4 Designing a Presentation

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Formatting Presentations with Themes and Layouts	Change the slide master theme or background.	1.3.1
Changing Slide Backgrounds	Modify individual slide backgrounds.	1.2.6
Inserting a Date, Footer, and Slide Numbers	Insert slide headers, footers, and page numbers.	1.2.7
Linking to Web Pages and Other Programs	Insert hyperlinks.	2.1.6
Working with Sections	Create sections. Modify slide order. Rename sections	1.4.1 1.4.2 1.4.3
Customizing Slide Masters	Change the slide master theme or background. Modify slide master content. Modify a slide layout. Create a slide layout. Modify the handout master. Modify the notes master.	1.3.1 1.3.2 1.3.4 1.3.3 1.3.5 1.3.6

SOFTWARE ORIENTATION

Microsoft PowerPoint's Themes and Variants

PowerPoint offers dozens of unique themes and variants you can apply to presentations to format the slides with colors, fonts, effects, and backgrounds. Figure 4-1 shows the Design tab with the Variants gallery open showing access to the Colors, Fonts, Effects, and Background Styles commands.
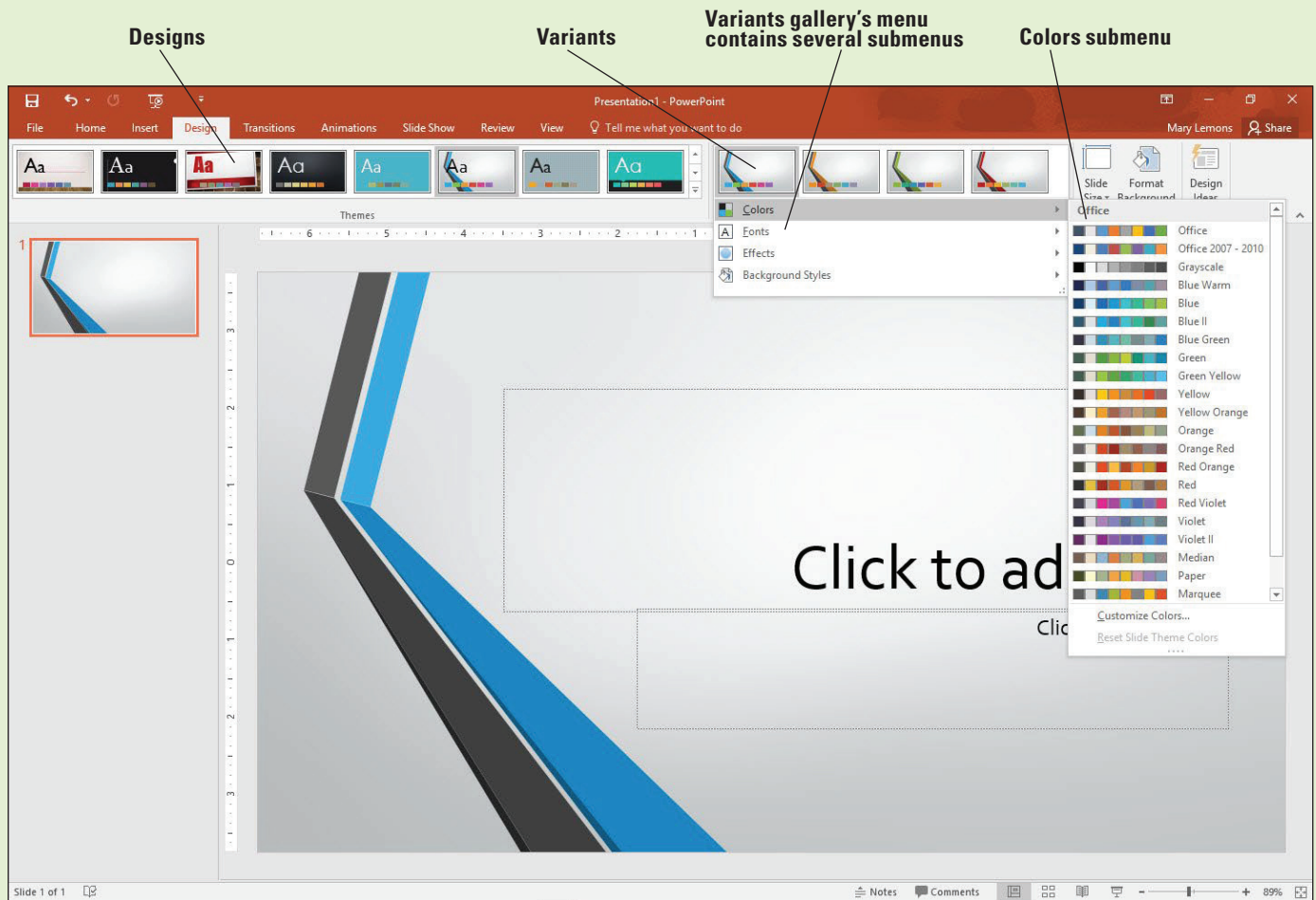
Figure 4-1
The Design tab

Use PowerPoint's built-in themes to give your presentation a polished, professional look without a lot of trial and error. You can preview a theme by pointing at it in the Themes gallery and then apply it to the presentation by clicking it. After you have chosen a theme, you can select one of its variants from the Variants gallery.

FORMATTING PRESENTATIONS WITH THEMES AND LAYOUTS

A PowerPoint **theme** includes a set of colors designed to work well together, a set of fonts (one for headings and one for body text), special effects that can be applied to objects such as pictures or shapes, and often a graphic background. The theme also controls the layout of placeholders on each slide. Use a theme to quickly apply a unified look to one or more slides in a presentation (or to the entire presentation). You can also modify a theme and save your changes as a new custom theme.

Slide **layouts** control the position of text and objects on an individual slide. For each slide, you can select a layout according to the content you need to add to it.

PowerPoint makes it easy to see how a theme will look on your slides by offering a **live preview**: As you move the mouse pointer over each theme in the gallery, that theme's formats display on the current slide. This formatting feature takes a great deal of guesswork out of the design process—if you don't like a theme's appearance, just move the pointer to a different theme or click outside the gallery to restore the previous appearance.

Clicking a theme applies it to all slides in a presentation. You can also apply a theme to a single slide or a selection of slides by making the selection, right-clicking the theme, and choosing Apply to Selected Slides.

A theme differs from a template in that it contains no sample content—only formatting specifications.

Applying a Theme and Variant to a Presentation

In this exercise, you will learn how to select a theme from the Themes gallery to replace the default blank design and create a more visually appealing design for your PowerPoint presentations.

You can apply a variant after selecting a theme. Variants are available only in the new themes and templates that come with PowerPoint 2013 and 2016. The most obvious change that a variant makes is to apply different colors, but some variants also make other changes too, such as a different background graphic. You can select a variant from the Variants group on the Design tab.

STEP BY STEP | **Apply a Theme and Variant to a Presentation**

GET READY. Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. **START** PowerPoint, if the program is not already running.
2. **OPEN** the *Special Events* presentation from the data files for this lesson and then **SAVE** it as *Special Events Final*.
3. Make sure slide 1 is selected.
4. On the **Design** tab, click the **More** button in the Themes group. PowerPoint's available themes display in the Themes gallery.
5. Point to any of the themes in the gallery. Notice that a ScreenTip displays the theme's name (or in some cases file location), and the theme formats are instantly applied to the slide behind the gallery.
6. Right-click the **Slice** theme; a pop-up menu appears. In the menu, click **Apply to Selected Slides**. The Slice theme is applied only to slide 1.
7. Click the **More** button again in the Themes group to reopen the Themes gallery.
8. Right-click the **Ion** theme and click **Apply to All Slides** to apply it to all slides.
9. Scroll through the slides to see how the theme has supplied new colors, fonts, bullet symbols, and layouts.
10. On the Design tab, click the purple thumbnail image in the Variants group. The colors change on all slides to reflect the chosen variant. Slide 1 should resemble Figure 4-2.
11. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Take Note   You can display the name of the current theme on the status bar if you'd like. To do so, right-click the status bar and click Theme.

