

## I. Getting Started

### Opening PowerPoint

Open PowerPoint by double clicking on the PowerPoint icon on the Windows desktop.



**New Presentation** |*File*| (New) From Design Template



-Click on the Design button on the formatting toolbar that appears on the right and choose a design for the presentation. The user can choose a recently used design or scroll down to pick a new design.



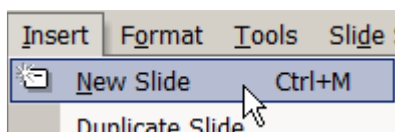
-Click on the Design choice desired

-The Design will then appear in the slide window.



**Create a New Slide**

|*Insert*| New Slide



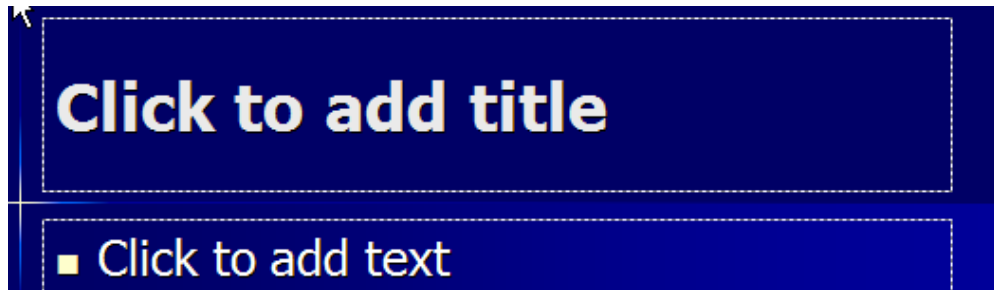
-To create a new slide use the Insert menu or click on the new slide button on the formatting toolbar.



### Apply Layout

*|Format| Slide Layout*

- The first slide will default to a Title slide layout which contains a title and a subtitle. Every new slide from then on will default to a bullet list format like below.



-To change the slide layout, use the format menu and select “Slide Layout” and choose a layout from the task pane on the right. Scroll down to view more layout choices.

