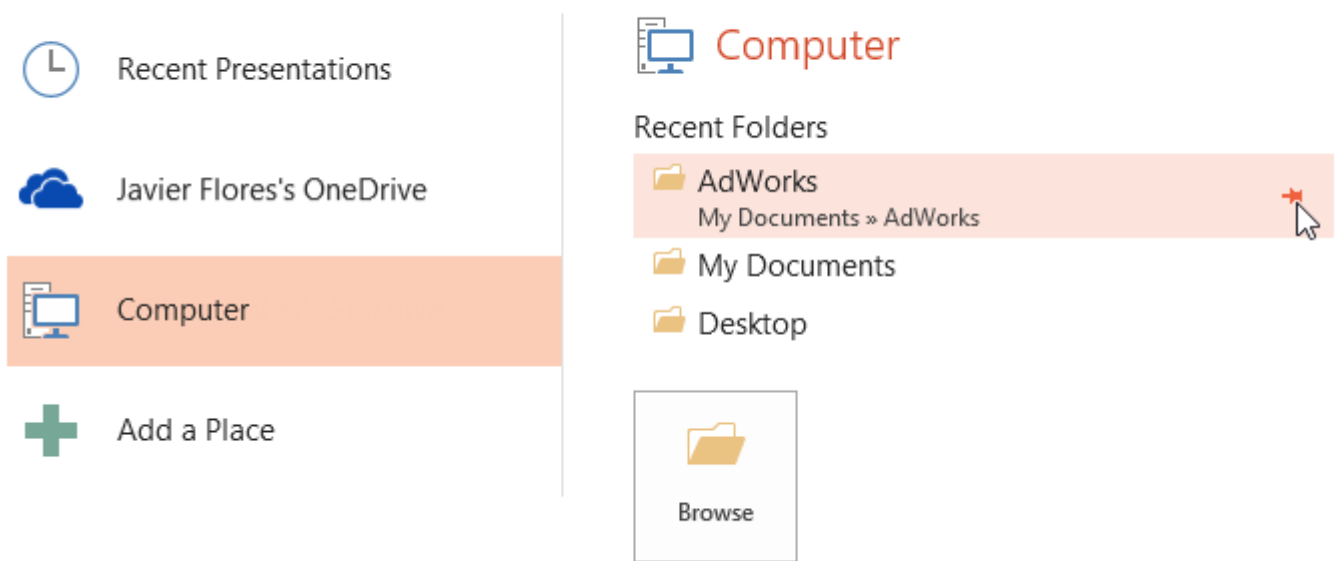


3. The presentation will stay in Recent Presentations. To **unpin** a presentation, simply click the pushpin icon again.



You can also **pin folders** to Backstage view for easy access. From Backstage view, click **Open**, locate the **folder** you want to pin, then click the **pushpin icon**.

