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Microsoft® PowerPoint

Opening: Design & layout.pptx (10%)



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Designs

& Layouts

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Template Design & Layouts

*Template themes and Quick styles allow you to apply styling quickly to a whole presentation of individual elements - **design template** provides color, style, and decorative accents.*

Note:

***PowerPoint 2007** now comes with **Custom Slide Layouts** functionality from where you can create your own layouts, complete with placeholder text, for reuse later.*

And;

***SmartArt Graphics** that provide the ability for you to insert designer quality graphics into your presentations.*

Presentation Templates

*Templates use the **.potx** extension and provide a specific look consisting of layouts, themes and slide masters.*

Applying Template / Theme to Slide Layouts

- *Click the Design tab and select one of the thumbnail images in the Themes gallery.*
- *You can see a selection of readymade themes to choose from.*
- *Hovering your cursor over any to get a **live preview**.*
- *Click on the desired theme or template to use it.*
- *After you have applied a theme, each new slide you add adopts your chosen theme so that the look and feel is consistent across all slides.*

Note:

*A Powerpoint theme includes the following elements; Colours, Fonts & Effects. You can change each of the above elements and you can see buttons for changing theme colours, theme fonts and theme effects to the right of the Themes category on the **Design tab**.*

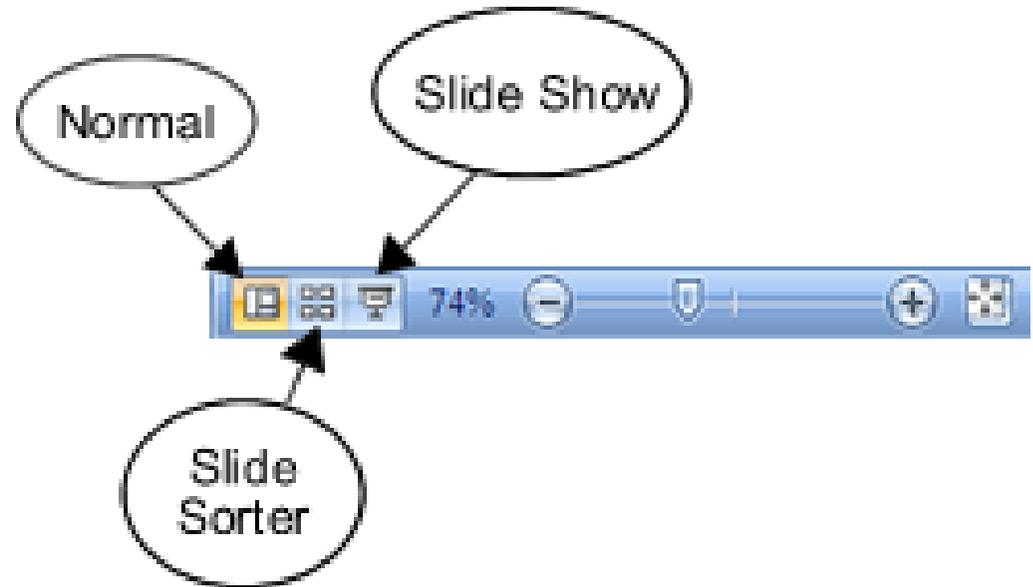
Powerpoint Views

Powerpoint provides you with **three** different views to help you develop your presentation:

Normal,
Slide Sorter and
Slide Show.

To switch from one view to another, click on the appropriate view button on the status bar in the bottom right of the work space. Hovering over each one will display a tooltip telling you which one it is.

Alternatively, you can use the buttons in the Presentation Views group on the View tab.



1. Normal View

Normal view allows you to work with the underlying components of a presentation – the **outline**, **slides** and **notes** panes. The **slides** and **outline panes** are found to the left of the work space by default whereas the **notes** pane is found at the bottom.

(a) Slides Pane

The slides pane in normal view displays a list of **thumbnail** images providing a preview of each slide. When you click on a slide to select it, it displays in the **workspace** for you to amend. You can step through the slides in the slides pane by pressing the up and down arrow keys or the page up and page down keys on your keyboard.

(b) Outline Pane

When you switch to using the outline pane by clicking on its tab, you will see a list of numbered headings, each one corresponding to a slide. Click on a heading to display that slide in the workspace.

(c) Notes pane

As you might imagine, the notes pane is used to hold speaker notes to discreetly help you or to share with your audience.

2. Slide Sorter View

Slide sorter shows all your slides as thumbnails. It provides an overall view of your presentation, it's a good tool to help you arrange and re-sequence the slides it comprises.

