Terminology

**PowerPoint**  
An application for creating custom slide show presentations

**Ribbon**  
The area where commands are organized into **Tabs**, **icons**, & **Groups**

**Tabs**  
The areas within the **Ribbon** where like features are organized

**Groups**  
The areas within **Tabs** where related task functions are organized

**Slide**  
Each individual screen in a PowerPoint presentation

**Navigation Pane**  
The display pane on the left side of the PowerPoint window that provides a preview of all slides in your presentation and allows for quick navigation

**Layout**  
The pre-arranged placeholders on each slide allowing for content to be quickly added

**Themes**  
Pre-designed background graphics, color combinations, and font pairings that enhance the image of your slides

PowerPoint Program Window

[Diagram showing the PowerPoint program window with labels for Quick Access Toolbar, Tabs, The Ribbon, Minimize, Maximize, Close, Navigation Pane, Slide, Group, and Zoom Slider.]
Applying a Theme
1. Click the Design tab
2. Click on a theme to apply it.
   (Hint: Apply themes to one or all slides. Right-click on a theme for more options.)

Adding a New Slide
1. Click on the Home tab
2. Click on the New Slide button
3. Enter the appropriate content in the boxes provided
   (Hint: Use the Insert tab to add images, graphs, etc.)

Using the Navigation Pane

Duplicating Slides
1. Right-click on the appropriate slide
2. Click on Duplicate

Deleting Slides
1. Right-click on the appropriate slide
2. Click on Delete Slide

Re-arranging Slides
1. Click on the appropriate slide
2. Drag it to the intended position

Adjusting Slide Layouts
1. Click on the appropriate slide
2. Click on the Home tab
3. Click the Layout button and use the drop-down menu to select the desired layout

Playing a PowerPoint Presentation ("Slide Show")
1. Click the Slide Show tab
2. Click the From Beginning button
3. Enjoy the show by clicking through the slides
4. Click at the end to return

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