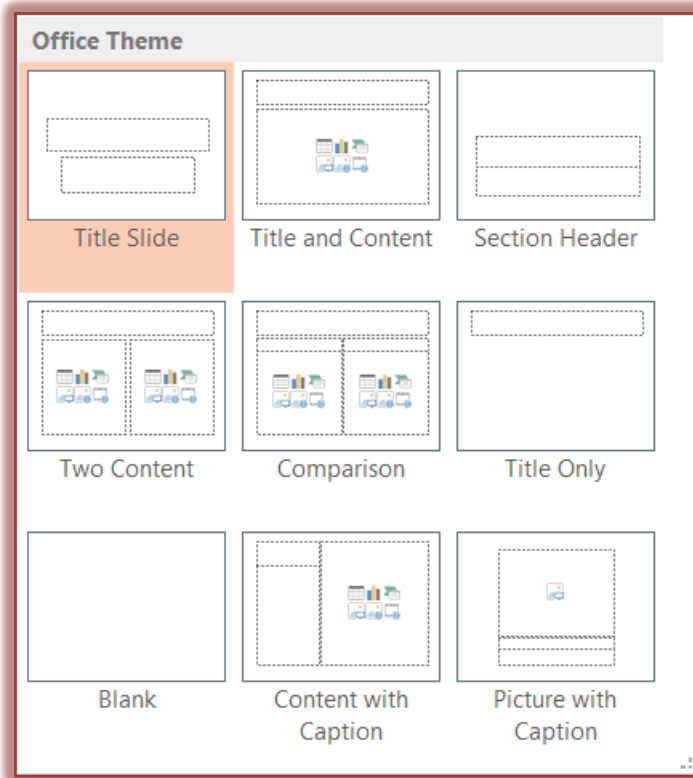
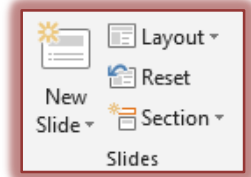


## SLIDE LAYOUTS

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 (see illustration below). 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. To apply a Slide Layout to a slide:

- ✦ 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 (see illustration below).



- ✦ 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
<b>Top Nine Layouts</b>	
<b>Title Slide</b>	This is the default slide layout when a new presentation is created. It provides placeholders for the title and subtitle of the presentation.
<b>Title and Content</b>	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.
<b>Section Header</b>	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.

<b>Slide Layout</b>	<b>Description</b>
<b>Two Content</b>	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.
<b>Comparison</b>	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.
<b>Title Only</b>	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.
<b>Blank</b>	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.
<b>Content with Caption</b>	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.
<b>Picture with Caption</b>	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.
<b>Additional Layouts-Not Shown in Every PowerPoint Program</b>	
<b>Panoramic Picture with Caption</b>	This layout is similar to the Picture with Caption layout. However, the picture appears at the top of the slide and the text placeholders at the bottom.
<b>Title and Caption</b>	To insert a title for a slide along with text regarding the title, select this layout. Two placeholders appear in this slide; one for the title and one for the caption.
<b>Quote with Caption</b>	Use this layout to add a quote to the slide along with the citation and some information about the quote. There are three placeholders on this slide. Quotation marks appear in the top and bottom corners of the quote placeholder.
<b>Name Card</b>	This layout is similar to the Title Slide Layout. The difference is that it contains a placeholder for a title and one for text instead of a title and a subtitle.
<b>Quote Name Card</b>	Select this layout to add a quote along with text to a slide. Quotation marks will appear in the top and bottom corners of the quote placeholder.
<b>True or False</b>	This layout is very similar to the Quote Name Card layout. The only different is that there are not quotation marks.