

How to make PowerPoint for beginners

Creating PowerPoint slides for making reports, presentations or lectures is very simple.

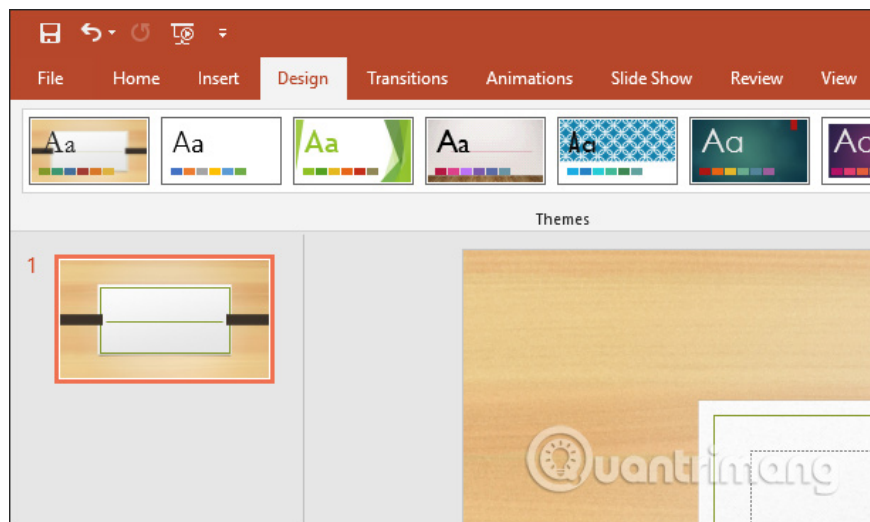
For those who regularly use Microsoft Office office suite, it is definitely familiar to PowerPoint. PowerPoint is a tool used to create slideshows with various content such as creating report slides, presentation slides or creating lectures with guessing slides, or crossword guessing game slides, etc. With PowerPoint you can submit display a lot of slideshow content, with tools to create slides like animated effects on slides. For those who are new to PowerPoint, the basic steps for creating content slides are essential to understand, then you can apply more advanced slide editing content. The following article of Network Administrator will guide you through the basic steps of creating PowerPoint slides.

1. Instructions on page numbering on PowerPoint
2. How to use PowerPoint to shoot and capture laptop screen
3. How to adjust the size of PowerPoint photos automatically
4. How to create a countdown timer on PowerPoint

