# ­Create presentations

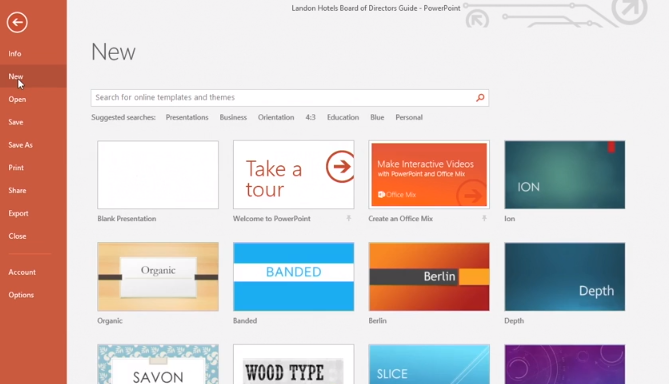
## Build presentations from templates

Get off to a fast start by using PowerPoint themes, that provide ready-made designs with built-in graphics, borders, fonts, and content placeholders. You can also download templates with content, such as awards and certificates.

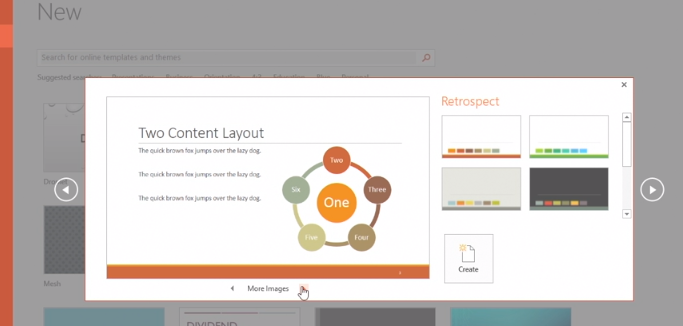
**Select a theme**

**Themes** are ready-made presentation designs with pre-built colors, fonts, and layouts.

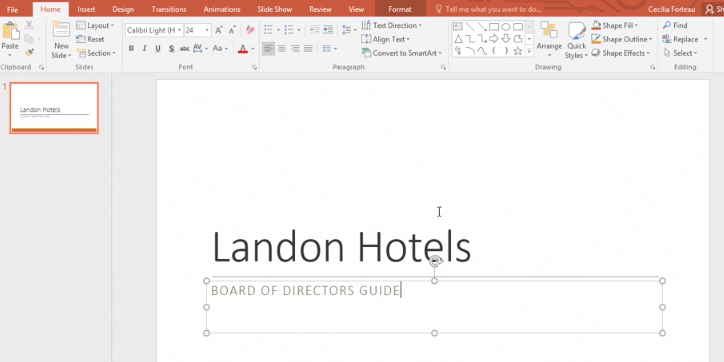
1. Open PowerPoint. Or, if PowerPoint is already open, select **File** > **New**.
2. Select one of the **Themes**.



1. Select a color variant.
2. Browse through **More images** if you like.

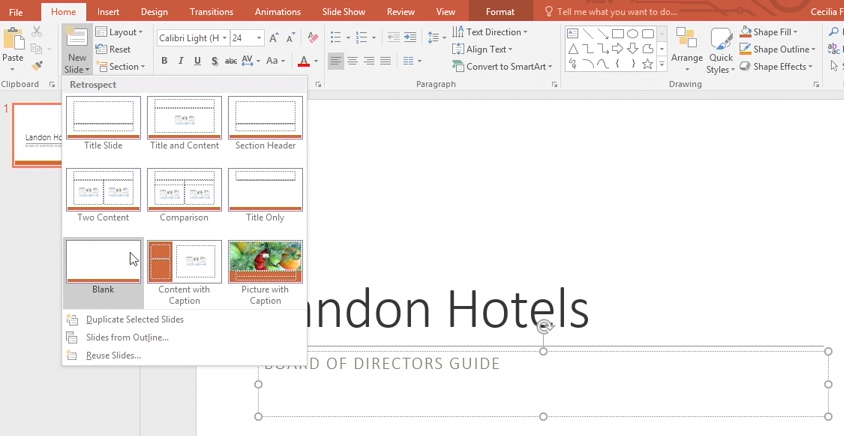


1. Select **Create**.
2. Select a placeholder to start typing.



The fonts and colors depend on the theme.

