Get Started
How to Use the UTA PowerPoint Template
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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.
- View this article for instructions.