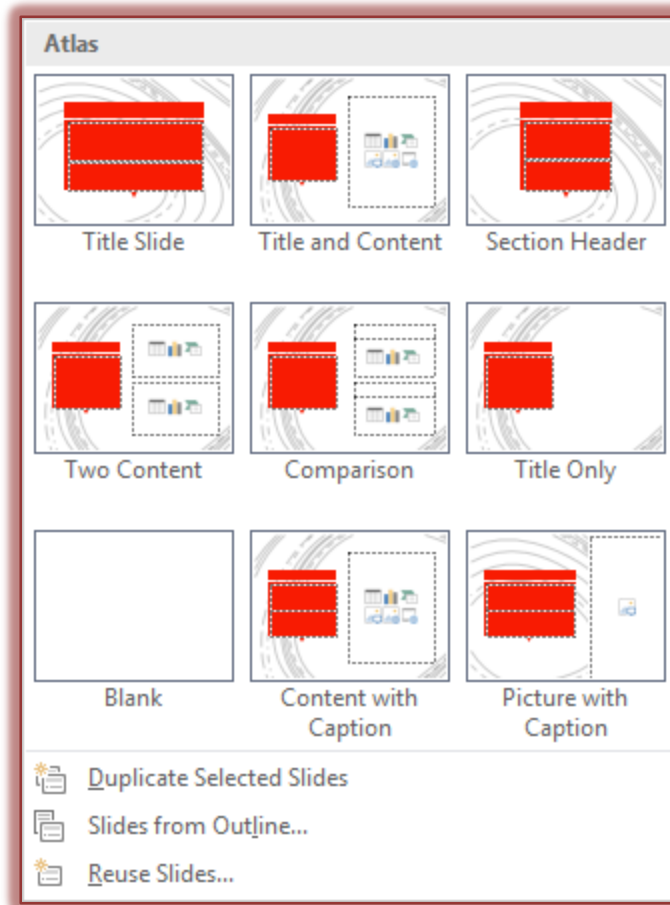
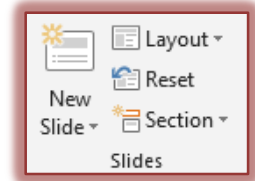


SLIDE LAYOUTS

A presentation is a collection of slides that convey information to the audience. The name of each slide layout is displayed below the image in the Layout gallery. The first nine layouts in the illustration are the most popular and may be the only ones available on your computer. If there isn't a layout available that meets a specific need, a custom layout can be created.

- ✦ Click the **Home** Tab.
- ✦ Do one of the following:
 - ✦ In the **Slides Group**, click the arrow at the bottom of the **New Slide** button.
 - ✦ In the **Slides Group**, click the **Layout** button.
- ✦ The **Slide Layout Gallery** will display.



- ✦ To apply the layout, click the layout in the gallery.
- ✦ The table below provides a description of the each of the slide layouts.

Slide Layout	Description
Title Slide	This is the default slide layout when a new presentation is created. It provides placeholders for the title and subtitle of the presentation.
Title and Content	With this layout, it is possible to insert bulleted lists as well as other objects such as Tables, Charts, Pictures, Clip Art, Smart Art Graphics, and Media Clips. A placeholder is provided for adding a title to the slide.

Slide Layout	Description
Section Header	This slide layout contains placeholders for a title and a subtitle. It is used to start a new section in a presentation. The layout for the slide is slightly different than the title slide layout.
Two Content	To create a slide with two columns, select this slide layout. The slide has two placeholders where text or other objects may be inserted. There is also a placeholder for inserting a title for the slide.
Comparison	This slide layout is used when a comparison between two items needs to be made. The layout contains an additional text box at the top of each column where a heading for both of the columns can be inserted. There is also a placeholder for inserting a slide title.
Title Only	Use this slide layout when the content to be added isn't one of the designated objects. This is a good layout to use when shapes or other objects are being inserted into a slide. The only placeholder on this slide is the one for the slide title.
Blank	This is a good layout to use when an Excel chart or a Word table is being inserted into the presentation. This layout does not contain any placeholders.
Content with Caption	When a slide needs to contain content as well as a caption regarding the content, choose this slide layout. The slide will contain placeholders for the caption as well as for inserting text or objects.
Picture with Caption	To insert a picture as well as a caption, select this slide layout. The slide contains a placeholder for inserting the picture on the right side of the slide as well as placeholders for inserting captions on the left side of the slide.