

CREATING A PRESENTATION USING A TEMPLATE

It is possible to have more control over the style of the presentation when it is created using a template. These templates take the guesswork out of the design of a presentation. In this way, the image that best suits the information may be chosen. To create a presentation using a template, complete the following steps:

- ❖ Choose **File** from the **Menu Bar**.
- ❖ Click **New** to open the **New Presentation Task Pane**.
- ❖ Click the **On my computer** link on the **New Presentation Task Pane**.
- ❖ A **Templates** dialog box will appear. In this box, there are several tabs. These are:

General Tab

Under this option, the two templates are:

- ❖ **Blank Presentation** - This is the default presentation that is used when the PowerPoint program is first opened.
- ❖ **Auto Content Wizard** - This walks you through the steps of creating a presentation using some pre-designed presentations.

Presentations Tab

- ❖ Click any of the presentations that are listed under this tab.
- ❖ A Presentations template consists of the design for the presentation as well as the content.
- ❖ A presentation will be created based on the template chosen.
- ❖ After the presentation is created, make any desired changes to the content.
- ❖ Click **OK** to create the presentation.
- ❖ Once the presentation has been completed using a template, it is possible to make design and content changes to the presentation.

Designs

- ❖ Choose **File** from the **Menu Bar**.
- ❖ Choose **New** to open the **New Presentation Task Pane**.
- ❖ Click the **On my computer** link in the **New Presentation Task Pane**.
- ❖ Click the **Design Templates** tab.
- ❖ Select a template to see a preview in the **Preview** area.
- ❖ If the **Preview** area says **Click OK to Install Additional Templates and Create a New File**, do one of the following:
 - Select a different template
 - Have the Office XP installation CD ready when **OK** is clicked.
- ❖ Click a Design in the list.
- ❖ A preview of the design will appear in the **Preview** area.
- ❖ Once a selection has been made, click **OK**.
- ❖ A presentation will be created based on the template chosen.
 - This type of presentation does not contain any text. It just contains the first slide of the presentation with a design applied to it.
 - The **Slide Layout Task Pane** will appear. A description of each slide layout is described in the link for the Slide Layout Task Pane.
- ❖ To input information in this slide, click one of the placeholders and input the information.
- ❖ Once the information has been input, close the presentation and the Task Pane.