

PowerPoint 2003 Presentation Design

This instruction/guide will focus on:

- Working with Master Views
- Modifying an existing design template
- Creating a custom design template
- Inserting a background graphic
- Changing font styles and bullets
- Working with placeholders

Prerequisite:

This workshop assumes you have learned most of the basic features of *PowerPoint*, such as using an outline, inserting graphics, setting transitions, using animation effects, and using the different views.

Using graphics in PowerPoint

You can use two types of graphics in *PowerPoint*: drawing objects and pictures. Drawing objects include AutoShapes, curves, lines, freeforms, and WordArt drawing objects. You can use the DRAWING toolbar to change and enhance these objects with colors, patterns, borders, and other effects. Pictures are graphics such as: scanned pictures and photographs. Scanned pictures and photographs should be converted to either the JPEG (.jpg) format or the GIF (graphics interchange format) for insertion into *PowerPoint*. Pictures should be prepared in advance before being inserted into a PowerPoint slide. That includes picture size and resolution.

Working within the Master Views

To change the look of the entire presentation, you need to work in the MASTER views. There are four MASTERS you can work with: SLIDE MASTER, TITLE MASTER, HANDOUT MASTER, and NOTES MASTER. For slides, there are two masters: SLIDE MASTER and TITLE MASTER. and this guide will only include instructions for working with the Slide Master and Title Master.

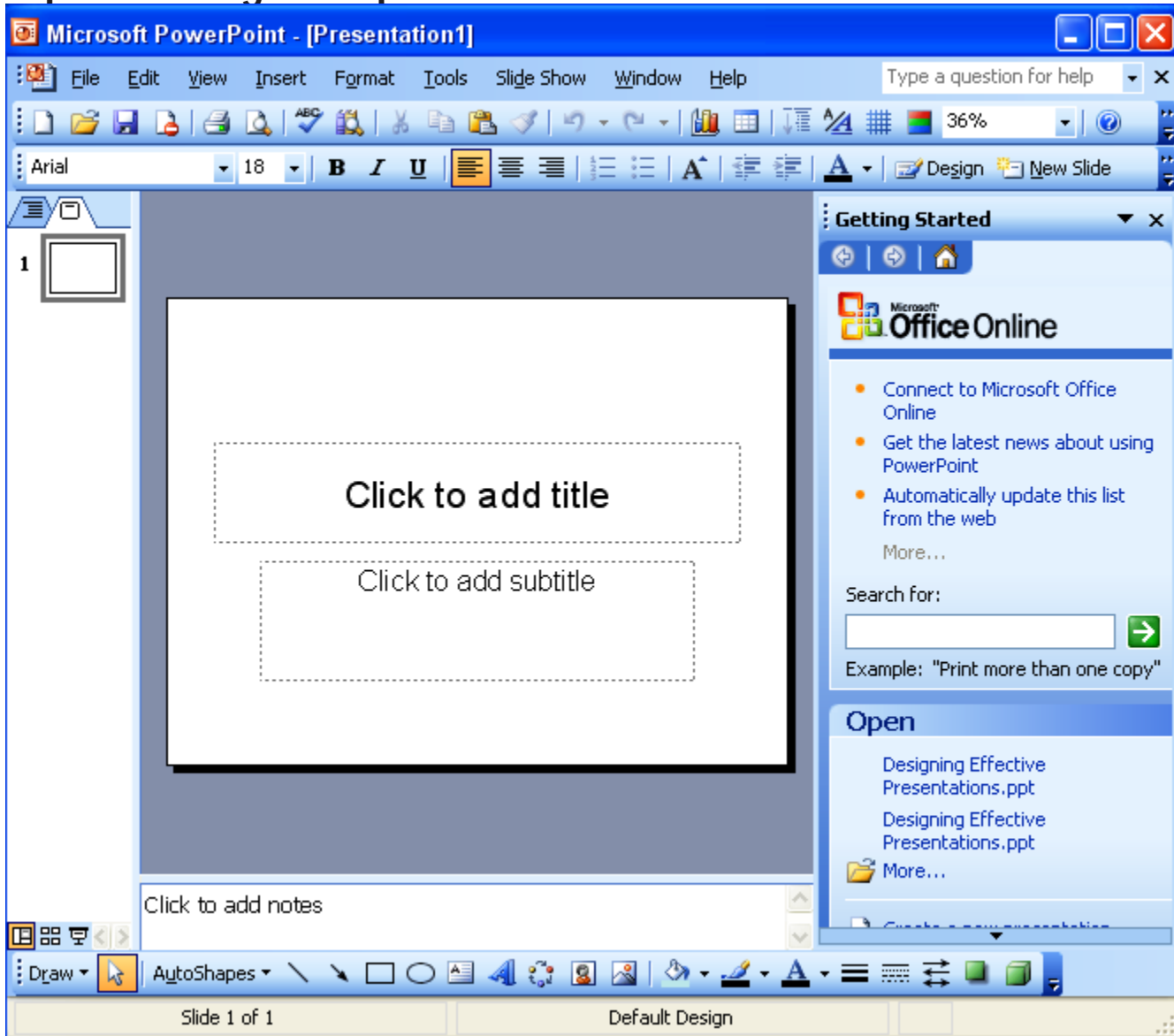
- **Slide Master:** The slide master stores information about the design template, including font styles, placeholder sizes and positions, background design, and color schemes. If you want to modify a single slide, then work in NORMAL view. Finish working on the slide master before working on the title master, because any text formatting that is changed on the slide master is changed on the title master.
- **Title Master:** Use the title master to make changes to slides that use a Title Slide layout. The Title Slide layout is the first layout shown on the Slide Layout task pane. You can use the Title Master to give title slides a different look than other slides, and they affect only slides that use the Title Slide layouts. Title slides can be used for the beginning of the presentation or for setting off divisions in the presentation.

PowerPoint Design templates

Design templates contain color schemes, slide and title masters with custom formatting and styled fonts, all designed to create a certain look. *PowerPoint* has many pre-designed templates, but you can modify an existing template or create your own. *PowerPoint* design templates have a .pot extension.

A *PowerPoint* design template is reusable. You can save your modified presentation design as a design template and use it again and again. However, you will not save your design template on computers that are used by other people. Save your template to a floppy disk or other removable drive. Modifying a built-in design avoids the overly-used look. You can also adapt the design to function well in a room that does not have optimum lighting. An important ingredient in a presentation is communication with the viewers.

