

CHAPTER OVERVIEW

9: Microsoft PowerPoint Basic Skills

Learning Objectives

- Create and save a new presentation
- Edit and organize a presentation
- Add objects to a presentation

[9.1: Why It Matters- Microsoft PowerPoint Basic Skills](#)

[9.2: Introduction to Creating Presentations](#)

[9.3: New Presentations](#)

[9.4: Themes](#)

[9.5: Introduction to Using PowerPoint](#)

[9.6: Editing a Presentation](#)

[9.7: Organizing Slides](#)

[9.8: Views](#)

[9.9: Introduction to Objects in PowerPoint](#)

[9.10: Text Boxes](#)

[9.11: Images and Clip Art](#)

[9.12: SmartArt](#)

[9.13: Arranging Objects](#)

[9.14: Grouping Objects](#)

[9.15: Putting It Together- Microsoft PowerPoint Basic Skills](#)

[9.16: Assignment- Present Sales Information](#)

[9.17: Discussion- Infographics and Custom Shapes](#)

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