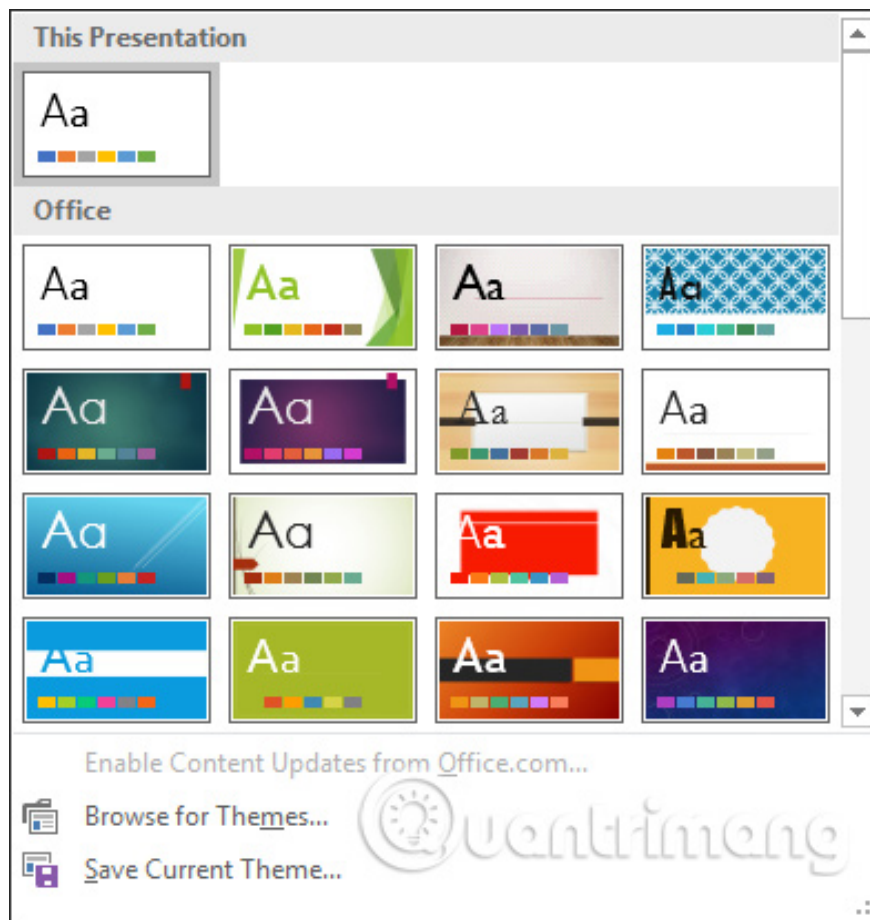
1. Choose PowerPoint slide theme

Right in PowerPoint there are many PowerPoint themes and wallpapers for us to choose. Each wallpaper has different themes, you should choose a wallpaper that is suitable for the content as well as the audience.

Click on **Design** and then click on **the Themes section** to select the background image available on PowerPoint.



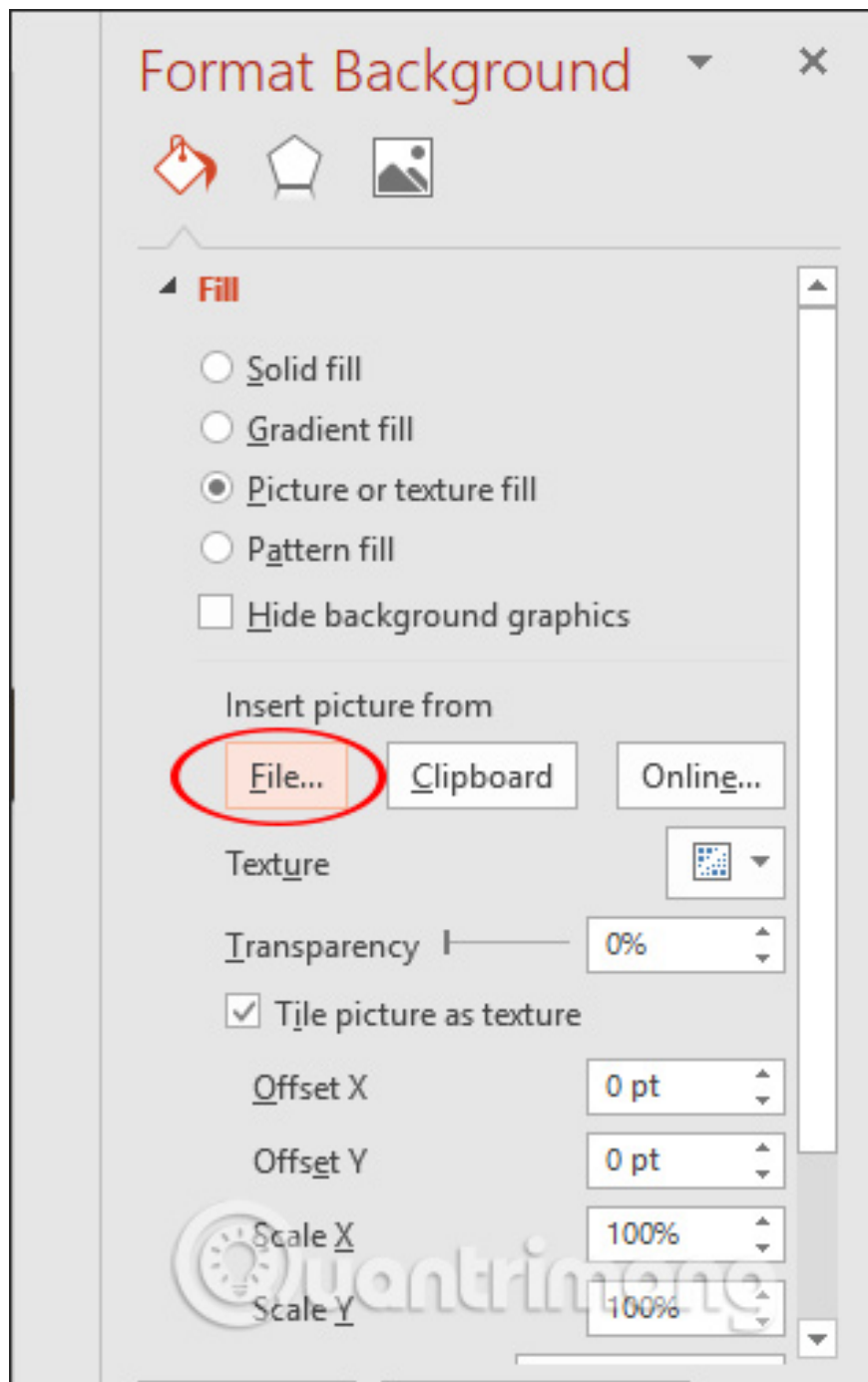
You can press the triangle icon to expand the theme of themes themes.



