

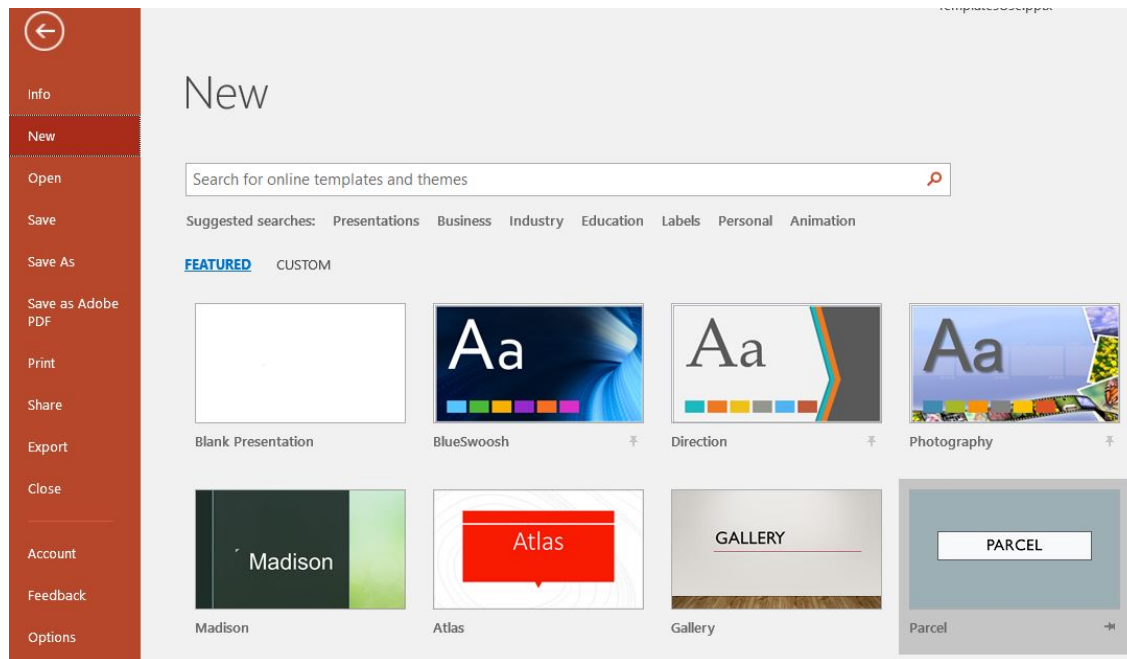


PowerPoint Tutorial: Using Templates

By Mark Gillan



Starting with a template



- Microsoft provide a number of different templates placed into various categories, many have sample presentations with charts and ready-made objects for a specific purpose or audience
- File > New
- Search or use the categories
- Select the template and create a presentation from same by clicking Create
- The file will be created and information can be typed, inserted and objects used. The next PowerPoint tutorial will show insertion of slides with choice of layout ready for input too