

Project 1-1: Using PowerPoint Templates

Here you'll practice picking templates and switching themes.

1. Launch Powerpoint. At the launch screen, click the search box and search for *business wireframe building*.
2. Select the template that appears in the gallery and create a new document with the template. The presentation template will download.
3. When the document opens, select slide 1. Change the words Title Layout to First Presentation Project.

Note that the text is laid out in all caps no matter what capitalization you apply.

4. Change the subtitle to **Building Wireframe Template**.
5. Open the Themes gallery in the Design tab and mouse over several themes. Select one you like.

Note that the wireframe template's theme is not available from the Themes gallery.

6. Click the **Undo** button or press **Ctrl+Z** until the building wireframe template is restored.
7. Press **Ctrl+W** to close the document. When prompted, save your file as **project_1-1_wireframe**.