If users want to have more wallpaper themes can download PowerPoint wallpaper set at some links below.

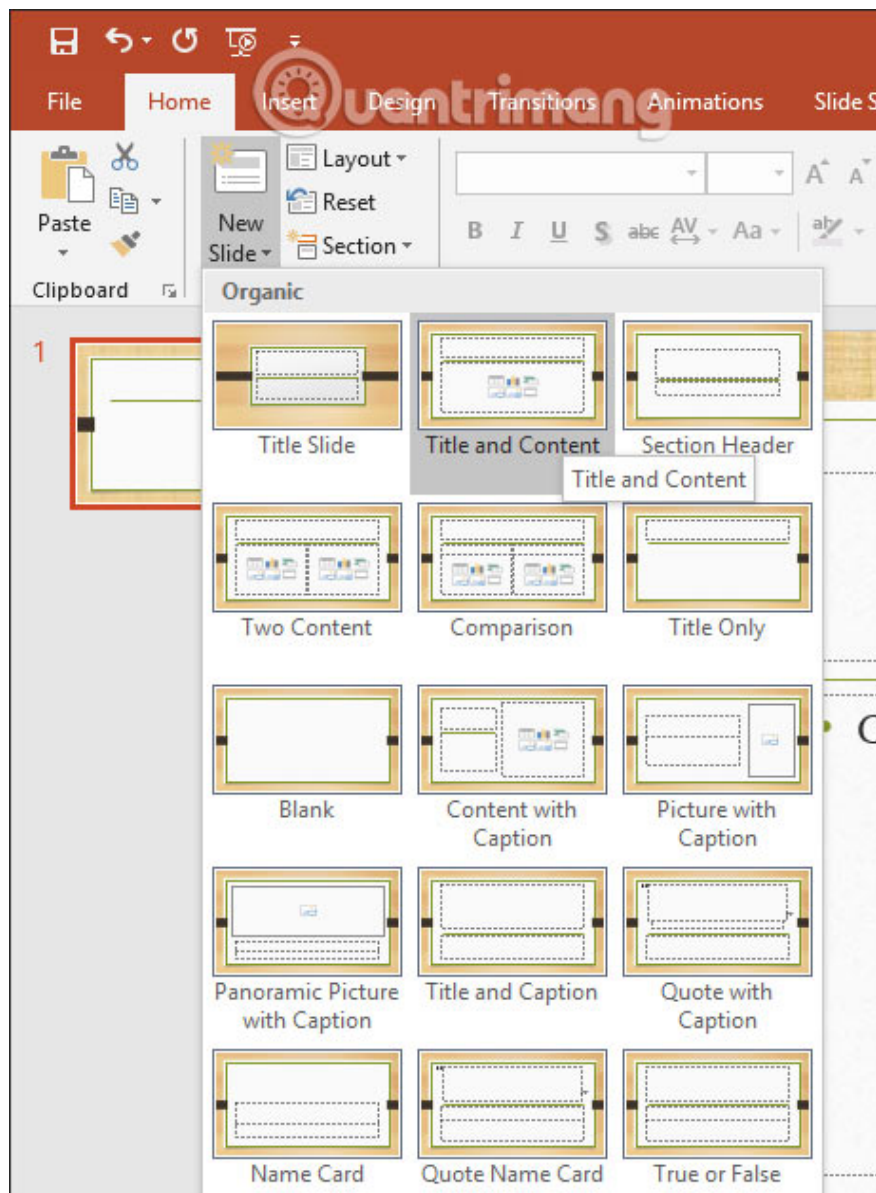
1. Download now a beautiful, professional PowerPoint wallpaper set
2. Beautiful slide wallpapers for impressive presentations
3. Beautiful free PowerPoint slides for teachers
4. How to create PowerPoint color schemes