Open

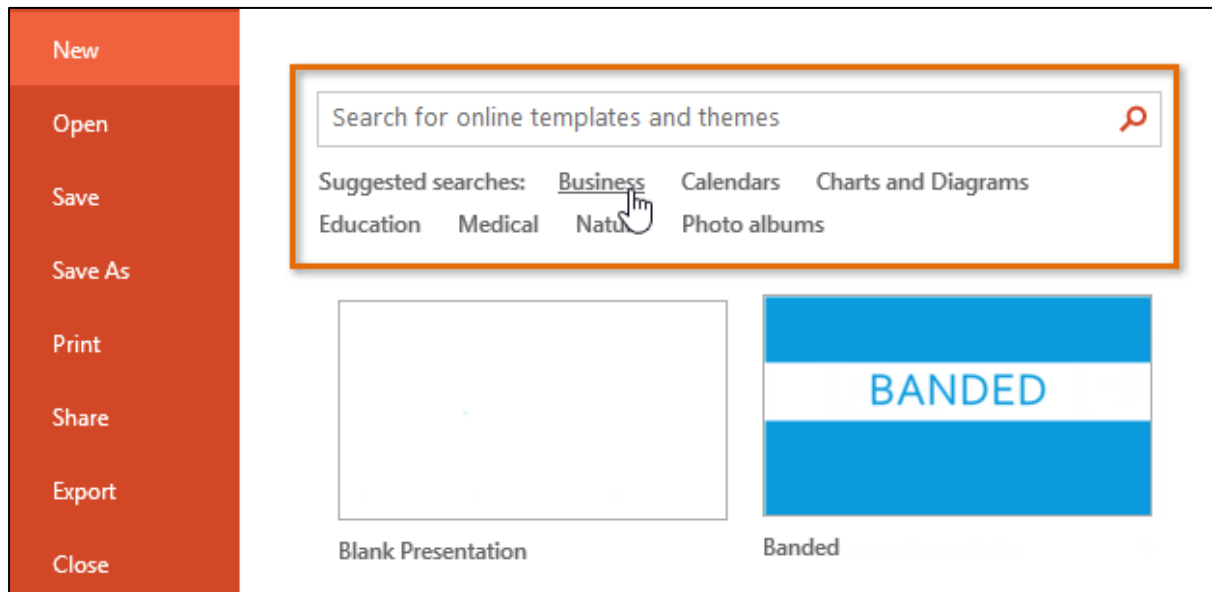


Using templates

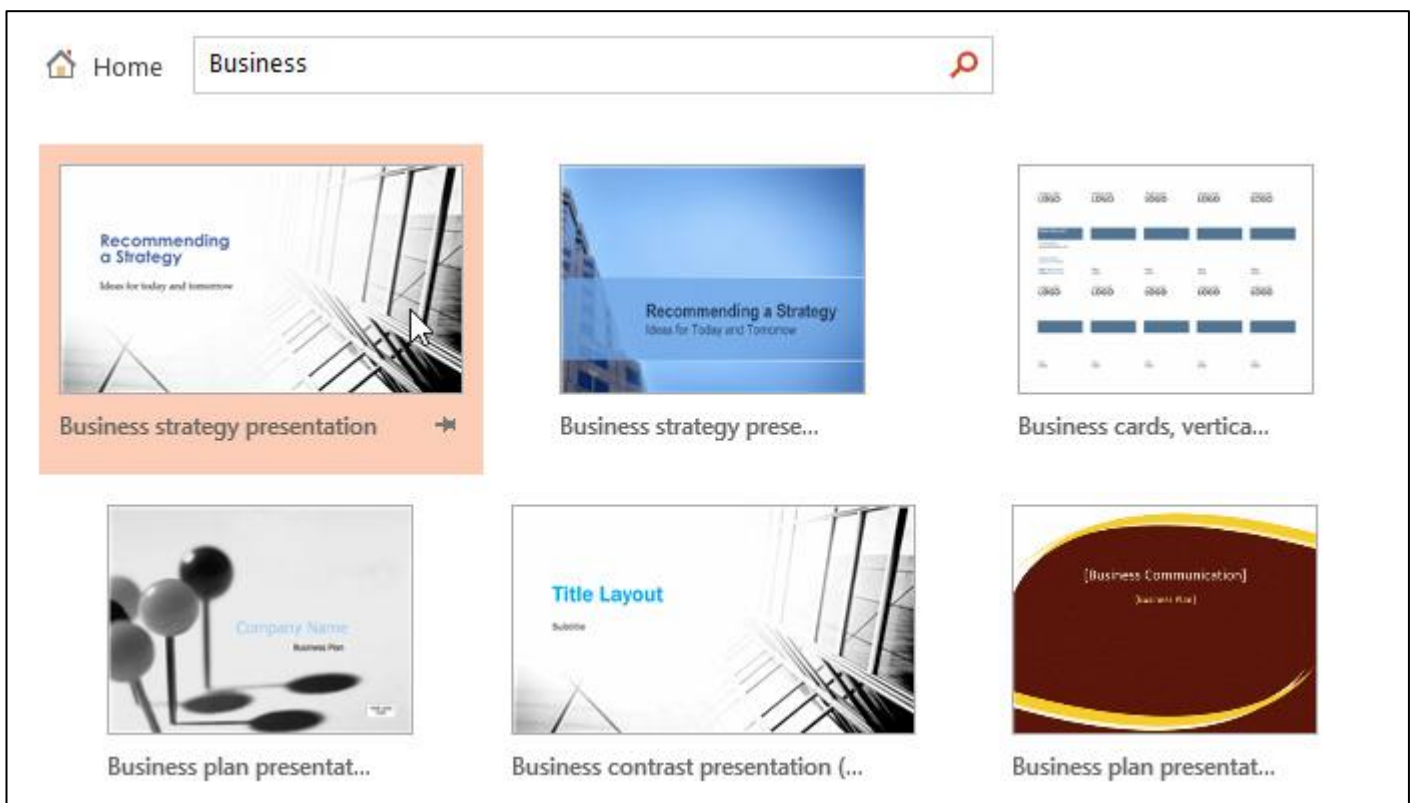
A **template** is a **predesigned presentation** you can use to create a new slide show quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

