














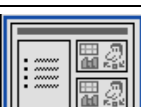
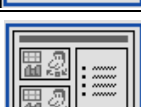



SLIDE LAYOUTS

A presentation is a collection of slides that convey information to the audience. There are several layouts provided by PowerPoint. As each layout is selected, the name of the slide layout appears in a box in the lower right corner of the dialog box. The table below provides a description of the most popular slide layouts. To view additional slide layouts use the scroll bar.




Type of Slide	Description
Text Layout	
Title	 <p>All presentations should start with a Title Slide. This slide is designed to define the purpose of the presentation. It contains text placeholders for a title and a subtitle.</p>
Title only	 <p>This layout is most commonly used to insert images from other programs such as Word tables or Excel worksheets. It is also possible to insert charts, tables, and other objects from PowerPoint menus. The title appears at the top of the slide, while the images appear at the bottom.</p>
Title and Text	 <p>This slide layout is used to present a series of points, such as an agenda, a summary of accomplishments, or a list of goals. The slide contains placeholders for text and a bulleted list. This slide layout is probably the most widely used.</p>
Title and 2 Column Text	 <p>This layout is used to present information in two columns. It includes three placeholders; one title and two bulleted ones.</p>
Content Layouts	
Blank	 <p>This slide layout is used to insert material from other programs, to add graphics to a slide without using a title, or to add other objects to a slide.</p>
Content	 <p>With this layout, it is possible to insert an object such as a table, clip art, chart, a picture, a media clip, a diagram, or an organization chart. This layout does not contain an option for inserting a title for the slide.</p>
Title and Content	 <p>This layout is the same as the Content layout except that there is a text box for the title included.</p>
Title and 2 Content	 <p>This layout can be used to insert two objects, along with a title, into a slide such as two tables, a table and a chart, or a combination of the other objects mentioned under the description for the Content slide layout.</p>

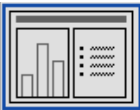



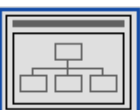

Type of Slide		Description
Title, Content, and 2 Content		Use this layout to insert a title, plus a combination of three objects; two objects on the right and one on the left.
Title, 2 Content, and Content		This layout is the same as the Title, Content, and 2 Content layouts, except that two objects are inserted on the left and one object is inserted on the right.
Title and 4 Content		This layout is used to insert a combination of four different objects, such as tables, charts, clip art, pictures, media clips, diagrams, and organization charts.

Text and Content Layouts

Title, Text, and Content		This layout is used to insert a title for the slide, text on the left side of the slide and an object on the right side of the slide.
Title, Content, and Text		This layout is used to insert a title for the slide, text on the right side of the slide and an object on the left side of the slide.
Title, Text, and 2 Content		This layout is used to insert a title for the slide, text on the left side of the slide and two objects on the right side of the slide.
Title, 2 Content, and Text		This layout is used to insert a title for the slide, text on the right side of the slide and two objects on the left side of the slide.
Title and Text Over Content		Use this layout to insert a title for the slide, along with text in the middle, and objects such as clip art at the bottom of the slide.
Title and Content Over Text		Use this layout to insert a title for the slide, along with text at the bottom, and objects such as clip art in the middle of the slide.
Title and 2 Content Over Text		Use this layout to insert a title for the slide, along with text at the bottom, and two objects such as clip art and a table in the middle of the slide.

Other Layouts

Title, Text & ClipArt		Use this slide layout to insert clip art with text. The clip art will appear on the right and the text on the left. This slide layout contains three placeholders; one for the title, one for the bulleted list, and one for the clip art.
Title, ClipArt, and Text		This slide layout is the same as the Text & ClipArt, except the clip art is on the left and the text is on the right.
Title, Text, and Chart		Use this layout to present a chart on the right with a bulleted list on the left. It contains three placeholders; one for the title, one for the chart, and one for the bulleted list.

Type of Slide	Description
Title, Chart, and Text	 <p>This layout is the same as the Title, Text & Chart, except the chart is on the left and the text appears on the right.</p>
Title, Text, and Media Clip	 <p>Use this layout to present a media clip on the right with a bulleted list on the left. It contains three placeholders; one for the title, one for the chart, and one for the bulleted list.</p>
Title, Media Clip, and Text	 <p>This layout is the same as the Title, Text, and Media Clip, except that the media clip is on the left and the text appears on the right.</p>
Title and Table	 <p>This layout is used to present numerical data or other tabular data on a slide. It contains a table placeholder and a title placeholder.</p>
Title and Diagram or Organization Chart	 <p>Use this layout to present an organizational chart or to create a diagram. The slide contains a title placeholder and a diagram or organizational chart placeholder.</p>
Title and Chart	 <p>This layout is used to present a chart with a title at the top. The placeholders in this slide are used to insert the title and the chart.</p>