3. Slide Show View

This is used to deliver the presentation. It steps through each slide sequentially. To move to the next slide in the sequence, press enter or click the screen

Note: *Office 2007-2010 have a new featured called **Presenter View**.*

The **Presenter View** is a great way for you to view your presentation with your speaker notes on one computer (your laptop, for example), while the audience views the notes-free presentation on a different monitor

Master Views

There are two main master views; master slides and slide masters. People often confuse them.

1. Slide master is just one type of master slide and there are two others: **handout masters** and **notes masters**. They control how each slide in your presentation looks and define things like themes and layouts.

Slide Master -A slide master is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positioning.

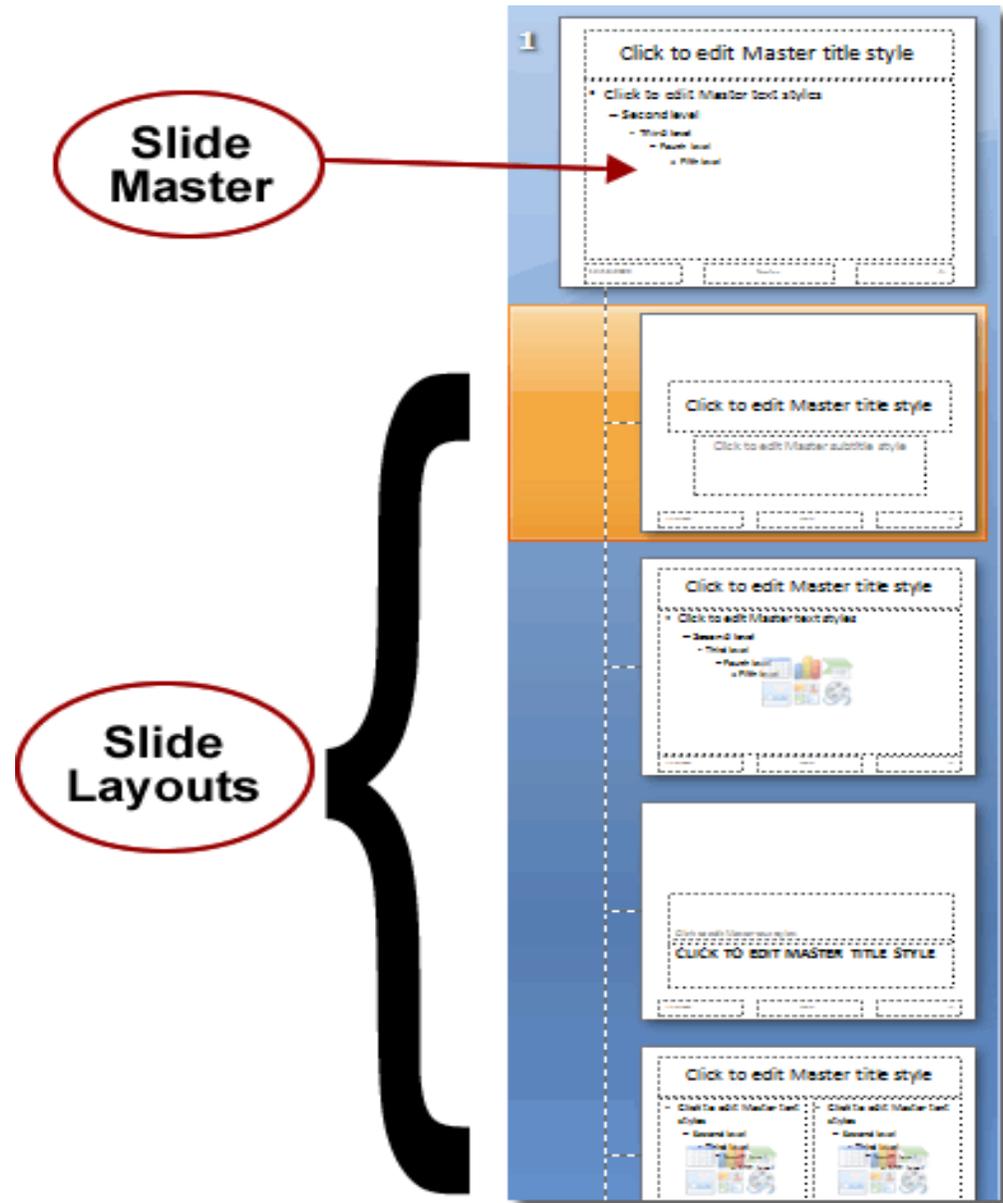
Advantages of Slide Master

- *you don't have to change each slide individually to modify the look of your presentation. You can make the change in one place – the slide master – and this will affect all other slides that use that slide master.*
- *The theme and layouts defined for the slide master affect all new slides you add, so you don't need to keep making the changes.*

To create or edit a slide master, you need to work in **slide master view**.