In addition to the backgrounds available on PowerPoint, we can also use our images and change the level of wallpaper display. Readers refer to the article [How to blur the background image in PowerPoint](#).

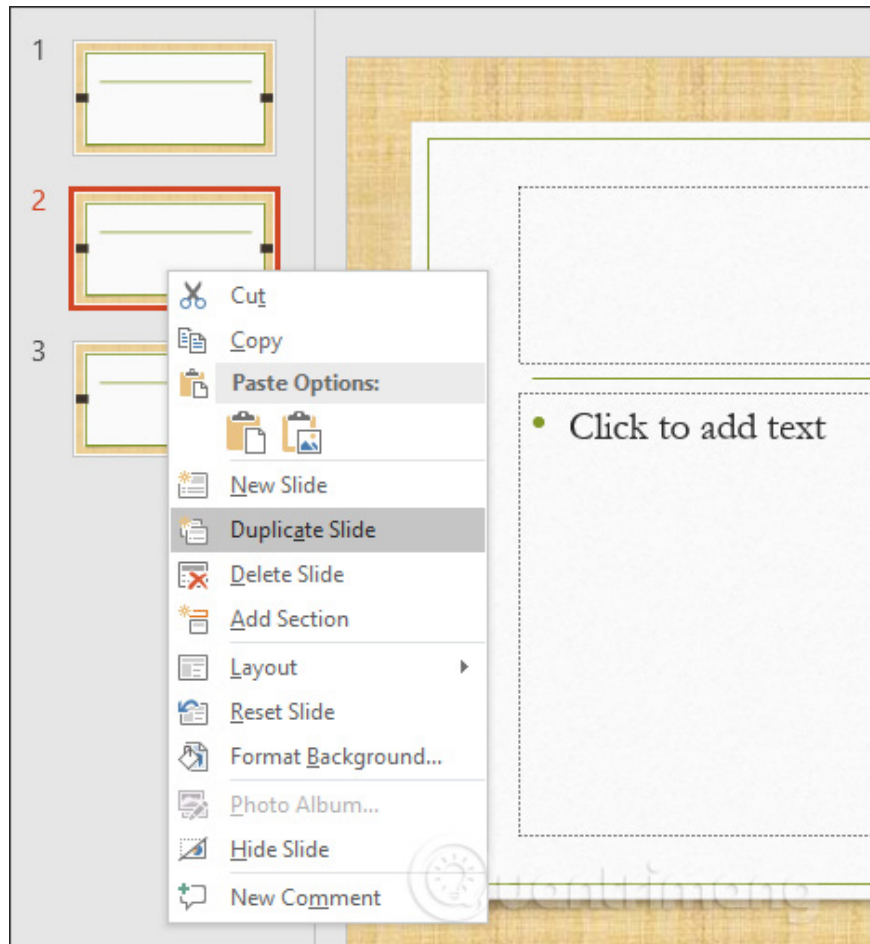


2. Add new slides in PowerPoint

In a presentation, the first page is always an introduction page to the content that we will show later. To add a new slide click on the **Home tab** and select **New Slide** and select the template for the extra slide.