Open a Design Template

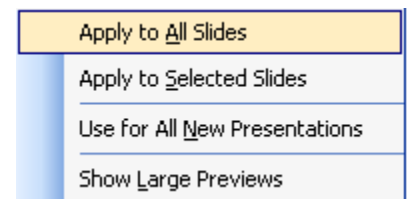
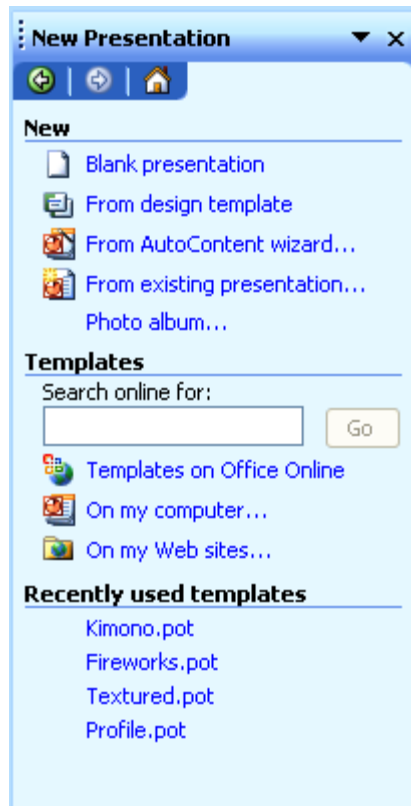


1. Launch *PowerPoint*. See the opening screen.
2. Look at the top of the screen, at the menu bar, standard toolbar, and the formatting toolbar. This configuration is similar in other Microsoft Office 2003 programs. Notice at the right of the screen, a task pane is displayed. Microsoft Office 2003 programs make use of task panes in many cases instead of dialog boxes.
3. See the GETTING STARTED task pane at the right of the screen.
4. In the OPEN section, click on CREATE A NEW PRESENTATION.
5. The NEW PRESENTATION task pane displays.

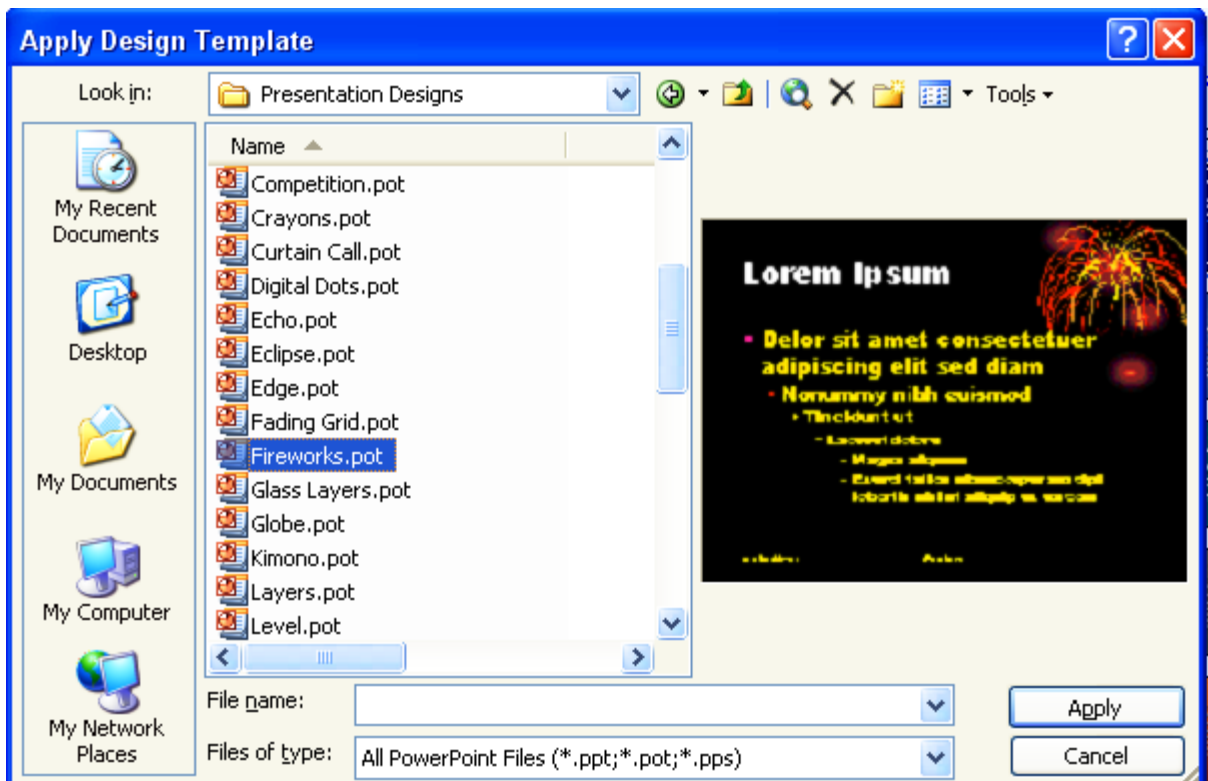
New Presentation task pane

This task pane has these sections: **NEW**, **TEMPLATES**, and **RECENTLY USED TEMPLATES**.

- In the **New** section, these choices are listed: **BLANK PRESENTATION**, **FROM DESIGN TEMPLATE**, **FROM AUTO CONTENT WIZARD**, **FROM EXISTING PRESENTATION**, and **PHOTO ALBUM**.
- The center section, **TEMPLATES**, gives you these options: **TEMPLATES ON OFFICE ONLINE**, **ON MY COMPUTER**, **ON MY WEB SITES**.
- The bottom section, **RECENTLY USED TEMPLATES** allows you to choose a design the user of this computer has already used.