Figure 4-2

Ion theme applied to all slides in the presentation
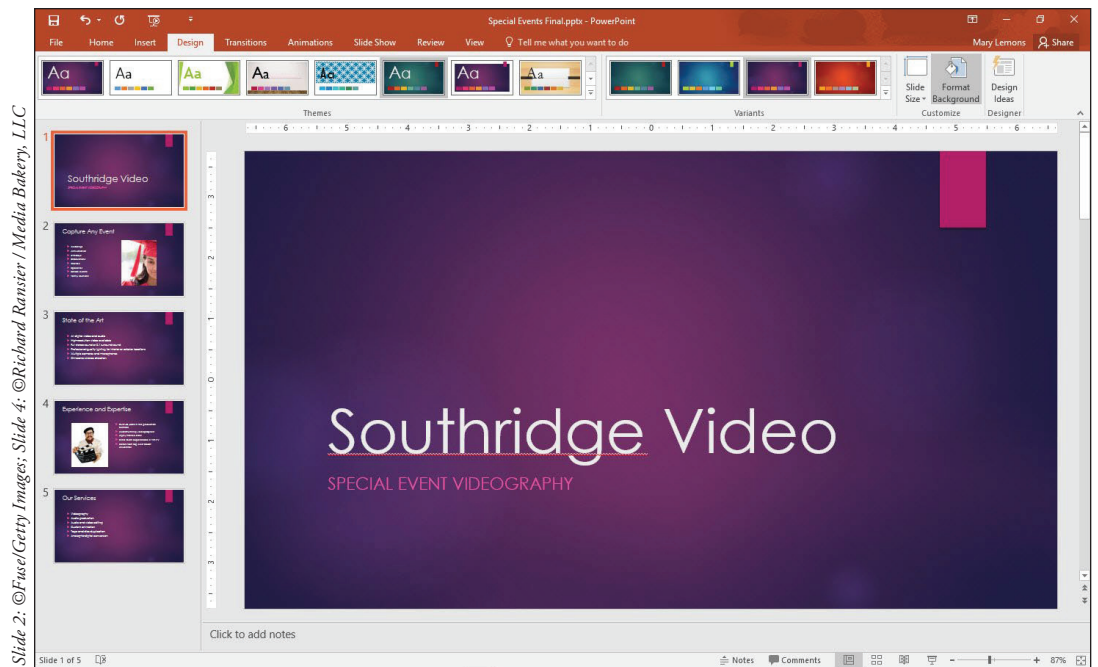
Changing Theme Colors

If you do not like the colors used in the theme you have chosen, you can change them. One way to do so is to choose a different variant, as you saw in the previous exercise. You can also select a different color theme, or you can create your own color theme. When you apply a different color theme, your current theme fonts, background graphics, and effects remain the same, only the colors change. In this exercise, you will choose a different color theme for a presentation.

STEP BY STEP   **Change Theme Colors**

GET READY. USE the *Special Events Final* presentation that is still open from the previous exercise.

1. Click the **More** button in the Variants group and then point to **Colors**. A menu appears containing the available color themes.
2. Move the pointer over some of the color themes to see the live preview of those colors on the current slide.
3. Click the **Blue Warm** color theme. The new colors are applied to the presentation.
4. Click the **More** button again in the Variants group, point to **Colors**, and then click **Customize Colors** at the bottom of the gallery. The dialog box opens to allow you to replace colors in the current color palette.
5. Click the **drop-down arrow** next to the color designated for Hyperlink.
6. Click **White, Text 1** on the Theme Colors palette to change the color for Hyperlinks to white (see Figure 4-3).

Figure 4-3

The Create New Theme Colors
dialog box
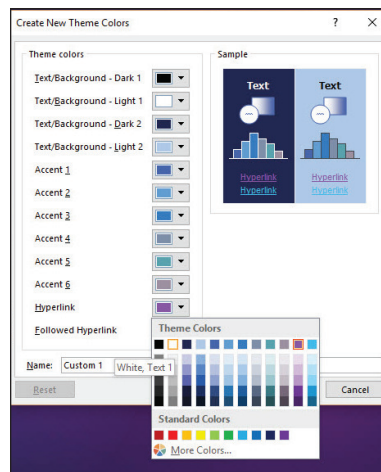
7. Select the text in the Name box and type **Southridge** in its place.

8. Click **Save** to save the new theme colors.

9. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Changing Theme Fonts

Each theme supplies a combination of two fonts to be applied to headings and body. Collectively these two fonts are called a **font theme**. A font theme may have two different fonts—one for headings and one for body text—or the same font for both. In the following exercise, you will choose a different font theme for a presentation.

STEP BY STEP   **Change Theme Fonts**

GET READY. USE the *Special Events Final* presentation that is still open from the previous exercise.

1. Click the **More** button in the Variants group and then point to **Fonts**. A gallery displays showing font combinations for all available themes.

2. Move the pointer over some of the font combinations to see the live preview of those fonts on the current slide.

3. Click the **Candara** font theme. The new fonts are applied to the presentation.

4. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Applying a Different Slide Layout

The slide layout gallery shows the available layouts in the theme you have applied. If more than one theme is in use in the presentation (e.g., if you applied a different theme to only selected slides), the slide layout gallery shows available layouts from all themes in use so you can pick and choose among a greater variety of layout options. In this exercise, you will choose a different layout for a slide.

Apply a Different Slide Layout

GET READY. USE the *Special Events Final* presentation that is still open from the previous exercise.

1. Click the **Home** tab on the Ribbon.

2. Go to slide 5 and click **New Slide** in the Slides group. (Click the graphical part of the button, not the button's text.) PowerPoint adds a new slide with the same layout as slide 5, Title and Content.

3. Type the title **Contact Information**.

4. Type the following information as the first bullet point in the text placeholder. (After typing *Road,* use **Shift+Enter** to start a new line without starting a new paragraph.)
   457 Gray Road
   North Hills, OH 45678

5. Type these additional bullet points:
   Phone: (513) 555-6543
   Fax: (513) 555-5432

6. Select the entire bulleted list and then click the **Bullets** button on the Home tab to turn off the bullets. Then click away from the text box to deselect the selection. Your slide should look like Figure 4-4.

