

NCI Technologies presents:

Microsoft® Office PowerPoint® 2003 Training



Create your own template

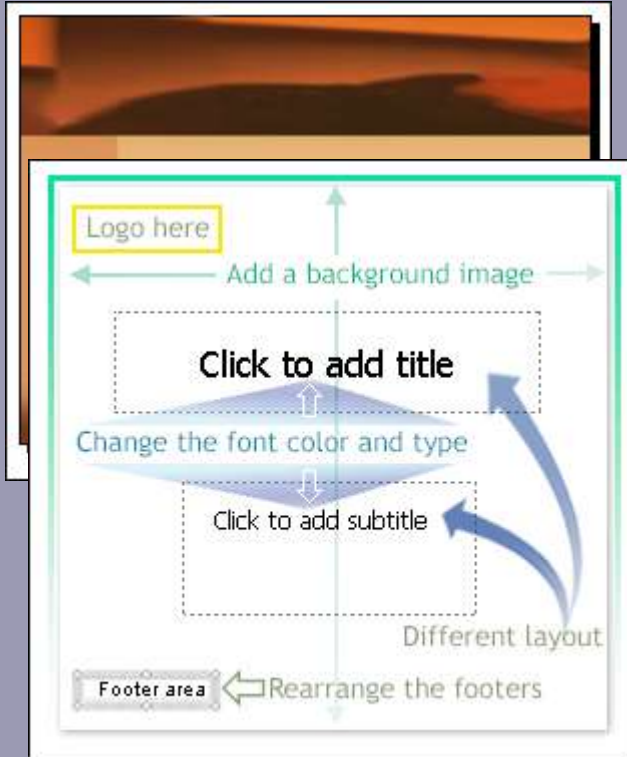
Course contents

- Overview: Creating templates
- Lesson 1: Of templates and their masters
- Lesson 2: Colour scheme, background, and logo

Each lesson includes a list of suggested tasks and a set of test questions.

Create your own template

Overview: Creating templates



Are there elements that you want to use over and over again in your slide show design? For example, the logo for your organization, a font that you prefer for slide text, or a specific colour scheme?

This course tells you how to save all these preferences in a customized PowerPoint template that you can apply to any future PowerPoint show you create.

Create your own template

Course goals

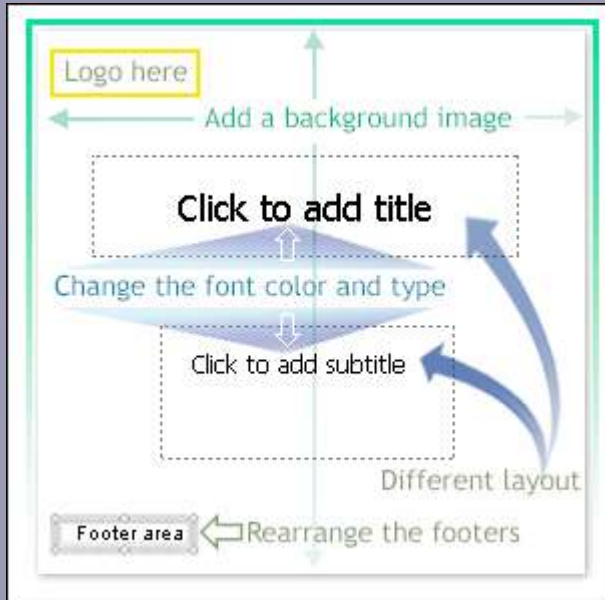
- Create a new template based on the Default Design template in PowerPoint.
- Get the background images, colours, fonts, and text you want.
- Add variety by giving title slides their own design.
- Make your templates available for future use.

Create your own template

Lesson 1

Of templates and their masters

Of templates and their masters



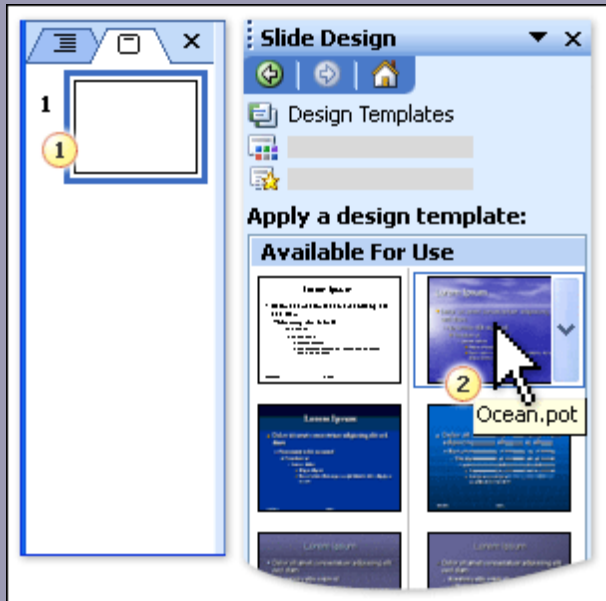
Start from a basic design template and create a customized template.

You apply a **design template** to give your slides their look, including the font styles they use; their background image, colour scheme, logo, or other art; and their layout.

PowerPoint comes with a collection of design templates to choose from, but you can change any one to create a template that reflects you, your organization, or a specific event.

Create your own template

PowerPoint templates: what and where



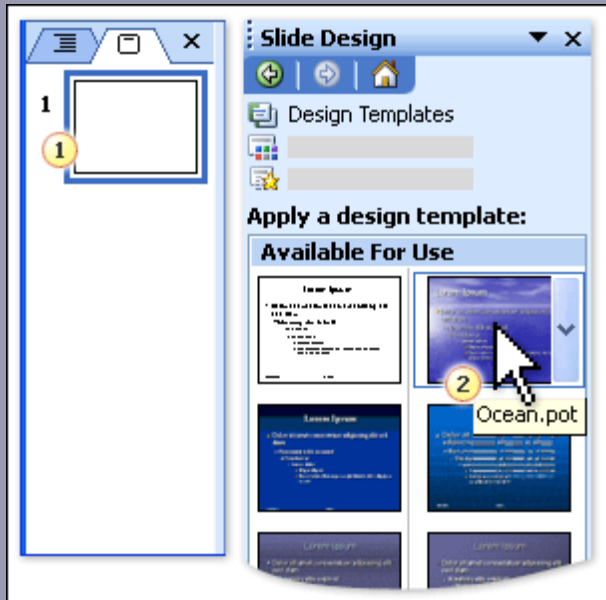
First, let's look at the design templates that are in PowerPoint so that it's clear what we mean by templates.

