

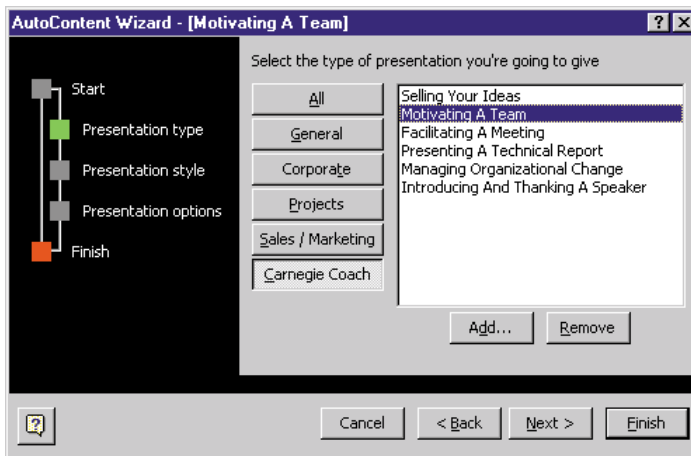


Presentation Creation

When PowerPoint is opened, an initial screen appears which gives you the option of creating a new presentation using the **AutoContent Wizard**, a **Design Template**, or a **Blank Presentation**. From this screen you can also choose to **Open an existing presentation**.

Using the AutoContent Wizard

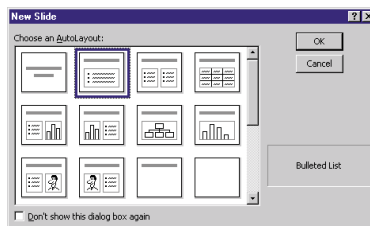
The **AutoContent Wizard** can provide a sample presentation to get you started; this can be customized to meet your needs.



1. Select **New** from the **File** menu, and then click the **General** tab. (If you have just opened PowerPoint, select **AutoContent Wizard** from the initial screen and click the **OK** button.)
2. Double-click the **AutoContent Wizard**, and then click **Next**.
3. When prompted select the **Presentation type**, and then click **Next**.
4. On the **Presentation style** screen specify the type of output you will be using, and then click **Next**.
5. On the **Presentation options** screen, enter a title for your presentation. Indicate what items you wish to appear on every slide, and then click **Next**.
6. Click **Finish**.
7. Click on the slide to enter objects such as text, tables, and graphics.

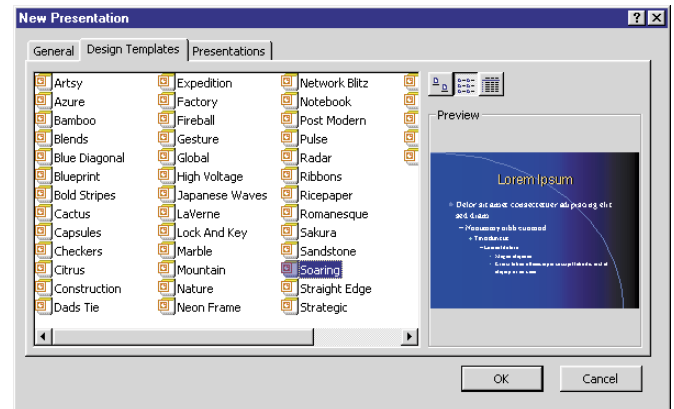
Creating a Blank Presentation

1. Select **New** from the **File** menu, and then click the **General** tab. (If you just opened PowerPoint, select **Blank presentation** from the initial screen and click the **OK** button.)
2. Click on an **AutoLayout** design for your slide from the **New Slide** window that appears. A short description of the selected **AutoLayout** will appear in the bottom right corner of the window.
3. Double-click on your **AutoLayout** choice or click the **OK** button.
4. Click on the slide to enter objects such as text, tables, and graphics.



Selecting a Design Template

Design templates contain color schemes, custom formatting, and styled fonts, designed to create a particular look.



1. Select **New** from the **File** menu, and then click **General** tab. (If you have just opened PowerPoint, select **Design Template** from the initial screen and click the **OK** button.)
2. Select a tab from the four that appear:
 - **General** – contains the **Blank Presentation** and **AutoContent Wizard** icons.
 - **Design Templates** – contains many pre-designed single slide layouts.
 - **Presentation** – contains many pre-designed presentation layouts.
 - **Office 97 Templates** – contains single slide and presentation layouts adapted from PowerPoint 97.
3. Click on an icon to display a sample of the template in the **Preview** area. Double-click on an icon to select it.
4. Click on the slide to enter objects such as text, tables, and graphics.

Opening an Existing Presentation

1. Select **Open** from the **File** menu. (If you have just opened PowerPoint, select **Open an existing presentation** from the initial screen and click the **OK** button.)
2. Enter the file name of the presentation to open, or browse through the files to locate and select a file.
3. Click the **Open** button.

Saving the Presentation

1. Click the **Save** button, select **Save** from the **File** menu, or press **Ctrl + S**.
2. Type a name for the presentation in the **File name** field.
3. Click the **Save** button in the **Save As** window.

Saving a Slide Show

You can save a presentation to automatically run as a slide show when opened from the desktop.

1. Open the presentation to be saved as a slide show.
2. Select **Save As** from the **File** menu.
3. Click **PowerPoint Show** from the **Save as type** list.