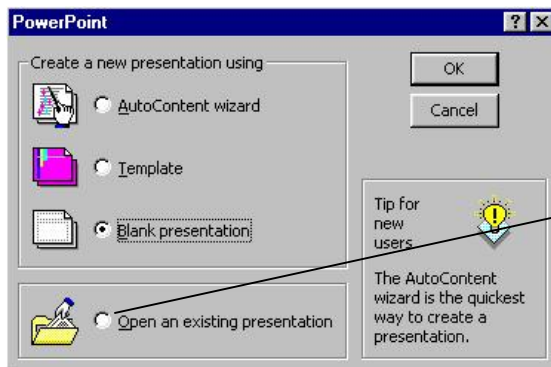


# Creating a Presentation from the Dialog Box

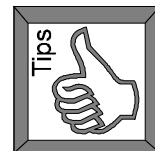
When you first start PowerPoint you will see this dialog box. It does not appear when you create a new presentation from within PowerPoint (see page 19)



1. Click in the circle next to the option you require (see below)
2. Click OK

## **You do not have to use the dialog box**

The dialog box is there to help you. You do not have to use it. Just click on cancel to go straight into PowerPoint



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## The AutoContent Wizard

The AutoContent Wizard will ask you questions on the subject matter of your presentation. It will then create a presentation, including text, based on the answers you give.

1. Select the answers you require
2. Click on Next after you have answered
3. Click on Finish at the end

---

## Design Template

A template is a pre-set design for your presentation. It will not add any text, but will put colours and graphics into the background of your slides

1. Select the template you require, e.g. Artsy
2. Click OK                      The new slide layout box will appear (see page 20)

## **What is Blank Presentation?**

Exactly as it sounds! This will produce a presentation with a white background and black text. It is up to you to jazz it up!

*If you choose blank presentation you will be taken to the new slide layout box  
(see page 20)*