The place you go for templates is the **Slide Design** task pane, shown in the picture.

Applying a design template

Create your own template

PowerPoint templates: what and where



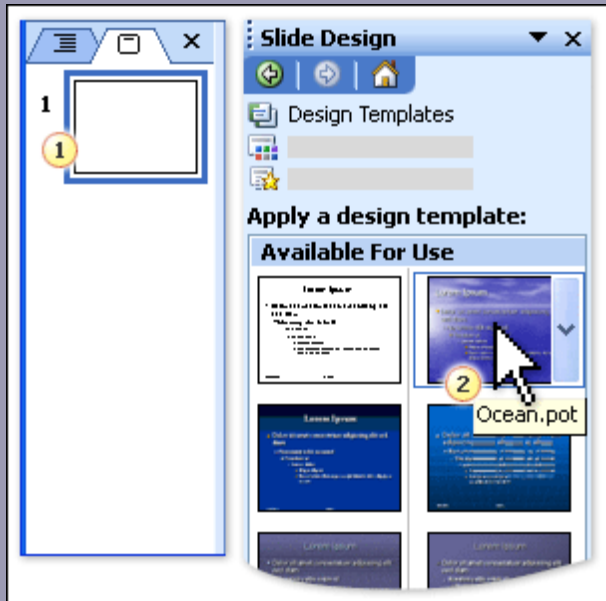
The task pane has a gallery of thumbnails that represent the available design templates. All you do is click one of these to apply its design to the slides in your show.

Each template has a name and exists as a file on its own, with a .pot file name extension.

Applying a design template

Create your own template

PowerPoint templates: what and where



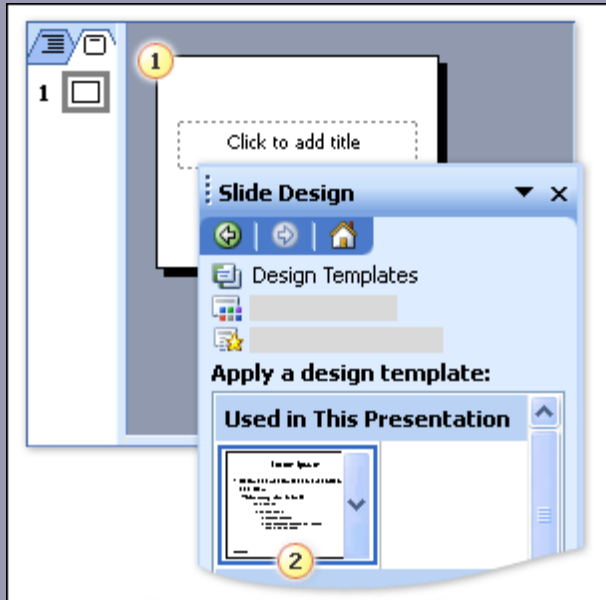
To apply a design template using the **Slide Design** task pane:

1. Select a slide thumbnail on the **Slides** tab.
2. Click a template thumbnail to apply the template to all slides or selected slides.

Applying a design template


Create your own template

Start with an existing template



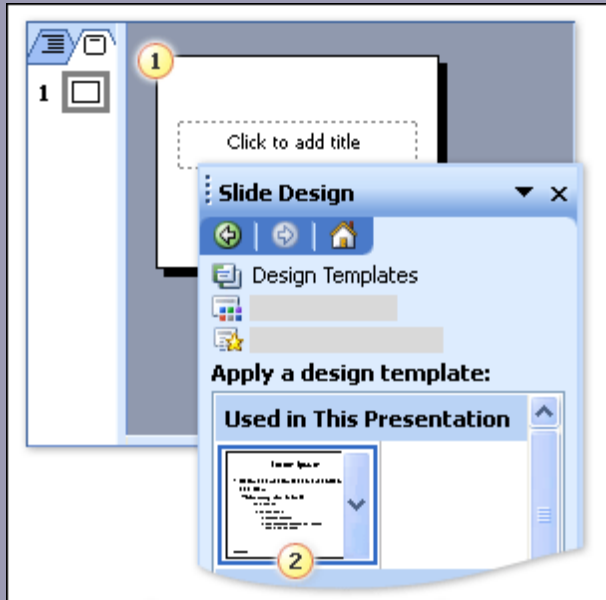
Use the Default Design template as the basis for your new one.

To create a new template in PowerPoint, you start with one that's already there and then modify it as you choose.

To give yourself the cleanest slate possible, start with the design template that PowerPoint defaults to any time you click the **New** button  on the **Standard** toolbar.

Create your own template

Start with an existing template



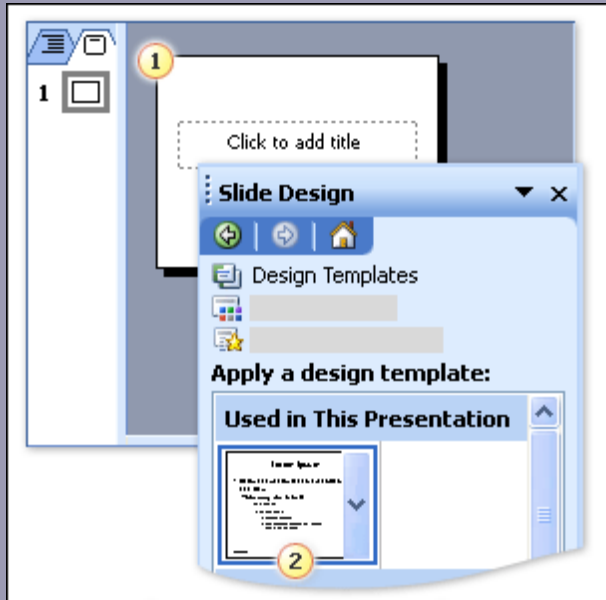
As the picture shows:

1. The Default Design template is applied to a new, “blank” presentation. Use this design as the basis for your new template.
2. This is how the Default Design template is represented in the **Slide Design** task pane, which shows currently used templates.

