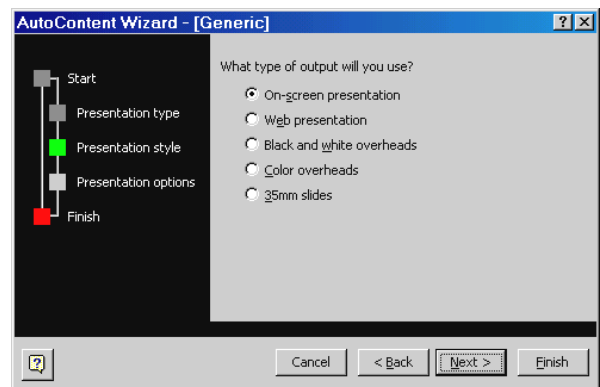
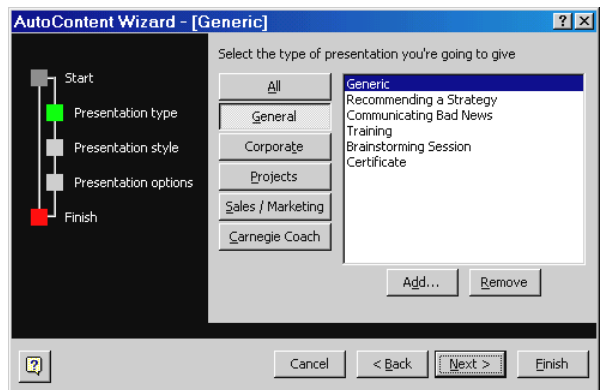
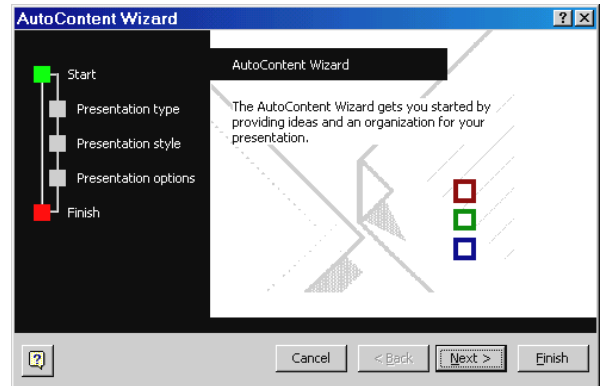


CREATING A PRESENTATION USING THE AUTOCONTENT WIZARD

The AutoContent Wizard is used to help in the creation of a presentation by providing content on a variety of business and personal topics. This type of presentation usually starts with 5 to 10 logically organized slides. Many of these presentations are available in Standard and Online formats.

- ❖ If PowerPoint is already open:
 - Click **File** on the **Menu Bar**.
 - Click **New** from the list of options.
 - Click the **From AutoContent Wizard** link on the **New Presentation Task Pane**.
- ❖ The **First Wizard** dialog box will open.
- ❖ Read the information in this dialog box.
- ❖ Click **Next** to move to **Step 2** in the wizard.
- ❖ Under **Select the type of presentation you're going to give**:
 - Choose a category from the buttons on the left, such as All or General.
 - In the right box in Step 2, choose a presentation type.
- ❖ The **Add** button allows you to add a new AutoContent Wizard option to the list.
- ❖ The **Remove** button allows you to remove one of the options from the list.
- ❖ Click **Next** to move to **Step 3**.
- ❖ Under **What type of output will you use?** click an option button for one of the choices. These are:
 - **On-screen presentation** – This is the default option and is used to create a slide show to be viewed on the computer.
 - **Web presentation** – This option is used to create a presentation that can be viewed on the Web.
 - **Black and white overheads** – This is the option that is chosen if the slides are to be printed to overhead transparencies.
 - **Color overheads** – Choose this option to create a presentation that will be printed to overhead transparencies.
 - **35mm slides** – This option is used to create slides that will be used on a slide projector.
- ❖ Most of the time you select the **On-screen presentation** option from the list.
- ❖ Click **Next** to go to the **Final Step** in the Wizard.



- ❖ In the **Presentation Title** text box, input the title for the presentation. This will appear on the first slide in the presentation
- ❖ Put information that you want to include in the footer of the presentation in the Footer text box.
- ❖ If you want the date the presentation was last updated displayed on the slides in the presentation, click the check box for **Date last updated**.
- ❖ To include the slide number on each slide in the presentation, click the check box for **Slide number**.
- ❖ Click **Next** to move to the last step in the wizard.
- ❖ Click **Finish** to complete the presentation.
- ❖ The presentation will appear in the PowerPoint window.
- ❖ All design elements will appear in the presentation
- ❖ Once the presentation has been completed using the AutoContent Wizard, it is possible to make design and content changes to the presentation.

