# Creating a New Presentation

To create a new presentation, follow the steps below for Microsoft PowerPoint 2003.

**1.** Click on **File** and then **New** in the Menu bar.
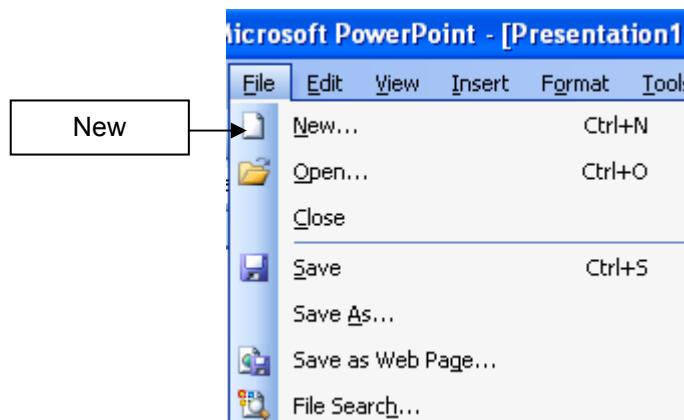
The Title Slide Layout is automatically used. You will see later how to apply a different layout. The slide layouts available are just various combinations of the objects available to PowerPoint.
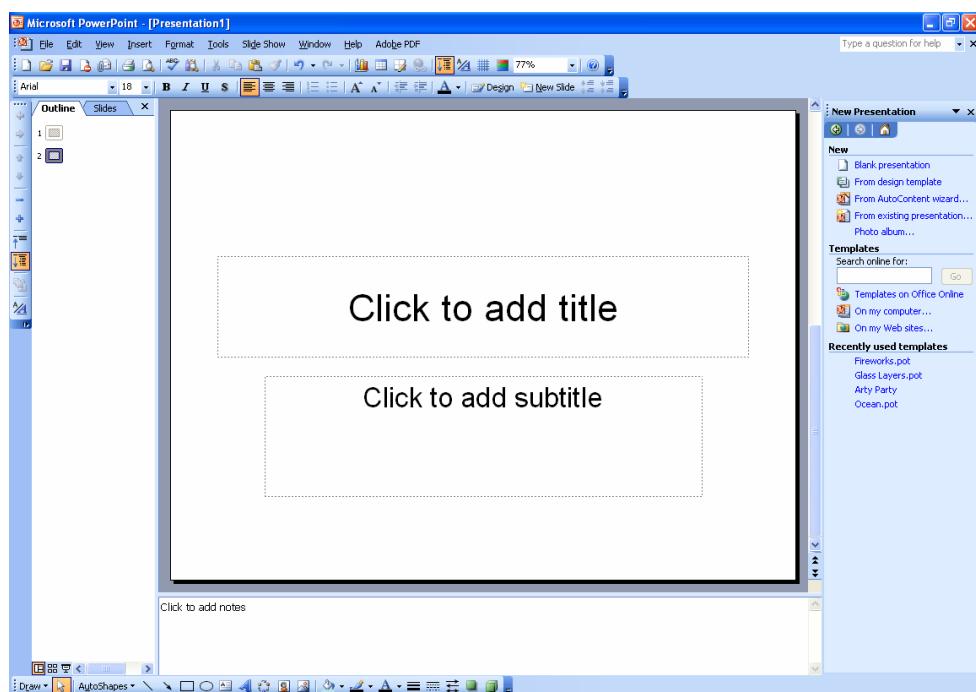
2. Click into the **Title placeholder**