We get there by clicking View > Presentation Views > Slide Master.

You'll notice that you now see different tabs in the ribbon, all containing commands relevant to editing slide masters.



2. Handout Master

*To create or edit a slide master, you need to work in **slide master view**.*

We get there by clicking View > Presentation Views > Slide Master.

You'll notice that you now see different tabs in the ribbon, all containing commands relevant to editing slide masters.

Applying a Theme to Slide Master

*In the slide master view there is a tab called **Slide Master**.*

- Click on the Themes button in the Edit Themes group, you can see thumbnail images of each of the themes available to you.*
- Click on what you'd like to use to apply the theme to all slides under the slide master.*

CHANGE YOUR POWERPOINT BACKGROUNDS WITH BACKGROUND STYLES.

A background style is a background fill comprising different combinations of colours and/or pictures. Changing the presentation theme changes the background style to the new theme's colours.

- Click on background styles in the background group.*
- Click on format background at the bottom to launch the formatting dialog box.*
- From the format background dialog, chose between; solid fill, gradient, picture or texture, pattern or disable background graphics to use plain white backgrounds.*

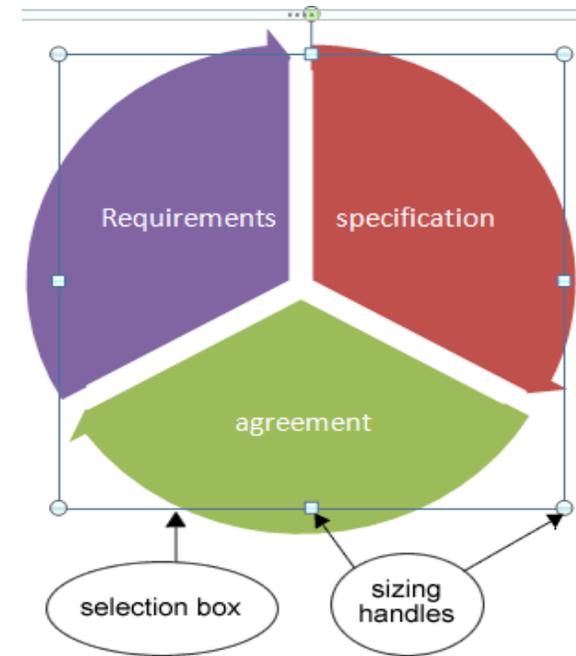
Manipulating Objects

To manipulate objects, you'll need to be using normal view.

Before you can perform any modifications to an object, you need to first select it..

To select an object, move the cursor over it until it changes into a four headed arrow and then click. You can tell an object is selected by the solid lined rectangle that surrounds it. This is called the selection.

To **deselect** an object, click outside its border. If an object is part of a multiple selection you can deselect it and keep the other objects selected by holding down shift while you select it.



Moving An Object

With the object selected, you can click on it and drag it to a new location using your mouse. You can also use the arrow keys on your keyboard.

Copying, Pasting and Deleting Objects

To delete an object, select it and then press the delete key on your keyboard. Pressing the backspace key accomplishes the same thing.

Note:

Applications, like [Word 2007](#) for example, allow users use the keyboard shortcut ctrl-c to copy selected objects and then ctrl-v to paste them.

Text Effects

Picture or texture fill - Fills the text with a ready made texture by using the Texture button, or use the Insert from: buttons to fill your text with an image.

Text Outline - Gives your text a solid line (you can specify its colour and transparency) or a gradient.

Outline Style - The outline style category lets you change the attributes of your outline. These attributes include the outline's width, type etc.

Shadow - Makes the text stand out, you can add a subtle shadow.

3D Format - adds a bevel to selected text.

3D Rotation - Rotates text on a particular axis by the angle you specify using the options attribute.

Text Box - The settings here allow you to change;

- ✓ the horizontal alignment of the text within its text box;
- ✓ the direction that the text flows
- ✓ auto fitting options – whether to shrink text to fit the text box when it overflows, or to resize the text box instead
- ✓ internal margins – how far away from the text box edge the text is pushed
- ✓ Columns – how many columns the text is distributed.

