Use Slide Templates for Design Flow

When adding new slides, use the pre-formatted slide templates. Using these templates will ensure your design is strong and flows nicely. These templates have been created for a reason. Trust them. Your students will appreciate the continuity of design throughout your presentations.

**Step 1**
Choose Insert Tab

**Step 2**
Choose > New Slide

**Step 3**
Choose the appropriate slide for the purpose

**Step 4**
Add content

**Tips:**

- Try to use the same slides for the same purpose. For example, use the same slide template for section headings and the same template for sharing information.

- Don’t fiddle with the template too much. It has been designed by professional designers for a reason.

**Possible Tools:**
Microsoft PowerPoint

**ICT Skill Level Required:**
Beginner