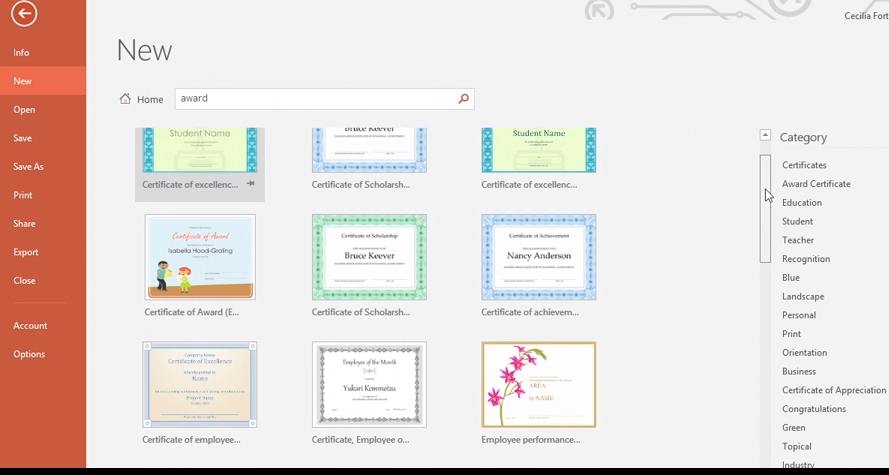
1. On the **Home** tab, select the **New Slide** drop-down to view other layouts in this theme.



**Select a Template**

A template gives you a slide that's pre-made with a design theme and content built right in.

1. Open PowerPoint. Or, if PowerPoint is already open, select **File** > **New**.
2. Select **Search for online templates and themes** and type in a keyword, and select the magnifying glass.

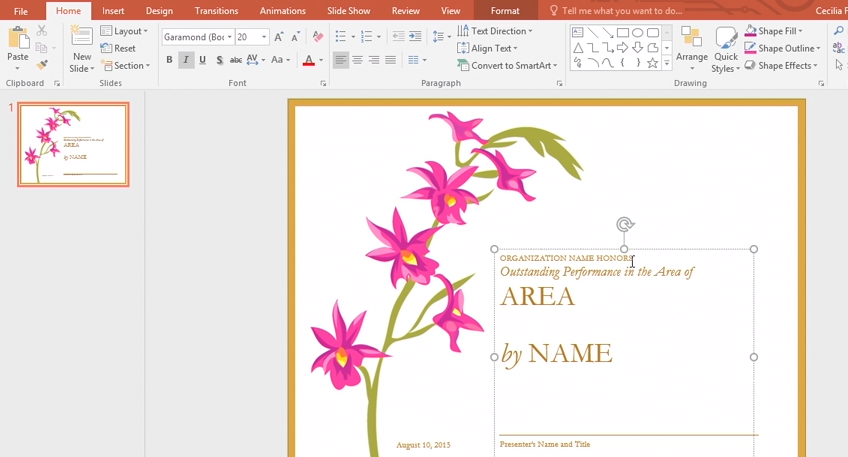


**Tip:** You can also select one of the **Suggested searches** just below the search box.

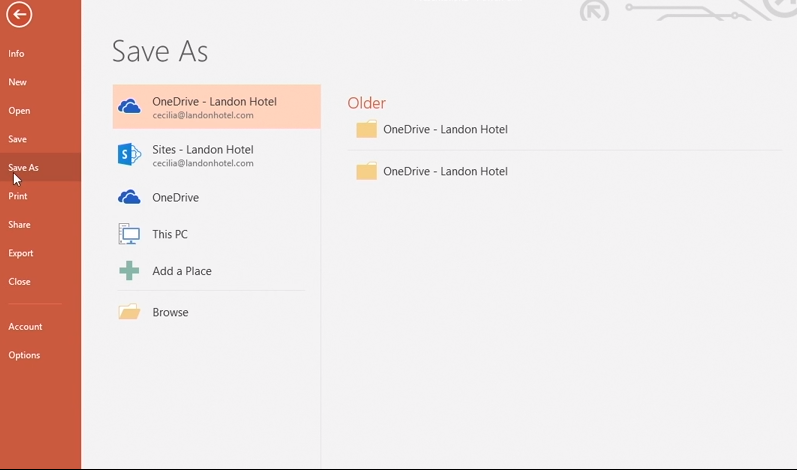
1. Select a template, and select **Create**.

