Microsoft PowerPoint 2010™ Templates and Slide Masters (Level 3)

Contents

Introduction

Before you spend a lot of time creating or customizing a slide master, you should work out what you want to do first. If what you are trying to do involves applying a colour scheme, fonts, effects, layouts, or backgrounds, then you should apply a theme.

You may also want to create a PowerPoint template, a pattern or blueprint of a slide or group of slides that you save as a .potx file, and then you can reuse it over and over. PowerPoint template files contain themes and content that you place directly on a slide master.

The layout of any PowerPoint presentation is set by the template used. Every presentation is based on a template; if a specific one is not chosen then the Blank Presentation template is used by default.

The design of each template is set up on the Slide Master. On this, the layout and the format of text within placeholders are defined, together with any additional images and header/footer information. The Slide Master in turn uses a theme which determines the background colour, font colours and fill colours used in charts etc. For further information about colour themes see the document **Themes in PowerPoint 2010**.

PowerPoint presentations contain at least one slide master and a set of slide layouts associated with the slide master. If a particular presentation requires more than one slide master, then another slide master can be inserted. There are also masters for handouts (given to the audience) and notes (for the speaker or presenter to refer to during a presentation).

Installed Templates and Themes

PowerPoint provides you with a few installed templates and themes that you can choose from:

1. Load PowerPoint to start a new presentation – you are presented with a **Blank Presentation** which is the default one that PowerPoint always starts with
2. Move to the **File** tab and select **New** then **Sample templates** in the top row
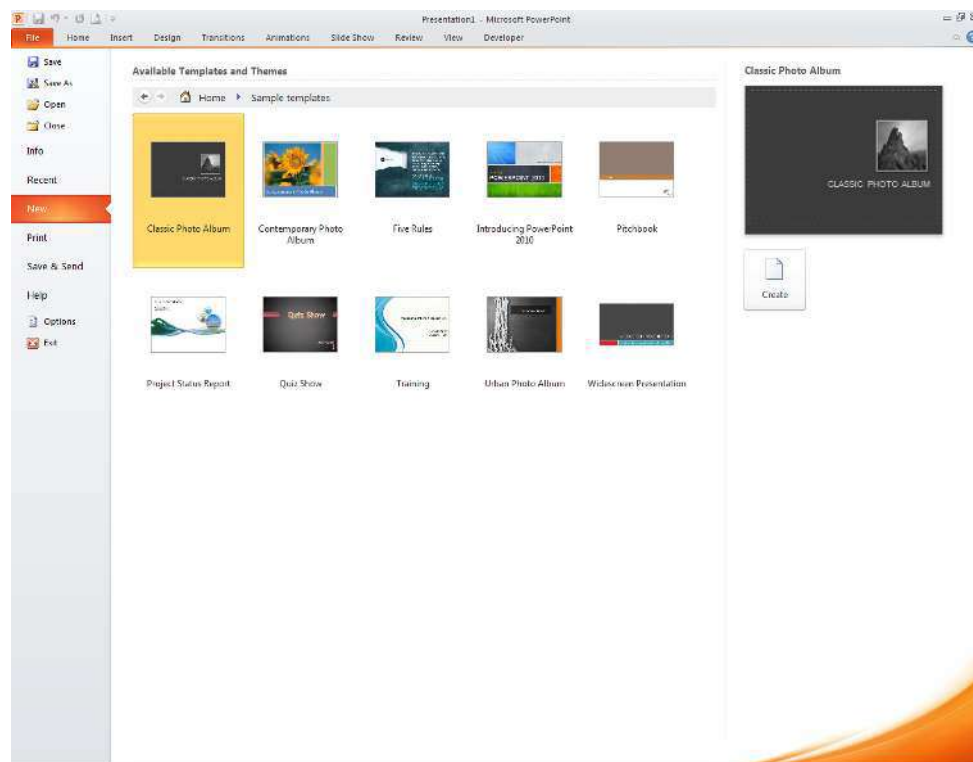
As you can see, the sample templates contain a mix of things, from photo albums to a quiz show.