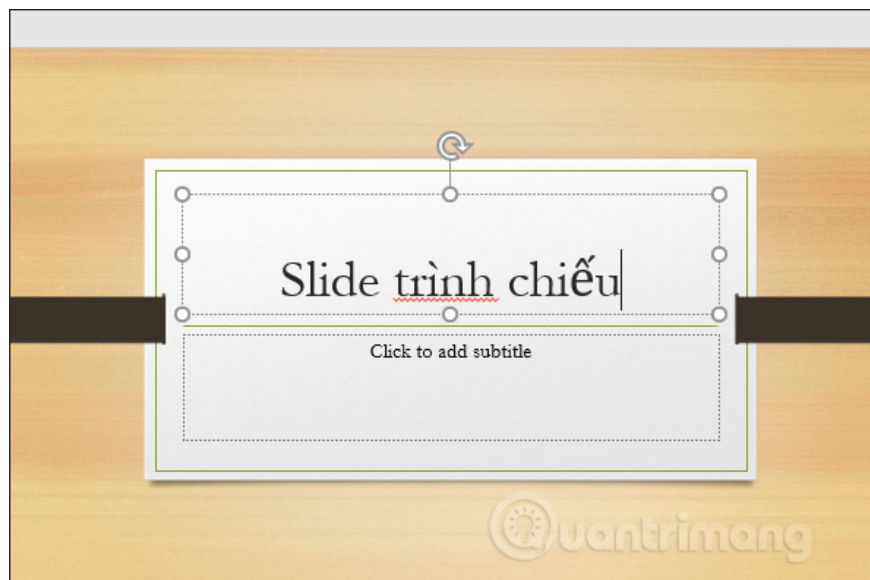


You can choose from a variety of different slide patterns. If we right-click on the slide and select Duplicate Slide, we will create the same slides.