Use the Default Design template as the basis for your new one.

Create your own template

Start with an existing template



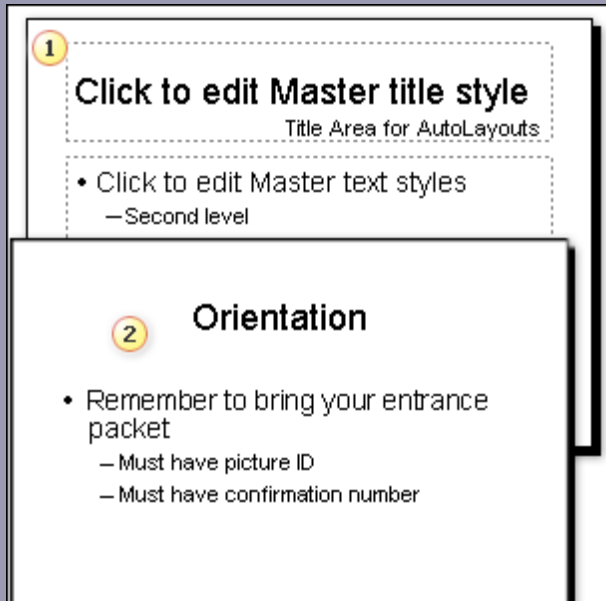
Use the Default Design template as the basis for your new one.

The template's name is Default Design.pot, and although it has styles applied already and even has colour schemes, it uses a very basic design.

So do you just make your changes directly in the slide that's displayed? No. You change a special slide called the **slide master**, a kind of working face for the design template.

Create your own template

Make changes to the slide master



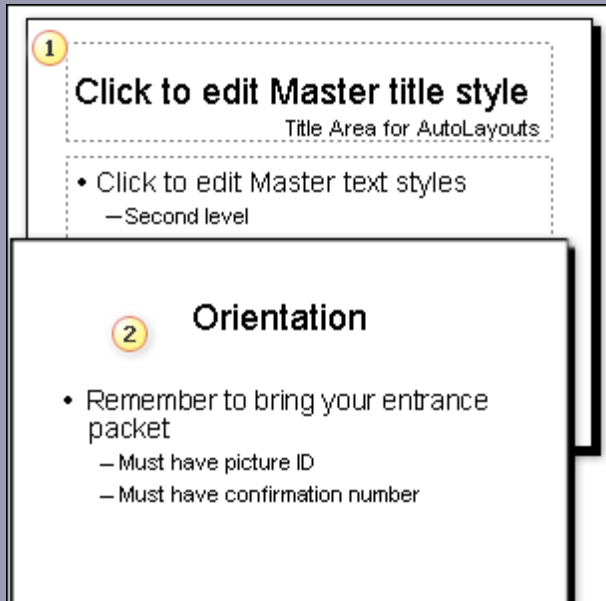
Styles on the slide master and reflected on the slide

Every design template in PowerPoint includes a slide master. The master stores the styles for the design template.

The slide master is the place you go in any presentation to change aspects of the design that's applied. It sits behind the scenes in its own place, called master view.

Create your own template

Make changes to the slide master



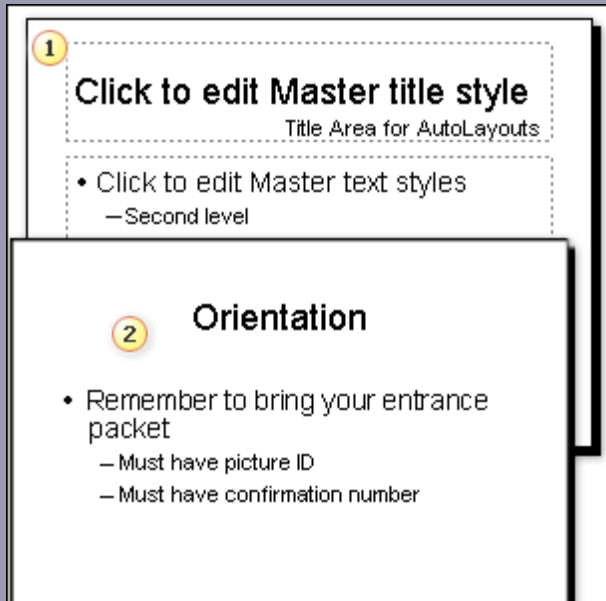
The picture illustrates the relationship between the slide master and a slide in the show:

1. The slide master shows the styles for title text and all levels of body text, plus layout, colours, and background design.
2. On a slide in the show, the fonts and font styles for the title and bulleted body text reflect the styles on the master.