Or, double-click the template.

1. Select inside the placeholder text to add or change what you'd like.



1. Select **File** > **Save As**, select where you want to save it, type a name, and select **Save**.



Now whenever you need it, you can open and make changes to use it again.

## [Create presentations from scratch](https://support.office.com/en-us/article/d4a50ea2-4273-4f92-afc9-bf342b75380e)

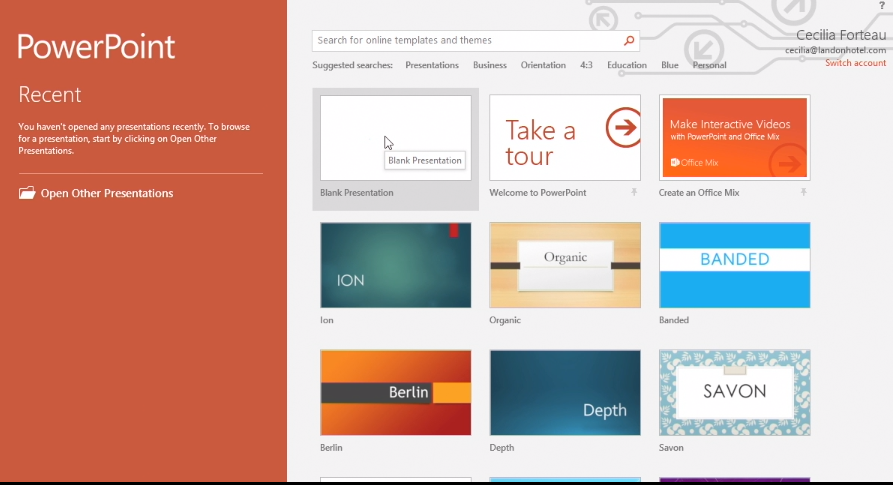
You can always do it your way when it comes to creating a presentation.

**Create a blank presentation**

1. Open PowerPoint.

Or, if PowerPoint is already open, select **File** > **New**.

1. Select **Blank Presentation**.



PowerPoint opens the default slide layout with placeholders.

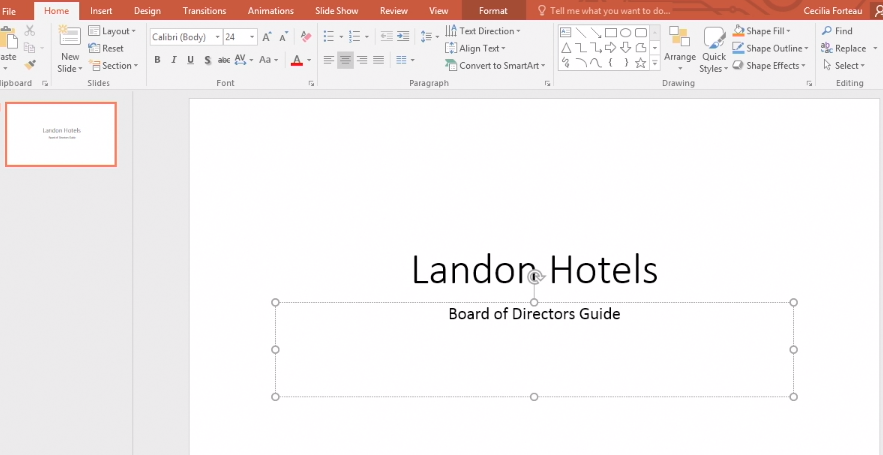
1. Click inside the placeholder to start typing content.