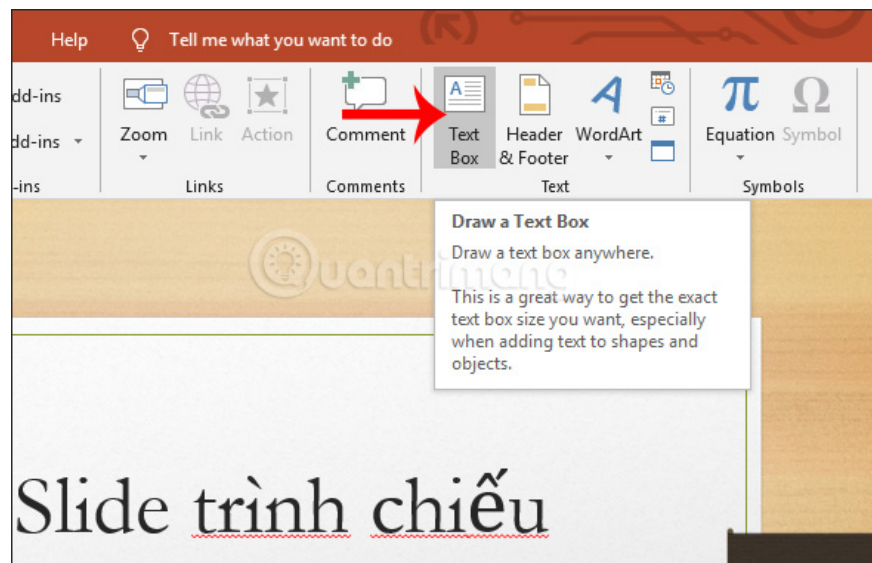


3. Add content in the slide

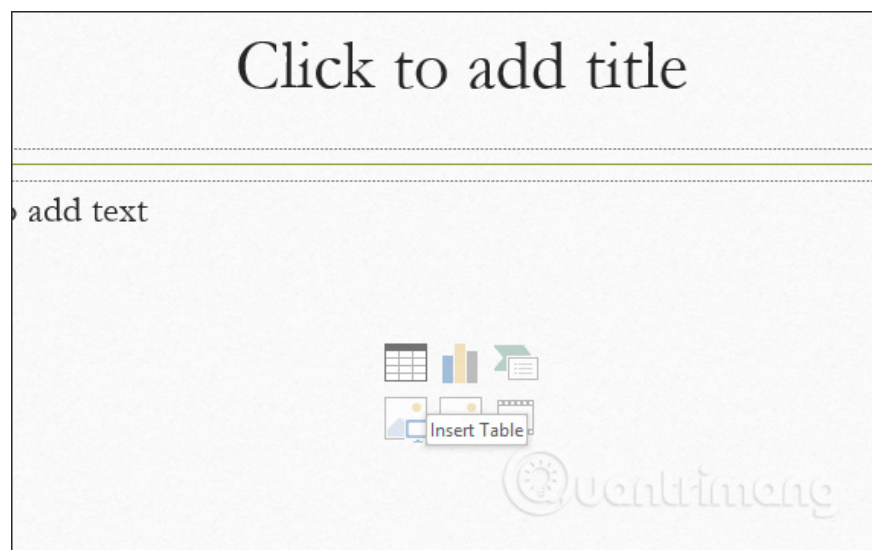
After creating the slide, you need to add content including text, images, videos, charts, video, audio, . depending on the presentation requirements of the slide. When you select a new slide there will be a frame available to enter the content, then simply click on the frame and then enter the content to insert.



To add slide content, click **Insert** and then **select Textbox** to insert content. Then use the mouse to drag the frame and enter the content as usual.



To insert other content, immediately click on the icon of each content in the insert frame. Or click Insert and then select the Table, Pictures, Shapes, Chart, Video, Audio contents, .



To learn more about how to insert content, readers refer to the following articles of Network Administrator.

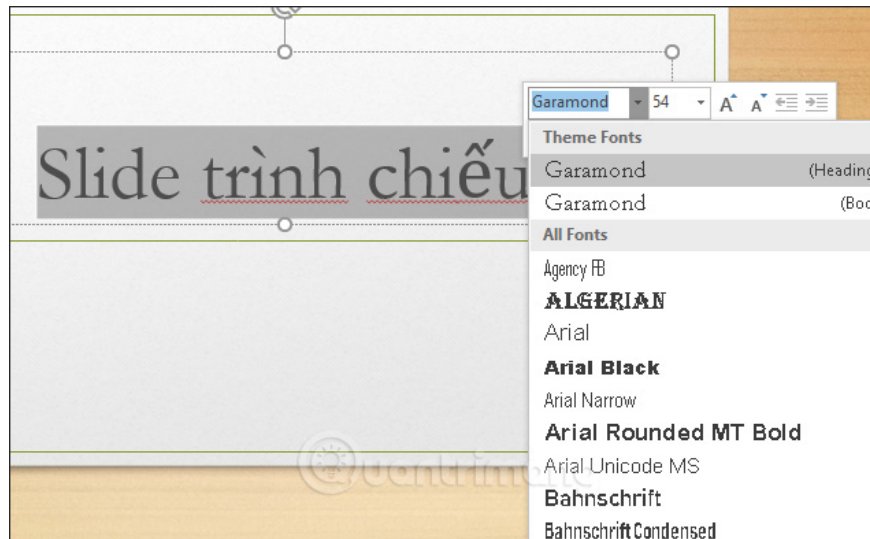
1. How to insert images into Powerpoint 2016
2. How to insert text into images in PowerPoint
3. How to insert images below the word on PowerPoint
4. Instructions for creating charts on PowerPoint
5. Full Word tutorial 2016 (Part 26): Create SmartArt graphics
6. How to insert videos into PowerPoint 2016
7. How to insert audio in PowerPoint 2016

4. Format the text on the slide

The text after inserting into the slide needs to change the font format, such as color, font size, effects for text, etc. There are some notes in the process of formatting text to readers such as simple, easy-to-read fonts, font size 28 or more, choose the font color contrasting background color to highlight the content, limiting the use of too many font colors.

You can refer to some ways to create text effects below.