To create a new presentation from a template:

1. Click the **File** tab to access **Backstage view**.
2. Select **New**. You can click a suggested search to find templates or use the **search bar** to find something more specific. In our example, we'll search for **Business** presentations.

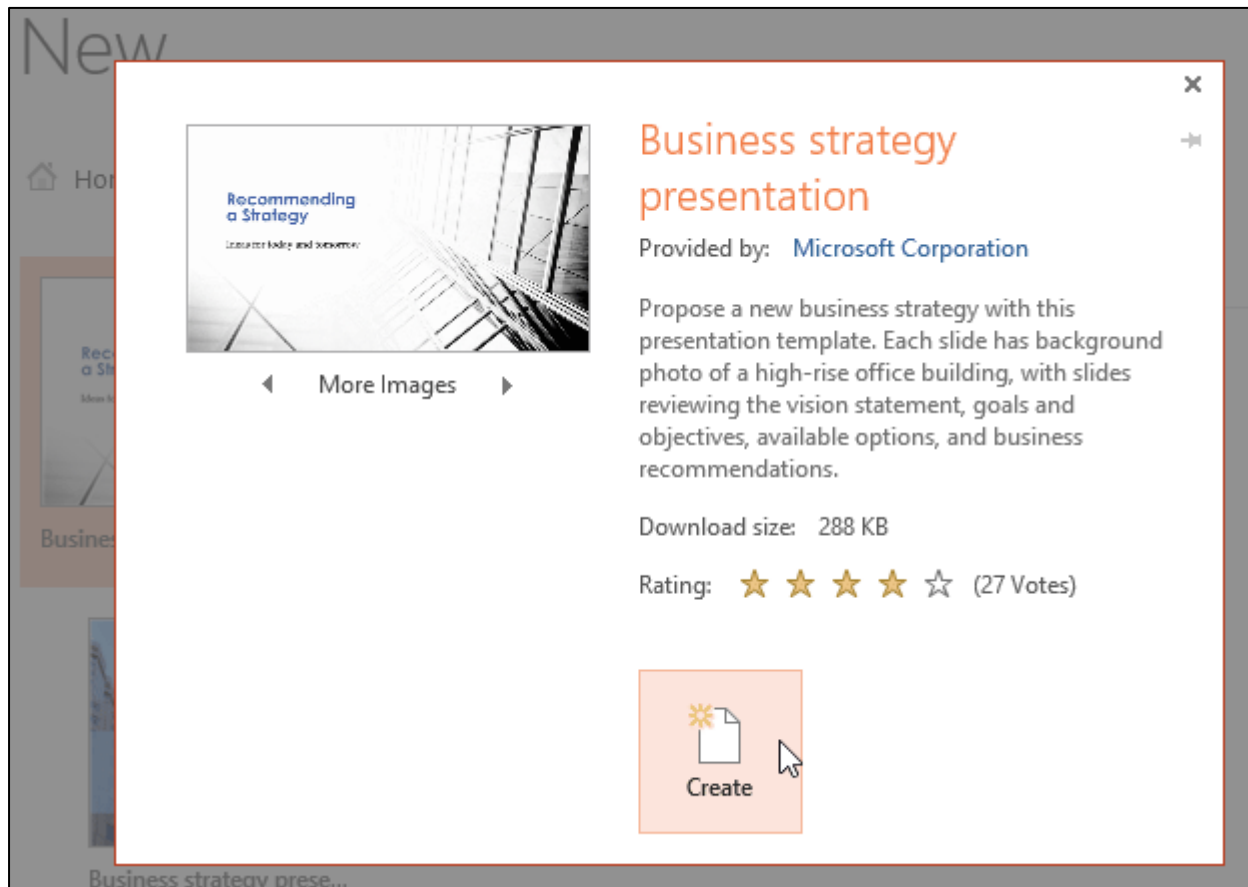


3. Select a **template** to review it.



4. A **preview** of the template will appear, along with **additional information** on how the template can be used.

5. Click **Create** to use the selected template.



