



Create Charts And Tables

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Using **Microsoft PowerPoint**, 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.

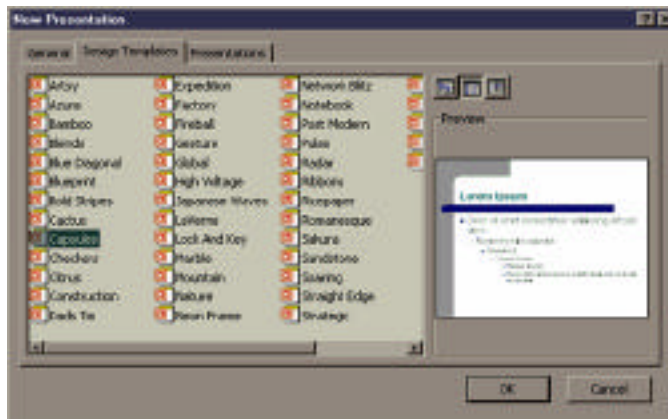


Check It Out!

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

Create a New Presentation

1. Launch PowerPoint.
2. Select **Design Template**, then click **OK**.
3. Select the **Capsules** template, then click **OK**.



4. Click **OK** to accept the Title Slide AutoLayout.
5. Click the Title placeholder and type "Sports and Activities".
6. Click the Subtitle placeholder and type "Advisors and Organization".
7. Save the presentation as "*sapres.ppt*".

