



Create a Presentation

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Using **Microsoft® PowerPoint** you can 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 time you complete it, 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.



Tip!

You can also create a new presentation from a template or based on an existing presentation's format. Go to the **File** menu to *New* to bring up the *New Presentation* task pane and explore your options.



Reference!

The first slide is the Title slide. The tri-pane view makes it easy for you to switch between views. Task panes will appear at the right of the window to help you complete tasks.



Tip!

Keep titles and subtitles short.

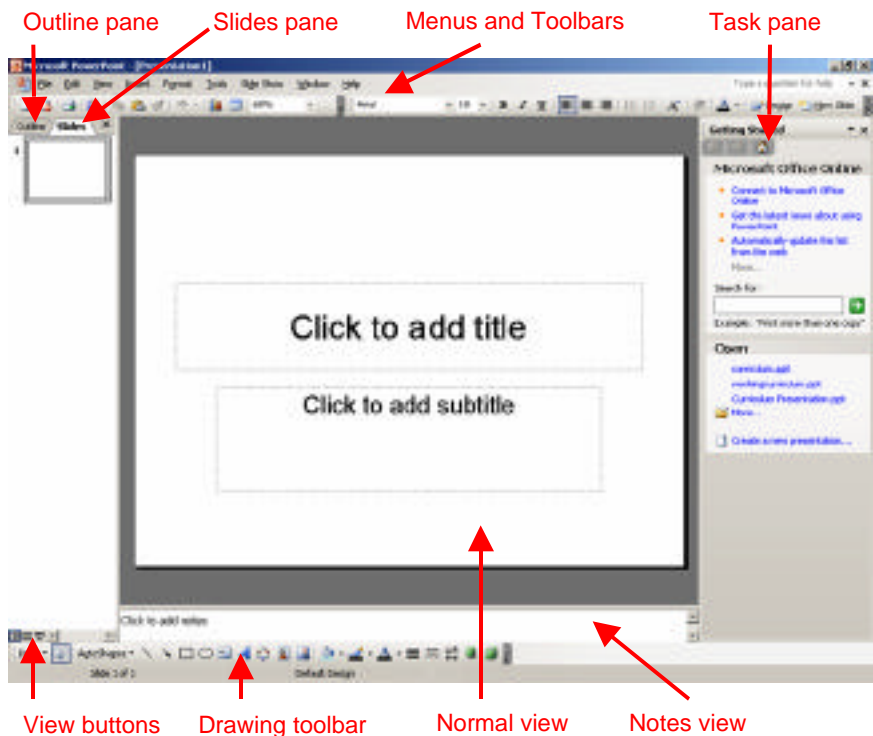


Tip!

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.

Create a Blank Presentation

1. Launch PowerPoint. A new, blank presentation will open automatically.



2. Click the **Click to add title** box and type "History Does Repeat Itself".
3. Click the **Click to add subtitle** box and type "Connecting the Pieces by [your name]".

