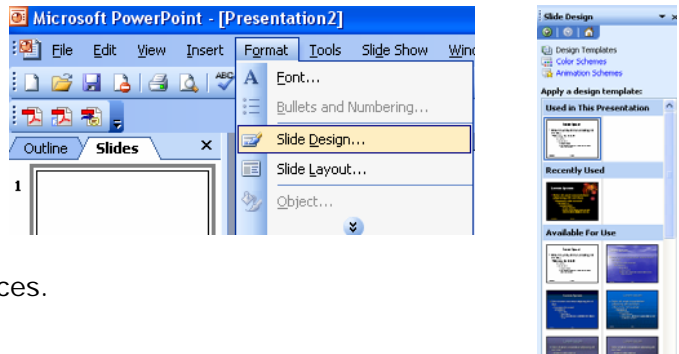


POWERPOINT 2003

CREATING A POWERPOINT PRESENTATION

CHOOSING A DESIGN TEMPLATE

- Open PowerPoint (**Start > Programs > Microsoft Office > Microsoft Office PowerPoint 2003**)
- In the toolbar, click **Format > Slide Design** (see NOTE below)
- A list of designs appears on the right side of the screen. Choose desired template by clicking it once. All slide will now be formatted with this design.

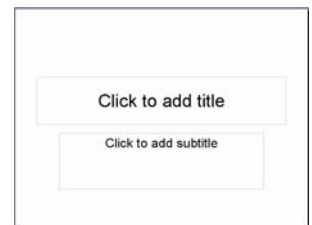


NOTE: If you do not see 'Slide Design', click on the button that looks like this  to expand the list of choices.

FIRST SLIDE

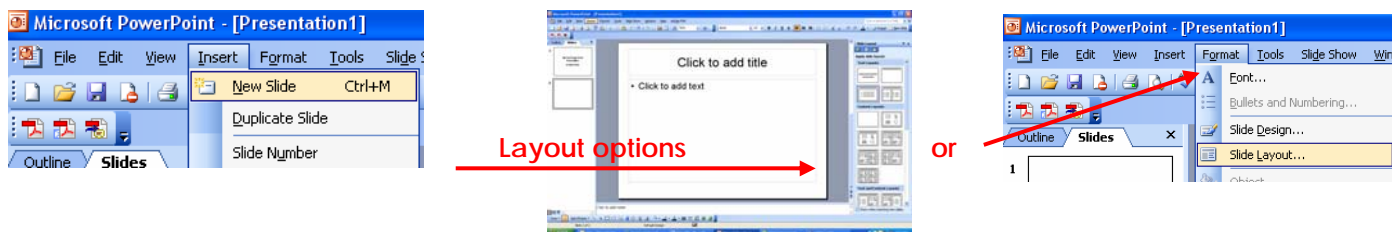
- In 'Click to add title', click once and type a title. Example: My First PowerPoint Presentation
- In 'Click to add subtitle' type in your name or today's date.

NOTE: You may choose a different slide layout as your first slide. See 'Add A Slide'



ADD A SLIDE

- Click **Insert > New Slide** (or while holding down the **Ctrl** key, tap the **M** key)



- A default layout appears. You may keep this layout or choose from the Slide Layout options on the right of the screen. If you do not have this screen or accidentally closed it, go to: **Format > Slide Layout**

RESOURCES

Free online training resources:

Go to www.asmands.com for the links below or go to your internet browser and in the URL type exactly as you see below:

Microsoft Online Training <http://office.microsoft.com/training/training.aspx?AssetID=RC011298761033>

PowerPoint Help <http://www.123ppt.com/powerpoint-tutorials/>

Create Your First PowerPoint <http://office.microsoft.com/training/training.aspx?AssetID=RC011298761033>