3. Choose the one called **Introducing PowerPoint 2010** and then click on the **[Create]** button

It may be worth spending a few minutes going through the slides in this presentation if you don't already know some of the new features of PowerPoint 2010:

4. Run the show (press **<F5>**) or just explore the sample slides

Currently, this presentation is using the **IntroducingPowerPoint2010** theme. To see this and to apply a different theme:

5. Move to the **Design** tab to see the different themes available - you'll find that the first one called *Introducing PowerPoint 2010* is selected
6. Click on some of the other themes to apply a different theme – all the slides will change to use that new theme with some changing significantly (others, only slightly)

The **Design** tab themes can also be seen if you select **Themes** at step **2** above.

7. Press **<Ctrl F4>** (or move to the **File** tab and click on **Close**) to close this presentation
8. Press **<n>** (or click on **[Don't Save]**) – there's no need to save the changes to the presentation

University of Reading Templates

NOTE: Only staff can download these templates; students should skip this section.

There are special *University of Reading* templates provided for staff for both Word and PowerPoint. These templates have to be downloaded first from the Design & Print Studio website:

1. On ITS Lab PCs, click on the **Internet Explorer** icon in the Quick Launch area next to **[Start]**
2. Change the web address to <u>www.reading.ac.uk/dps</u> then press **<Enter>**
3. In the box on the left click on **University visual identity, tools & templates**
4. Select **Templates for staff** then click on the link that says **download the Microsoft Office templates**
5. Scroll down the page to the section **Slideshow presentations in Powerpoint**
6. To download a template, click on the relevant **.pot** link (eg *Standard slideshow (white slides)*)
7. At the **File Download** prompt, click on **Save** and then choose an appropriate place on your computer to save it to (it may also be worth creating a special folder where you can save all University templates)
8. Note that it is also worthwhile downloading the **Guidelines for slideshows pdf** as this contains useful information and best practice on using these templates such as:
   o Which template to use
   o How to change the footer on the slide
   o How to change or turn off animation
   o Importing slides into the new template
   o Changing the background colour
   o Fitting text onto a slide

To use the University template:

9. Move to on the **File** tab and select **New** then choose **New from existing** in the top row
10. Search for the University template you want for this presentation, select it then click on **[Create New]**

Note that *New from existing* can be used to create a presentation based on any PowerPoint template or existing presentation.

Further Templates and Presentations

There are more templates and presentations that you can download from Office.com – many have been submitted by the user community.

1. Move to the **File** tab and select **New**

Under **Office.com Templates**, you'll find various templates/presentations that can be downloaded directly from the Microsoft Office web site. Try loading a template first:

2. In the *Search Office.com for templates* box type **Academic** then press **<Enter>**
3. Select one of the templates there, eg **Library collage design template**, then click **[Download]**

After a few seconds, a new presentation should have been created with the first slide using the new downloaded template.

4. Press **<Ctrl m>** or click on the **[New Slide]** button on the left of the **Home** tab in the **Slides** group (click on the icon above the words **New Slide**) to create a second slide

If you compare the two slides, you will see that there are major differences in the layout of the placeholders and image. This is because the first slide uses a **Title Layout** which is different from the other slide layouts.

Downloadable presentations are also provided, which not only use different templates but which have sample slides already prepared. They are designed to give you ideas for a talk on a particular theme. Let's now open one of the downloadable presentations:

5. Move to the **File** tab and select **New**
6. In the **[Search Office.com for templates]** box type **student presentation** and press **<Enter>**
7. *Double click* on any of the presentations to download it then explore what's provided
8. Press **<F5>** to run the show if you like
9. Press **<Ctrl F4>** (or move to the **File** tab and click on **Close**) to close this presentation

The built-in and downloadable presentations may or may not be to your taste. Some may still be of use, however, for their template.

Inserting Multiple Images (one image per slide)

If you have a number of images that you want to insert into PowerPoint (one image per slide), you can do this easily using **Microsoft Office Picture Manager**, a program that comes free with Microsoft Office. Find it by clicking on the Start menu, pointing your cursor at All Programs, then at Microsoft Office, Microsoft Office Tools, and finally, select Microsoft Office Picture Manager.