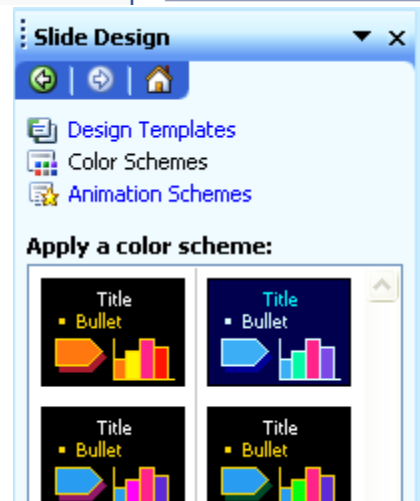
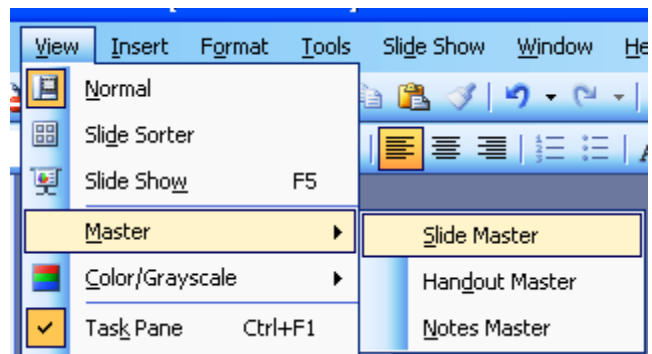


1. In the **NEW** section, choose **FROM DESIGN TEMPLATE**.
2. The **SLIDE DESIGN** task pane displays. See a screen picture of this task pane at the far right of this page.
3. Under **APPLY A DESIGN TEMPLATE**, see the section **USED IN THIS PRESENTATION**. The thumbnail in this section is a blank design.
4. In the next section, **RECENTLY USED**, a few thumbnails are shown. You can choose any of these.
5. The third section is headed **AVAILABLE FOR USE**. When you click on the **DOWN ARROW** at the bottom of the **SCROLL BAR**, more thumbnails appear in the **AVAILABLE FOR USE** section.
6. Scroll through the designs and click on one of your liking. As you click on each one, it displays on the slide in **NORMAL** view.
7. If you have decided on the design you like, click on the border at the right of the thumbnail and select **APPLY TO ALL SLIDES** from the pop-up menu that appears.
8. If you have not decided on any of the designs, click on the **BROWSE** button at the bottom left of the **SLIDE DESIGN** task pane.
9. The **APPLY DESIGN TEMPLATE** dialog displays. Click on **PRESENTATION DESIGNS**.
10. The **APPLY DESIGN TEMPLATE** dialog now lists the various presentation design templates in alphabetical order.
Note: There are 44 templates, unless a user of your computer has added some. If you design a template of your own, do not add it to the template folder on the computer unless it is a computer only you use.
11. As you click on each name, a thumbnail of the slide design appears.
12. Scroll through the names of the slides, look at the thumbnails, and double-click on one of your liking. The chosen slide appears in **NORMAL** view.
12. Close the **APPLY DESIGN** template by clicking on the red **x** at the top right of the window.



Modify the template

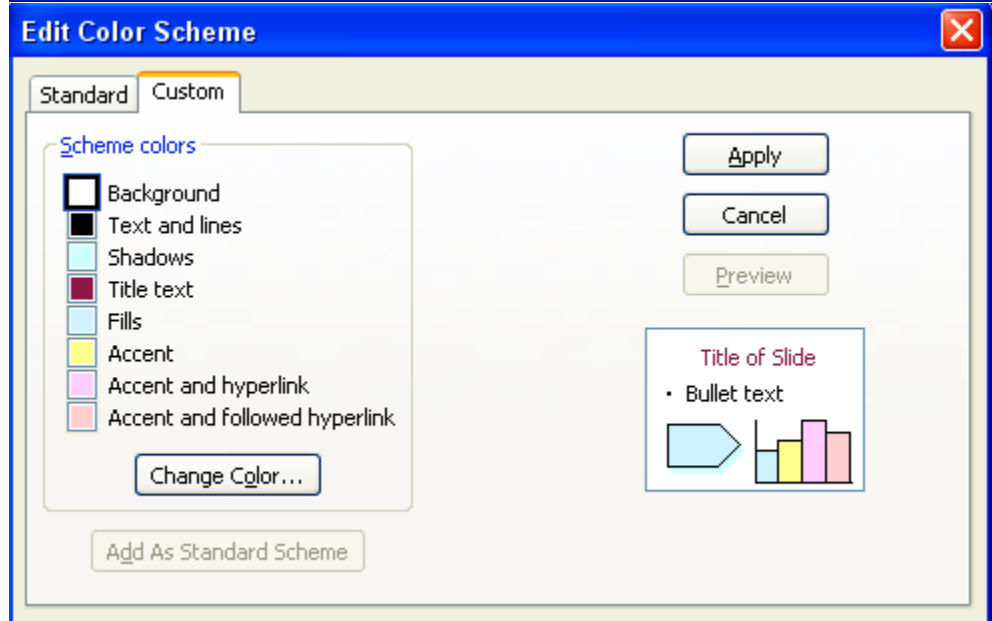
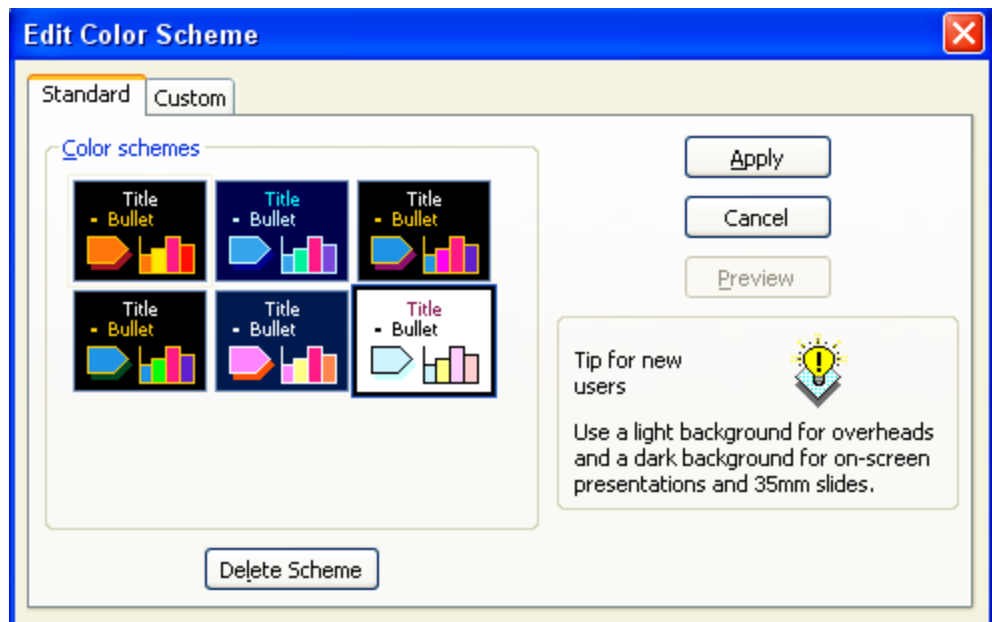
1. Drop down the **VIEW** menu and choose **MASTER**.
2. Select **SLIDE MASTER** from the sub-menu.
3. See at the left of the slide, the two thumbnails that represent the **SLIDE MASTER** and the **TITLE MASTER**.
Note: Since you are using a template that has already been created, the design will have a title slide design as well as a slide design.
4. The **SLIDE DESIGN** task pane gives you these choices at the top of the task pane: **DESIGN TEMPLATES** (in case you want to choose another template), **COLOR SCHEMES**, and **ANIMATION SCHEMES**.
5. Choose **COLOR SCHEME**.
6. In the **APPLY A COLOR SCHEME** section, see some pre-designed color schemes.
7. Click on a color scheme and see it in full view.
8. If you do not like any of the predefined color schemes, click on the **EDIT COLOR SCHEMES** command at the bottom of the task pane.
9. The **EDIT COLOR SCHEME** dialog displays. There are two tabs: the **STANDARD** TAB (which displays thumbnails of the color schemes) and the **CUSTOM** TAB (which displays the colors of the thumbnail you have chosen and allows you to change them).
10. Click on the **CUSTOM** TAB and see a list of the various components of the slide design and their colors, which you can change.