Styles on the slide master and reflected on the slide

Create your own template

Make changes to the slide master



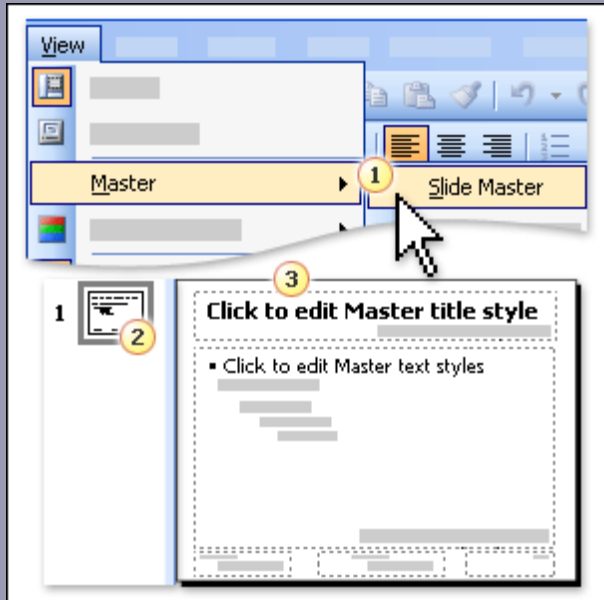
Styles on the slide master and reflected on the slide

So if you want to change the font for the title text in the show, you'd just change the title text's font on the master.

While you can change the master to effect design changes throughout any presentation, saving those changes as a template preserves them as a design that can be applied to any presentation.

Create your own template

Getting to master view



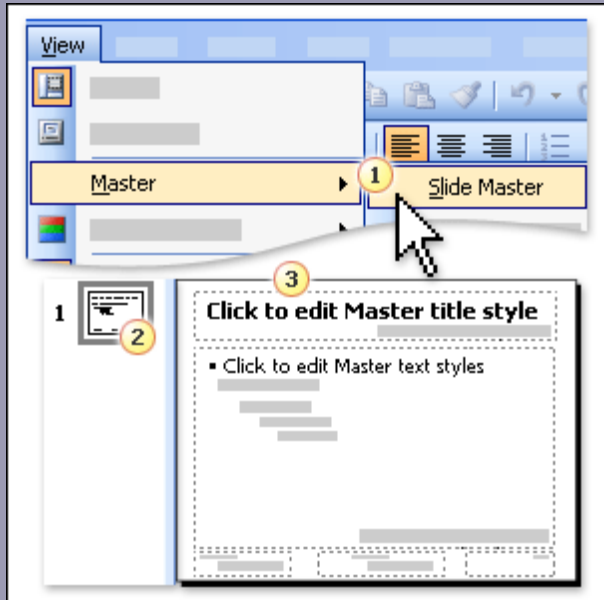
Master view

So to create your template, what are the steps, exactly? First open a new, blank presentation (**New** button, **Standard** toolbar). Then:

1. Open master view by pointing to **Master** on the **View** menu, and then clicking **Slide Master**.
2. In master view, a thumbnail of the slide master appears in the upper left.

Create your own template

Getting to master view



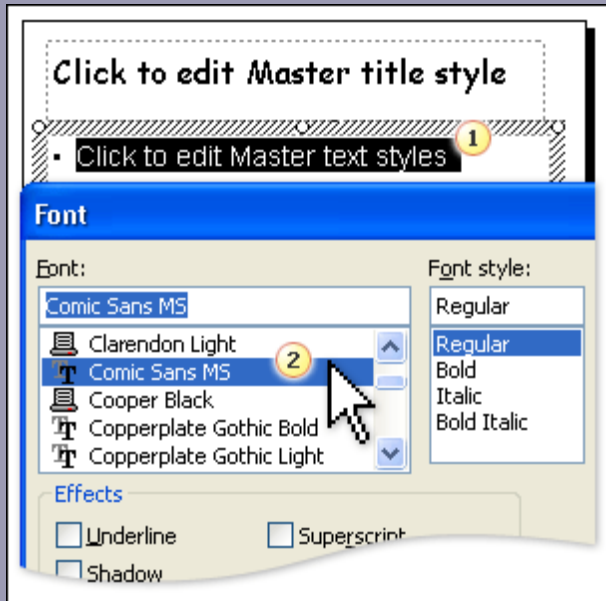
So to create your template, what are the steps, exactly? First open a new, blank presentation (**New** button, **Standard** toolbar). Then:

3. The slide master is displayed in the slide pane, ready for you to make changes to it.

Master view

Create your own template

Change the font



The slide master displays all the fonts and font styles in use, including the title text and five levels of body text.

“Font” refers to the typeface design, such as Times New Roman or Arial. “Font Style” refers to formatting, such as bold, italic, and small caps.

Changing the font on the slide master

Create your own template

Change the font



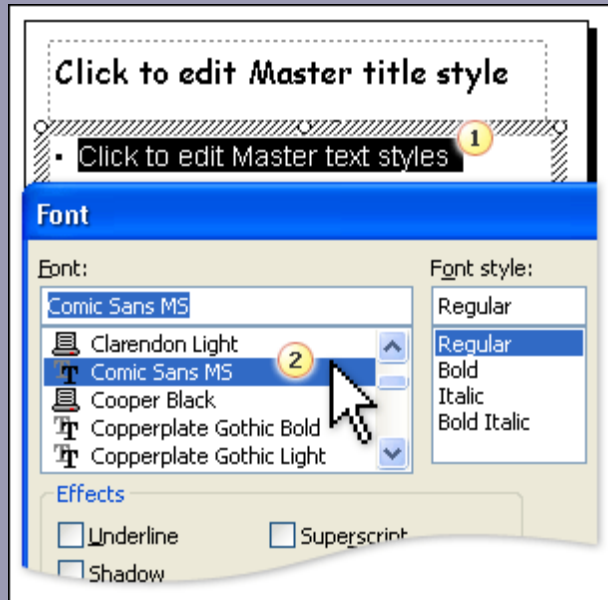
The picture shows the steps for changing the font and font style by using the options in the **Font** dialogue box:

1. Click the text paragraph whose font you want to change, and open the **Font** dialogue box (**Format** menu, **Font** command).
2. Select a different font.