Bullets button

Figure 4-4

Add contact information to the slide

Slide 2: ©Fuse/Getty Images; Slide 4: ©Richard Ransier / Media Bakery, LLC
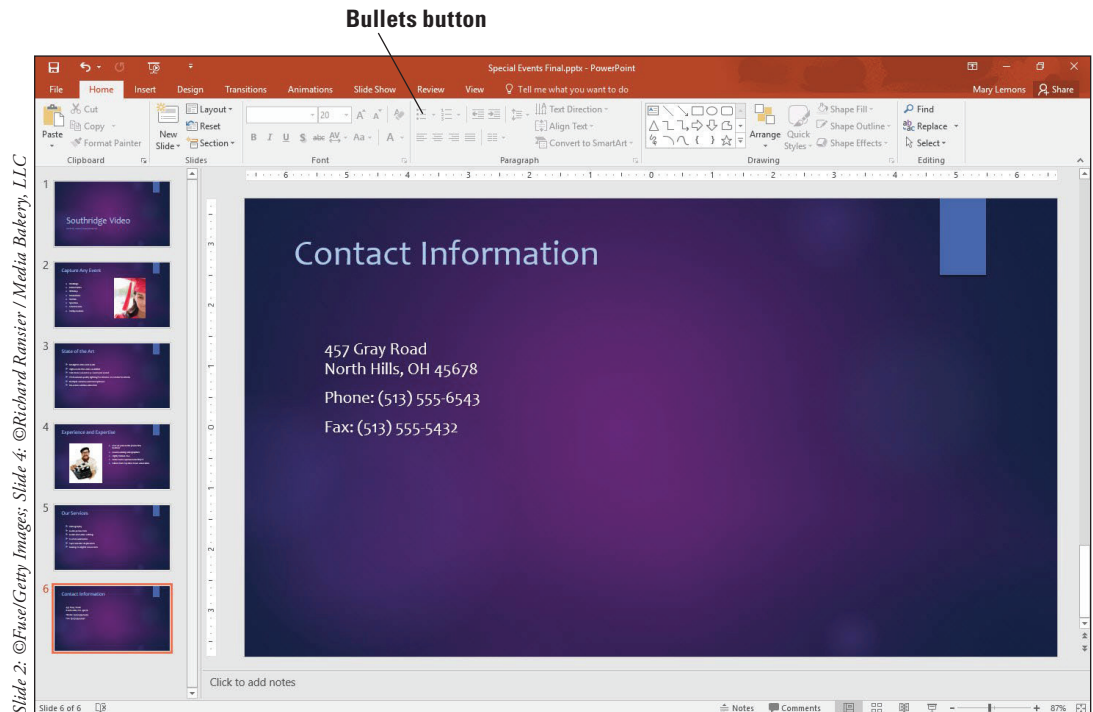
7. On the Home tab, click the **Layout** button in the Slides group to display the slide layout gallery.

8. Click **Two Content** to change the layout to two side-by-side content placeholders.

9. In the second placeholder, type the following:
   Directions: From I-261 East, take exit 205 South (Crawfordsville Road) to Gray Road. Turn left on Gray Road, and look for us on your left after 2 miles.

10. Click anywhere in the text you just typed and then click the **Bullets** button on the Home tab to turn off the bullet. Click away from the text box to deselect it. Your slide should look similar to Figure 4-5.
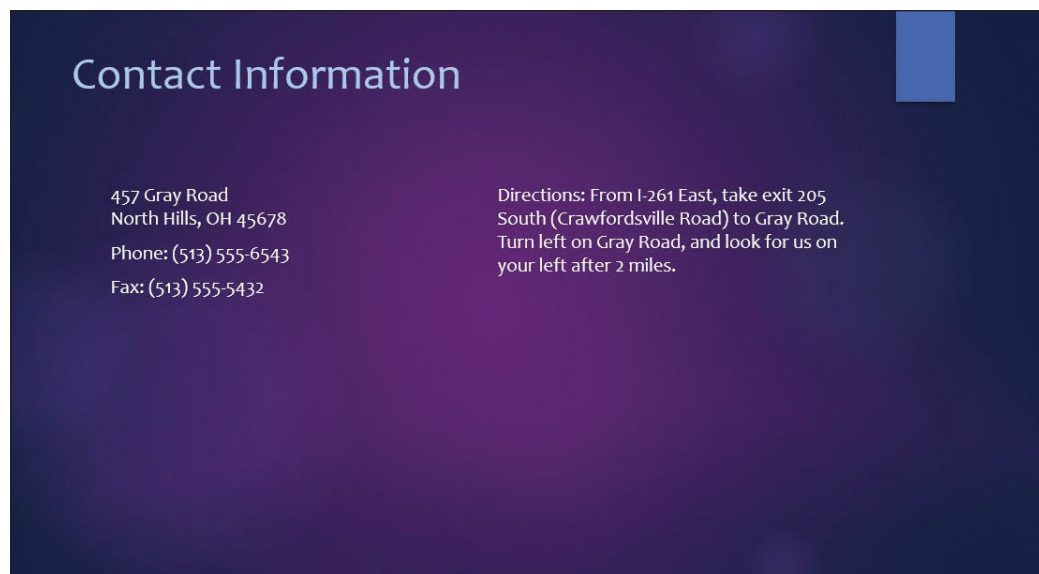
11. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

The layouts that appear in the slide layout gallery depend on the layouts stored in the Slide Master.

CHANGING SLIDE BACKGROUNDS

Themes provide a default background for all slides formatted with that theme. To customize a theme or draw attention to one or more slides, you can apply a different background.

Selecting a Theme Background

The Background Styles gallery allows you to choose from plain, light, or dark backgrounds and gradient backgrounds that gradually change from light to dark. Background colors are determined by the theme. Some background styles include graphic effects such as fine lines or textures that cover the entire background. Use the Background Styles gallery to quickly apply a different solid-color or gradient background based on theme colors. You can apply a background to one or more selected slides or to all slides in the presentation. In this exercise, you will select a background style from the preset backgrounds provided by the theme and then customize it with the Format Background task pane.

STEP BY STEP   **Select a Theme Background**

GET READY. USE the *Special Events Final* presentation that is still open from the previous exercise.

1. Go to slide 6 if it is not already selected.
2. On the Design tab, click the **More** button in the Variants group and then point to **Background Styles**. A gallery displays some background styles created using the theme's designated background colors.

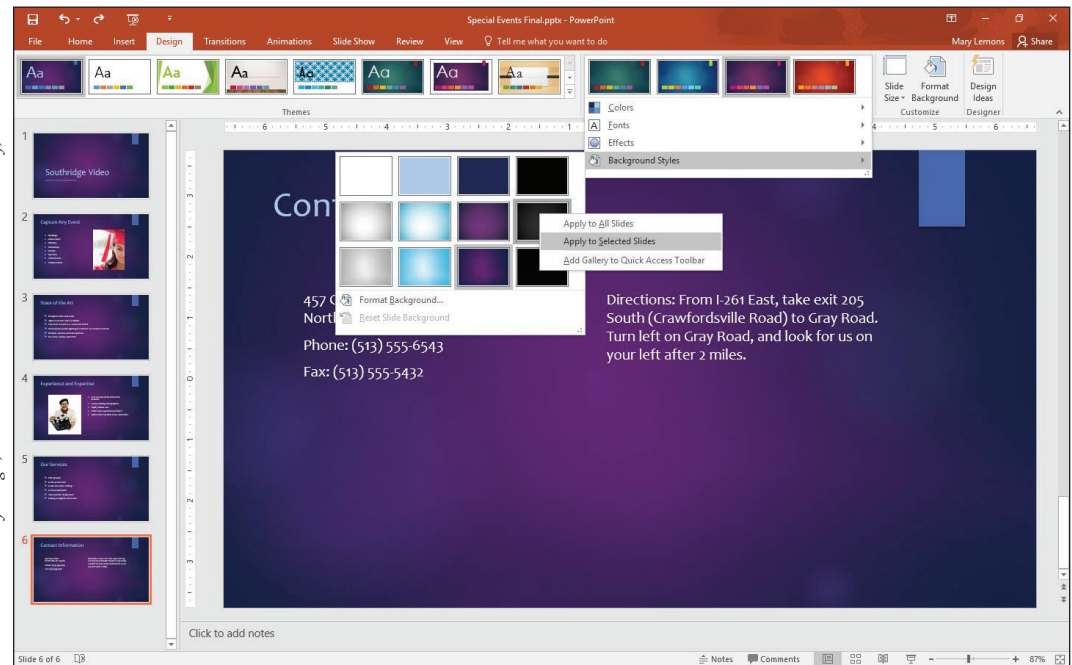**Take Note**   Hover the mouse on a background style to see its name and preview it on the current slide.

3. Right-click **Style 8** and select **Apply to Selected Slides** (see Figure 4-6). After clicking this option, the background style is applied to slide 6 only.

Figure 4-6

Background Styles gallery,
Apply to Selected Slides option

4. SAVE the presentation.

PAUSE. **LEAVE** the presentation open to use in the next exercise.

The area of the slide that is considered to be "background" can change depending on the theme. For example, some themes have graphics overlaid on a colored background, so that your choice of background color peeks through in only a few spots.

