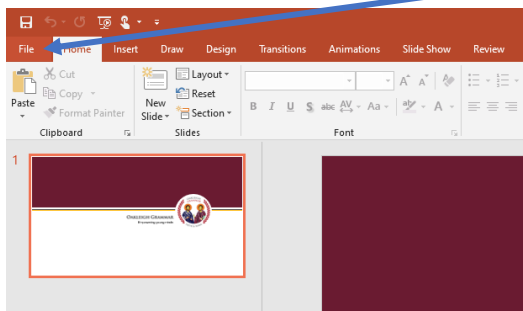


Oakleigh Grammar PowerPoint Presentation template

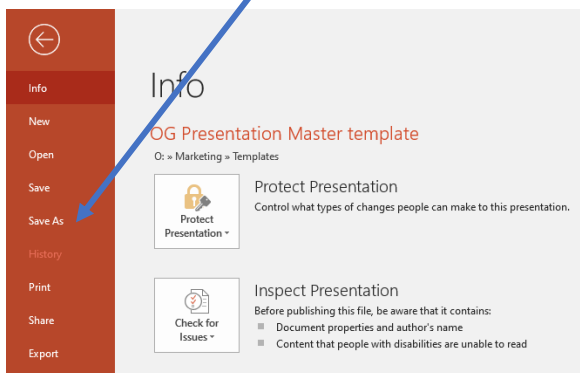
We have created a new Oakleigh Grammar PowerPoint template to use across the school. If you are creating a presentation, please use this template as it will ensure we present ourselves, professionally and consistently.

You will need to store the attached template in the right location to make it easy to apply. PowerPoint should do this automatically when you take the following steps:

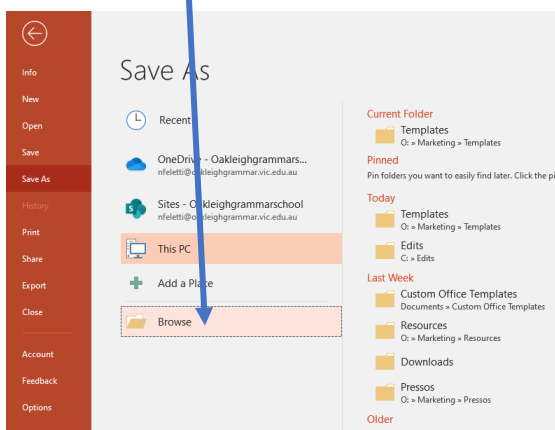
1. Open the attachment “OG Presentation Master template.pptx” by double clicking it. This will open the file in PowerPoint.
2. Choose the File tab on the top left of your screen:



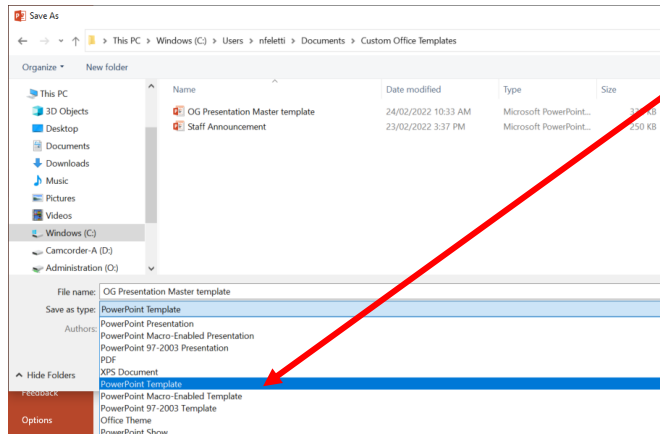
3. Then choose ‘Save As’:



