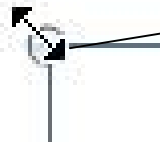




3. It will change to a double-headed arrow



Stretch or squash from here

4. You can now resize proportionally or change the box to a shape of your choice



Resize proportionally

Creating New Slides

When you create a new slide you will get a Title and Text slide which you can change.

1. Click on the New Slide icon found on the "Home" tab

Or

Press **Ctrl** + **M**

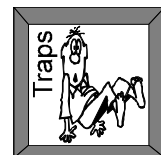
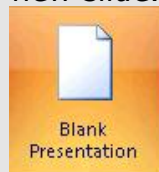


2. Click on the required Slide Layout



If you go to the office button and select "Blank Presentation".

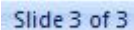
This will create a new PowerPoint presentation rather than a new slide.



Moving Around your Presentation

Where am I?

Check the Status Bar at the bottom left of the screen



Using the scroll bar

To move to the next slide click the double-headed down arrows 

To move to the previous slide, click the double-headed up arrow 

Using the keyboard

| Action | Key |
|----------------|-----------|
| Next slide | Page Down |
| Previous slide | Page Up |
| First slide | Home |
| Last slide | End |

To move to individual slides

1. Click on the Slides Tab



Thumbnail view area

2. Click on the slide you require

Different PowerPoint Views

PowerPoint provides several different ways of viewing your presentation depending on the task at hand. The View of a presentation can be changed using either the appropriate menu or by clicking on one of the View icons located at the bottom right of the PowerPoint screen.

Changing the view

1. Click on the "View" tab on the Ribbon