Customize the Background

Use the Format Background task pane to create and modify any background, even a default theme background. You can apply a solid color or gradient fill, or select a picture or texture for the background. Options for each of these fill types allow you to modify the fill to suit your needs.

**STEP BY STEP** **Customize the Background**

GET READY. USE the ***Special Events Final*** presentation that is still open from the previous exercise.

1. With slide 6 still active, click the **Format Background** button on the Design tab. The Format Background task pane opens. A gradient fill is selected because the style you selected in the previous exercise was a gradient.

2. Click the **Type** drop-down arrow and then in the drop-down list, select the **Linear** preset (see Figure 4-7). Click the linear option and the slide background changes to a different gradient type.

Set the Type
to Linear
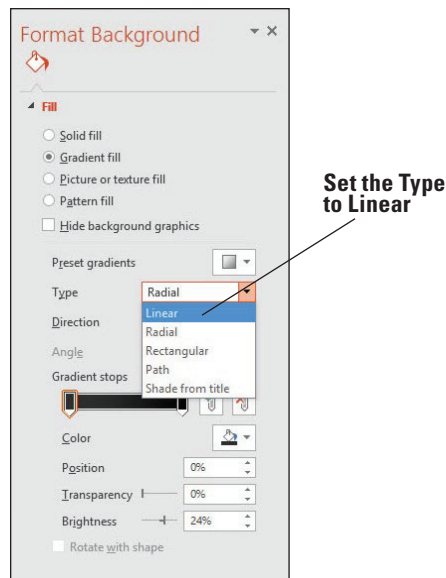
3. Click the **Solid Fill** option button. The controls change to those for solid colors.

4. Click the **Color** drop-down arrow and in the gallery that appears, click **Dark Purple, Background 2, Darker 50%** (the third color in the bottom row of the Theme Colors section).

5. Drag the Transparency slider to **20%** or type **20** in the Transparency text box. The fill lightens because it is now partly transparent.

6. Click **Picture or texture fill**. The controls change to those for pictures and textures.

7. Click the **Texture** drop-down arrow and then click the **Green Marble** texture.

8. Click **Pattern Fill**. The controls change to those for patterns.

9. Open the **Foreground Color** drop-down list and click **Dark Purple, Background 2** (the third color in the top row of the Theme Colors section).

10. Open the **Background Color** drop-down list and click **Teal, Accent 5** (next-to-last color in the top row of the Theme Colors section).

11. Click the **90%** pattern (the last pattern in the second row).

12. In the Format Background task pane, click **Reset Background**. The background returns to its original state specified by the theme and variant in use.

13. **CLOSE** the Format Background task pane.

14. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

INSERTING A DATE, FOOTER, AND SLIDE NUMBERS

Adding a date, footer, and slide numbers to a presentation can help you identify and organize slides. In this exercise, you will learn how to apply these useful elements to one or more slides.

Inserting a Date, Footer, and Slide Numbers

A footer is text that repeats at the bottom of each slide in a presentation (or in whatever location on the slide where the footer placeholder is located). Use a footer to record the slide title, company name, or other important information that you want the audience to keep in mind as they view the slides. In this exercise, you will apply a footer, a date, and slide numbers to a PowerPoint presentation.

STEP BY STEP   **Insert a Date, Footer, and Slide Numbers**

GET READY. USE the *Special Events Final* presentation that is still open from the previous exercise.

1. Click the **Insert** tab and then click the **Header & Footer** button. The *Header and Footer* dialog box opens.

2. Click the **Date and time** check box and then click **Update automatically** if it is not already selected.

3. Click to select the **Slide number** check box.

4. Click the **Footer** check box and then type **Special Events** in the text box below the check box.

5. Click the **Don't show on title slide** check box. The date will be today's date.

6. Click the **Apply to All** button to apply the date, footer, and slide number to all slides except the title slide. Slide 6 should look similar to Figure 4-8. In this particular theme, the footer and date appear vertically along the right side of the slide, and the slide number appears in the colored box in the upper-right corner.

Figure 4-8

A slide number, footer, and date on a slide

Date   Slide number   Footer
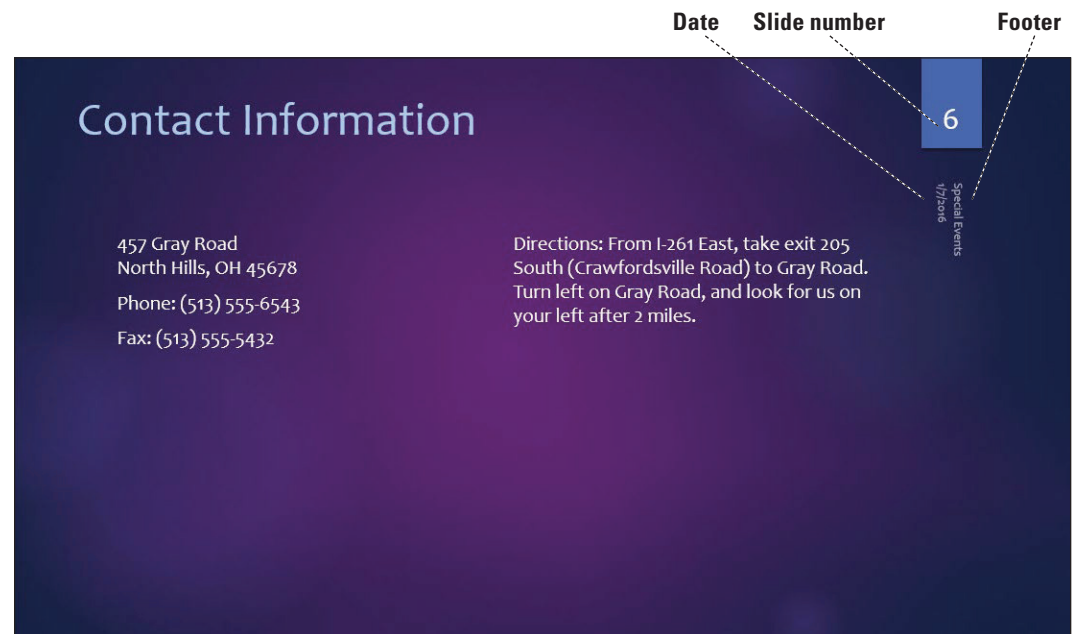
Take Note   The footer placeholder box is not always at the bottom of the slide; it can be anywhere on the slide, depending on the layout. For example, in Figure 4-8 it is along the right side.

7. Click the **Design** tab and move the mouse over several different themes in the Themes group. Notice that the placement of the slide number, footer, and date change with different themes. In many of the themes, these elements appear at the bottom of the slide.

8. **SAVE** the presentation.

PAUSE. **LEAVE** the presentation open to use in the next exercise.

You may have noticed that the Header and Footer dialog box has another tab, the Notes and Handouts tab. When you create notes, pages, and handouts, you can specify a **header** to appear at the top of every page. A header is repeated text, much like a footer, except it appears at the top of each printed page. Headers do not appear onscreen in Slide Show view, only on printouts. You can also create footers for notes pages and handouts.

LINKING TO WEB PAGES AND OTHER PROGRAMS

You can set up **hyperlinks** (clickable shortcuts) on slides that allow you to jump to a specific slide in the presentation or to external content. Hyperlinks can be displayed as either text or a graphic.

Adding a Text Hyperlink

Use the Insert Hyperlink dialog box to set up links between slides or from slides to other targets. (The **target** is the page, file, or slide that opens when you click a link.) If you select text before inserting the hyperlink, that text will become the link that can be clicked. If you select a graphic before inserting the hyperlink, the hyperlink will be attached to the graphic, so that clicking it activates the hyperlink. In this exercise, you will create a text hyperlink.

**STEP BY STEP**   **Add a Text Hyperlink**

GET READY. USE the *Special Events Final* presentation that is still open from the previous exercise.

