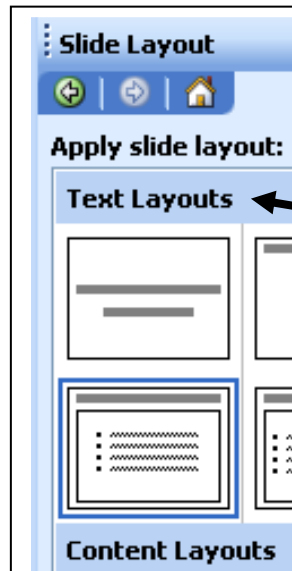# Creating a PowerPoint Presentation

1. Double click on the PowerPoint icon on the desktop
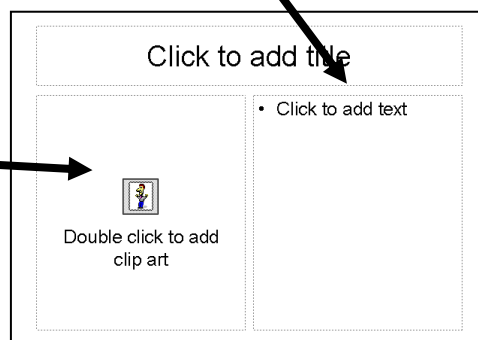
2. Click on the 'Design' icon from the toolbar

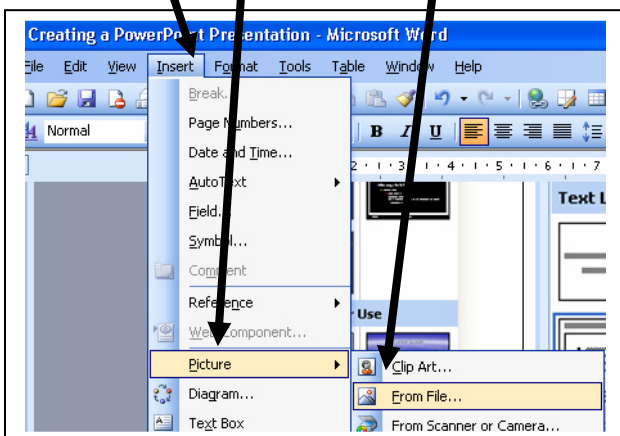3. Choose the slide template that you would like to use

4. Click on New Slide

5. Click on the text layout that you would like for your presentation

6. Follow the on screen directions

7. Click in the box once go to Insert, Picture and From File…

8. Click on add text or add title and type what is required.

9. To begin a new slide follow from step 4.