

## **“Step Sheet: Creating a Template in PowerPoint”**

### **PowerPoint Presentation**

This step sheet will help you create a template in Microsoft PowerPoint for your students to add their text and graphics.

### **Using Microsoft PowerPoint**

To create a presentation template, follow these steps.

#### **➤ Opening Microsoft PowerPoint**

##### *Step 1*

Find the Microsoft PowerPoint icon, which could be in your application folder or in a Microsoft Office folder.

##### *Step 2*

Double-click the Microsoft PowerPoint icon to open the Project Gallery.

#### **➤ Creating a Presentation Template**

##### *Step 1*

From the Project Gallery, in the Category window, click the Presentations arrow.

##### *Step 2*

Click Designs to view previews.

##### *Step 3*

Scroll through all the icons. Double-click a design icon for your presentation.

##### *Step 4*

Select the first Auto Layout in the upper-left corner of the New Slide Window. Click OK. (This will be your title page.)

##### *Step 5*

From the Insert menu, choose New Slide. Select an Auto Layout that includes clip art and text and is appropriate for your presentation material. Click OK.

*Step 6*

Draw an appropriate graph to use as a template for your students. Use the Step Sheet, "Drawing a Graph in PowerPoint" to help guide you through the drawing.

*Step 7*

To add more slides, from the Insert menu choose, Duplicate Slide. Repeat as many times as necessary to create the number of slides your students will need.

*Step 8*

To insert electronic images into your Microsoft PowerPoint Slideshow, use the Step Sheet "Gathering and Inserting Electronic Images".

*Step 9*

Save your template. From the File menu, choose the Save As option. Name your presentation and select where you want to save it. Click OK.