1. Go to slide 6, position the insertion point at the end of the fax number, and then press **Enter** to start a new paragraph. Then type **Visit our website**.
2. Select the text you just typed and then, on the Insert tab, click the **Hyperlink** button. The *Insert Hyperlink* dialog box opens.
3. Click in the **Address** box and type **http://www.southridgevideo.com** as the target of the link text.
4. Click **OK**. The website address is formatted with the theme's hyperlink color and an underline.
5. Go to slide 1 and select **Southridge Video**.
6. Click the **Hyperlink** button on the Insert tab. The *Insert Hyperlink* dialog box opens.
7. In the Link To list on the left side of the dialog box, click **Place in This Document**. A list of slides from the current presentation appears.
8. Click **6. Contact Information** (see Figure 4-9).

Click here to see a list of slides.   **It is common for slide previews to appear blurry.**

Figure 4-9

Creating a hyperlink to another slide
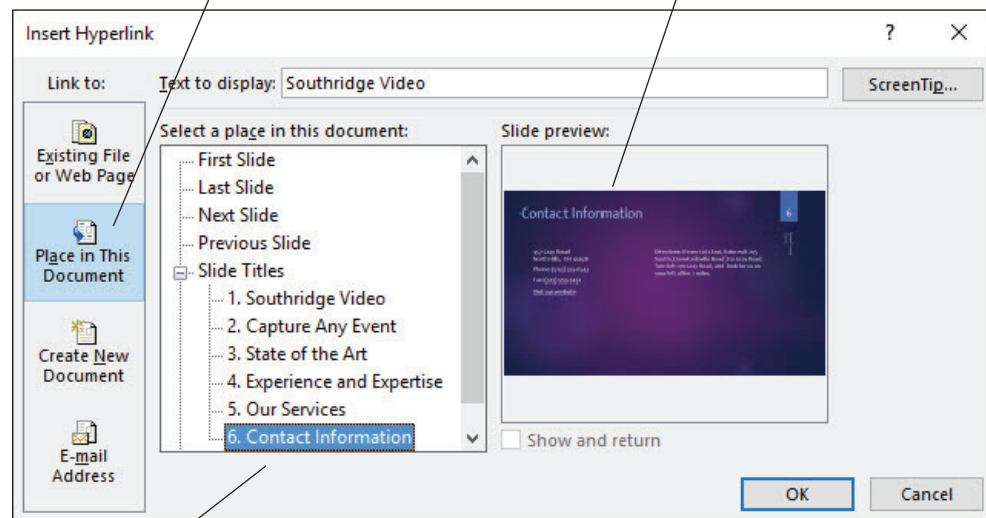
Click the desired slide.

9. Click **OK**; PowerPoint identifies slide 6 as the target for this hyperlink.
10. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

You can create links to a number of different types of targets using the Insert Hyperlink dialog box.

- **Choose Existing File or Web Page** to link to any web page or any file on your system or network. Use the Look in box, the Browse the Web button, the Browse for File button to locate the desired page or file, or type the URL or path in the Address box.
- **Choose Place in This Document** to display a list of the current presentation's slides and custom shows. Click the slide or custom show that you want to display when the link is clicked.
- **Choose Create New Document** to create a link to a new document. You supply the path and the name for the new document and then choose whether to add content to the document now or later.
- **Choose E-mail Address** to type an email address to which you want to link.

You can add hyperlinks to a slide in Normal view, but the links will work only in Slide Show view.

Adding a Graphical Hyperlink

Hyperlinks can be attached to graphics so that when you click the graphic, the hyperlink executes. In this exercise, you will make an existing graphic into a hyperlink.

STEP BY STEP   **Add a Graphical Hyperlink**

GET READY. USE the *Special Events Final* presentation that is still open from the previous exercise.

1. Go to slide 4 and click the photo to select it.
2. Press **Ctrl+K** to open the *Insert Hyperlink* dialog box. (**Ctrl+K** is a keyboard shortcut for the Insert Hyperlink command you used previously.)
3. Click **Place in This Document**. A list of slides from the current presentation appears.
4. Click **6. Contact Information**.
5. Click **OK**.

PAUSE. SAVE the presentation and then **CLOSE** it.

If you need to change a link's target, click anywhere in the link, and then click the Hyperlink button, or right-click it and click Edit Hyperlink. The Edit Hyperlink dialog box opens, offering the same functionality as the Insert Hyperlink dialog box. You can remove a link by right-clicking the link and selecting Remove Hyperlink from the shortcut menu.

WORKING WITH SECTIONS

To organize a long presentation, you can create **sections**, which are dividers that group slides into logical clusters, as folders organize groups of related papers. You can then work with the sections rather than with individual slides, moving or deleting an entire section as a group.

Creating Sections

You can create sections that organize the slides for easier management. This organization is especially useful in a lengthy presentation that covers multiple topics; each topic can be a section. In this exercise, you create some sections and then use them to manipulate content.

STEP BY STEP   **Create Sections**

GET READY. OPEN the *Blue Yonder Introduction* presentation from the data files for this lesson.

1. **SAVE** the file as *Blue Yonder Sections*.
2. Go to slide 2. In the navigation pane on the left, right-click **slide 2** and click **Add Section** from the menu that appears. A new section bar labeled Untitled Section appears in the Navigation pane above slide 2, indicating that the new section begins with that slide.
3. Go to slide 5. In the Navigation pane, right-click **slide 5** and click **Add Section**. Another new section (also labeled Untitled Section) appears above slide 5 in the Navigation pane. Repeat these actions to create another new section above slide 7.
4. Click the **Untitled Section** bar above slide 2. Slides 2, 3, and 4 become selected.
5. Right-click the **Untitled Section** bar you just clicked and choose **Rename Section** from the menu that appears. The *Rename Section* dialog box opens.
6. In the Section name box , type **Introduction** and click **Rename**.
7. Rename the other two sections, **Details** and **Conclusion**, using the same actions you used in steps 4-6.
8. Right-click the **Details** section heading in the Navigation pane and click **Move Section Up** to move that section to appear before the Introduction section.
9. Right-click the **Details** section heading again and click **Move Section Down**. The Details section moves back to its original location.
10. Right-click the **Introduction** section heading in the Navigation pane and click **Collapse All**. All the sections collapse in the Navigation pane.
11. Double-click the **Conclusion** section heading. That section is expanded so you can see the individual slides in it (see Figure 4-10).

Figure 4-10

Collapse and expand sections
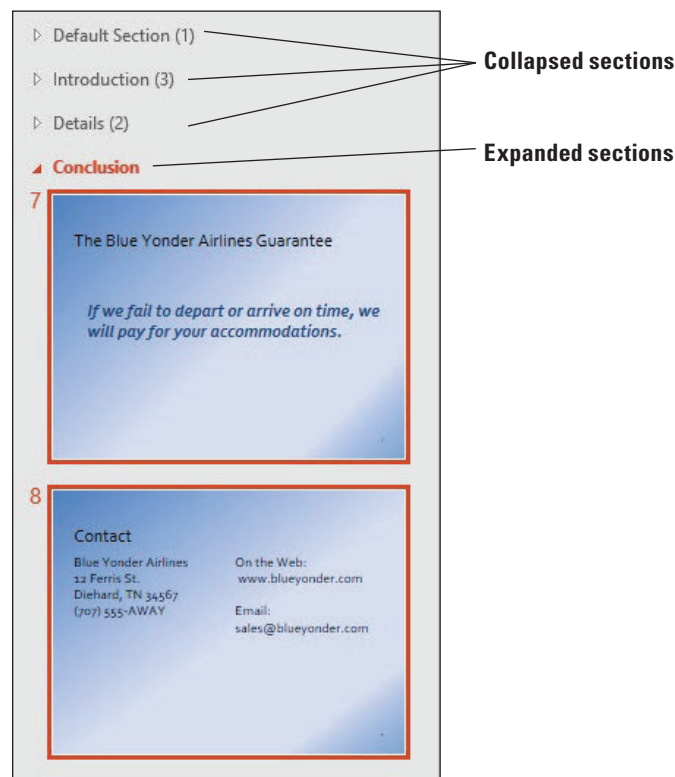
12. Right-click the **Conclusion** section and click **Remove Section**. The section heading is removed, but the slides remain; they are added to the Details section.
13. Right-click either of the remaining section headings and choose **Expand All**.