For example, to add a title, select **Click to add a title**.

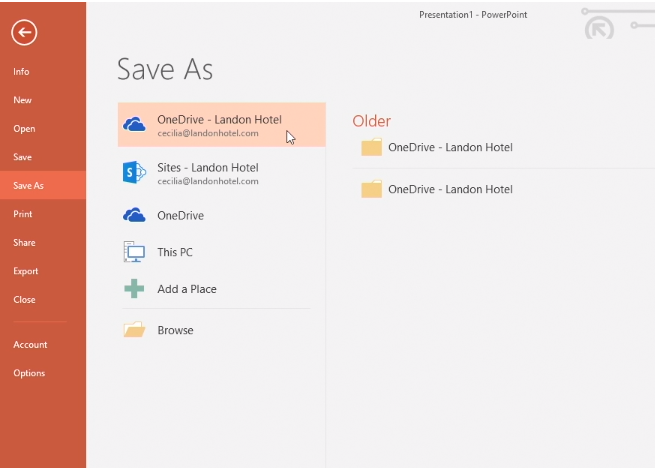
As you type, PowerPoint automatically wraps the text inside the placeholder.

1. Press Enter to add a new line.

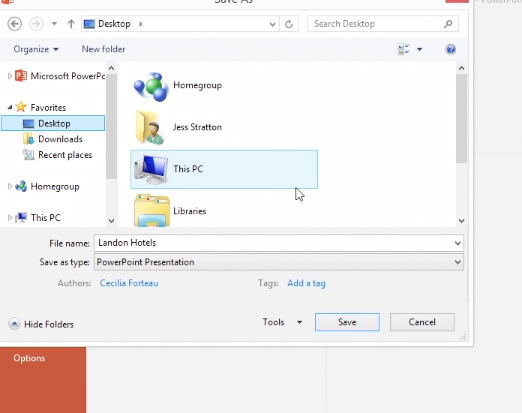
If you add a new line and decide you don't want it, press Delete.



1. Click outside the placeholder to see the content without the placeholder borders.
2. To save your changes:
   * Select **File** >**Save as**.
   * Select a location.

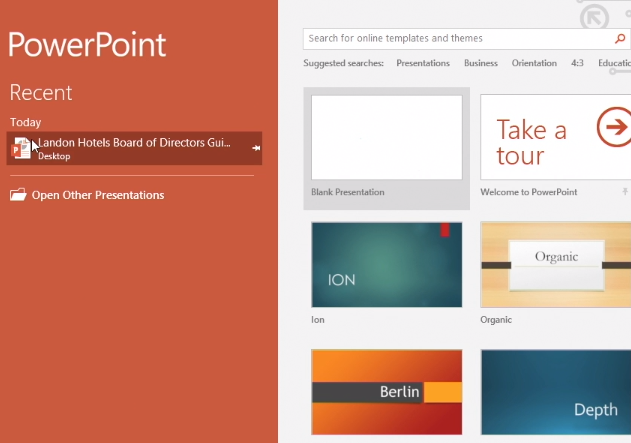


* + Type a name for your presentation.
  + Select **Save**.



1. To close your presentation, click the **X** in the top right corner.
2. When you reopen PowerPoint, your new file is listed in the **Recent** list.

You can click the file to open, or select **Open Other Presentations** and open it from there, or **Browse**.



## [Add and delete slides](https://support.office.com/en-us/article/8bf2b58d-df6c-4e5f-90e3-ade289a2d64d)

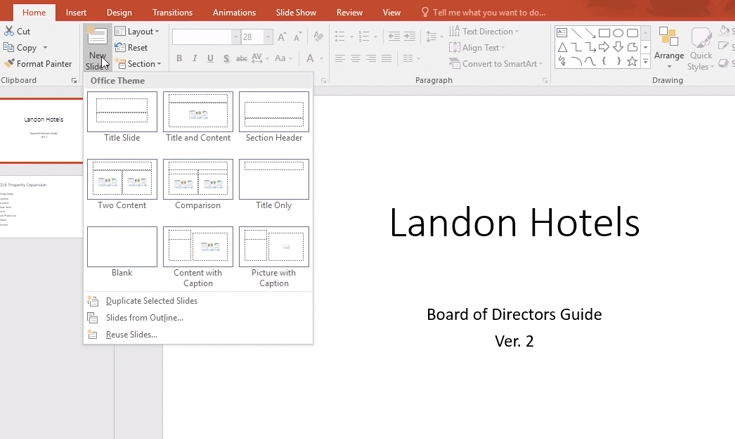
Here are the common ways to add, re-arrange, and delete slides in your presentation.

