



Create a PowerPoint® Presentation

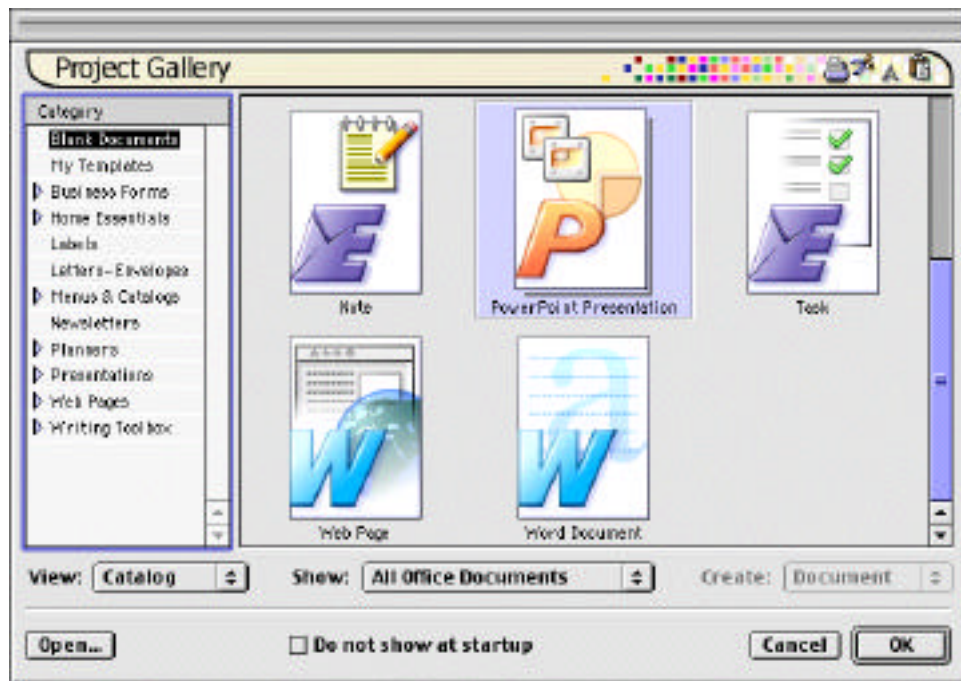
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Step-by-Step Tutorial (Office 2001)

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Microsoft PowerPoint® allows you to create quick and easy linear and non-linear presentations. This guide 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 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 presentation that you will be proud of. You will even learn how to add animations and transitions that will WOW your audiences!



Reference!

The Project Gallery replaces the startup page used in 97, 98, and 2000 versions. Categories show up with built-in templates or custom created by you under My templates.



Tip!

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

Start with the Project Gallery

1. Open PowerPoint.
2. If you already created a presentation you want to continue working on, click **Open** and find the document.
3. For this Guide, let's start with a new blank document.
4. Under Category, Blank Document is selected and click **OK**.

Choose a Presentation

1. Choose an AutoLayout for your title slide.
2. Click to add title.
3. Type in a title for your presentation.
4. Click to add subtitle and type a subtitle.