6. A new presentation will appear with the **selected template**.

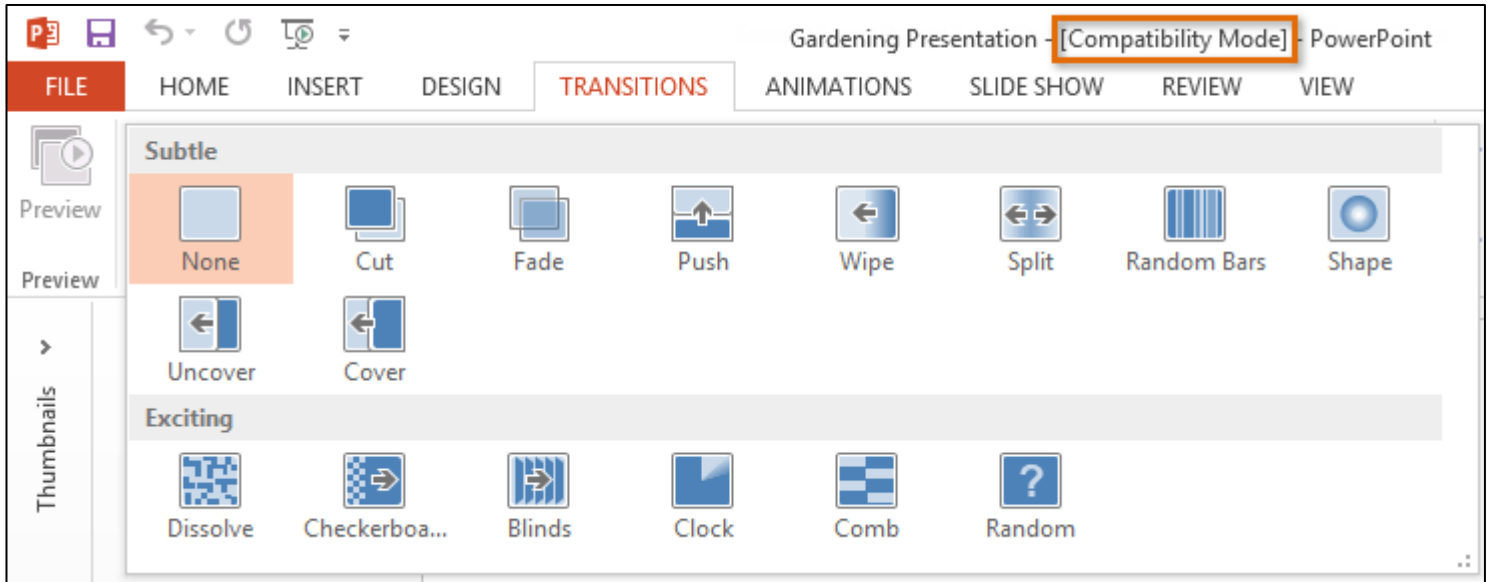
It's important to note that not all templates are created by Microsoft. Many are created by third-party providers and even individual users, so some templates may work better than others.

Compatibility mode

Sometimes you may need to work with presentations that were created in earlier versions of PowerPoint, such as PowerPoint 2003 or PowerPoint 2000. When you open these types of presentations, they will appear in **Compatibility mode**.

