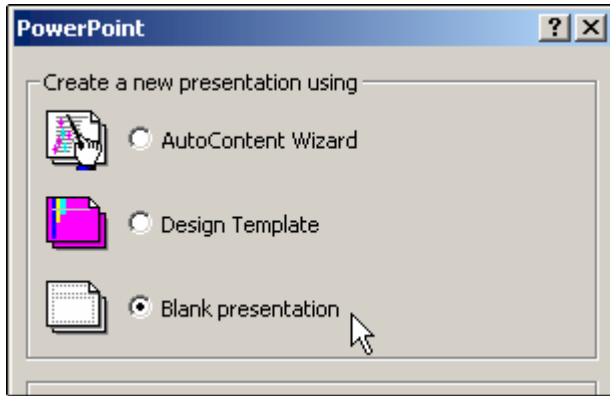
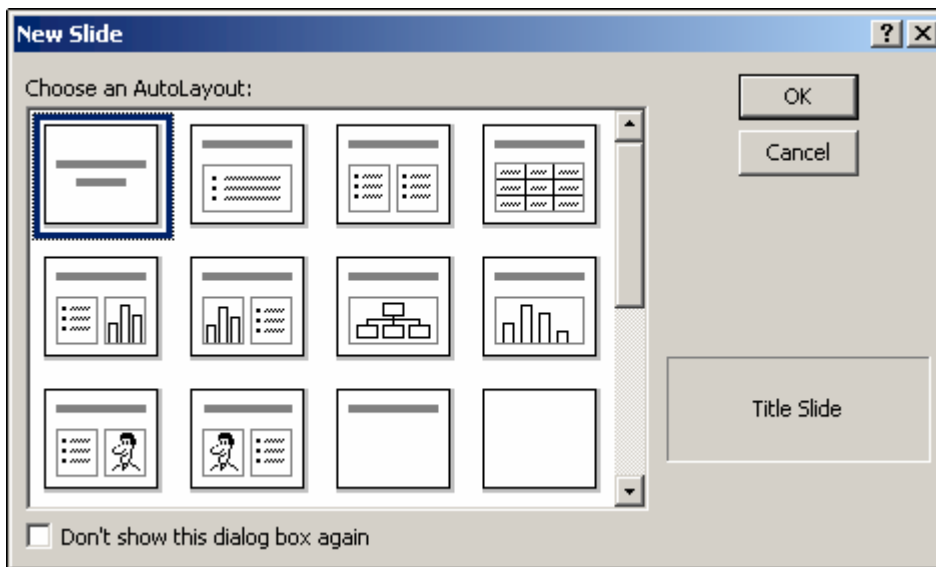


Your screen should look like this.



4. Click on the **Blank presentation** option and click the **OK** button.
5. From the **New Slide** dialog box verify that the “**Title Slide**” is selected.

Your screen should look like this.



6. Click the **OK** button.

## Adding text

1. Click on the box labeled “**Click to add title**” in the **middle** of your slide.
2. Type: **Mary's Flower Shop**

3. Click on the box labeled “**Click to add subtitle**” below the first box.
4. Type: **Keeping Flowers Moving**
5. Press the [ **ESC** ] key on your keyboard.  
*Your cursor is no longer in the text box.*
6. Click **inside** the text box.  
*Your cursor should be blinking.*
7. Press the [ **ESC** ] key again.

**Tip:** Pressing the [ESC] key on the keyboard at the end of typing takes you out of edit mode, but leaves the text box selected. Edit mode is when your cursor is blinking in a text area and the text box has slanted lines around it that make up the boarder. When you are not in edit mode the boarder takes on a more solid appearance.

Notice the change in the boarder around your text box. You will work with this more in the next part of this section.

### Adding a new slide

There are a number of ways to add a new slide to your presentation. The one you will use is the “New Slide” button on the formatting toolbar.



New Slide button

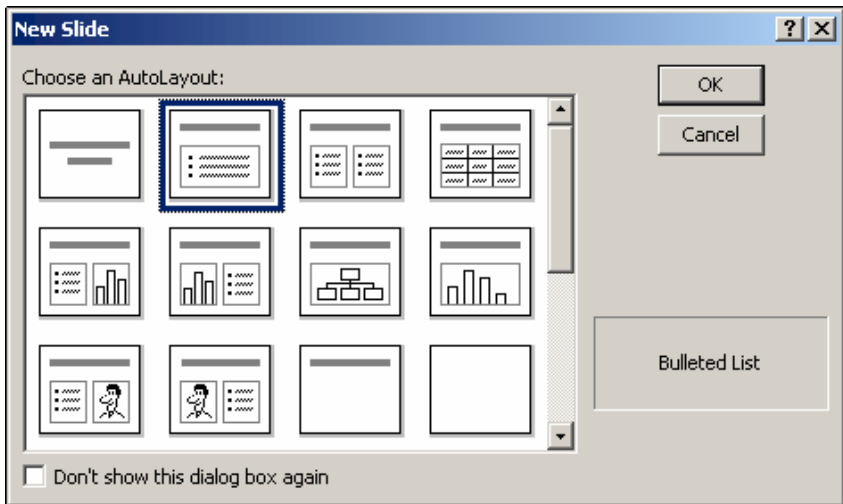
You could use the Insert menu or the keyboard shortcut key combination, [CTRL] + [M]. As time goes by you will decide which approach works best for you.