3. Type **Camp Summerhill** in the top placeholder then **Kids Activities** in the lower placeholder as shown below.
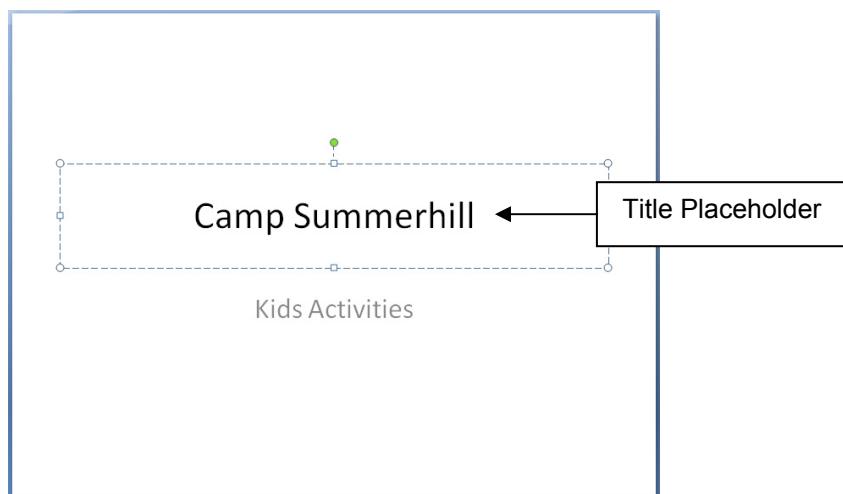
4. Click on the **Save** button on the Menu bar.
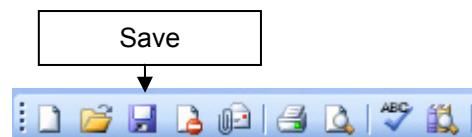
5. The **Save As** dialog box will appear (your Drive will have different folders and file names).

6. Click on your Student storage disk or folder.
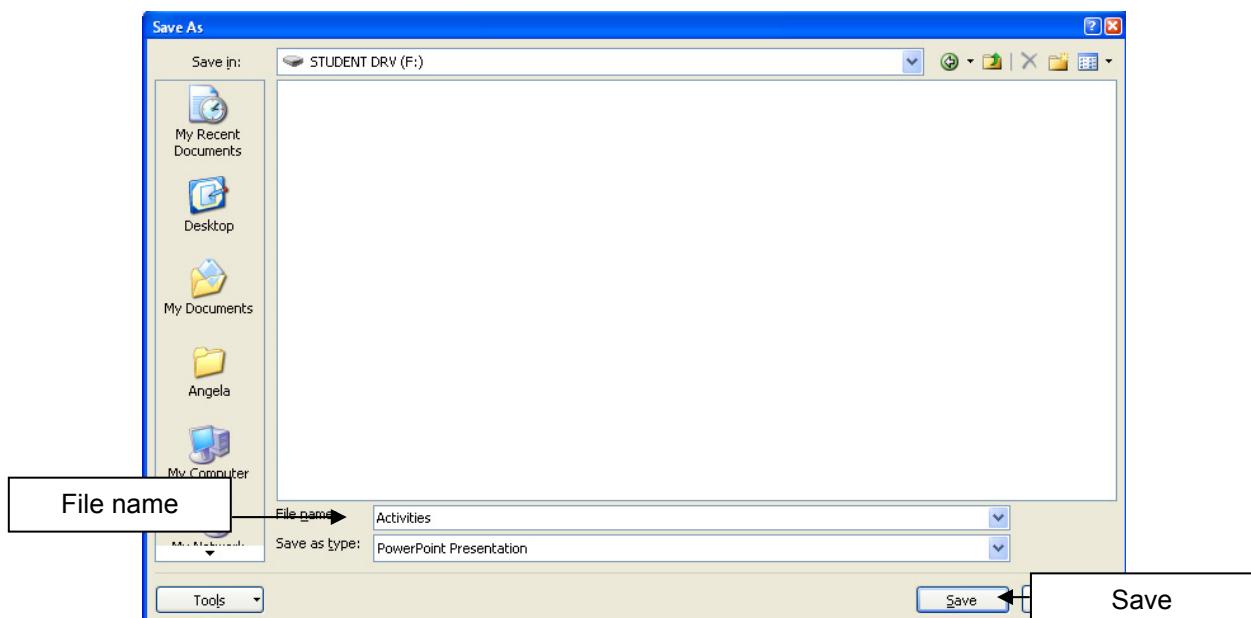
7. Enter the name **Activities**, in the **File name** box.

8. Click on **Save**.

9. Click on the **New Slide** button on the Formatting toolbar

New Slide
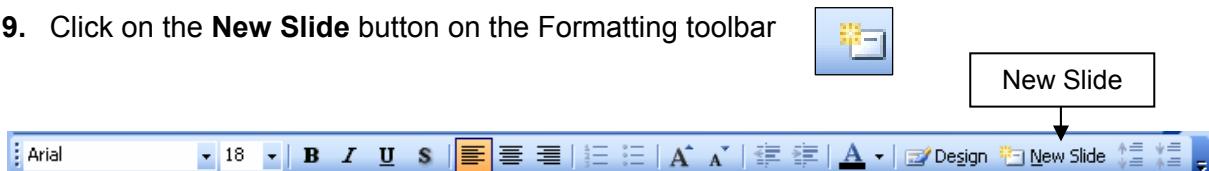
The **Slide Layout Task Pane** will appear, as shown below, with suggested layouts. You can make additions to the slide setup later on if you need to.