Changing the font on the slide master

Create your own template

Change the font



Changing the font on the slide master

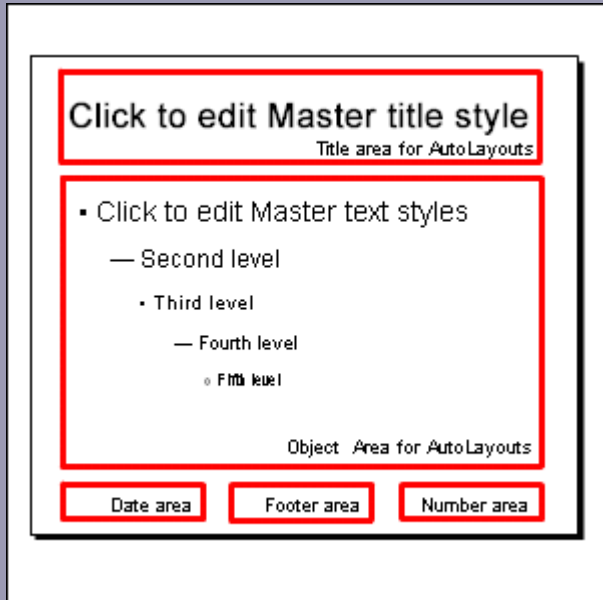
About choosing fonts

Avoid using a font that might not be available on the computer where your template may be used.

A safe way to go when you choose a font for your template is to use one that is included with Microsoft Office 2003.

Create your own template

Change the layout



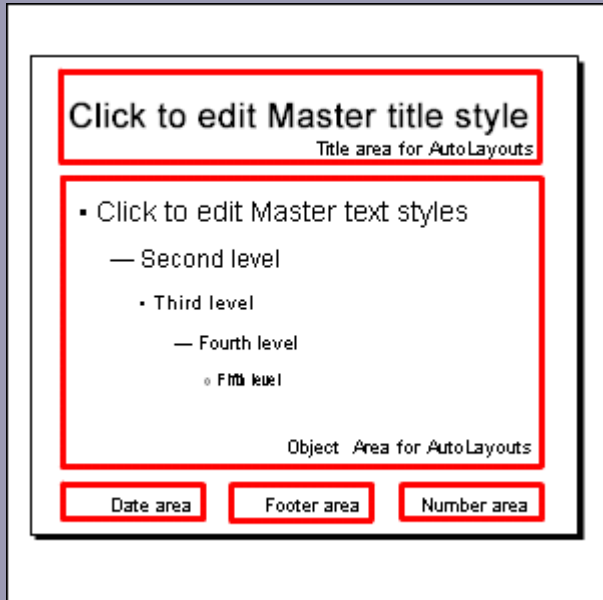
Working with the layout of a slide

Layout refers to how the various placeholders are arranged on the slide. For example, in the Default Design template:

- The title text is in a placeholder that runs across the top of the slide.

Create your own template

Change the layout

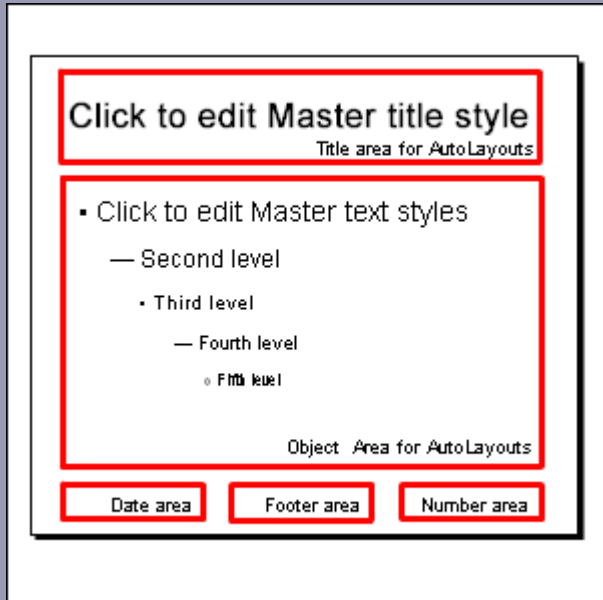


Working with the layout of a slide

- Layout refers to how the various placeholders are arranged on the slide. For example, in the Default Design template:
- The body text placeholder encompasses the bulk of the slide; it's the area for all the levels of bulleted points.
 - Each footer is in a placeholder.

Create your own template

Change the layout



Working with the layout of a slide

Moving and resizing a placeholder effectively changes the slide layout.

- To resize a placeholder, click its border, and then point to a sizing handle on a corner or side. When the pointer becomes a two-headed arrow, drag the handle.
- To move a placeholder, click its border. When the pointer becomes a four-headed arrow, drag the placeholder to a new position.

Create your own template

Vary the design for title slides



Example of a title master

Suppose you open a new, blank presentation, which by default has the Default Design template applied. When you go to master view, there is one master displayed: the slide master.

But there's another master available too, the **title master**. Its purpose is to give you additional options for the look and placement of content on the **title slide** (or multiple title slides) in your show.

Create your own template

Vary the design for title slides



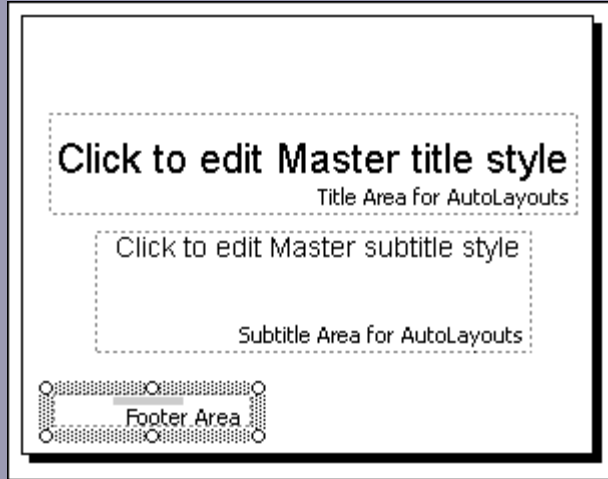
Example of a title master

What is the “title slide”? Any slide in your show that uses a **Title Slide layout**. The default slide in a new, blank presentation has this layout.