1. Open **Microsoft Office Picture Manager** (find it as described above) and select the images that you want to insert into PowerPoint, using the **Shift** or **Control** key to select multiple images
2. On the **File** menu at the top, point to **Send To** and select **Microsoft Office...** (or use the **Send pictures to Microsoft Office** shortcut towards the bottom of the *Getting Started* Task Pane on the right)

3. In the *Send Pictures* dialogue box (shown above), choose whether you want to insert the images into a presentation that is already open or a new one, and then click **Send**. By default, your images will be resized to fit within a screen of 1024 x 768 pixels, but you can choose other sizes by clicking on **Options...** before confirming your choice

Your populated presentation will open. If your images are not in the right order, you can use the **Slide Sorter** view in PowerPoint to move individual slides around. Text can then be added to slides in the usual way.

As well as allowing you to browse images stored on your computer, **Microsoft Office Picture Manager** offers some basic image editing facilities, such as the ability to crop, rotate, and resize images, adjust brightness, contrast, colour, and perform red eye removal. In addition, you can convert images from one format to another and batch rename files.

The following web tutorials explain the basics of using Picture Manager (note that the LSE guide refers to the 2003 version):

- London School of Economics - guide to Picture Manager
- University of Massachusetts Office of Information Technologies - Picture Manager tutorial
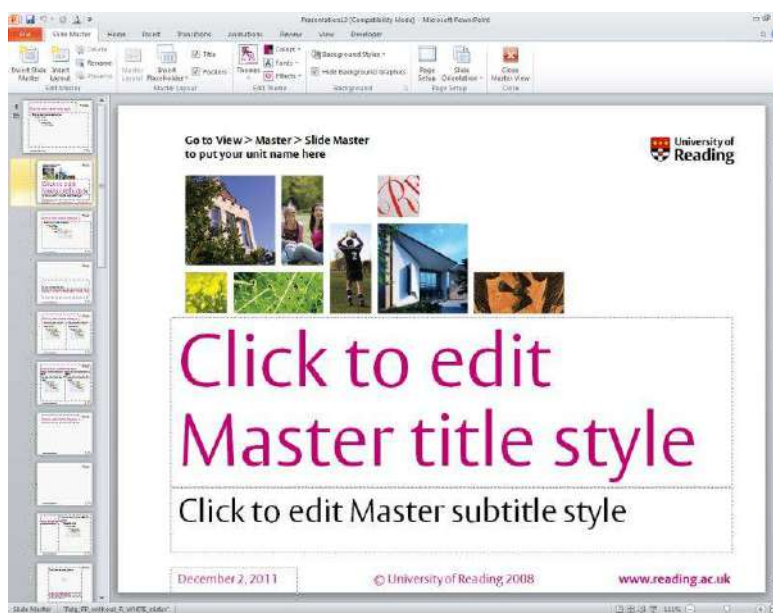
The Slide Master

The 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, colour, fonts, effects, placeholder sizes, and positioning.

Every presentation contains at least one slide master. The key benefit to using slide masters is that you can make universal style changes to every slide in your presentation, including ones added later to the presentation. When you use a slide master, you save time because you don't have to type the same information on more than one slide. The slide master especially comes in handy when you have extremely long presentations with lots of slides.

Because slide masters affect the look of your entire presentation, when you create and edit a slide master or corresponding layouts, you work in **Slide Master view**:

1. Move to the **View** tab then click on the **[Slide Master]** button in the *Master Views* group

The *Title Slide Layout* appears in the centre of the screen with a number of slide miniatures on the left and the **Slide Master** ribbon at the top. The example below shows how this would look for one of the University of Reading templates:

To enlarge the slide miniatures, use the mouse to drag the vertical bar/line on the right of slide miniature vertical scroll bar sideways, so that they become bigger.

The first, slightly bigger miniature is the **Slide Master** used by all the slides in the presentation, whilst the miniatures underneath are for specific slide layouts. Some of these layouts are being used by slides in the presentation; others are not at present. If you position the mouse cursor above a layout, you are told whether or not that layout master is being used.

