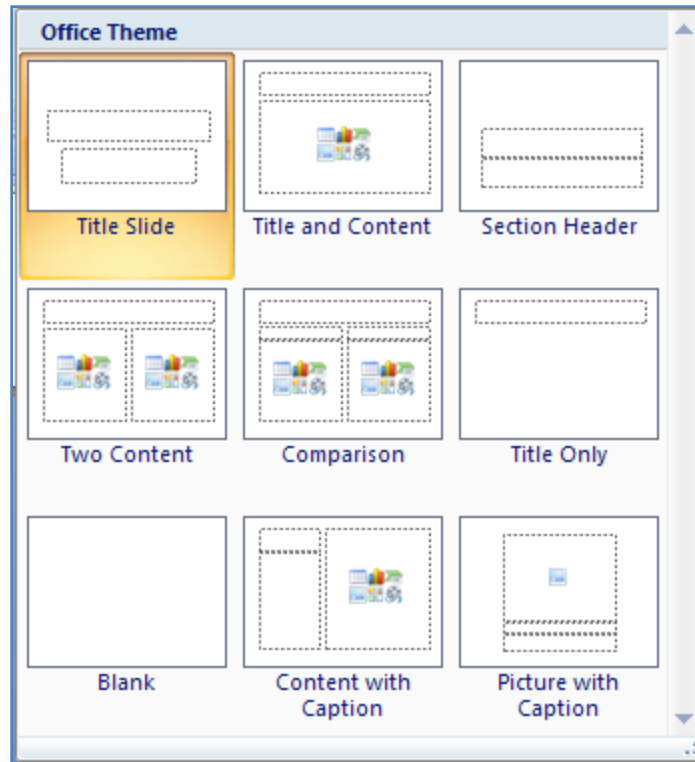


SLIDE LAYOUTS

A presentation is a collection of slides that convey information to the audience. There are nine layouts provided by PowerPoint. The name of each slide layout is displayed below the image in the Layout gallery (see illustration below). If there isn't a layout available that meets a specific need, a custom layout can be created. To apply a Slide Layout to a slide:

- ✦ Click the **Home** Tab.
- ✦ In the **Slides Group**, click the **Layout** button.
- ✦ The **Slide Layout Gallery** will display (see illustration below).



- ✦ To apply the layout, click the layout in the gallery.
- ✦ The table below provides a description of the each of the slide layouts.

Slide Layout	Description
Title Slide	This is the default slide layout when a new presentation is created. It provides placeholders for the title and subtitle of the presentation
Title and Content	With this layout, it is possible to insert bulleted lists as well as other objects such as Tables, Charts, Pictures, Clip Art, Smart Art Graphics, and Media Clips.
Section Header	This slide layout contains placeholders for a title and a subtitle. It is used to start a new section in a presentation. The layout for the slide is slightly different than the title slide layout.
Two Content	To create a slide with two columns, select this slide layout. The slide has two placeholders where text or other objects may be inserted.
Comparison	This slide layout is used when a comparison between two items needs to be made. The layout contains an additional text box at the top of each column textbox where a heading can be inserted.

Slide Layout	Description
Title Only	Use this slide layout when the content to be added isn't one of the designated objects. This is a good layout to use when shapes or other objects are being inserted into a slide.
Blank	This is a good layout to use when an Excel chart or a Word table is being inserted into the presentation.
Content with Caption	When a slide needs to contain content as well as a caption regarding the content, choose this slide layout. The slide will contain placeholders for the caption as well as for inserting text or objects into the slide.
Picture with Caption	To insert a picture as well as a caption, select this slide layout. The slide contains a placeholder for inserting the picture as well as text placeholders for inserting captions.