**Add a new slide**

1. Select **Home** > **New Slide**, or select a layout from the **New Slide** drop-down.
2. To rearrange the order of the slides, select and drag the slide thumbnail where you want it.

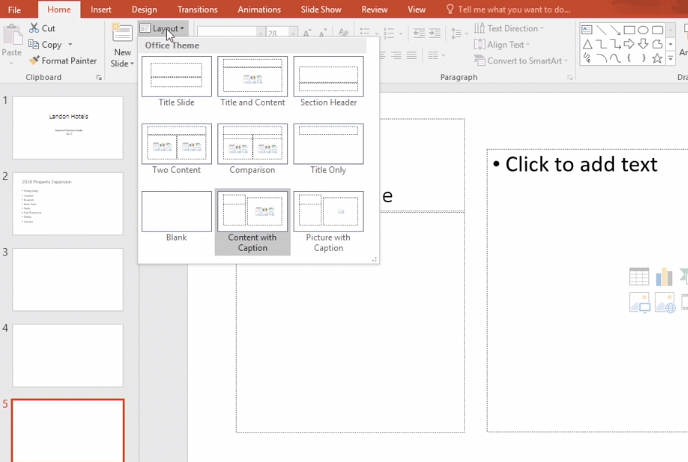
**Tip:**  To select multiple slides, press Ctrl while you select each slide. Then drag them as a group to the new location.

1. To add a new slide, you can also right-click a slide in the thumbnail area, and select **New Slide**, or press Ctrl + M.



The layout of the new slide is the same layout for the previous slide.

1. Select **Home** > **Layout** to select a different layout.



**Delete a slide**

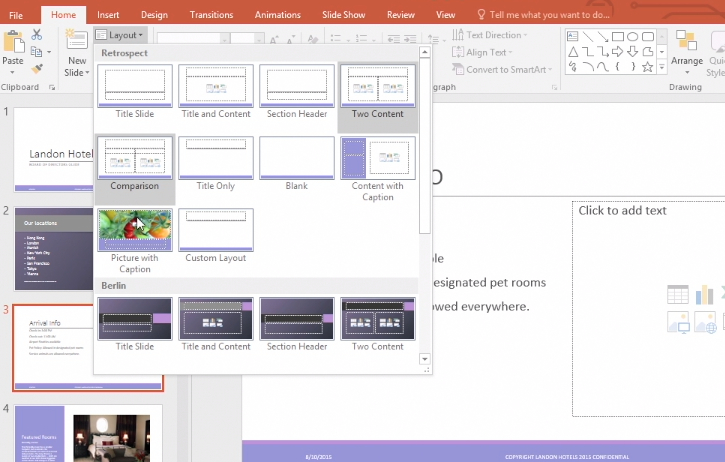
* Select the slide you want to delete and press Backspace or Delete on your keyboard.

Or, right-click the slide and select **Delete Slide**.

## [Select and apply slide layouts](https://support.office.com/en-us/article/d98e245b-7cd5-4813-a893-70a3dac60971)

Arrange slide content with different slide layouts to suit your taste and preference, or to improve the clarity and readability of the content.

1. In **Normal** view, select the slide that you want to apply a layout to.
2. Select **Home** > **Layout**, and then select the layout that you want.



The layouts contain placeholders for text, videos, pictures, charts, shapes, clip art, a background, and more. The layouts also contain the formatting for those objects, like theme colors, fonts, and effects,

1. Select **Home** > **Reset** if you made layout changes you don't like, and want to revert to the original layout.

Using **Reset** doesn't delete any content you've added.