Activity 1 – Formatting Backgrounds

Creating Your Own Powerpoint Backgrounds

- *Click Design > Background > Background Styles > Format Background; Here you can apply either a coloured fill or a picture to the background, so let's first look at applying a coloured **fill**.*
- *Ensure that Fill is selected on the left of the **Format Background** dialog box.*
- *Select either a solid or gradient fill. It's an easy job to apply a solid fill as the only options you need address are the colour of the background and how transparent the colour is.*

To create gradient Fill background, a gradient fill select if from the option:

Preset Colors: *you can quickly apply a colour combination that has already been created by clicking the Preset Color box and choosing one.*

Type: *gradients can be linear, radial, rectangular, path or shade from title.*

Direction: *use this button to change the orientation of the gradient.*

Gradient Stops: *gradients initially have 6 stops you can assign a colour to. If you need more, click the Add button and select from dropdown.*

Stop position: when a particular gradient stop is selected, you can adjust its position, as a percentage, using the slider, or by typing in the exact percentage manually.

Color: change the stop's colour using this button

Transparency: increase or decrease the stop colour's transparency using the slider or enter the exact percentage manually.

Using A Picture Or Texture For Your Powerpoint Background

- You can apply a picture or texture fill to your background by selecting that option on the Format Background dialog box. When you do that the Picture options become available. Use these options to specify the picture or texture you want, and also to adjust how the picture or texture is displayed.
- Click either Close to set the background style to the current slide, or click Apply To All to apply it to all slides in your presentation.

End of Activity 1

Activity 2 – Creating your own theme

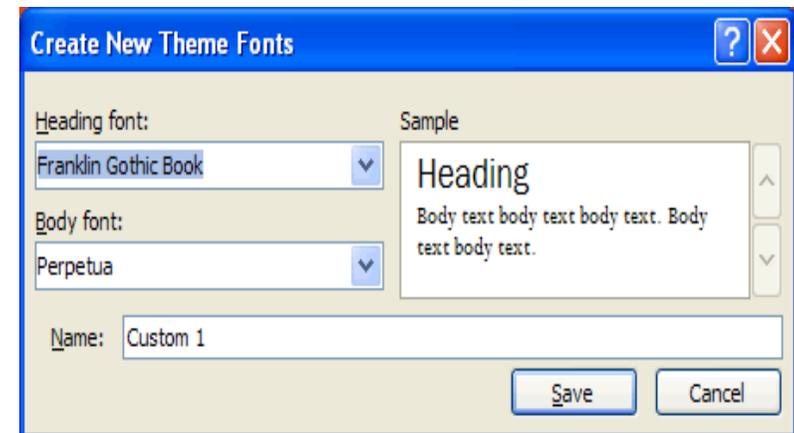
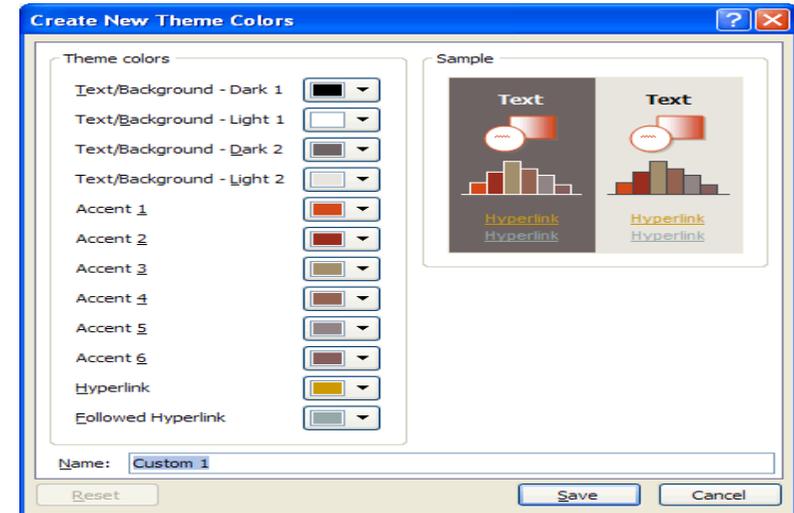
If none of the ready-made colour schemes fit your requirements, you can create your own.

You can do this by clicking on the theme colour button and then selecting Create New Theme Colours.

In the Create New Theme Colours window you can then define Colours for the 12 different colour scheme elements.

- *When you have created your new colour scheme, give it a meaningful name and then click **Save**.*
- *Your new colour scheme will then be included in the colour schemes gallery.*

Similarly, you can create your own theme fonts. In creating a theme font you must choose a font to use for headings and a font for body text:



End of Activity 2