Slide Layout Task Pane

Slides
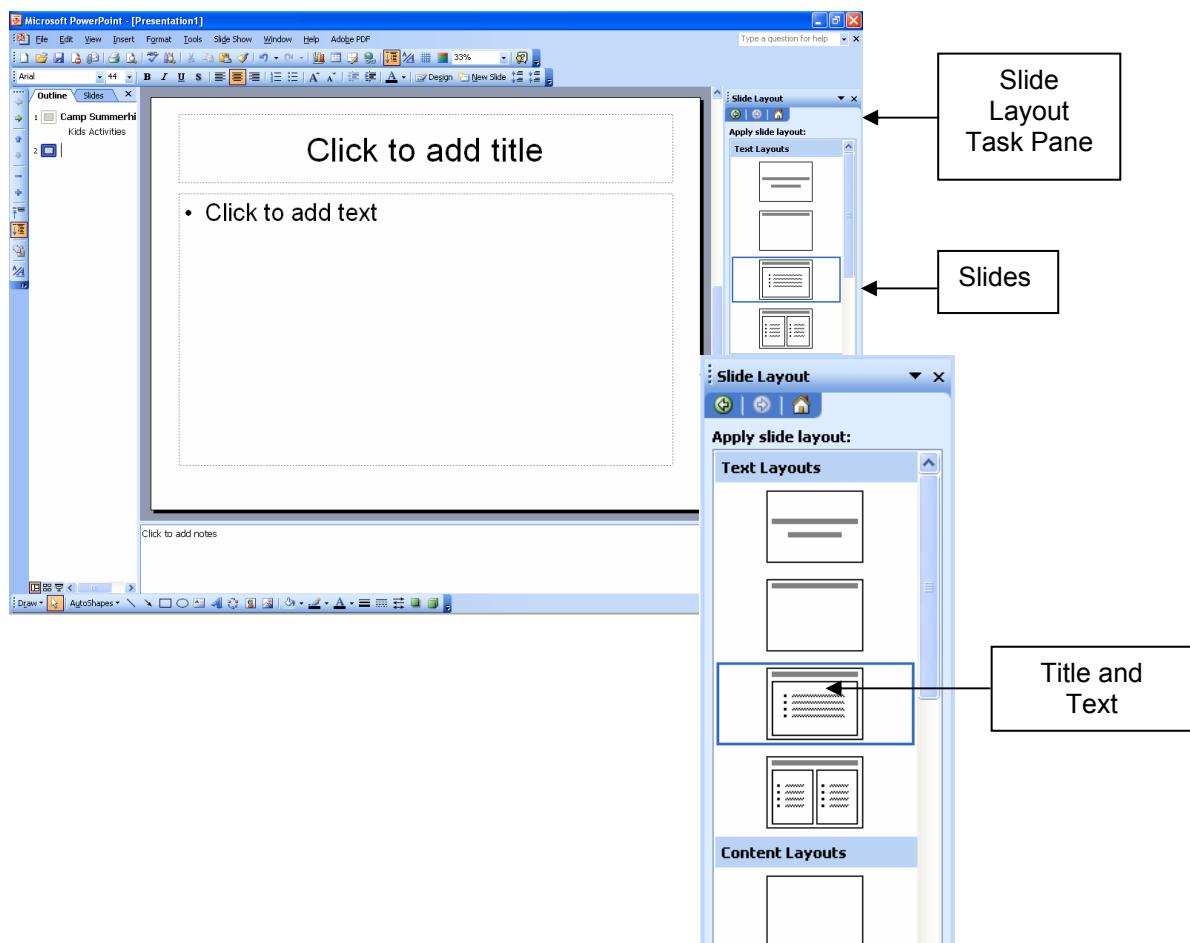
Title and Text

10. Scroll through the layouts, move the mouse over the **Title and Text** layout slide and **click**