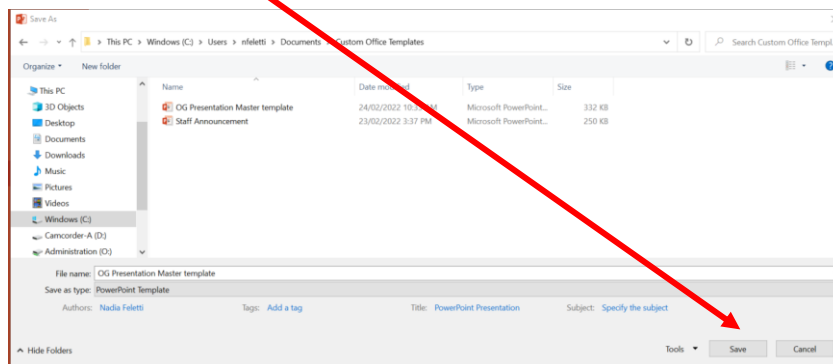
4. Click ‘Browse’:



5. Under the “Save as type:” drop down menu, choose “PowerPoint Template”:



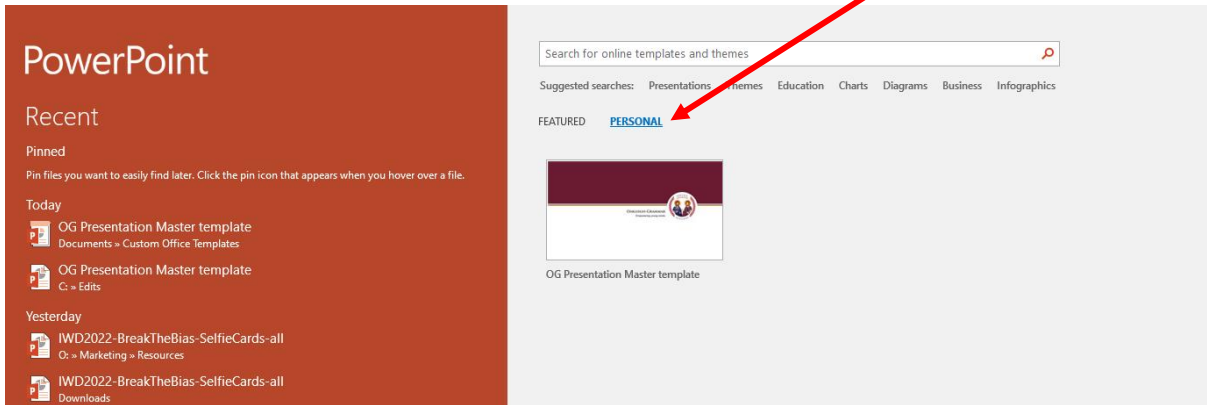
6. By choosing “PowerPoint template” PowerPoint automatically chooses the location in which to store this file. Hit “Save”:



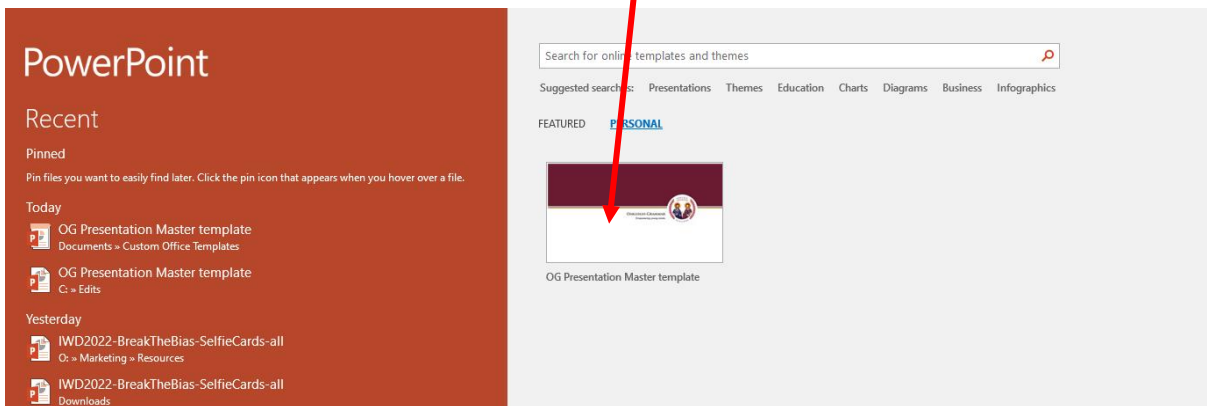
7. Your template is ready to use.