As the picture shows, the layout includes a title and a subtitle. Starting from there, you can use this slide to create a unique layout or design look, such as moving the footer text or adding art.

Create your own template

Vary the design for title slides



In master view, if you want something on the title slide (or slides) to be different from the rest of the slides, make the change on the title master.

Example of a title master

Create your own template

Suggestions for practice

1. Get a sense for templates.
2. Go to master view.
3. Change the font.
4. Change the layout.
5. Insert and make a change to the title master.
6. See the effect of this change on title slides.

[Online practice](#) (requires PowerPoint 2003)

Test 1, question 1

To create your own design template, what's a good way to start? (Pick one answer.)

1. Go to master view.
2. In normal view, add several slides to a show, and then apply any design template.
3. In normal view, click the **New** button on the **Standard** toolbar.

Test 1, question 1: Answer

In normal view, click the **New** button on the **Standard** toolbar.

This opens up a new, blank presentation, which has just the default slide and which applies the Default Design template. That template is a good starting point because it's the plainest of the templates offered.

Test 1, question 2

You're using the Default Design template in your show, and you want to change the font for the title text on all your slides. What's the process? (Pick one answer.)

1. In master view, insert a title master. On the title master, change the font for the title text.
2. In master view, on the slide master, change the font for the title text.
3. In normal view, select each slide in the show, and then change its title text, slide by slide, to the font that you want.

Test 1, question 2: Answer

In master view, on the slide master, change the font for the title text.

Assuming you have not made changes to the title master, the change that you make to the slide master will affect the title text for all slides, regardless of layout.

Test 1, question 3

When you change a title master, which slides in the show are affected? (Pick one answer.)

1. Only those slides that have a Title Slide layout.
2. Any slide that starts the show.
3. Any slide with title text and body text.

Test 1, question 3: Answer

Only those slides that have a Title Slide layout.

The default slide in a new, blank presentation uses this layout. Otherwise, you can apply it from the **Slide Layout** task pane; it's the first layout in the gallery.

Lesson 2

**Colour scheme, background,
and logo**

Color scheme, background, and logo



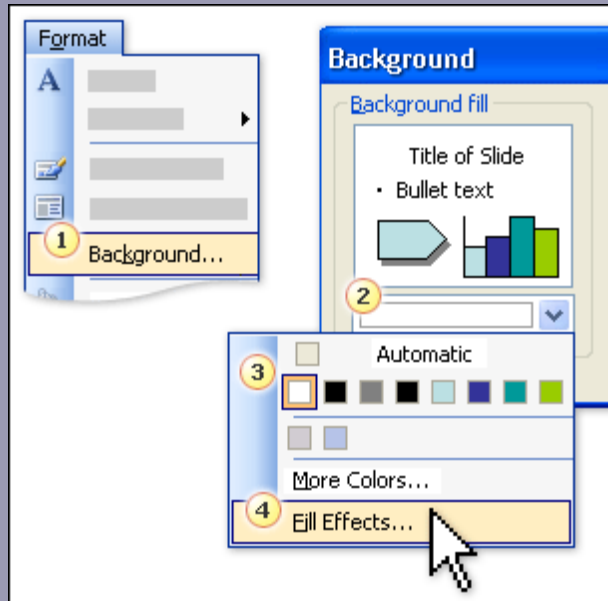
Get an airtight design for your template.

It's time to round out your template with a great design. First, use the picture of your choice to create an effective background. Then change the colour scheme to suit your design preference and the background you've chosen.

Next, add a logo or other image for the title slides. And finally, save your work as a new template that's always available in PowerPoint.

Create your own template

Add a background



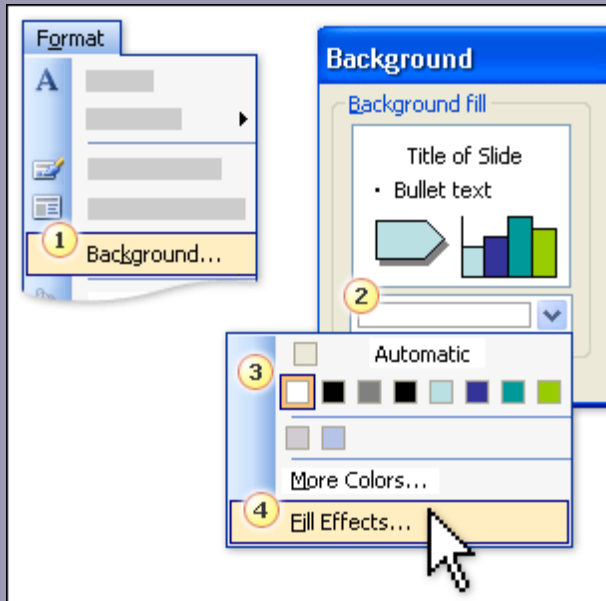
One of the most profound ways to give a look or feel to your template is to use a background image.

The picture shows you a list within the **Background** dialogue box that offers colour choices for a background and choices for other effects.

Options in the **Background** dialogue box

Create your own template

Add a background



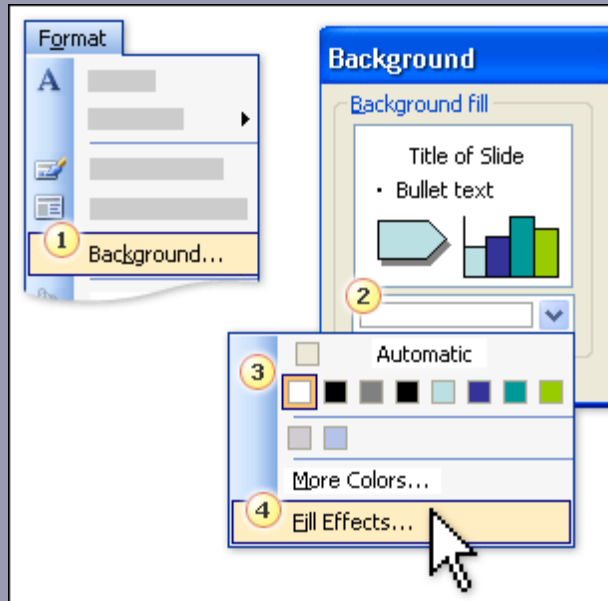
To apply a background to your template:

1. Open the **Background** dialogue box by clicking **Background** on the **Format** menu.
2. Click the arrow in the box under **Background fill**.