Things to consider

When modifying a design template, think about what you should do to the template so that the viewers will be able to easily read the slides. Consider the following:

- Many people, especially males, are more or less color blind, with the most unable to distinguish between red and green. That means that you do not use red type over a green background.
- If the classroom cannot be sufficiently darkened, then using a design with very dark or black text over a light background is easier to read than the reverse.
- Be sure there is very good contrast between the text and the background and that the background is not cluttered. Use text that has clean lines. Many people prefer sans serif fonts, such as Arial.
- Your text size should be large enough to be seen from the back of the classroom with the lighting dimmed (as during the presentation).



Save the modified template

1. Drop down the FILE menu.
2. Choose the Save As command.
3. In the SAVE AS dialog, in the SAVE IN box, choose your floppy drive (or other removable drive) unless you are working on your own, personal computer.
4. In the FILE NAME box, type a name of your choosing.
5. In the SAVE AS TYPE box, click the down arrow and choose DESIGN TEMPLATE.
6. Check again to see that you are saving your file at the location you want.

- Click the **SAVE** button.
- You can use this template instead of any of the built-in templates that are offered with PowerPoint2003.

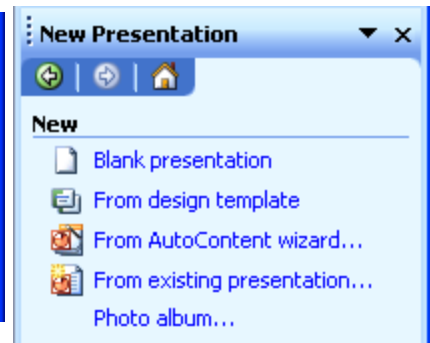
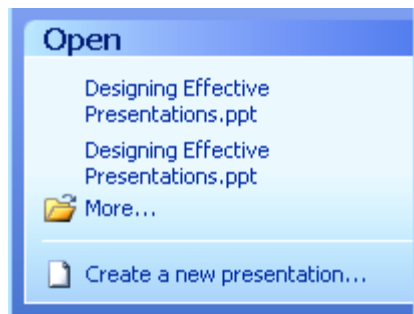
Create a custom template:

A custom template allows you to make your slide show represent the theme of your presentation. You can bring in as many elements as you need: a logo, a photograph, and anything that you need to create visual interest. However, you need to be careful not to overuse visual elements because it can be annoying if they are overused. Overuse of graphics also makes your file large.

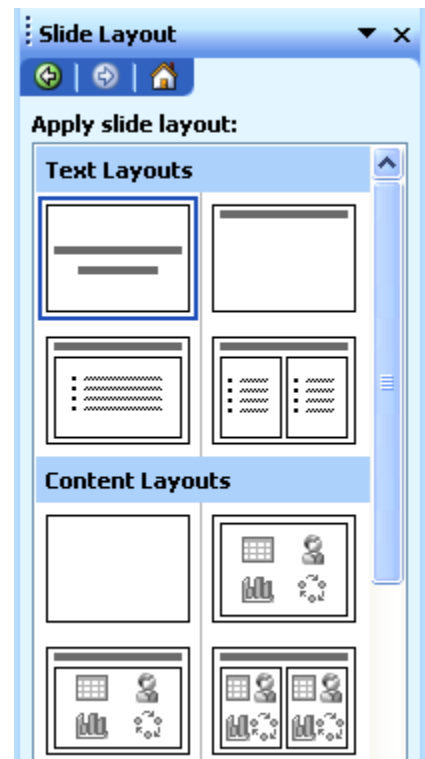
A JPEG image that is 10 inches wide by 7.5 inches high (the default slide measurement) is provided for you so that you can practice importing a graphic as a slide background. If you use a picture as a slide background, you need to make sure that it does not interfere with the text.

Creating a custom template is similar to modifying an existing design. It's best to start from a blank presentation so that you can determine every little detail according to your preference.

- Launch *PowerPoint 2003*.
- Look at the **OPEN** section of the **GETTING STARTED TASK PANE**, and select **CREATE A NEW PRESENTATION**.
- The **NEW PRESENTATION TASK PANE** displays.
- In the **NEW** section, choose **BLANK PRESENTATION**.
- The **SLIDE LAYOUT TASK PANE** displays.

