



# Create a Presentation

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Using Microsoft PowerPoint XP

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**Microsoft PowerPoint XP** allows you to create quick and easy linear and non-linear presentations. This Guide is a step-by-step tutorial that you can follow when designing a presentation around a topic you want to inform, persuade, or discuss with an audience. By the end of this Guide, you will be able to create a 4-5 slide presentation, use the task panes, outline a topic, choose a theme or background, format text, objects, and the master view, add transitions and animation effects, preview your slide show, and print a handout for your audience.



### Reference!

First slide is the Title slide. The tri-pane view makes it easy for you to switch between views. The Task Pane is a one-stop place for opening new and existing presentations and using different features within the program.



### Tip!

Keep your title and subtitle short. Think of something catchy such as: *History Does Repeat Itself: How to Connect the Pieces.*

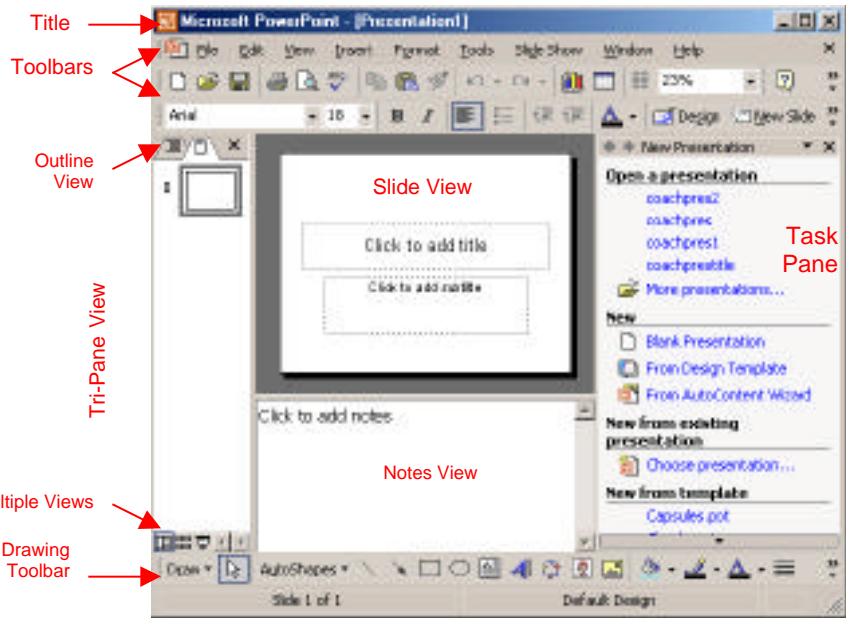


### Tip!

Go through this Guide once first just to learn the techniques and then plan and storyboard your presentation clearly so you know what you want on each slide.

## Start with a Blank Presentation

1. Open PowerPoint either from a shortcut or the **Start** menu.
2. XP opens to a blank document automatically.



3. Click on “Click to add title” and type your title of your presentation. For this Guide, type “History Does Repeat Itself”
4. Click on “Click to add subtitle” and type “Connecting the Pieces” and add by [your name].
5. Click on #1 slide on left pane and press **Enter**.
6. A new slide will appear as a bulleted list and a variety of slide layouts appear in Task Pane with bulleted list highlighted.

