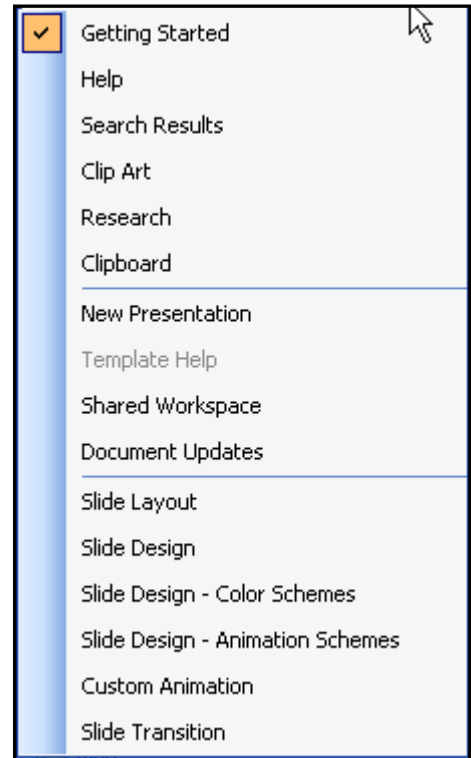


## CREATING PRESENTATIONS WITH THE SLIDE TASK PANES IN POWERPOINT

When working in PowerPoint, the Slide Task Panes can be accessed by clicking the down arrow, and selecting the desired Task Pane.

- ✦ The **Getting Started Task Pane** is used to start a new presentation using a Blank Presentation or to create a presentation from a template.
- ✦ The **New Presentation Task Pane** can be used to:
  - ✦ Create a presentation from blank slides.
  - ✦ Create a new presentation while specifying the design for the presentation.
  - ✦ Create a new presentation using the Auto Content Wizard. This wizard provides a sample presentation that can be modified.
- ✦ The **Slide Layout Task Pane** is used to control the arrangement of elements within a slide.
- ✦ The **Slide Design Task Pane** is used to apply a design template, a color scheme, or an animation scheme to a presentation.
- ✦ The **Slide Design - Color Schemes Task Pane** accesses the Color Schemes area of the program directly. This area is used to change the Design Color Scheme for the presentation.
- ✦ The **Slide Design - Animation Schemes Task Pane** is used to apply preset animation effects uniformly to one or more slides in a presentation, instead of applying each effect individually.
- ✦ The **Custom Animation Task Pane** is used to apply or modify animation effects (for example, entrance effects like "Fly in" or "Checkerboard"). Each of these schemes is applied individually to each item within the presentation.
- ✦ The **Slide Transition Task Pane** is used to apply slide transitions (such as "Fade" or "Wipe") for the presentation and change transition settings, such as speed and timing.



Additional information on each of the features available in the **PowerPoint Task Panes** can be found under the **PowerPoint** link on the **Training Web Site**.