

- ◆ Financial Plan
- ◆ Organization Management
- ◆ Marketing Plan
- ◆ Meeting Facilities Planner
- ◆ Project Status
- ◆ Reporting Progress
- ◆ Sales Flyers
- ◆ Team Motivation
- ◆ Technical Reporting
- ◆ Training
- ◆ Who's who

All these AutoContent Wizard templates are available to you if you don't want to run the wizard first. PowerPoint 2000 supplies two styles for each template: One for an online Intranet or Internet PowerPoint 2000 presentation, and one for a standalone PowerPoint 2000 presentation known as a standard presentation.

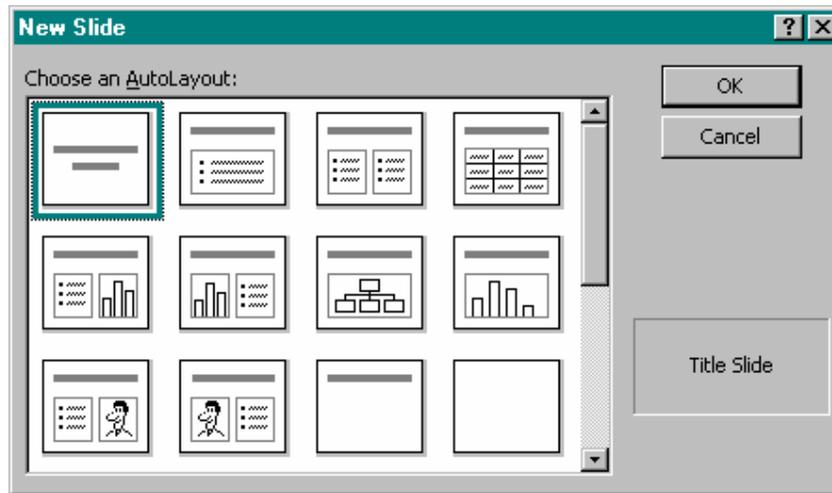
After PowerPoint 2000 creates the presentation outline, you have to fill in the details. Click any slide's icon in the left column of the presentation outline that the AutoContent Wizard produces to edit that specific slide.

### **13.4 Creating Presentation Using Design Templates**

If you start PowerPoint 2000 and select File, New, PowerPoint 2000 presents you with the New Slide dialog box. The New Slide dialog box contains several templates that you can use to start your presentation's first slide.

Display the New Slide box whenever you need to create a new slide for a presentation. A presentation contains one or more slides, so you need to display the New Slide dialog box every time you are ready to add the next slide to the presentation. To display the New Slide dialog box at any time, click the New Slide option in the Common Tasks menu.

As you click through the templates, the New Slide dialog box displays a description in the lower-right corner, such as Chart & Text, that describes the template's most common use. Note that the AutoContent Wizard uses several



of the templates for its individual slides.

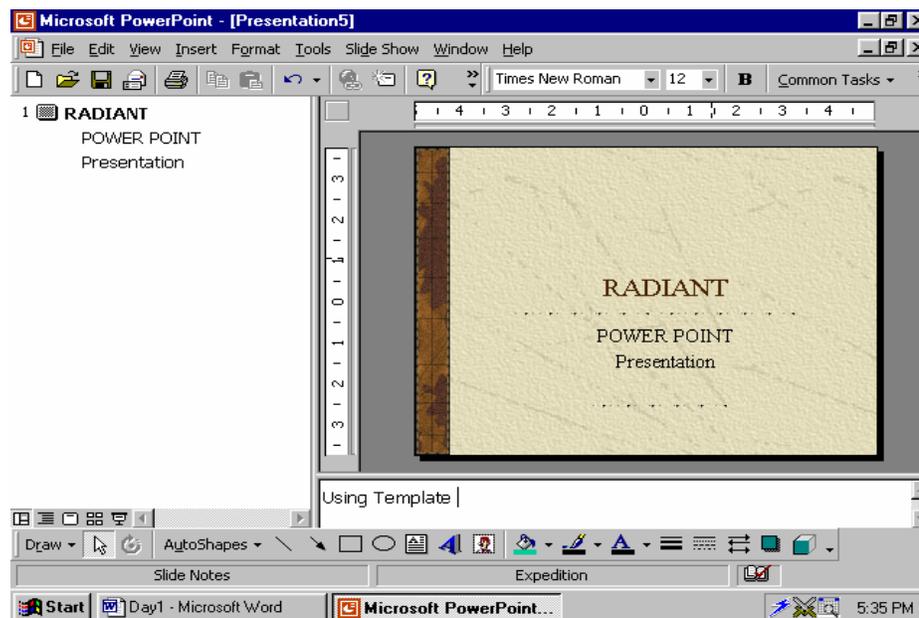
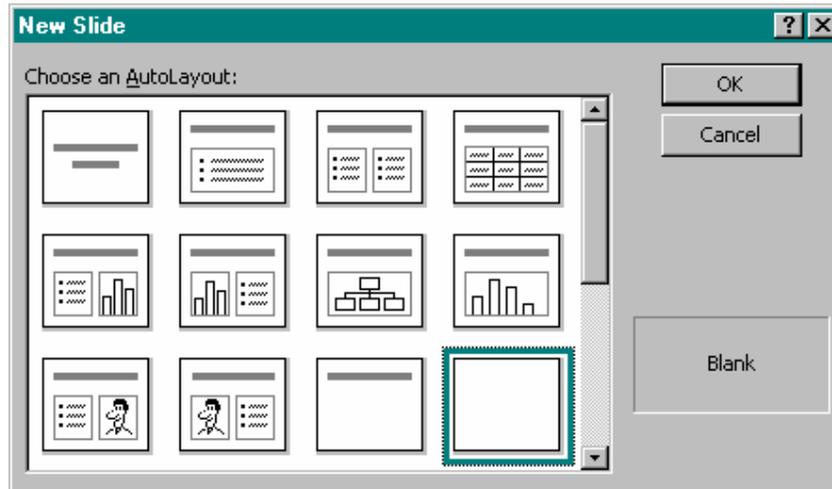


Fig Represents a template's generated slide when you select a template.

### 13.5 Creating Blank Presentation

When you create a new presentation from scratch, you can still take advantage of the design templates. One of the design templates in the New Slide dialog box selects list is the Blank templates, shown in Fig.



Blank presentation require that you manually create every slide element, including the text, titles, and body. Most slides have a title, text, and an optional graphic image.

If you design your own slide from a blank template, you can later apply one of the template styles to the slide! . Therefore, if you don't like what you generate from scratch, PowerPoint 2000 enables you to redesign the slide without requiring you to re-enter the slide's text. If you save a presentation as a template file, you can use that presentation's format for subsequent, presentation.

### 13.6 Inserting Objects

As with other Microsoft Office products, you can import objects from other programs right into your presentation slides. For example, you can insert clip art, media clips, and drawings created by other programs. You can also insert financial data from an Excel worksheet and tables from a Word document. And you can call on Microsoft Graph to create and insert charts into your presentations. Once a presentation is finished, you may want to convert it to a text document. PowerPoint also provides the ability to export the text content