Options in the **Background** dialogue box

Create your own template

Add a background



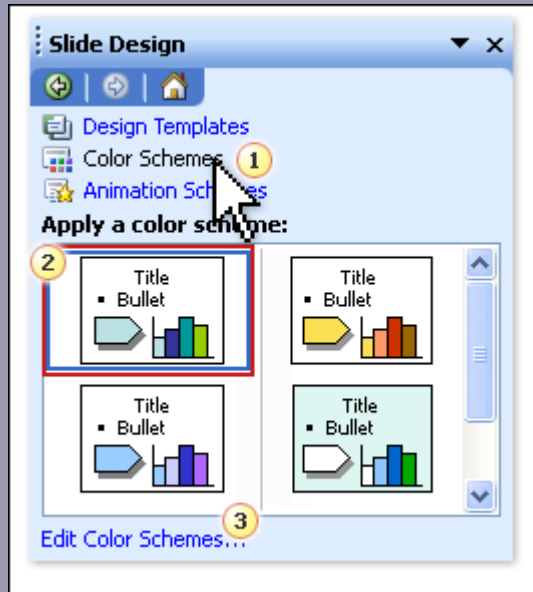
Options in the **Background** dialogue box

To apply a background to your template:

3. Either select a different background colour for slides in your show (the current background is selected), or...
4. ...click **Fill Effects** to add gradient colours, a texture or pattern, or a graphic as background.

Create your own template

Choose your colors



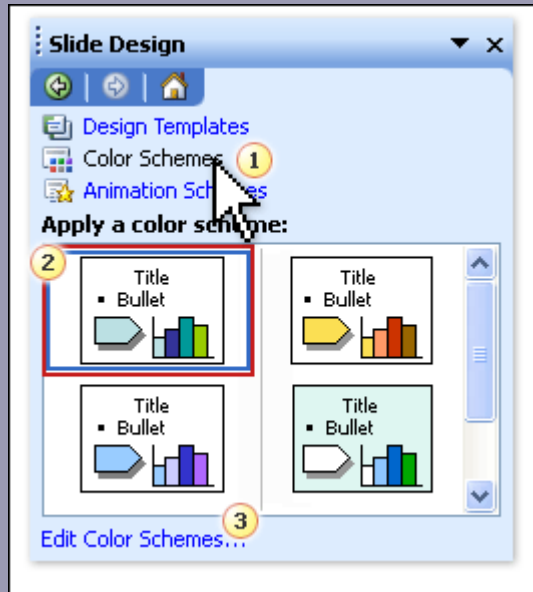
The Default Design template looks pretty darn colourless at the outset, but even it has a set of colour schemes built in.

A colour scheme applies to the background colour and the colour of various elements on a slide, such as shapes, shape borders and lines, and title and body text.

Colour scheme
thumbnails

Create your own template

Choose your colors



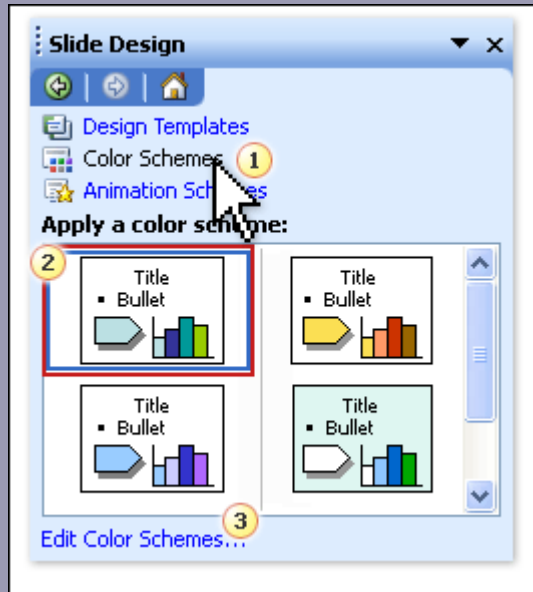
You can view and change a design template's colour scheme in the **Slide Design** task pane:

1. Click the **Colour Schemes** link in the **Slide Design** task pane to see all the schemes available for one design template.
2. The currently applied scheme is selected amid the scheme thumbnails.

Colour scheme
thumbnails

Create your own template

Choose your colors



You can view and change a design template's colour scheme in the **Slide Design** task pane:

3. To change colours in the scheme, click the **Edit Colour Schemes** link at the bottom of the pane, and select different colours from the options that appear.

Colour scheme
thumbnails

Create your own template

Add a piece of art



Your organization might have a graphics file, such as a logo, for you to include in presentations.

You can insert it wherever you want it, on the slide master or title master or both.

Logo in a different position on the title master and slide master

Create your own template

Add a piece of art



If you want the logo in different places on title slides and other slides, position it in one place on the title master and in a different place on the slide master:

1. Slide master with the logo in the upper-left corner.
2. Title master with the logo on the lower right.

Logo in a different position on the title master and slide master

Create your own template

Add a piece of art



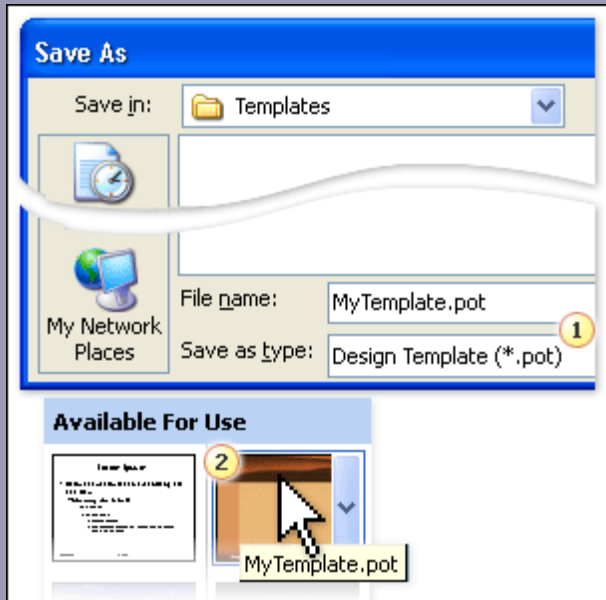
When you insert the logo on the slide master, it will appear on every slide except for those with the **Title Slide** layout.