14. Click the **Introduction s**ection heading to select it and then on the Design tab, click the **More button** in the Variants group and point to **Background Styles**. On the Background Styles palette that appears, right-click **Style 1** (the white background) and click **Apply to Selected Slides**. Only the slides in the selected section change their background color.

PAUSE. SAVE the presentation and then **CLOSE** it.

SOFTWARE ORIENTATION

PowerPoint's Slide Master View

Slide Master view (see Figure 4-11) provides tools for modifying the master slides, on which all of the current presentation's layouts and formats are based. You can modify the slide master itself, or any of the individual layout masters subordinate to it.

Modify the slide master to change all layouts.   Format the sample here.
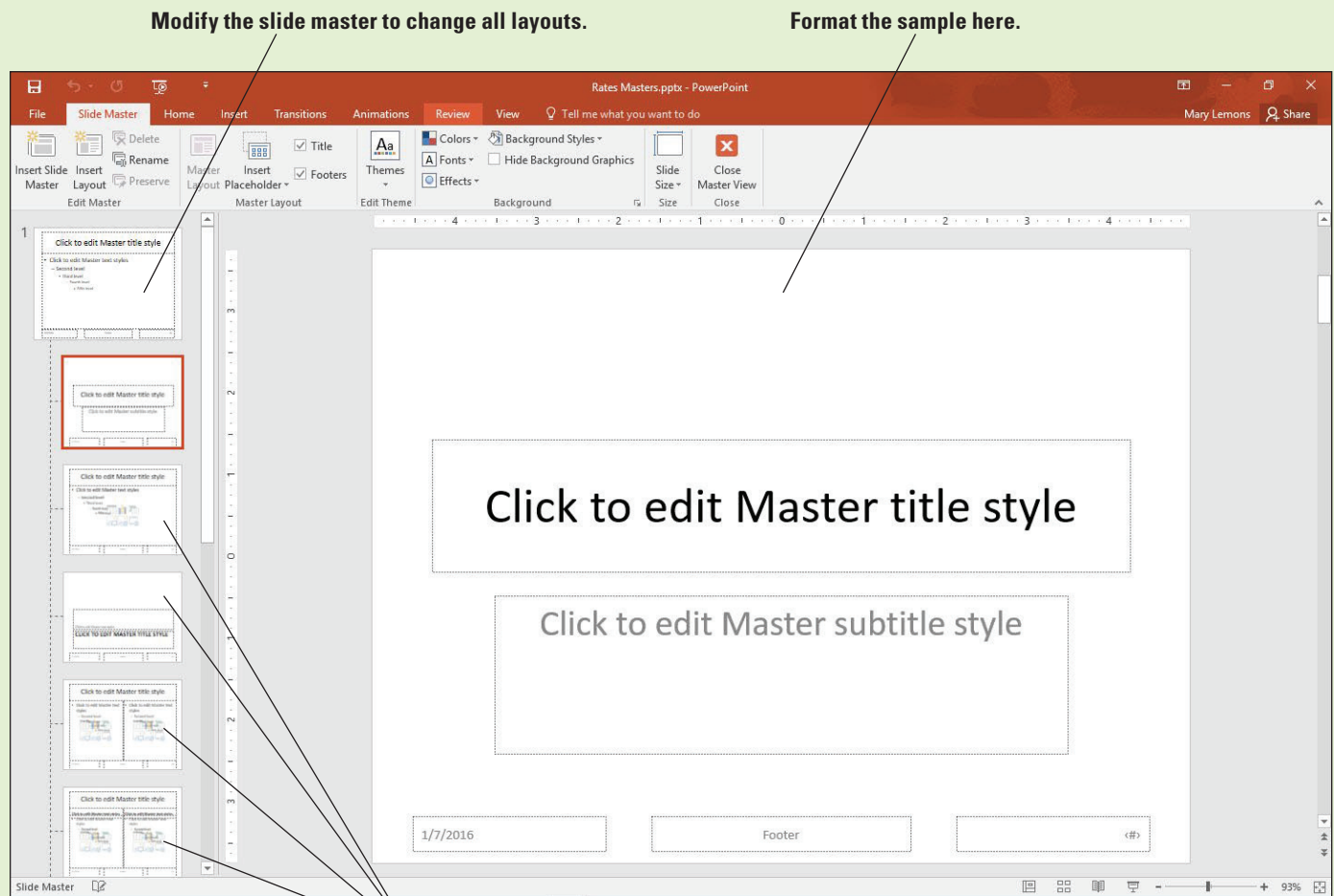
Modify any of the layout masters to affect only slides that use that layout.

Figure 4-11

Slide Master view

Use the tools on the Slide Master tab and the slide in the Navigation pane to customize formats that will apply to all slides in a presentation. If you make changes to the topmost slide in the left pane, the changes apply to all layouts. If you click a specific layout below it to change, the changes apply to all slides that use that layout.

CUSTOMIZING SLIDE MASTERS

The **slide master** for a presentation stores information on the current theme, layout of place-holders, bullet characters, and other formats that affect all slides in a presentation. If you want to make design changes that will apply to many or all slides in a presentation, you can save a great deal of time by modifying the slide master rather than applying changes on each slide. Slide Master view makes it easy to change formats globally for a presentation by displaying the slide master and all layouts available in the current presentation. Customizing a slide master makes it easy to apply changes consistently throughout a presentation.

Applying a Theme to a Slide Master

To customize a slide master, you use Slide Master view. Slide Master view has its own tab on the Ribbon to provide tools you can use to change the masters. In this exercise, you will apply a theme to a slide master to change its look.

**STEP BY STEP**   **Apply a Theme to a Slide Master**

GET READY. **OPEN** the *Rates* presentation from the data files for this lesson.

1. **SAVE** the file as *Rates Masters*.
2. With slide 1 active, click the **View** tab.
3. Click the **Slide Master** button. Slide Master view opens with the Title Slide Layout selected in the left pane.
4. Click the first slide in the left pane, which is the slide master for the current theme. (It is the top slide in the left pane—the one that is slightly larger than the others. You may have to scroll up to see it.)
5. Click the **Themes** button in the Slide Master tab to open the Themes gallery; click the **Wisp** theme in the gallery. The theme is applied to the slide master as well as all slide layouts in the left pane (see Figure 4-12).