2. Click on the slightly larger **first** slide miniature to select the **slide master** – this will now show on the main slide as below:
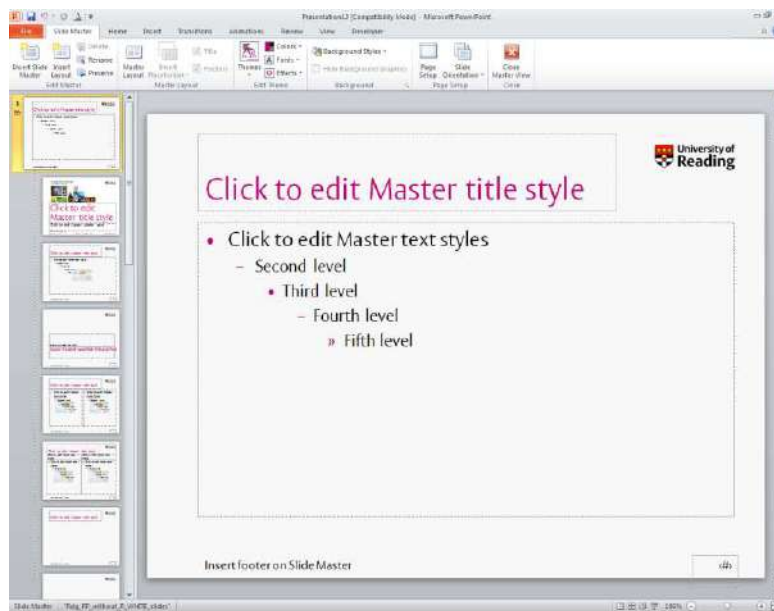
Most slide masters contain the following components:

- The **Title Area for AutoLayouts** containing the style used for the **Master title**
- The **Object Area for AutoLayouts** containing five **Master text** styles for the different bullet point levels
- The **Date Area**, which is generally used for storing dates and times. On the University of Reading templates shown above, the *Date Area* is used on the *Title Layout* slide, but not the *Slide Master*
- The **Footer Area**, which can be used as a convenient text box to add your name, the title of the presentation, or copyright information (as on the University of Reading Title Layout slide)
- The **Number Area**, which is usually used to display the slide number

In addition, a slide master might include:

- A special **Background** - either coloured or a picture
- **Images** such as a company logo or branding (as on the University of Reading Title Layout slide)
- A **Watermark** - a faint image or piece of text which merges into the background

Note in particular the different settings for the Master text styles in the main object area of the slide. Each level is pre-defined to have a different bullet point which can make it very annoying when you want to type some ordinary text as an introductory paragraph. You will see how to change this setting later.

On the *Title Slide Layout*, the components are largely the same as on the *Slide Master* except the *Objects Area* is now called the **Subtitle Area** and this controls just the **Master subtitle style**. Note the slightly different arrangement of the components and a different coloured background.

To exit from the Slide Master view:

3. Click on the **[Close Master View]** icon on the far right of the **Slide Master** tab

Modifying a Slide Master Layout

As stated in the introduction, before you spend a lot of time creating or modifying a slide master, you should work out what you want to do first. You may need to apply a theme or create a template.

It is a good idea to create a slide master *before* you start to build individual slides. If you first create the slide master, all of the slides that you add to your presentation are based on that slide master and the associated layouts. If you need to make changes to any layouts, make them on the slide master, not on individual slides.

If you create a slide master after you create your slides, some of the features on the slides may not conform to the slide master design. You can override some of the slide master customizations on individual slides by using the background and text formatting features, but others (such as footers and logos) can be modified only on the *Slide Master*.

Try modifying a slide master layout for a new presentation:

1. Press **<Ctrl n>** for a new presentation (if you use **New** on the **File** tab, select **Blank presentation** then press **<Enter>** for **[Create]**)
2. Press **<Ctrl m>** or click on the **[New Slide]** button to create a second slide
3. Move to the **View** tab then click on the **[Slide Master]** button in the *Master Views* group

Note that the **Title and Content Layout** used by the second slide is selected from the slide miniatures on the left as you were viewing that slide when you entered *Slide Master View*. Each slide layout is set up differently, yet all layouts that are associated with a given slide master contain the same theme (colour scheme, fonts, and effects).