If you insert the logo on just the title master, it will appear only on the title master.

Logo in a different position on the title master and slide master

Create your own template

Save as a template



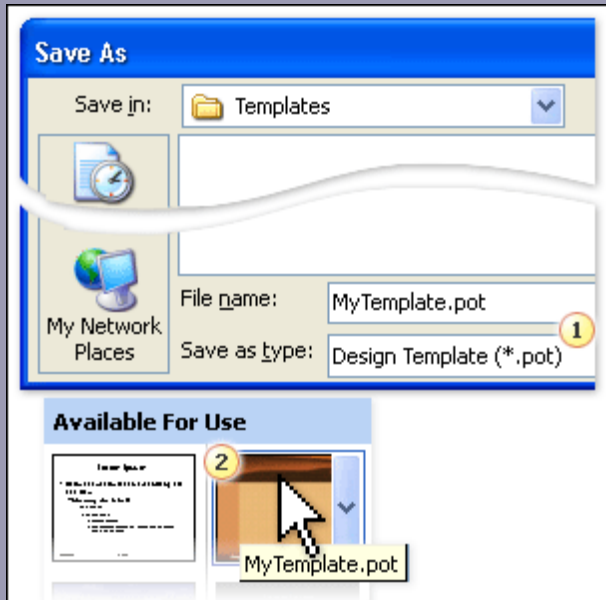
Finally, save your work as a template that you can use over and over again.

Before saving, return to normal view and be sure that you have only a single slide there.

Saving a template as a .pot file

Create your own template

Save as a template



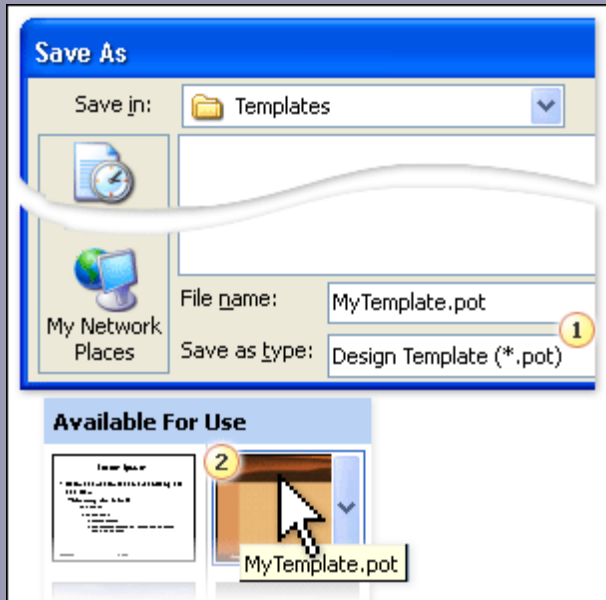
Saving a template as a .pot file

Rather than saving your template as a .ppt file, which is the default, save it as a **Design Template (*.pot)**:

1. Choose the **Design Template (*.pot)** option in the **Save as type** box, and give your template a file name that you will recognize. Save it to the default location that PowerPoint opens for templates.

Create your own template

Save as a template



Rather than saving your template as a .ppt file, which is the default, save it as a **Design Template (*.pot)**:

2. After you close and reopen PowerPoint, your template appears in the **Available for Use** area of the **Slide Design** task pane.

Saving a template as a .pot file

Create your own template

Suggestions for practice

1. Prepare a graphic to use as a background.
2. Apply the background.
3. Look at the current colour scheme.
4. Edit the colours.
5. Add a graphic or logo.
6. Save as a template.

[Online practice](#) (requires PowerPoint 2003)

Test 2, question 1

From which menu do you open the Background dialogue box? (Pick one answer.)

1. The **Insert** menu.
2. The **View** menu.
3. The **Format** menu.

Test 2, question 1: Answer

The **Format** menu.

The **Background** command is on the **Format** menu.

Test 2, question 2

What do you do to edit the colour schemes that are part of the current design template? (Pick one answer.)

1. On the **Edit** menu, click **Colour Schemes**.
2. Near the top of the **Slide Design** task pane, click **Colour Schemes**.
3. At the bottom of the **Slide Design – Colour Schemes** task pane, click **Edit Colour Schemes**.

Test 2, question 2: Answer

At the bottom of the **Slide Design – Colour Schemes** task pane, click **Edit Colour Schemes**.

This opens the **Edit Colour Scheme** dialogue box, where you see which slide elements have which colours in the scheme, and where you can change those colours and save your choices as a new colour scheme.

Test 2, question 3

How do you get to the Picture tab to insert a graphics file as the background? (Pick one answer.)

1. Insert the graphic by using the **Insert** menu. Then right-click it, and click **Format Picture** on the shortcut menu.
2. In the **Background** dialogue box, click the arrow, and then click **Fill Effects** in the list of fill choices.
3. In the **Clip Art** task pane, click a thumbnail to insert it onto the slide master. Then click **Format Picture** on the **Picture** toolbar.

Test 2, question 3: Answer

In the **Background** dialogue box, click the arrow, and then click **Fill Effects** in the list of fill choices.

This gets you to the **Picture** tab, from which you can look for a picture on your computer or on a server and apply it as the background.