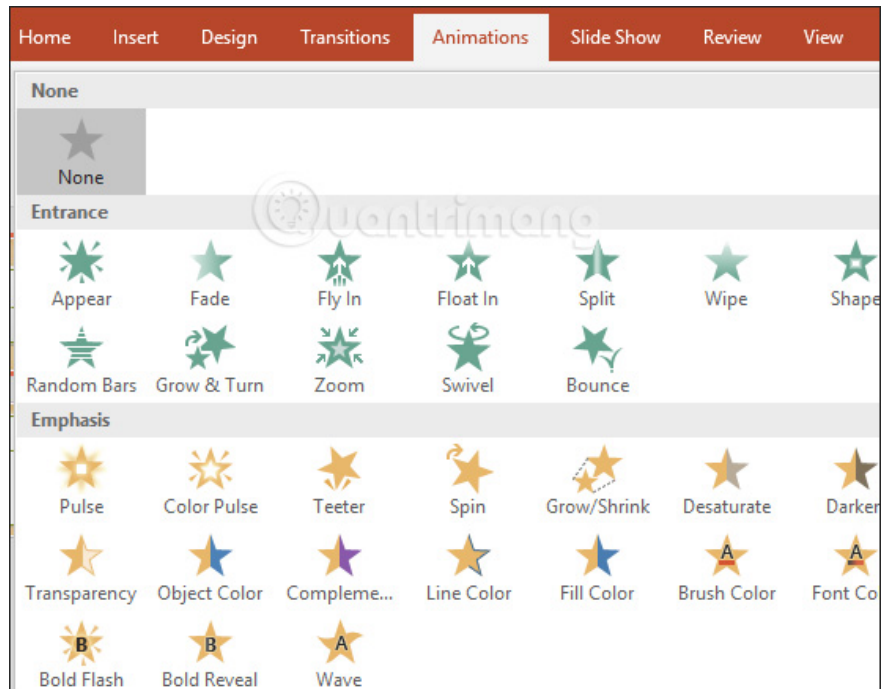
1. How to create text effects in PowerPoint



5. Insert effects into PowerPoint slides

There are many effects in PowerPoint such as visual effects, graph effects, text effects, slide transition effects, etc. This is a factor that helps increase the lively and professionalism of the slides. Clicking on **Animations** then selecting effects for each object in the slide, can create effects for the image if desired.

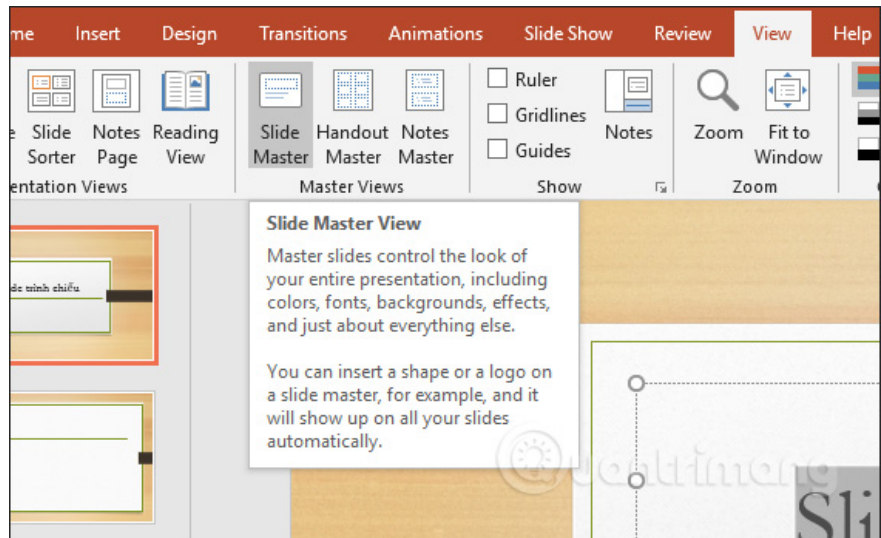
1. How to create motion effects on PowerPoint
2. Create effects for text and objects in PowerPoint 2016
3. Apply transition effects in PowerPoint 2016
4. How to create effects for photos on PowerPoint



6. How to create a Slide Master on PowerPoint

Slide Master creates slide with full format for text, effects and just need to format once to use for all slides. Click on the View tab > Slide Master. Refer to using Slide Master in the article below. You can skip this step when making a slide if you have not mastered the process of composing slides.

