# Create a presentation in PowerPoint

Create presentations from scratch or start with a professionally designed, fully customizable template from Microsoft Create.

Create a presentation

1. Open PowerPoint.

2. In the left pane, select **New**.

3. Select an option:

   - To create a presentation from scratch, select **Blank Presentation**.

   - To use a prepared design, select one of the templates.

   - To see tips for using PowerPoint, select **Take a Tour**, and then select **Create**, .
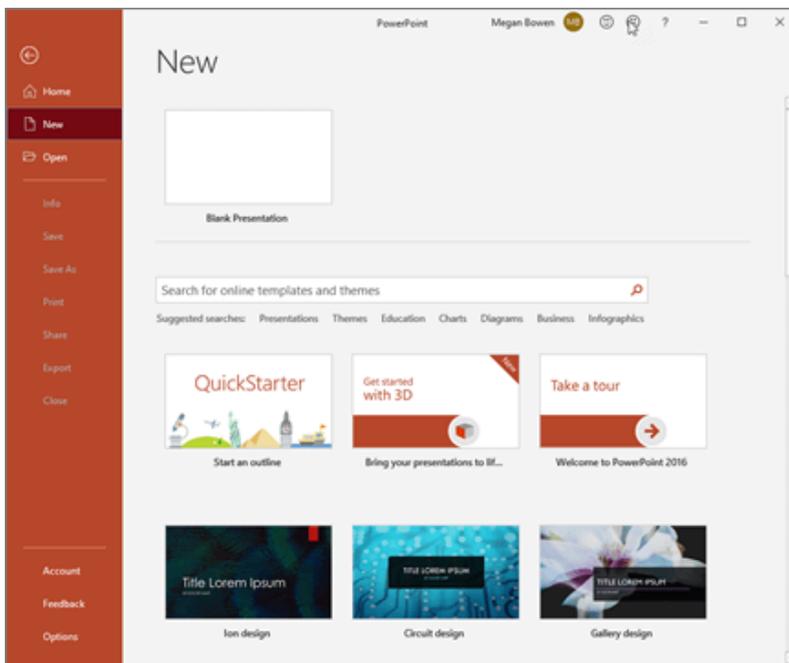
Add a slide

1. In the thumbnails on the left pane, select the slide you want your new slide to follow.

2. In the **Home** tab, in the **Slides** section, select **New Slide**.

3. In the **Slides** section, select **Layout**, and then select the layout you want from the menu.
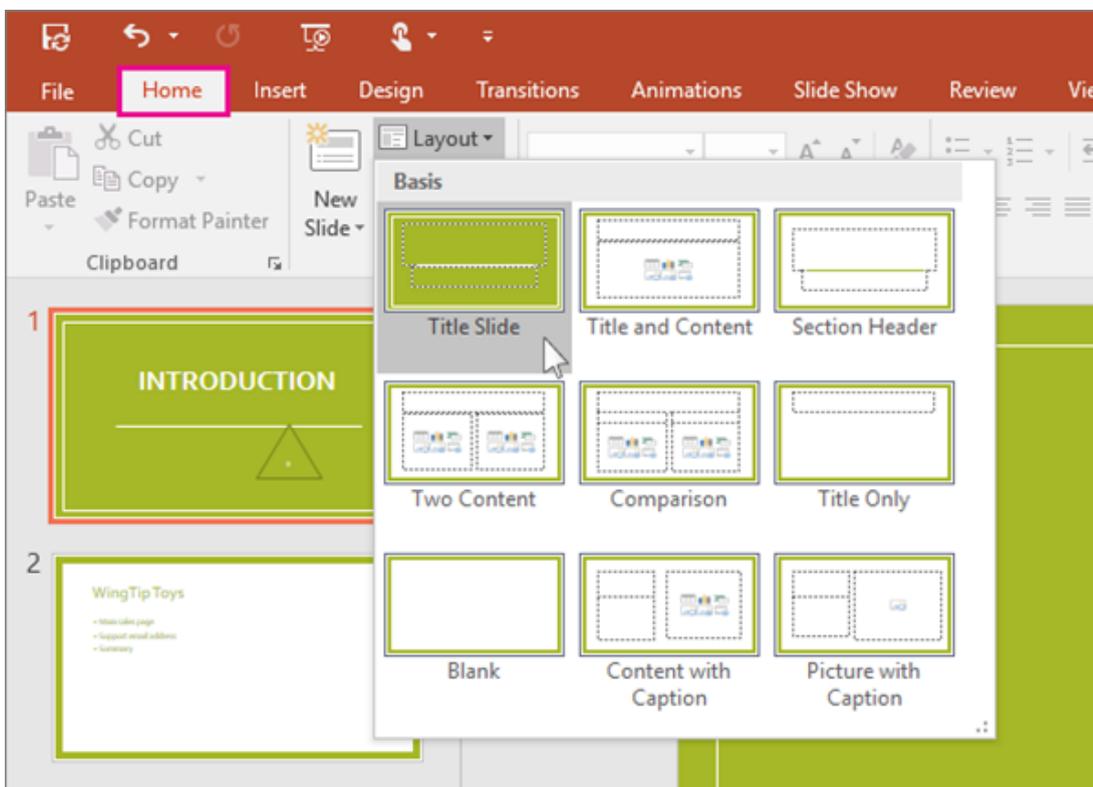
Add and format text

1. Place the cursor inside a text box, and then type something.

2. Select the text, and then select one or more options from the **Font** section of the **Home** tab, such as **Font**, **Increase Font Size**, **Decrease Font Size**, **Bold**, **Italic**, **Underline**, etc.

3. To create bulleted or numbered lists, select the text, and then select **Bullets** or **Numbering**.
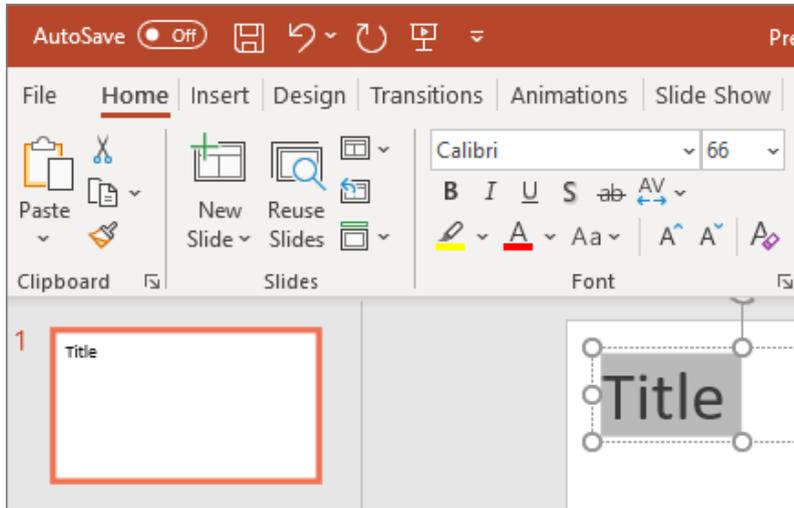
Add a picture, shape, and more

1. Go to the **Insert** tab.

2. To add a picture:

   - In the **Images** section, select **Pictures**.

   - In the **Insert Picture From** menu, select the source you want.

   - Browse for the picture you want, select it, and then select **Insert**.

3. To add illustrations:

   - In the **Illustrations** section, select **Shapes**, **Icons**, **3D Models**, **SmartArt**, or **Chart**.

   - In the dialog box that opens when you click one of the illustration types, select the item you want and follow the prompts to insert it.