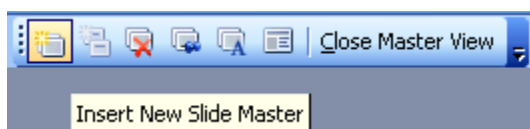


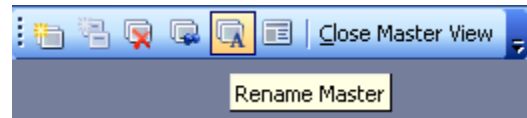
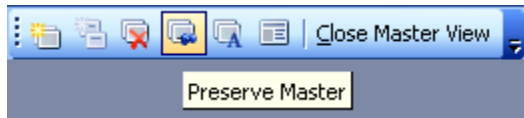
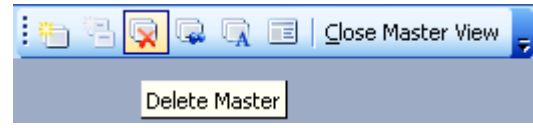
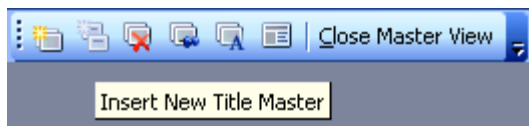
- Under the heading **TEXT LAYOUTS**, choose the second down from the top left one for your bullet slide.
Note: When you work in Master view, you will create the design for the bulk of your slides, other than title slides, first.



Work with Slide Master

- Click on the **VIEW** menu and select the **MASTER** command, then click the **SLIDE MASTER** command on the submenu.
- When in **SLIDE MASTER** view, you see the **SLIDE MASTER VIEW** toolbar just above the slide and a thumbnail at the left. See a screen picture of the **SLIDE MASTER** toolbar with the first icon on left selected.
- From left to right, the first icon inserts a new slide master.

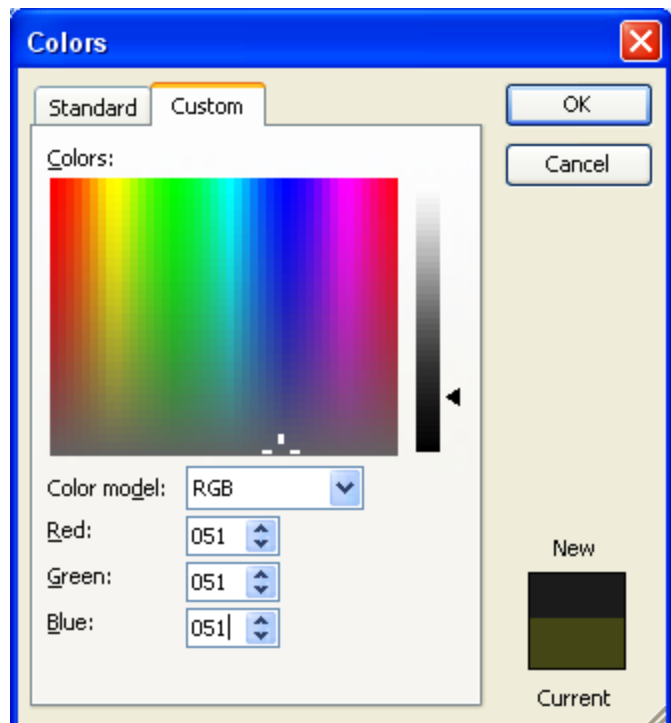
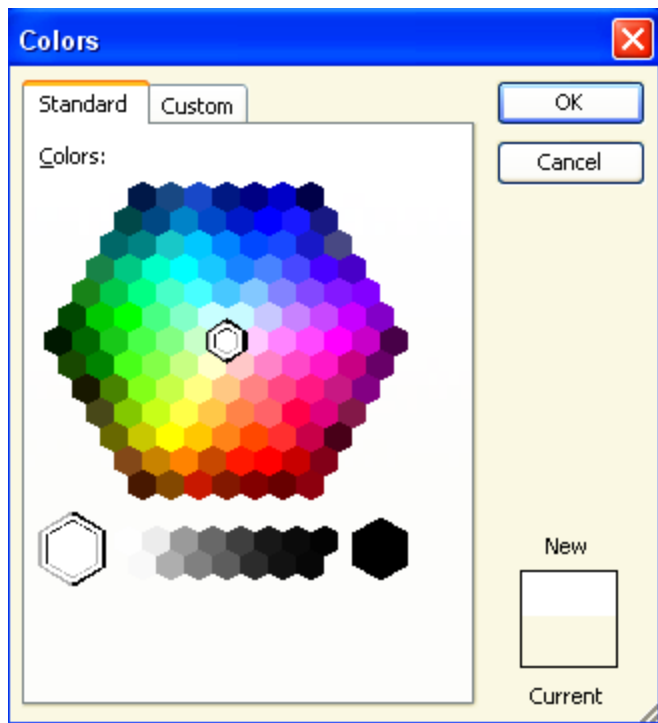
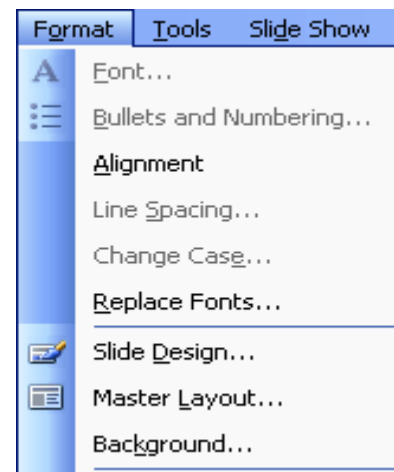




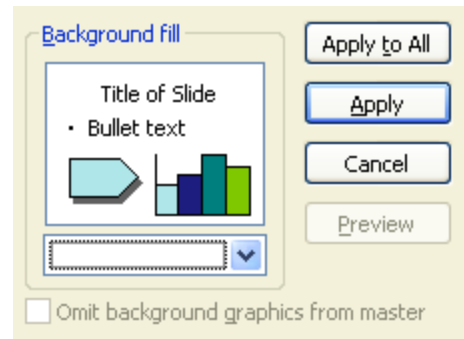
4. The second from the left icon inserts a new title master.
5. The third from the left deletes a master slide.
6. The fourth from the left is used to preserve a master slide.
7. The fifth from the left (or second from the last) is used to rename a master slide.

Insert a background on the Slide Master:

1. Drop down the **FORMAT** menu.
2. Choose **BACKGROUND** and see the **BACKGROUND FILL** dialog.
3. Click the **DOWN** arrow at the right of the **Fill** box.
4. You are offered a choice of colors for the background.
5. If you do not like any of the colors offered, then click on **MORE COLORS**.
6. You see the **COLORS** dialog with two tabs: **STANDARD** and **CUSTOM**. THE **STANDARD** TAB is shown bottom right
7. The **STANDARD** tab's color palette gives you a choice of many colors. When you select a color from this palette, notice in the box at the lower right that the new color will appear in the top of the box with the current color in the bottom. This allows you to compare the new with the current color.
8. If you find a color you want, click **OK**.
9. To see more colors from which to choose, click the **CUSTOM** tab.

