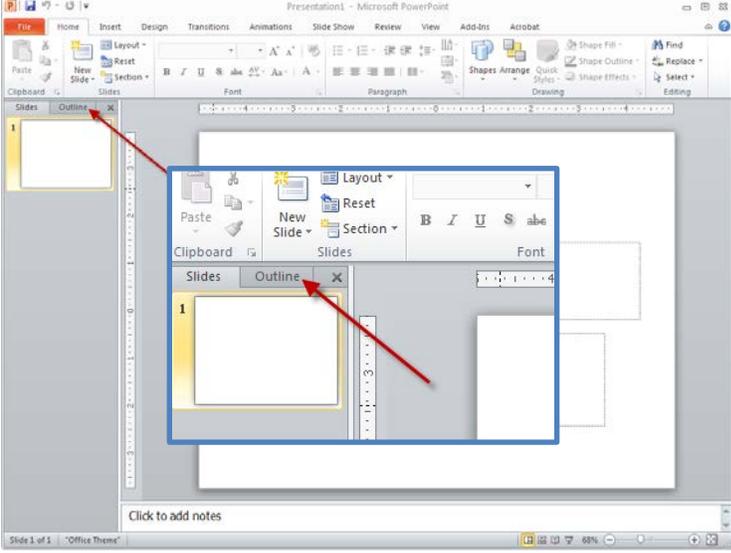
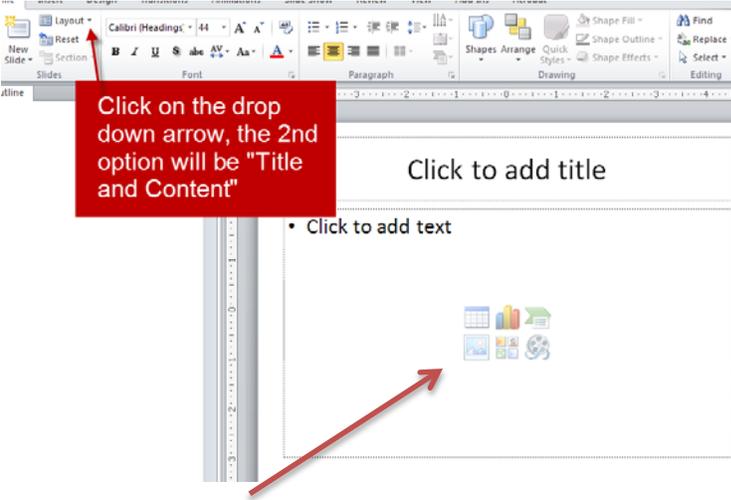


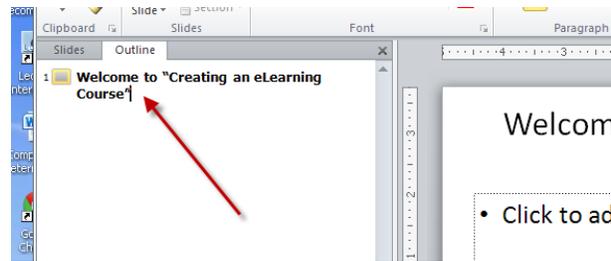
Creating an Outline in PowerPoint

Step 1	Open up PowerPoint
Step 2	Switch to Outline View 
Step 3	Change your "Layout" to "Title and Content"  <p>Click on the drop down arrow, the 2nd option will be "Title and Content"</p> <p>Click to add title</p> <p>Click to add text</p> <p>Notice that your format has changed from the "Title" layout in the main content window.</p>

Creating an Outline in PowerPoint

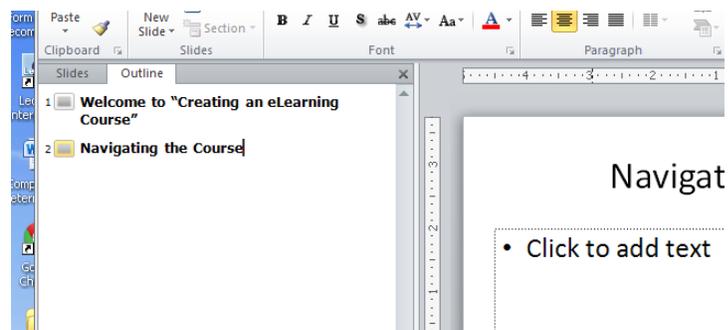
Step 4

Type your first page title in the "Outline" tab of your PowerPoint. Notice that the title now appears on your actual PowerPoint slide.



Step 5

Hit "Enter" and type your second title. This creates your second page and puts this in the title field.



Step 6

Continue adding your page titles until you are done. Your finished outline will look something like this.

