



Create a PowerPoint® Presentation

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Step-by-Step Tutorial (Office 2000)

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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 startup dialog box is used in 97, 98, and 2000 versions. Design Templates come with background, text and colors already set for you. AutoContent Wizard has placeholders for specific types of presentations.

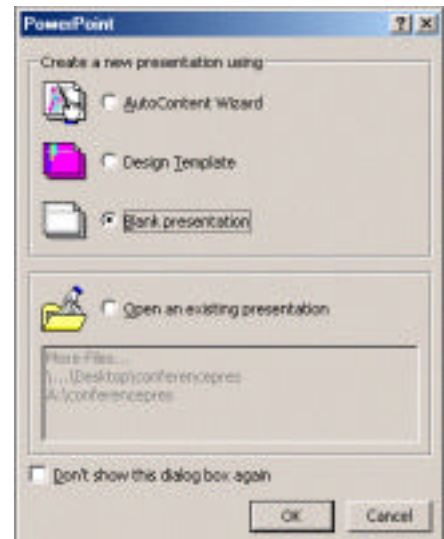


Tip!

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

Start with a Blank Presentation

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.



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.