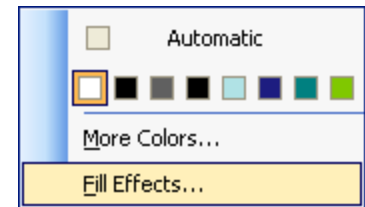


- On the CUSTOM tab's color palette, drag the cross-hair to select a color, drag the scroll bar to adjust the brightness. You can also specify the color by entering the Red, Green, and Blue values directly. Click the OK button.



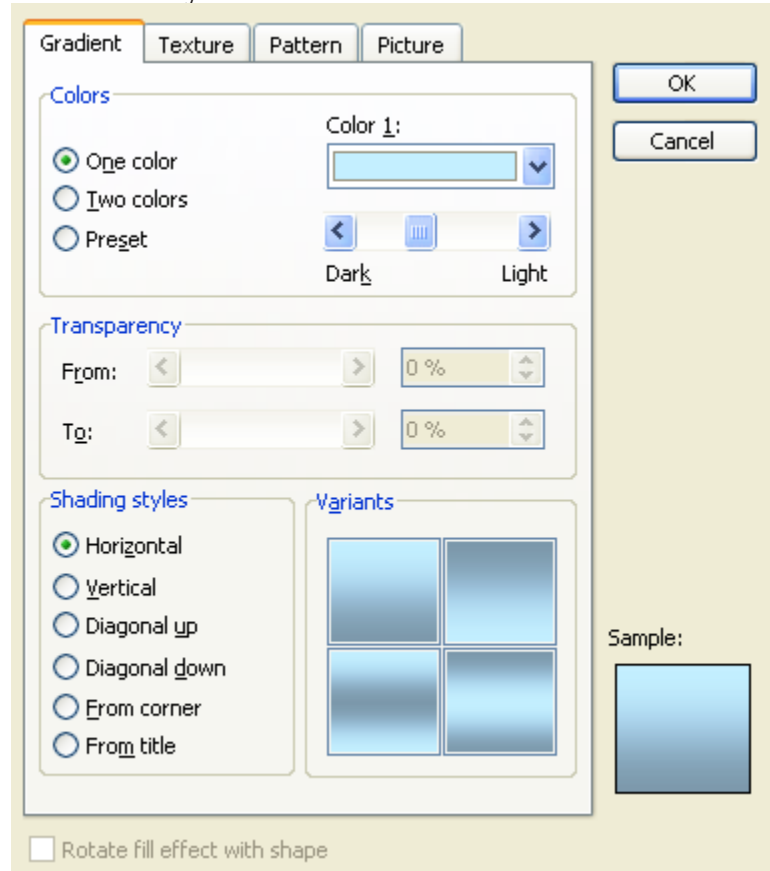
Use Fill Effects

- Drop down the FORMAT menu.
- Choose BACKGROUND and see the BACKGROUND FILL dialog.
- Click the DOWN arrow at the right of the fill box.
- Choose FILL EFFECTS. The FILL EFFECTS dialog has several tabs: GRADIENT, TEXTURE, PATTERNS, and PICTURE.



Gradient Fill Effects

- The GRADIENT tab allows you to choose a gradient background.
- In the Color section, you can select ONE COLOR, TWO COLORS, or PRESET.
- When you choose one color, a slider appears that allows you to darken or lighten the color.
- The bottom section of the Fill Effects dialog, gives you a number of choices of a shading style. As you click through these choices, you see what they would look like on the slide.
- If you find a GRADIENT style you like, click the OK button. Otherwise, click the CANCEL button.



Texture Fill Effects

- The TEXTURE tab gives you a choice of a variety of textures and colors.
- If you have developed some texture files of your own, you can click on the OTHER TEXTURE button, which opens the SELECT TEXTURE dialog. You can then browse to a location where your texture files are stored.
- If you have found a texture you want, then click the OK button. Otherwise, click the CANCEL button.