Applying a theme to the Slide Master…   …also applies it to each of the layouts

Figure 4-12

A new theme applied to the slide master and its layouts
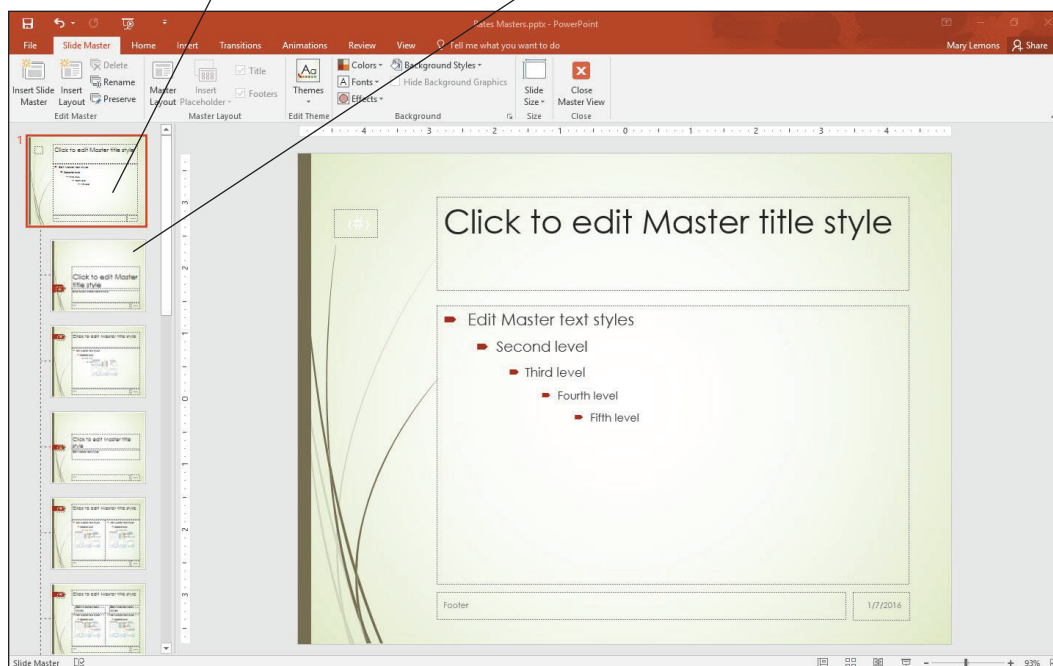
Take Note   Remember that you can find a layout or theme's name by hovering the mouse over it.

6. SAVE the presentation.

PAUSE. LEAVE the presentation open in Slide Master view to use in the next exercise.

Moving and Resizing Placeholders

You may have noticed that some designs place slide content in different locations from others. This is because the placeholders on the slide master are positioned differently. You can move and resize the placeholders on the slide master to create different effects yourself. Each slide master has a set of **layout masters** that determine the number, type, and position of the placeholders on a particular type of slide. In Slide Master view, the layout masters are beneath the Slide Master and slightly indented in the left pane to show that they are subordinate to it. Any changes you make to the placeholders on the Slide Master itself flow down to the layout masters. In this exercise, you will change the layout for a particular layout master.


STEP BY STEP   **Move and Resize Placeholders on a Layout Master**

GET READY. USE the *Rates Masters* presentation that is still open from the previous exercise.

1. In Slide Master view, click to select the **layout master** for the Title Slide Layout in the left pane (hover the mouse pointer over the slide to see a ScreenTip indicating the layout master's name). The Title Slide Layout master appears in the right pane.

2. In the right pane, click the outer border of the subtitle placeholder (click to edit Master subtitle style) to select that text box.

3. On the Drawing Tools Format tab, in the Size group, set the Height value to **1"**.

4. Position the mouse pointer over the border of the subtitle placeholder, but not over a selection handle. The mouse pointer becomes a four-headed arrow. Click and drag the box to the top of the slide and align it with the left edge of the title slide (see Figure 4-13).

Dotted line showing alignment   Drag subtitle placeholder box here

Figure 4-13

Moving a placeholder
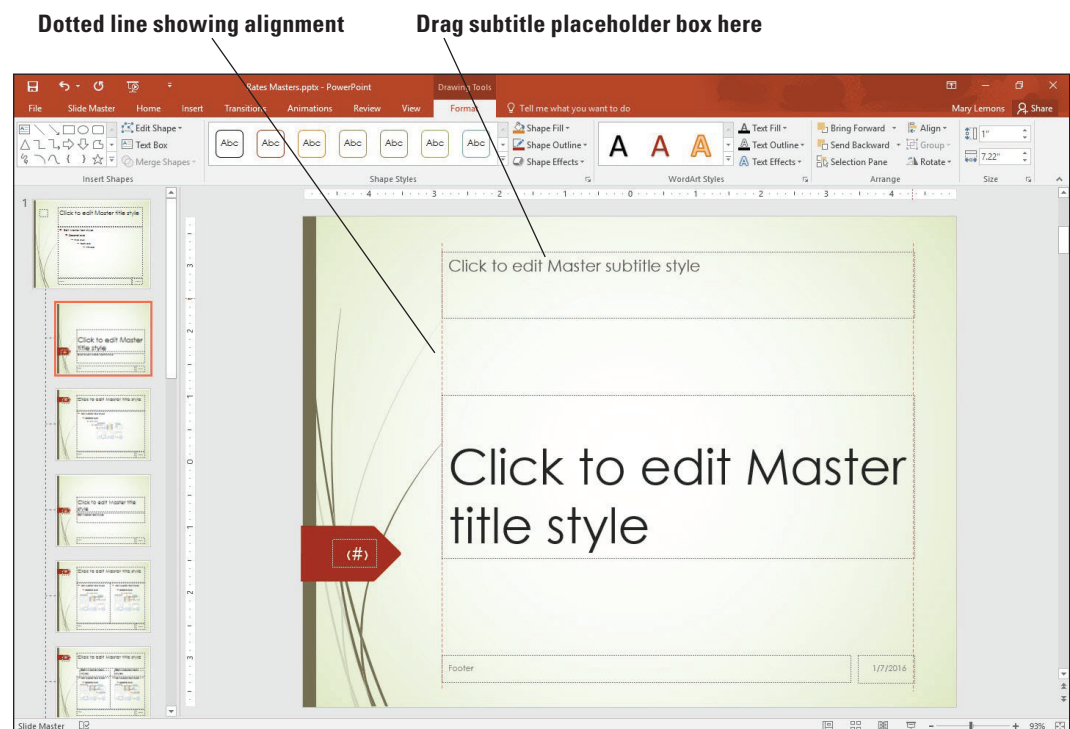
5. Using the same process as in step 4, move the title placeholder immediately below the subtitle placeholder.

6. **SAVE** the presentation.

PAUSE. LEAVE the presentation open in Slide Master view to use in the next exercise.

Adding New Elements to a Master

Adding a new element to a layout, such as a text box or a graphic, places it on all slides that use that layout. Adding such elements to the Slide Master itself places them on every slide that uses that theme, regardless of the layout. You might place the company's logo on each slide, for example, or a copyright notice. In this exercise, you will add a copyright notice to the Slide Master, which affects every layout master that is subordinate to it.
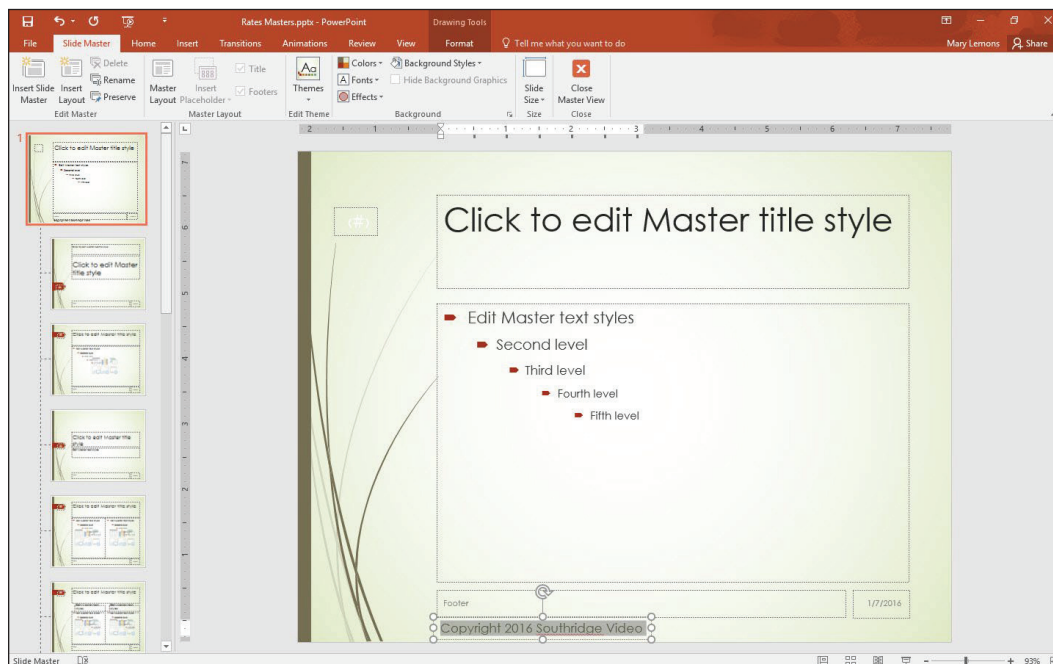
STEP BY STEP   **Add a New Element to a Master**

GET READY. USE the *Rates Masters* presentation that is still open in Slide Master view from the previous exercise.

