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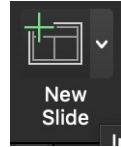
Get Started

How to Use the
UTA PowerPoint Template

Get Started

To add a new slide:

- From the Home tab, choose the down arrow next to “New Slide.”
- Select from eight different UTA-themed slide layouts.
- Delete this slide after reviewing these instructions.



To turn off “Autoformat as You Type” option:

- PowerPoint by default automatically resizes text to fit text boxes.
- Turn this OFF to ensure slides have consistent text sizes.
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