

GRCC

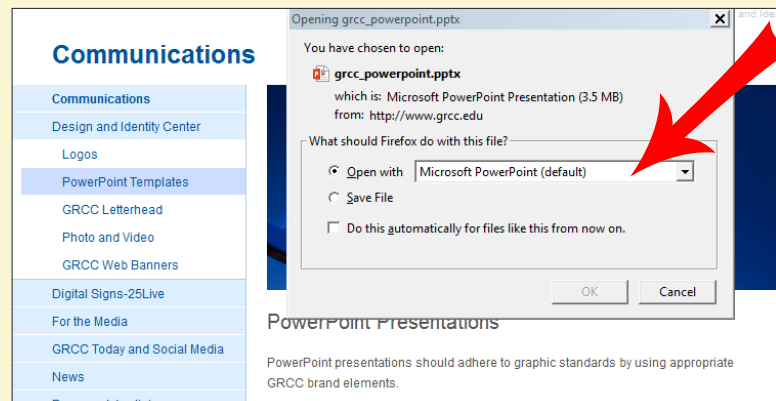
PowerPoint Template Usage Instructions

The following instructions will guide you through creating your own customized GRCC PowerPoint presentation.

Go to: www.grcc.edu/communications/designandidentitycenter, click on **PowerPoint Templates** to download.

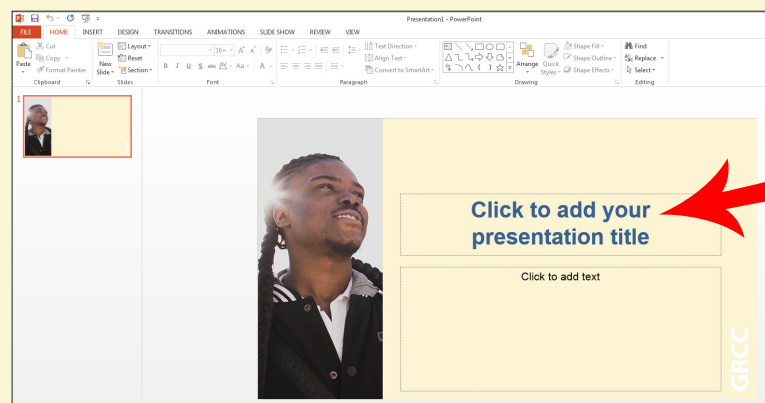
STEP 1:

- In download dialogue box, select from the pull-down menu, **Open with Microsoft PowerPoint**.



STEP 2:

- To add your presentation title and text to the first slide, place cursor in the text boxes to add titles and text.



STEP 3:

- Under the **HOME MENU**, select **NEW SLIDE**.
- Select from the assortment of available slides that appear.

