

Creating Slides

To add a new slide, on the formatting toolbar click the **'New Slide'** button.



By default, PowerPoint 2003 selects a slide with a 'Title and Text' layout as the second slide. If this is not the format of side you want, you can select a different format.

In the Task Pane, the heading will change to **'Slide Layout'** and you are given a number of options. Scroll down the pane to view the alternatives. Click once on the slide layout you desire.



In the **Outline/Slide** pane you will see that there are now two slides. To move between slides, you can either use the **scroll bars** at the right hand side of the document window, or simply click on the slide you wish to see in the Outline/Slide pane.

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