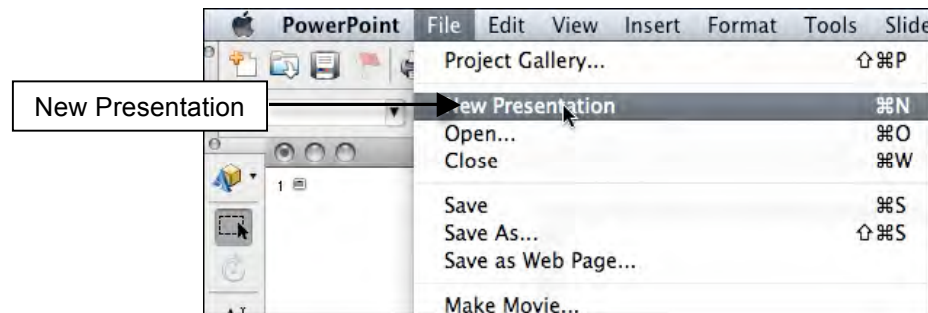


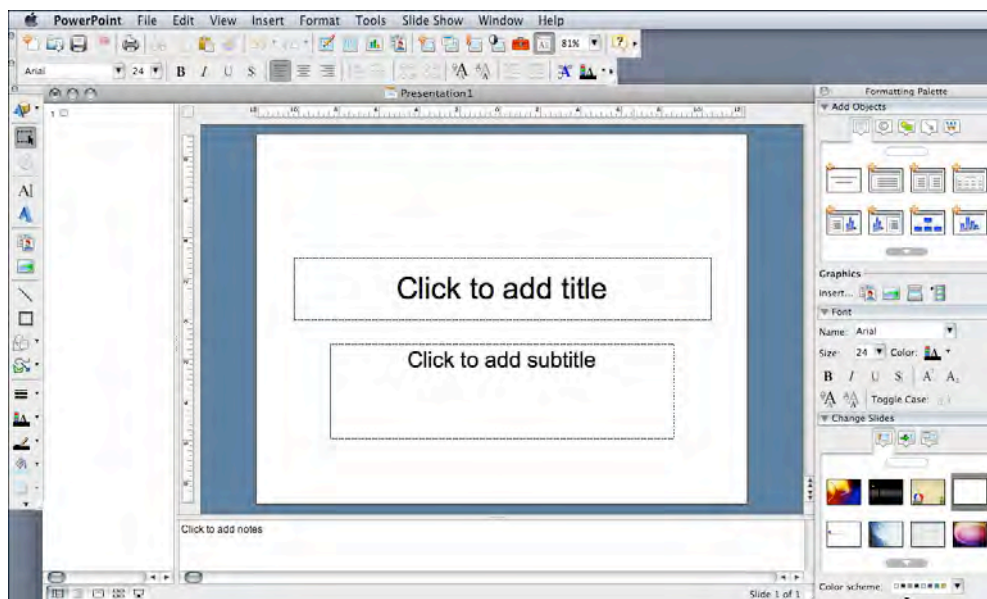
# Creating a New Presentation

To create a new presentation, follow the steps below for Microsoft PowerPoint 2004.

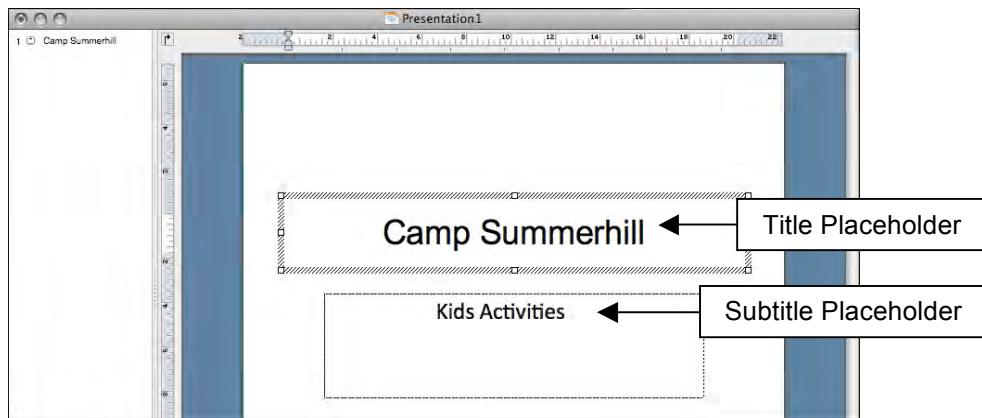
1. Click on **File** and then **New Presentation** in the Menu bar.



