



# Create Charts And Tables

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Using **Microsoft PowerPoint XP**, you can create a variety of charts, diagrams, and tables to enhance your presentation. By the time you complete this guide, you will be able to create and edit organization charts, diagrams, flow charts, tables, and graphs.



### Check It Out!

For more information on creating presentations and working with PowerPoint, refer to the *PowerPoint Step-by-Step* guide.



### Tip!

You can also go to the **Insert** menu, to *New Slide*.

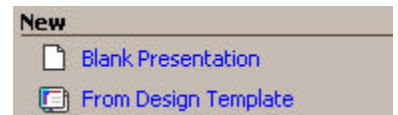


### Tip!

To combine creating a new slide and applying the layout in one step, click the drop down arrow next to the layout and go to **Insert New Slide**.

## Create A New Presentation

1. Launch PowerPoint and go to the **File** menu, to *New*.
2. Click the **From Design Template** link in the New Presentation task pane.
3. Click the Capsules design template to apply it.
4. Save the presentation as *S&A Presentation*.
5. Click the Title placeholder and type "Sports And Activities."
6. Click the Subtitle placeholder and type "Advisors And Organization."



## Add A New Slide

1. Press **Ctrl + M** to add a new slide.
2. Scroll to the Other Layouts section of the Slide Layout task pane.
3. Click the Title and Diagram or Organization Chart layout to apply it.
4. Click the Title placeholder and type "S&A Organization."