Let's investigate some of the options on the **Slide Master** ribbon:
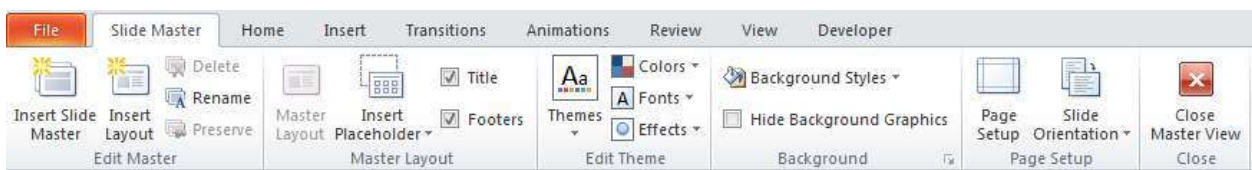
4. Click on **[Title]** in the *Master Layout* group – the *Title* placeholder disappears.
5. Click on **[Title]** again to redisplay the placeholder
6. Similarly, click on **[Footers]** to remove the date, footer and slide number placeholders at the bottom of the slide then click on **[Footers]** again to restore them

Note: for the Slide Master at the top of the miniatures, both the *Title* and *Footers* options are greyed out indicating that they can't be changed (by default they are turned on).

7. Click on the **[Themes]** button and choose a different theme for your slides

This inserts a new *Slide Master* with its associated *layouts*. This can change the background slide colour, text colour, font and font size, and the positioning and size of the placeholders on the slide.

8. Dependent on the theme you've chosen, the **Colors**, **Fonts** and **Effects** icons give you further choices in the colours, fonts and effects that you use in different places on the slide layout

Note: By choosing one of the above options (ie a theme, colour or font), *all* of the slides in the presentation will change.

9. Click on the **[Background Styles]** button to change the background colour of the slide
10. Click on **[Hide Background Graphics]** to hide any design part of the original theme, eg extra coloured horizontal or vertical boxes

Note: Both *Background Styles* and *Hide Background Graphics* are only applied to the slide with the slide layout that you have changed it on. However, if you apply *Background Styles* to the slide master at the top of the slide miniatures then all of the slides in the presentation will be affected (*Hide Background Graphics* is not available on the slide master).

The Title Area

You can also make changes to the **Title Area** and **Master title style** placeholder at the top of the slide:

1. Click on the words **Click to edit Master title style** at the top of the slide layout then press **<Esc>** to select this placeholder (as opposed to type in it)
2. Move to the **Home** tab on the ribbon
3. Make any changes required – eg make the words **[Bold]**; set the **[Font]** and **[Font Size]**; change the justification to **[Align Left]**

Tip: It's not a good idea to change the colour of the text using the **[Font Color]** button; instead , select or set the colours required via the **[Color]** in the *Edit Themes* group on the **Slide Master** tab. See the document *Microsoft PowerPoint 2010: Themes* for further details

4. Move to the **Drawing Tools Format** tab to show options for the selected placeholder
5. Explore the various settings - if you do make any changes to the **Shape Fill** or **Shape Outline** colour then it's a good idea to choose from the first row of **Theme Colors** at the top

Shortly, you will be adding an image to the top right corner of the slide, so to reduce the width of the box on the left by about 15%:

6. Click on the *group arrow* to the right of **Size** on the far right of the **Drawing Tools Format** ribbon – this opens up a *Format Shape* dialog box
7. Under *Scale,* change the **Width:** to `85%`
8. **[Close]** the *Format Shape* box

The Object Area

To modify the current **Object Area** and **Master text styles**:

