**PowerPoint Project #1**

“A Plan & Outline to Create a Slide Show”

**Objectives:** To be able to plan and set the initial outline of a presentation

**Preparation:** Think of a “Topic”, a title, an essay, pictures

**Steps:**

* Start and customize a new slide show from an outline
* Add new title-slide and Author
* Add & create Introduction slides with multi-level bulleted.
* Add body slides Insert texts, pictures and add clip art
* Review the presentation Outline
* Save as PPT-1
* **Note:** *In Project #2 – you will edit and enhance this Project#1*