

**Course  
&  
Test Series**

**Selecting Presentation Layout in Power Point**

Microsoft PowerPoint

Module 2 - Selecting Presentation Layout in Power Point



**CBSE**



**ICSE**



**NTSE**



**Banking &  
Insurance**



**Central Govt.  
Service**



**State Govt.  
Services**



**LAW  
Entrance**



**MBA  
Entrance**



**Railways & Metro  
Services**

**...many more**

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**What is Layout?**

Slide Layout is the predefined arrangement of text boxes, images, charts, and other content on a slide.

It controls how your content appears on each slide—like where the title goes, where the text goes, and where you can add pictures or graphs.

**Layout Name**

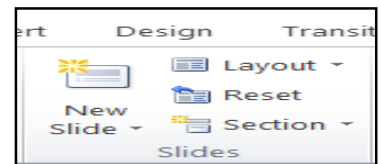
**Used for**

- |                   |  |
|-------------------|--|
| Title Slide       | → For the title and subtitle of the presentation                 |
| Title and Content | → For a heading and some main content (text, image, chart, etc.) |
| Two Content       | → For placing two things side by side (like text and image)      |
| Comparison        | → For comparing two things side by side with subheadings         |
| Blank             | → A fully empty slide for custom design                          |

**Steps to Select a Slide Layout:**

**While Adding a New Slide:**

1. Click on the Home tab.
2. Click the New Slide dropdown arrow.
3. Choose a layout from the list (like Title Slide, Title and Content, Comparison, etc.) By default Title slide is added to add new slide we can use shortcut (ctrl+m).
4. A new slide with that layout will be added.

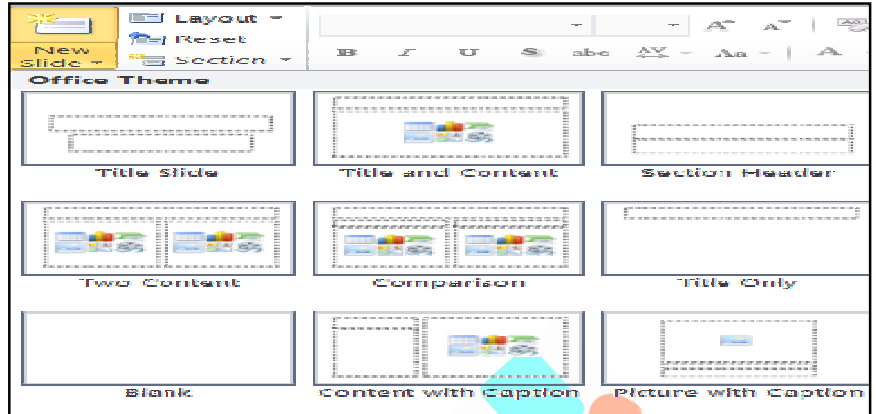


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**To Change Layout of an Existing Slide:**

1. Click on the slide you want to change.
2. Go to the Home tab.
3. Click on the Layout button.
4. Select a different layout from the list.