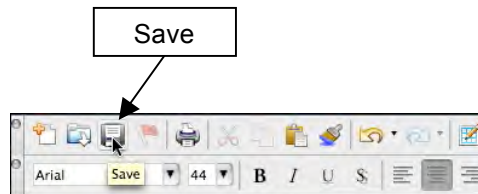
The Title Slide Layout is automatically used. You will see later how to apply a different layout. The slide layouts available are just various combinations of the objects available to PowerPoint.



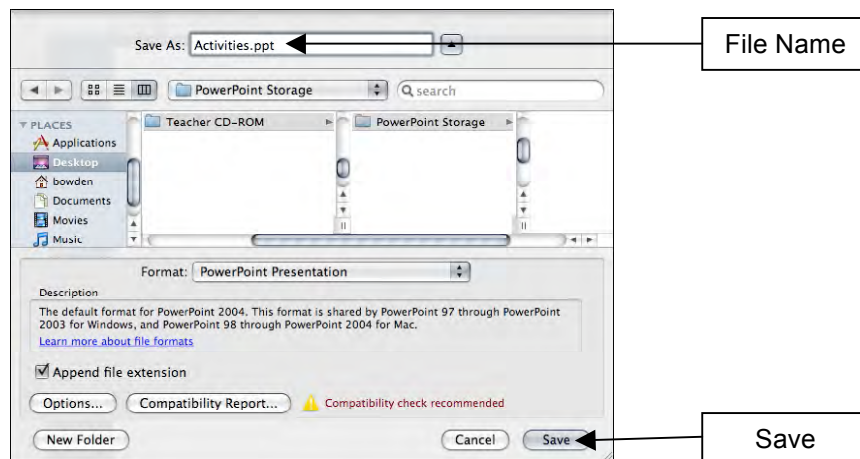
2. Click in the **Title placeholder**
3. Type **Camp Summerhill** in the top placeholder then **Kids Activities** in the lower placeholder as shown below.



4. Click on the **Save** button on the **Standard** Toolbar.

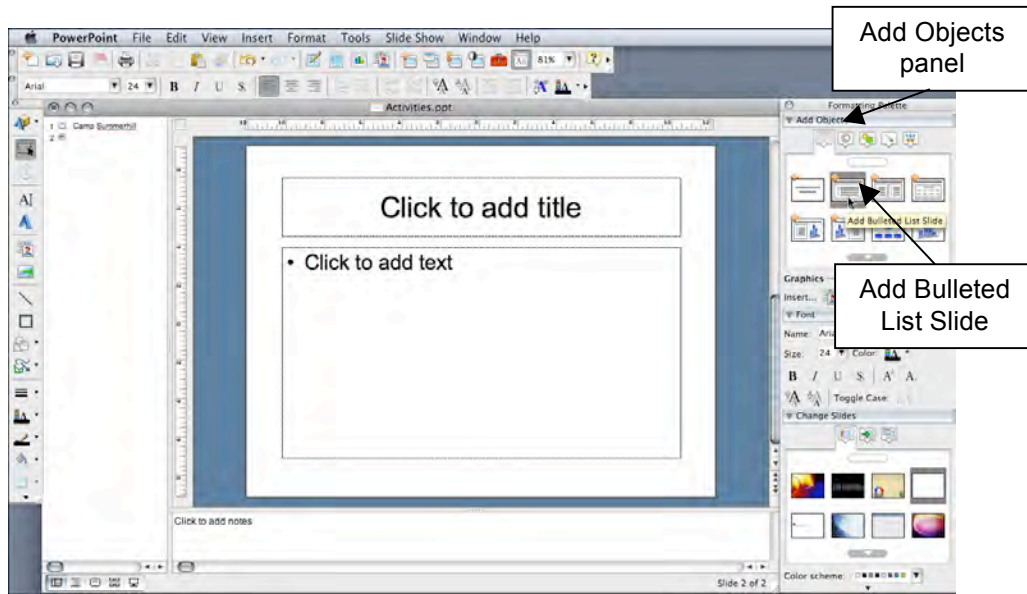


5. The **Save As** dialog box will appear (your Drive will have different folders and file names).
6. Click on your Student storage disk or folder.
7. Enter the name **Activities**, in the **File name** box.

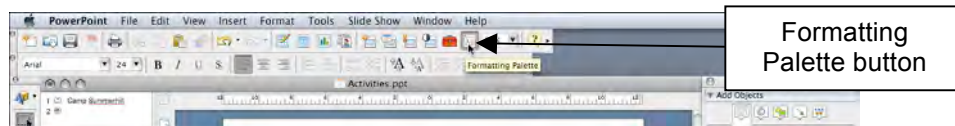


8. Click on **Save**.

- In the **Formatting Palette** click on the **Add Bulleted List Slide** button in the **Add Objects** panel.



- If the **Formatting Palette** is not on the screen use the **Formatting Palette** button in the **Standard Toolbar** to open it.



- Look at the other slide types in the **Formatting Palette**.