1. Click on the words **Click to edit Master text styles**, next to the bullet point in the 2nd main placeholder on the slide
2. Display the ruler by moving to the **View** tab and clicking on **[Ruler]** (so that it is ticked)
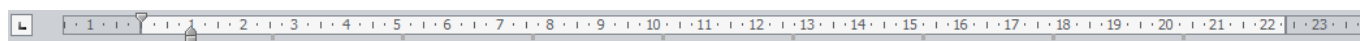
Note the triangles and rectangle on the left-hand side of the ruler. The upper triangle indicates the **First Line Indent**, the lower triangle the **Hanging Indent** and the rectangle the **Left Indent**. The next step turns the top level into an ordinary paragraph (ie **no** bullet point):

3. Move the mouse cursor to the Hanging Indent (the lower triangle at the 1cm mark), hold down the mouse button and drag the marker to **0cm** so that it is under the upper triangle. Note that the Left Indent (the square beneath) moves too
4. Move to the **Home** tab then click on the **[Bullets]** button in the *Paragraph* group to turn off the bullet for the top level text style
5. Make any changes required to the font, font size etc, but first selecting the text (as you did previously in the title area)
6. Press **<down arrow>** to move to the Second level style
7. Again make any changes to the font, and if you want to change the bullet icon used for that level, click on the **arrow** next to the **[Bullets]** button on the **Home** ribbon and choose the bullet that you want
8. Repeat steps **6** and **7** for the other styles, as appropriate

Note: If you make the above changes on one of the slide layouts then it *only* makes the changes on the slides that use that layout, but if you make the changes on the slide master then *all* of the slides in the presentation will have the new setting.

The Footer, Date and Number Areas

A *footer* is often used for adding information at the bottom of every slide such as the name of the presenter, the title of the presentation or a copyright message.

To add a footer:

1. Click where it says *Footer* in the placeholder usually at the bottom centre of the slide
2. Type in an appropriate footer, eg the copyright symbol © (type **(c)** and it is automatically converted to a copyright symbol) followed by `your_own_name`

You'll probably notice that today's *date* and a **(#)** symbol are already present at the bottom of the slide layout and master. The latter represents the *slide number*. Although they're on the slide master, they won't be displayed on the slides within the presentation yet as, by default, they are inactive. You must use the **Header & Footer...** command to activate them as follows:

3. Move to the **Insert** tab then click on the **[Header & Footer]** button in the *Text* group - the following dialog box appears:
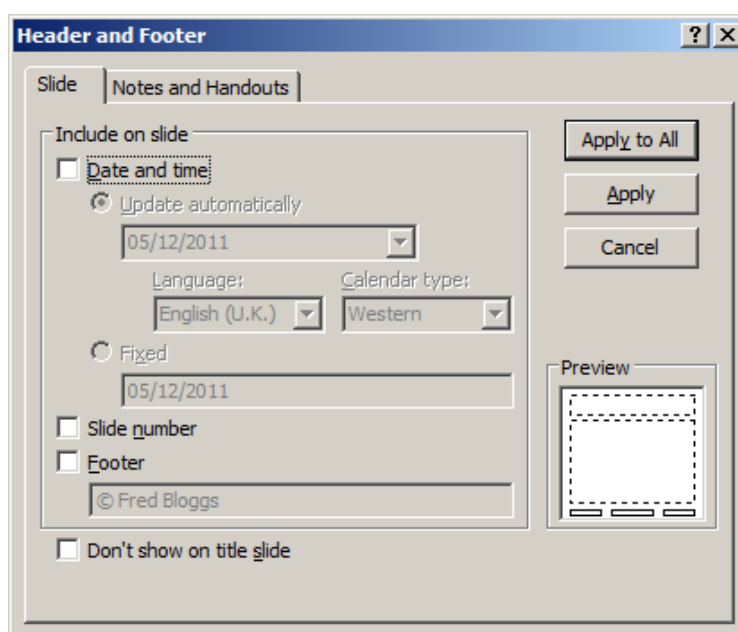
4. To activate the date and time on the slides, click on **Date and time**
5. Click on **Update automatically** if you want the show to always display today's date

If you turn on *Update automatically*, the date/time value is fixed for a particular show (to the date/time when the presentation is started). If you do not choose this option, however, the date/time stored is fixed to the moment you added it to the Slide Master. The same applies if you choose to add a date/time to a particular slide rather than to the Slide Master.