1. Click the **New Slide** button to insert a new slide.



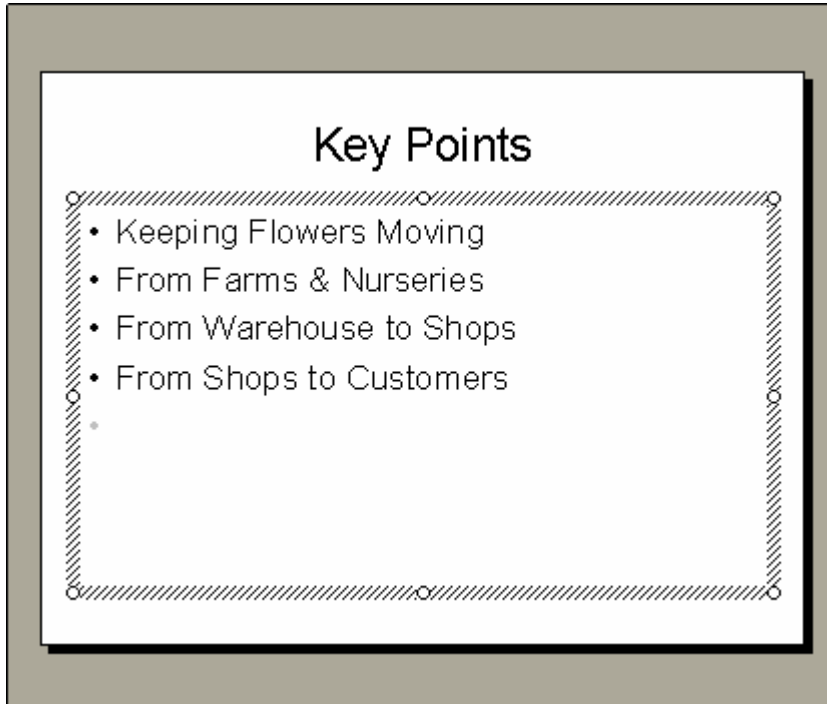
*A new “Title and Text” slide is added.*

Your screen should look like this.



2. Verify that “**Bulleted List**” slide is selected and click **OK**.
3. Click on the box labeled “**Click to add title**” at the top of your slide.
4. Type: **Key Points**
5. Click on the box labeled “**Click to add text**” right below the first box.
6. Type: **Keeping Flowers Moving** and press [ **ENTER** ].
7. Type: **From Farms & Nursery** and press [ **ENTER** ].
8. Type: **From Warehouse to Shops** and press [ **ENTER** ].
9. Type: **From Shops to Customers** and press [ **ENTER** ].

Your screen should look like this.



### Removing an extra bullet

1. Press the [ **BACKSPACE** ] key once.  
*The extra bullet is removed.*
2. Press the [ **ESC** ] key once.  
*You have moved from edit mode to text box selected.*

### Saving Presentations

At this point you should save our presentation. Saving can be done using a number of commands. You will use the **Save** button and the keyboard shortcut [ **CTRL + S**] to save our presentation.

When you click the Save button on the Standard toolbar, the Save As dialog box will appear because this is a new presentation that has not been named. If your presentation has been saved before and been named already when you open it, your changes and modifications will be saved over the top of the original presentation.

The current presentation is new and has not been saved up to this point. When you click the save button the Save As dialog box will appear so you can name our presentation.



Save button

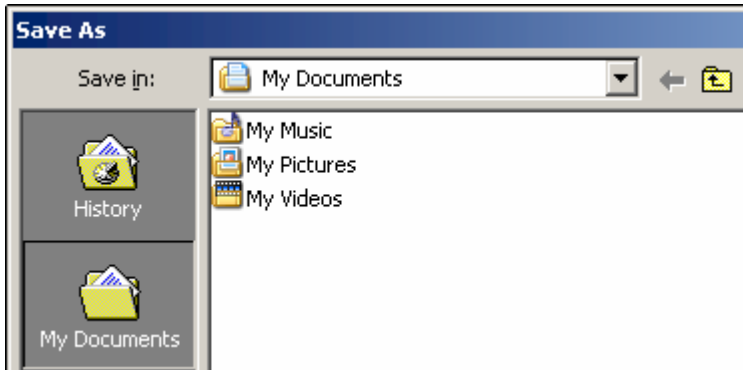
## Saving a Presentation

1. Click the **Save** button.



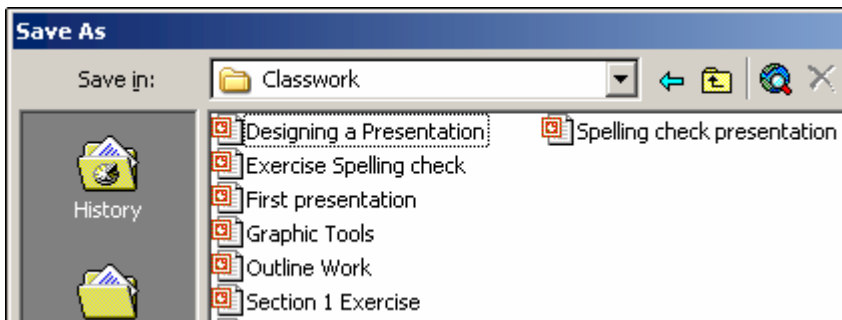
2. Click the **Save In** down arrow.

Your screen should look like this.



3. Select **Drive C:**
4. Double-click the **Classwork** folder.

Your screen should look like this.



5. Select the file name in the **File Name** field and type: **Practice Presentation**.