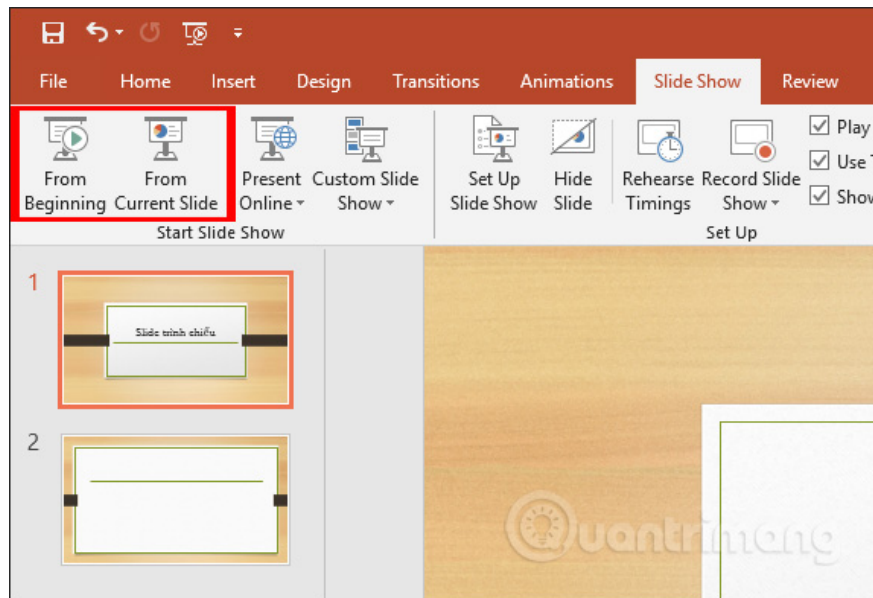
1. How to create Slide Master on PowerPoint
2. Learn about Slide Master view in PowerPoint 2016



7. PowerPoint slide show

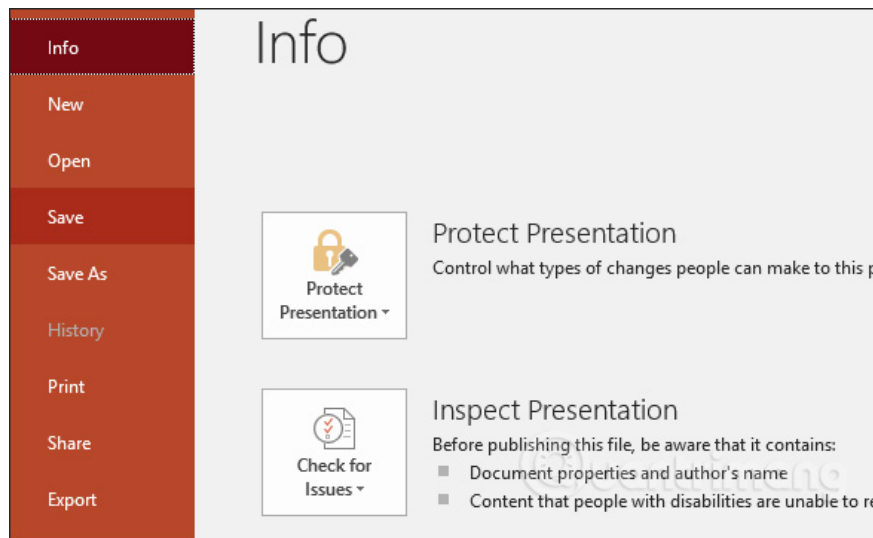
Once you've created the complete slide, press F5 to slide from the first slide or click Slide show > From beginning. To show the slide at the open slide, click on From current slide or Shift + F5.

To move to the next slide press the arrow to the right, the arrow down or click. To return to the previous slide, press the arrow left and the arrow up.



8. Save PowerPoint slides

To save the newly created slide, click on the Office icon or select File and then choose **Save** . Choose where to save the slide in ptx or .ppt format.



The sections for creating the above slide content are very basic, if you want to learn more about the PowerPoint tools you read in the article [How to use Microsoft Power Point](#).

I wish you all success!

You finished reading the article "**How to make PowerPoint for beginners**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