6. Choose the date and/or time format required by selecting from the drop-down list
7. Check the *Language:* is set to **English (U.K.)** rather than American formatted dates

Tip: You can replace the date/time with some other information (such as *University of Reading*) by using the *Fixed* option. This could be applied to all your slides or just those with a particular layout (by setting it on the master for that particular layout).

8. Click on **Slide number** to add the slide number to the slide
9. Click on **Footer** to apply your footer to the slide
10. Click **Don't show on title slide** if you don't want the Header/Footer to show on the Title Slide
11. Click on **[Apply to all]** to add the information to all your slides

Note: To start slide show numbering at a value other than 1, set the value in **[Page Setup]** on the **Design** tab.

The Background

The background colour is set up automatically to use one defined by the theme. It's recommended that you stick to the theme colours but, you can if you wish use a different colour, texture fill or background picture on your slide(s):

1. Click on the [**Background Styles**] button in the *Background* group on the **Slide Master** tab and choose **Format Background…** – the *Format Background* dialog box appears

2. With **Solid Fill** selected, click on **Color:** button and choose one from the *Theme Colors*, *Standard Colors*, or click on **More Colors…** to get a wider choice – the colour will be applied to the current slide layout

3. Use the *Transparency:* slider to lighten or darken the colour

4. To choose either a picture or texture fill, click on **Picture or texture fill**

5. For a texture fill, click on the **Texture:** button and choose the texture you want

6. To use a picture for a background, either click on [**File…**] and insert your own picture or [**Clip Art…**] to insert a picture from the *Microsoft Clip Art* gallery

Note that you can also set a *Gradient fill* or *Pattern fill* for the background.

7. When you are happy with your choice, click on [**Apply to All**] to apply it to all the slide layouts

8. Finally, press **<Esc>** to [**Close**] the *Format Background* window

Adding a Picture

You can add a picture, either to all the slides in the presentation (if you place it on the top slide master) or to a single slide layout (if you just insert it on that slide layout). A new facility in PowerPoint 2010 lets you insert a screen clipping onto a slide or layout master. Try adding the University identity to all of your slides:

1. Click on the top *Slide Master* miniature on the left

2. Next, click on the [**Internet Explorer**] button on the *Task Bar* to the right of the [**Start**] button

3. Move back to *PowerPoint* by clicking on its *Task Bar* button

4. Now click on the [**Screenshot**] button in the *Images* group on the *Insert* tab and choose **Screen Clipping**

5. When the *Internet Explorer* window appears, use the mouse button to drag out a rectangle over the University identity (the shield and the words)

6. When you release the mouse button, the screen clip will be added to your slide master

7. Position the clip in the top right corner of the slide either by dragging it or by using the <arrow> keys

8. Resize the image, if necessary, using one of the corner handles

Next, add a picture to a single slide layout:

1. Click on any of the layout masters below the Slide master in the miniatures on the left

2. Next, move to the **Insert** tab then click on the [**Clip Art**] button in the *Images* group - the *Clip Art* pane appears on the right-hand side of the screen

Note: To insert a picture from a file, use the [**Picture**] button instead.

3. Type the required type of clip (eg `Training`) into the **Search for:** box then press **<Enter>** for [**Go**]

4. Click on the clip you would like to add to your slide layout then close the *Clip Art* pane by clicking on the [**x**] in the top right of the pane

5. Position and resize the image as required

Adding a Watermark

A watermark is a very faint pattern on the background of a slide. You can use either a picture/image or a piece of text for the watermark.