Pattern Fill Effects

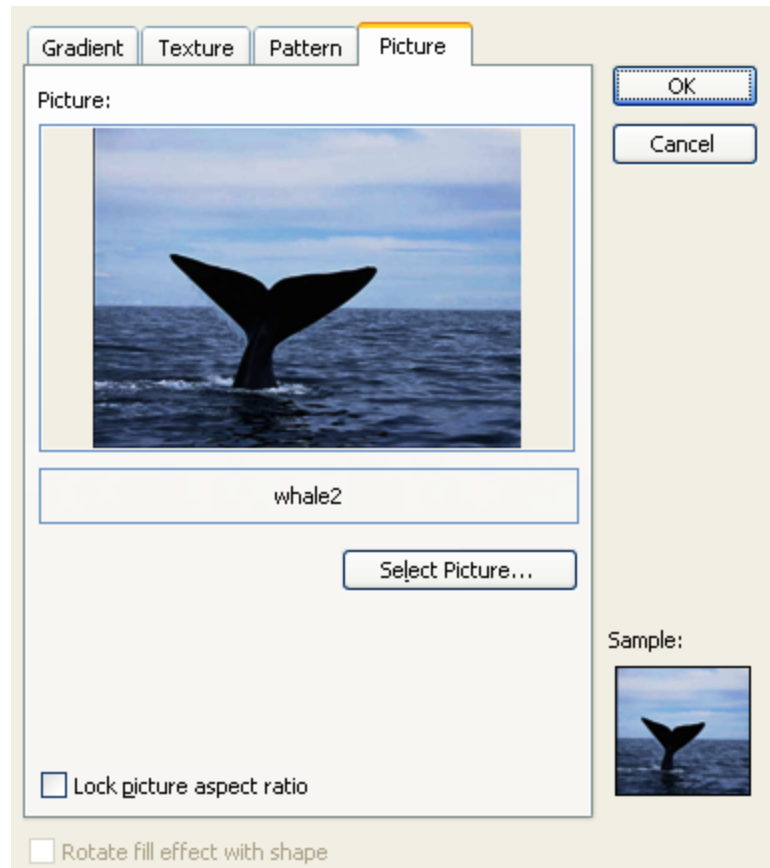
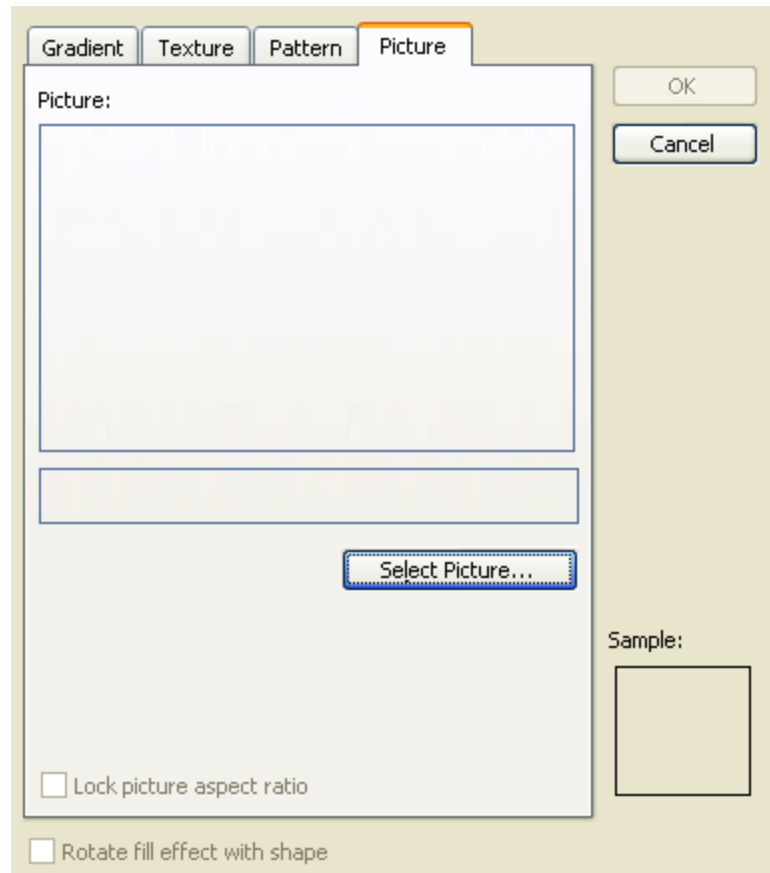
- The PATTERN tab displays a variety of patterns from which to choose.
- A contrast between the foreground color and the background color gives you a background that could be distracting. If you want to use a pattern as a background, then adjust the foreground and background colors so there is less contrast.
- See the FOREGROUND box and the BACKGROUND box, with a down arrow at the right of each. Click an arrow and see a few colors from which to choose. Click on More colors to see the Colors dialog with the STANDARD and CUSTOM palettes.
- If you have found a texture you want, then click the OK button. Otherwise, click the CANCEL button.

Picture Fill Effects

1. Click on the **PICTURE** tab. At the right is a screen picture of the **FILL EFFECTS PICTURE** dialog.
2. Click on the **SELECT PICTURE** button.
3. In the **SELECT PICTURE** dialog, browse and locate a background picture that has been prepared as a 10-inch by 7.5-inch size JPEG picture and is suitable for a slide background.
4. In the **SELECT PICTURE** dialog, click the **INSERT** button.
5. You now see the picture you have chosen in the **FILL EFFECTS PICTURE** tab.
6. Click the **OK** button.
7. You are now at the **BACKGROUND FILL** dialog box.
8. In the **BACKGROUND FILL** dialog, click the **APPLY TO ALL** button for the slides.
Note: If you insert a different graphic background on your **TITLE** slide master, then click the **APPLY** button. The graphic depicted at the right would be suitable for a title slide.
9. Close the **BACKGROUND FILL** dialog.

Modify Text

1. On your **MASTER** slide, click where instructed to edit **MASTER TITLE** style. You can change the typeface, the text size, and the text color.
2. Select the area to edit the **MASTER TITLE** style, and drop down the **FORMAT** menu and choose **FONT**.
3. The **Font** dialog displays.
4. Click where indicated to edit **MASTER TEXT** styles. The **Arial** typeface (a sans serif style) is a good typeface to use for slides. The color of the text should be a color that provides a good contrast to the background of the slide.
5. Highlight and modify the first level text, then the second level text, etc., using the same color for all lower level text.
6. You may wish to look at some of the designs that are provided with *PowerPoint* for ideas. To change the color of the text, click on **FORMAT** menu then



on FONT.

7. In the FONT dialog, click the DOWN ARROW under COLOR, and either choose one of the suggested colors or click on MORE COLORS.
8. The COLORS dialog displays. You can choose colors from the STANDARD tab or CUSTOM tab.

Modify the Bullets

1. Click on the line of text containing a bullet that you want to change.
2. Choose the BULLETS AND NUMBERING command on the FORMAT menu.
3. See the BULLETED dialog displayed below left. You can choose from a variety of built-in bullet styles.
4. To change the color of any bullet you choose here, click on the COLOR DOWN ARROW and select one of the suggested colors or choose MORE COLORS for a choice of many colors.
5. Click on the PICTURE button and see the PICTURE BULLET dialog. Using the SCROLL BAR at the right of the dialog, you can see many picture bullets from which to choose.
6. From the BULLETED dialog, you can click on the CHARACTER button to choose a different bullet character. From this dialog, you can click on the COLOR DOWN ARROW to choose a color for a bullet character you may choose here.

Modify the Bullet Indent

When you try some bullet style other than the default style, you may run into a situation in which your



changed bullet may bump up against the text. In other words, your text may not be sufficiently indented from the bullet. In order to change the indent space between your new bullet and the text, follow these steps (you are still working in MASTER VIEW):

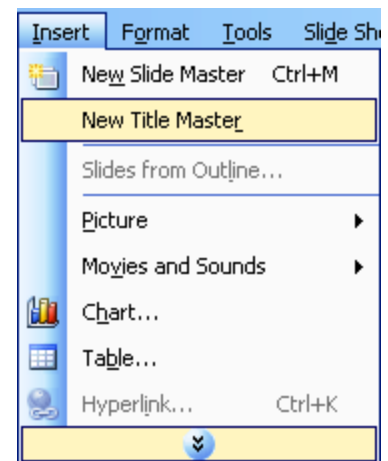
1. Click on the **VIEW** menu and choose the **RULER** command.
2. See above a screen picture of the **MASTER SLIDE** with a large button selected for the top level. Notice that the text is too close to the button.
3. See the ruler at the top, which you can use to modify the positioning of the bullets and the text for the various text levels. For a good design, you will want to have your bullets and bullet colors coordinated well at the different levels, depending on how many levels you will be using. You can always change and update the design at any time.

