

## **“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*

Click the Start menu button then point to Programs. The Programs submenu appears containing the Microsoft PowerPoint icon.

##### *Step 2*

Click the Microsoft PowerPoint icon to open the program.

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

##### *Step 1*

From the Create a new presentation dialog box select the Design Templates option for opening a new PowerPoint presentation file.

##### *Step 2*

Click OK. The available design template icons appear.

##### *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.