



Create a PowerPoint® Presentation

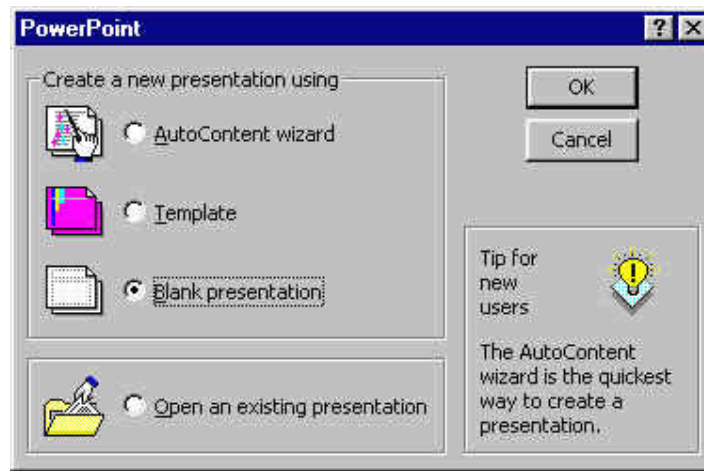
PowerPoint is a registered trademark of Microsoft, Inc.®

© 2001

Step-by-Step Tutorial (Office 97)

Vol. 251 Issue 2

Microsoft PowerPoint® allows you to create quick and easy linear and non-linear presentations. this guides is an easy-to-follow step-by-step tutorial that you can use as a just-in-time reference. Start with your ideas and put them in either the slide or outline view. Use the tips and References for shortcuts and definitions. By the end of this guide, you will have created a simple linear presentation that you will be proud of. You will even learn how to add animations and transitions that will WOW your audiences!



Reference!

The AutoContent Wizard is used only if you have a goal and text ready-to-go. Many of the wizards are business oriented. Templates have designs with fonts that are included with PowerPoint.

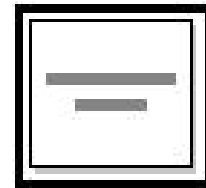


Tip!

Blank presentations are the best way to work if you want to create your own design.

Options for Creating a New Presentation

1. AutoContent Wizard.
2. Templates included in PowerPoint.
3. Blank presentation.
4. Open an existing presentation.



Choose a Presentation

1. Start PowerPoint and choose Blank Presentation.
2. Choose an AutoLayout for your title slide.
3. Click to add title.
4. Type in a title for your presentation.
5. Click to add subtitle and type a subtitle.