Compatibility mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the presentation. For example, if you open a presentation created in PowerPoint 2003, you can only use tabs and commands found in PowerPoint 2003.

In the image below, you can see that the presentation is in Compatibility mode. This will disable some PowerPoint 2013 features, such as newer types of slide transitions.



To exit Compatibility mode, you'll need to **convert** the presentation to the current version type. However, if you're collaborating with others who only have access to an earlier version of PowerPoint, it's best to leave the presentation in Compatibility mode so the format will not change.

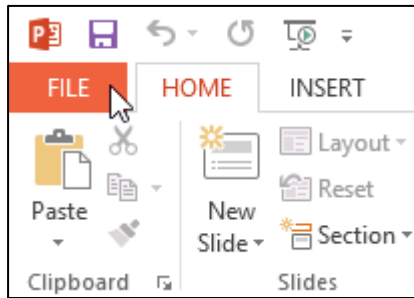
You can review this **support page** from Microsoft to learn more about which features are disabled in Compatibility mode.

To convert a presentation:

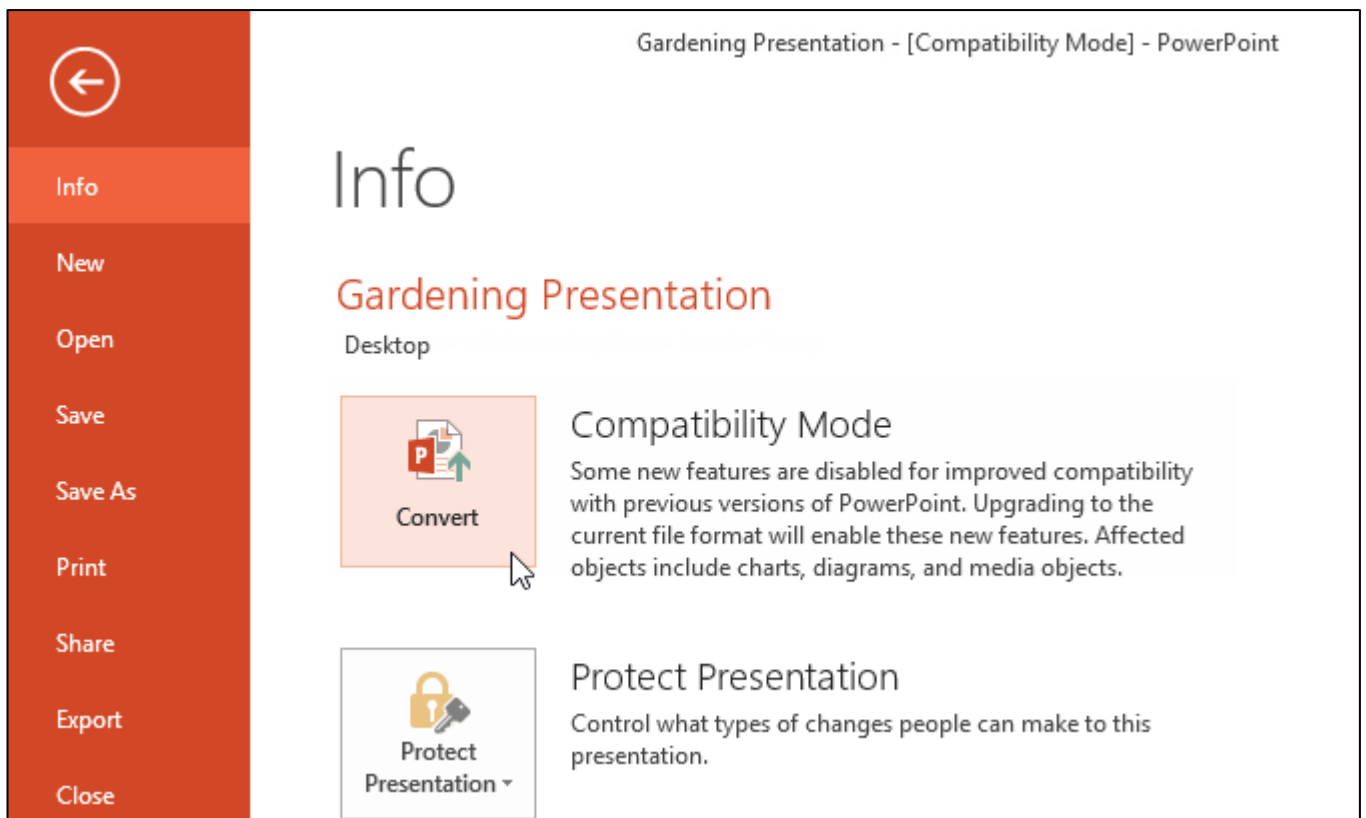
If you want access to all PowerPoint 2013 features, you can **convert** the presentation to the 2013 file format.