Insert Page Number and Date

- You can insert page number and date in both **SLIDE** view and **SLIDE MASTER** view.
- If you click on **APPLY TO ALL**, it will be on all slides.
- To insert page numbers and dates in your presentation, choose the **HEADER AND FOOTER** command on the **VIEW** menu.
- Check the box **DATE AND TIME** to set the date of the presentation.
- The computer will update automatically every time you run the presentation, but it will not change the date if you check **FIXED**.
- Check **SLIDE NUMBER** to add a page number.
- Check **FOOTER** to add a footer to the presentation.
- Check **DON'T SHOW ON TITLE SLIDE** if you want information shown on inner slides only.

Design a New Title Master

1. You are still in the **SLIDE MASTER** view.
2. From the **INSERT** menu, click the **NEW TITLE MASTER** command.
3. If you wish, change the graphic background for the **TITLE MASTER** slide design, following the procedure already outlined for working with the **SLIDE MASTER** slides. Keep in mind the different placement of the text on the **TITLE SLIDES**.
4. When finished working in the **MASTER** view, click the **CLOSE MASTER** icon.



Format, position, and resize placeholders

Placeholders are boxes or hatch-marked borders that are part of most slide layouts. These boxes hold title and body text or objects. If you want to make changes to a placeholder that will apply to all slides, make these changes to the **MASTER SLIDE**.

Resize the Placeholder

1. Click the placeholder to select it.
2. Point to a sizing handle. (A sizing handle is one of the small circles or squares that appears at the corners and sides of a selected object.) When the pointer becomes a two-headed arrow, drag a handle to change the size of the placeholder. Top and bottom handles will change the vertical size. Side handles will change the horizontal size. Corner handles will make the entire placeholder larger when you move diagonally away from the center or smaller when you move toward the center.
3. You can also size and rotate a placeholder by clicking on the **Format** menu and selecting the **PLACEHOLDER** command.
4. On the **FORMAT AUTO SHAPE** dialog, click on the **SIZE** tab.
5. In the **SIZE AND ROTATION** section, you can specify the size in inches and also rotate the placeholder box.
6. In the **SCALE** section, you can set the height and/or width by percentage.

7. If you click to select **LOCK ASPECT RATIO**, then setting either the height or width will automatically specify the other setting. If you fill a placeholder with a bitmapped image, then be sure to lock the aspect ratio.

Add or change a fill color or border.

1. Select the placeholder.
2. Click on the **FORMAT** menu.
3. Click **PLACEHOLDER**.
4. The **FORMAT AUTO SHAPE** dialog displays.
5. Click the **COLORS AND LINES** tab.
6. Select options under **FILL** and **LINE**.
 - a. In the Fill section, Color box, click the down arrow.
 - b. A drop-down menu appears.
 - c. You can choose a variety of colors or click **MORE COLORS** to select a color from a palette.
 - d. You can choose **FILL EFFECTS** which offers you the same choices you had for the Background.
 - e. If you use a picture in a placeholder box, be sure to size it appropriately in advance.
7. Click the **OK** button when finished.

Note: See below an example of a Title Slide with a photo in the background and a solid color background placed in a placeholder so that the title will be easily read over the background.

Reposition the Placeholder

1. Select the placeholder.
2. Point to the center of the selected placeholder.



3. When the pointer becomes a four-headed arrow, drag the placeholder to a new position.
4. You can also specify the position on the slide of the placeholder by using the POSITION tab on the FORMAT AUTO SHAPE dialog.

Specify the position of the text in the Placeholder

1. On the TEXT BOX tab of the Format AutoShape dialog, you can do any of the following:
 - a. Specify the text anchor point
 - b. Set the internal margin
 - c. Select WORD WRAP TEXT IN AUTO SHAPE
 - d. Select RESIZE AUTO SHAPE to fit text.
 - e. You can also Rotate text in AUTO SHAPE by 90 degrees.

Save your design as a template

1. Drop down the FILE menu.
2. Select the SAVE AS command.
3. Name your file.
4. In the SAVE AS TYPE box, click on the DOWN arrow and choose DESIGN TEMPLATE (.POT) as the file type.
5. Choose the floppy drive (Drive A:) or any removable drive as the location to save the file and click SAVE.

Apply a custom template to an existing presentation

You can apply the new design to any of your existing presentations or to a new presentation. You can create as many templates as you need and store them on a diskette or removable drive for future use. Do not save them with the templates that are provided by *Microsoft* unless you are using a computer that only you and no one else uses.

Apply the custom template to an existing presentation

1. Open your presentation.
2. Drop down the FORMAT menu and choose SLIDE DESIGN.
3. On the SLIDE DESIGN task pane, click BROWSE.
4. Locate and select your new design template and click APPLY.
4. The new design will replace the previous one.

Apply the custom template to a new presentation

1. Launch *Microsoft PowerPoint*.
2. At the Opening screen, click the Open command.
3. Locate your new template and click OK.
4. You are now using your own design for your PowerPoint presentation.

Additional tips

Change the color scheme of a slide so it differs from the master

1. Display the slide you want to change.
2. On the FORMAT menu, click SLIDE COLOR SCHEME, and then click the STANDARD tab.
3. Click the color scheme you want, and then click APPLY. (You can also click the Custom tab to change the color scheme.)

Note: Changes you make won't affect other slides or the MASTER unless you click APPLY TO ALL.

Hide the background graphic on an individual slide

1. Display the slide you want to change.
2. On the **FORMAT** menu, click **BACKGROUND**.
3. Select the **OMIT BACKGROUND GRAPHICS FROM MASTER** check box.
4. Click **APPLY** to have your change affect only the current slide.

Pictures of the Fill Effects Texture and Pattern Tabs

At the right, see pictures of the **FILL EFFECTS TEXTURE** and **PATTERN** Tabs. As previously explained, **FILL EFFECTS** can be used as slide backgrounds and as backgrounds for **PLACEHOLDERS**. Be cautious in their use so that the backgrounds of the **FILL EFFECTS** do not distract from the text.