To turn the clip art you've just added into a watermark:

1. Check that the picture is still selected then move to the **Picture Tools Format** tab
2. Click on the **[Color]** button in the *Adjust* group on the left and choose **[Washout**] - the lightest picture
3. Enlarge the picture by dragging out the corner or side handles
4. Place the watermark behind any content by clicking on the **[Send Backward]** button in the *Arrange* group on the right of the ribbon and choosing **Send to Back**

To use text for a watermark:

1. Move to a different layout master (or the *Slide Master* layout) miniature
2. Move to the **Insert** tab then click on the **[Shapes]** button in the *Illustrations* group, and choose the first icon under *Basic Shapes* for a **Text Box**
3. Click towards the bottom left corner of the slide or layout master to insert a small text box
4. Type in the text for the watermark, eg `DRAFT`
5. Press **<Esc>**, to select the *Text Box*, then *right click* on the box and change the **[Font Size]** to **200** - click in the box, type `200` then press **<Enter>**
6. Using the **<arrow>** keys, move the text box to place it centrally on the slide
7. Click on the **[Font Color]** button in the *Font* group on the **Home** tab and choose a colour to match the current background colour
8. Repeat step **7** but this time select **[More Colors...]**
9. Move to the **Custom** tab and, using the scale on the right, set a colour which is just slightly lighter or darker than the background – press **<Enter>** for **[OK]**
10. Move the watermark behind any text by clicking on the **[Send Backward]** button in the *Arrange* group on the right of the ribbon and choosing **Send to Back**
11. Finally, click away from the text box to release the placeholder selection

Creating Further Masters

PowerPoint allows you to employ more than one set of slide masters in a presentation. Each set comprises a **Slide Master** followed by all the **associated slide layouts.** A second set can be used anywhere in the presentation to give a different appearance, for example to introduce a new section or topic.

Note: There are also *Masters* for *Handouts* and *Notes* (there are icons for these on the ribbon under the **View** tab) - explore them yourself, if you are creating Notes and Handouts.

To create a new *Slide Master* set:

1. Move to the **Slide Master** tab and click on **[Insert Slide Master]** on the far left – a second slide master plus set of associated layouts appears in the slide miniatures on the left, below the first set
2. Set up the slide master and associated layouts as required
3. If you want to add a new layout, click on the **[Insert Layout]** button on the **Slide Master** tab

Knowing which master set to use for which slides can be confusing. To help with this you can give the master and layouts sensible names. To do this:

4. Click on the miniature of the slide master you wish to rename, say the new second one
5. Click on the **[Rename]** button on the **Slide Master** tab
6. Type in the name for the *Master* then press **<Enter>** for **[Rename]**

Note that there is also an option to **Preserve** a selected master on the **Slide Master** ribbon so that it remains with the presentation even if it isn't used. This is set on by default when a slide master set is created.

Saving a Template

If you want to use your new sets of slide masters and layouts as a template for other presentations:

1. Once you are happy with the changes you've made to both master sets, click on **[Close Master View]**
2. Next, click on one of the slide miniatures on the left, press **<Ctrl a>** and **<Delete>** the existing slides

Don't panic! You only want the template to contain the sets of master slides and layouts that you have produced - the content will change from presentation to presentation.

3. Move to the **File** tab and choose **Save As**
4. In the **File name:** box, type an appropriate filename (eg `MyTemplate`)
5. Using the *list arrow* attached to the **Save as type:** box, choose **PowerPoint Template**
6. Decide where to save your template (eg *Documents* or *Desktop*) then press **<Enter>** for **[Save]**
7. Press **<Ctrl F4>** (or choose **Close** on the **File** tab) to close the template file

To create a new presentation using the customised template:

8. Move to the **File** tab and choose **New**
9. Either choose **Recent Templates** or **New from Existing**
10. Select **MyTemplate** then click on **[Create]** or **[Create New]** - a title slide appears using the first *title slide* layout in the template
11. Press **<Çtrl m>** (or click on **[New Slide]**) to create a second slide – this uses the *title and content* layout
12. Add a title and then click on **Click to add text** and type a short paragraph - note that there are no bullet points at the First level style as you removed them in the template
13. Press **<Enter>** then **<Tab>** to get a bullet point (Second level style) and type a couple of words
14. Click on the **[Layout]** button in the *Slides* group and note that you can choose slide layouts from *both* slide master sets that were created in the template
15. End by closing the new presentation – there's no need to save it