Note that converting a file may cause some changes to the **original layout** of the presentation.

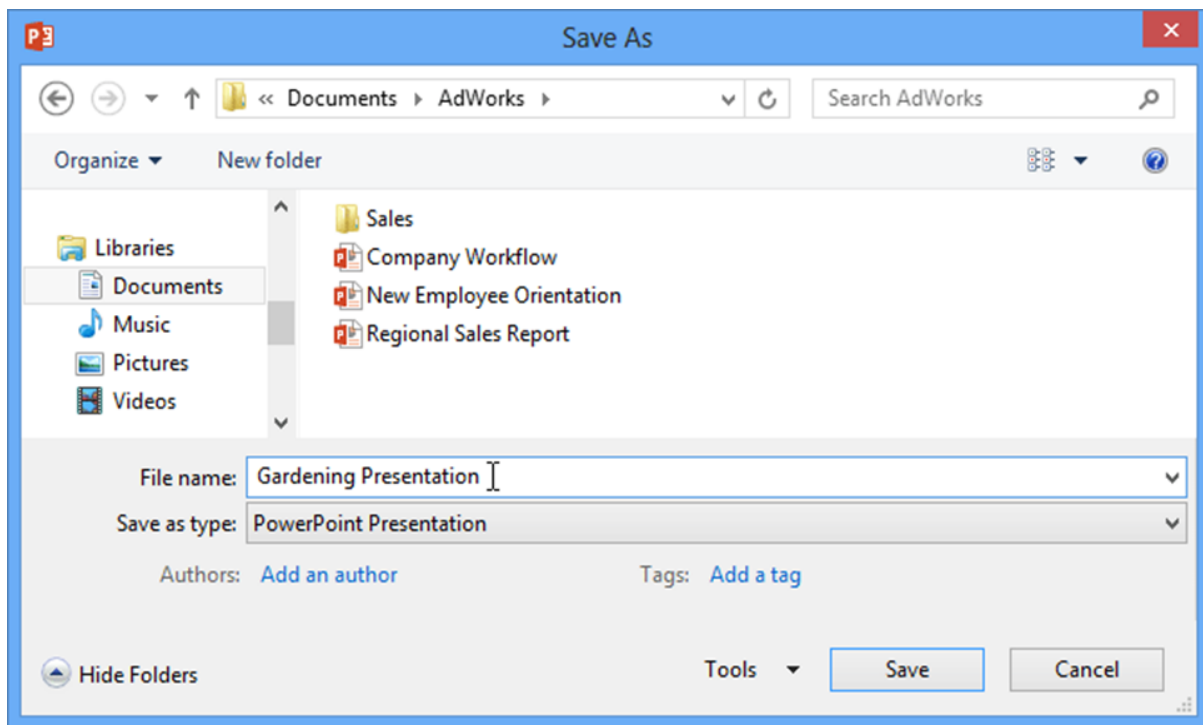
1. Click the **File** tab to access Backstage view.



2. Locate and select the **Convert** command.



3. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation, enter a **file name**, and click **Save**.



4. The presentation will be converted to the newest file type.

Exercise!

1. Create a **new blank presentation**.
2. Open an **existing presentation** from your computer or OneDrive.
3. **Pin** a folder to Backstage view.
4. Create a new presentation using a **template**.