To use the template

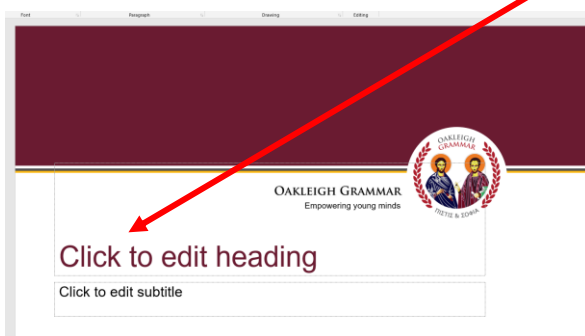
1. Open PowerPoint and click on **PERSONAL** at the top of the screen as shown:



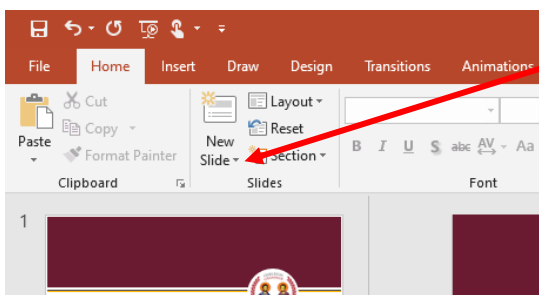
2. The template will appear. Double click the template icon, or click once then choose "Create".



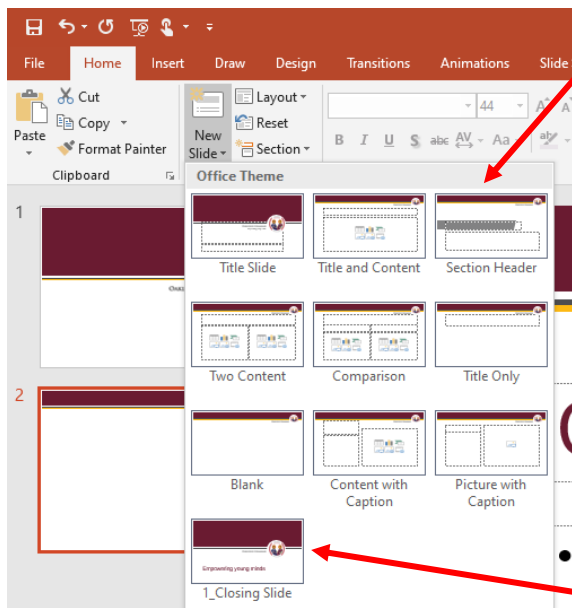
3. This will create a new PowerPoint presentation and will give you the Title slide. Populate the title slide by clicking where indicated and typing your heading. Please note: you don't need to include a heading or subheading. If you don't click on those sections and type something, they will not appear in your final presentation.



4. To add a new slide, hit the small triangle on the New Slide button:



- This will bring up a menu of different slide layouts to choose from. Choose the one you want to apply for the next slide and populate the contents.



- Add subsequent slides in the same way, ensuring you end with a “Closing slide”.

- Save your presentation.







About the slide layout options

Title slide

Use this for the first page of your presentation. You do not need to give it a title if you prefer not to.

Title and content

This slide contains a heading and a list of bullet points, and graphic options. If you want to use a graphic click on the icon that represents the type of graphic you want to use:

	Table		Chart		SmartArt
	Picture from your PC		Pictures from online		Video

Section header

This slide is used to introduce a new section to your presentation. You can use it with or without a contents list

Two column

This slide allows you to use two columns of bullet points, or two graphics side by side.

Two column with headings

As above, but this slide allows you to have a heading at the start of each column

Title only

Title only

This will allow you to add a heading, but the rest of the slide will be blank enabling you to add whatever you need.

Blank

Allows you to add whatever you'd like to this slide. Not recommended unless you are adding a graphic only with no heading, or no other layout works for you.

Multi function**Title text picture****Closing slide**

Use this as the last slide in your deck

NOTES:

In order for us to maintain consistency and professionalism please:

- do not alter the fonts of the presentation.
- keep heading and text boxes where they are.
- don't put too much information on each slide.