1. Click the **Slide Master** at the top of the left pane.
2. On the Insert tab, click the **Text Box** button in the Text group.
3. In the bottom left corner of the slide master, below the footer, click to place a new text box and then type **Copyright 2016 Southridge Video**.
4. Select the text you just typed and then click the **Decrease Font Size** button on the Home tab twice to change the font size to 14 point. Resize the text box as necessary so that the text fits on one line.
5. On the Drawing Tools Format tab, with the text still selected, change the text fill color to **Light Green, Background 2, Darker 75%**.
6. Click the **Slide Master** tab. Your slide should look like Figure 4-14.

Figure 4-14

Slide with copyright in the Slide Master

7. Click the **Close Master View** button to return to Normal view.
8. View each slide to confirm that the copyright text appears on each one.
9. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Working with Background Images

Many of PowerPoint's themes include background images that enhance the look of the slides. You can hide these images if you like for a particular layout master, or delete them entirely from the Slide Master. You can also add your own background images.

STEP BY STEP   **Work with Background Images**

GET READY. USE the **Rates Masters** presentation that is still open from the previous exercise.

1. Go to slide 1.
2. On the Design tab, click **Format Background** to display the Format Background task pane.
3. Mark the **Hide background graphics** check box in the task pane. The background image disappears from slide 1. It remains on the other two slides.
4. Clear the **Hide background graphics** check box. The background image reappears on slide 1.
5. Close the **Format Background** task pane.
6. On the View tab, click **Slide Master** to enter Slide Master view, and select the **Title and Content Layout** in the left pane.
7. On the Slide Master tab, mark the **Hide Background Graphics** check box. The background graphic is removed from the chosen layout. This method of removal hides the background for all slides that use the chosen layout, whereas the method in step 3 hid the background just for the selected slide.
8. Clear the **Hide Background Graphics** check box to restore the background graphic to the Title and Content Layout.
9. Select the **Title Slide Layout** in the left pane and then in the right pane, select the brown polygon on the left side of the slide. Hold down the **Shift key** and click the page number code inside it, so that both objects are selected.
10. Drag the selected objects up so that the point of the polygon points at the word "Click" in the title placeholder (see Figure 4-15).

Drag the polygon and the slide number placeholder here

Figure 4-15

Reposition background graphics by dragging them

11. Click the **Slide Master** thumbnail at the top of the left pane and then in the right pane, click the leaf graphic on the left side of the slide to select it. Then press **Delete** to remove it. The leaf graphic is in two parts; repeat the process for the remaining part to remove the entire graphic.

12. Notice that the leaf graphic is removed from all the layouts.

13. On the Insert tab, click **Pictures**. Navigate to the location containing the files for this lesson, select **Store.jpg** and click **Insert**. The image is inserted on the Slide Master where it covers almost all the content.

14. Drag the upper and lower selection handles on the image so that it covers the entire slide. The image will distort slightly; that is okay.

15. On the Picture Tools Format tab, click the **Color button** located in the Adjust group and then click **Washout** (fourth thumbnail in the first row in the Recolor section).

16. In the Arrange group, click the **Send Backward** drop-down arrow and click **Send to Back**. Now the background image is behind all other objects on the Slide Master as well as on each layout master (see Figure 4-16).

Send Backward button

Figure 4-16

The new background image is behind all other content

© buzbuzzer/iStockPhoto
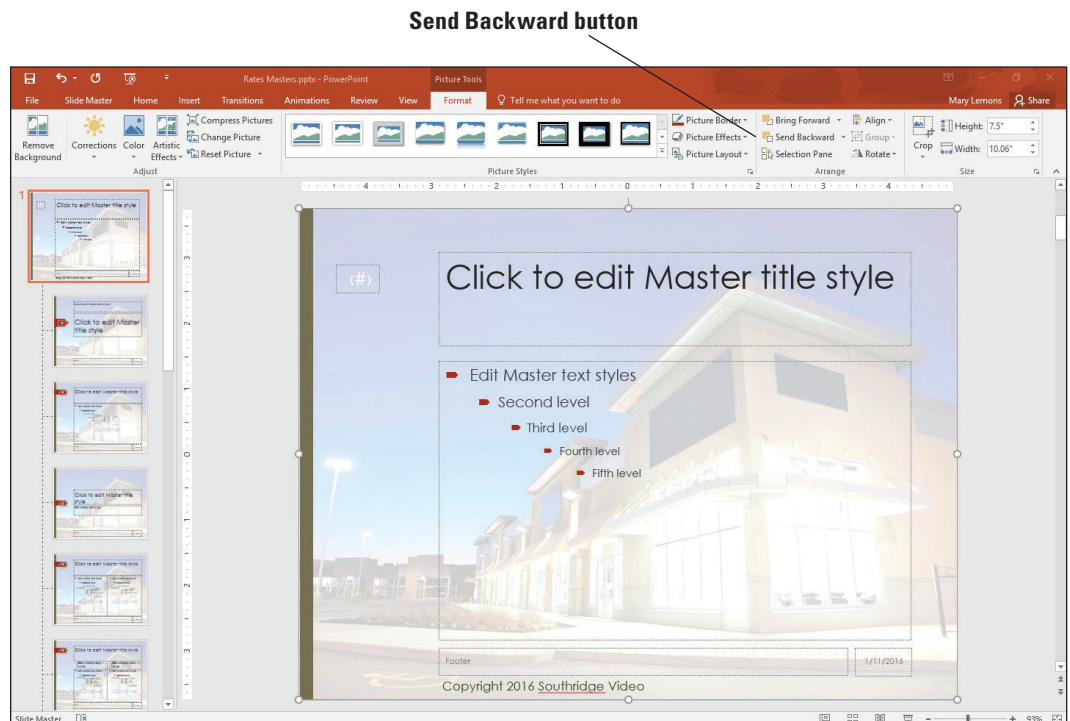
17. **SAVE** the presentation.

PAUSE. LEAVE the presentation open in Slide Master view to use in the next exercise.

Creating a New Layout

If you need to create a number of slides with a layout different from any of the default layouts, you can create a new custom layout to your own specifications. Or, if you want some slides to use a modified version of one of the default layouts, but you also want to retain that original layout, you may want to create your own custom slide layout. In this exercise you will create a custom layout.

STEP BY STEP   **Create a New Layout**

GET READY. USE the *Rates Masters* presentation that is still open in Slide Master view from the previous exercise.

1. Click the **Slide Master** at the top of the left pane.
2. On the Slide Master tab, click **Insert Layout**. A new blank layout appears at the bottom of the left pane. It is blank except for a title placeholder and the copyright information.
3. On the Slide Master tab, click the **Insert Placeholder** button's drop-down arrow. A menu opens.
4. In the menu, click **Text**. The mouse pointer turns into a crosshair.
5. Draw a new text placeholder on the slide below the title placeholder that will cover most of the empty space on the slide vertically and about ¾ of the empty space on the slide horizontally.
6. Click the **Insert Placeholder** drop-down arrow again and click **Picture** in the menu that appears. Draw a placeholder box to the right of the text placeholder (see Figure 4-17).

Figure 4-17

Draw a picture placeholder as shown here


© *buzbuzzer/iStockPhoto*
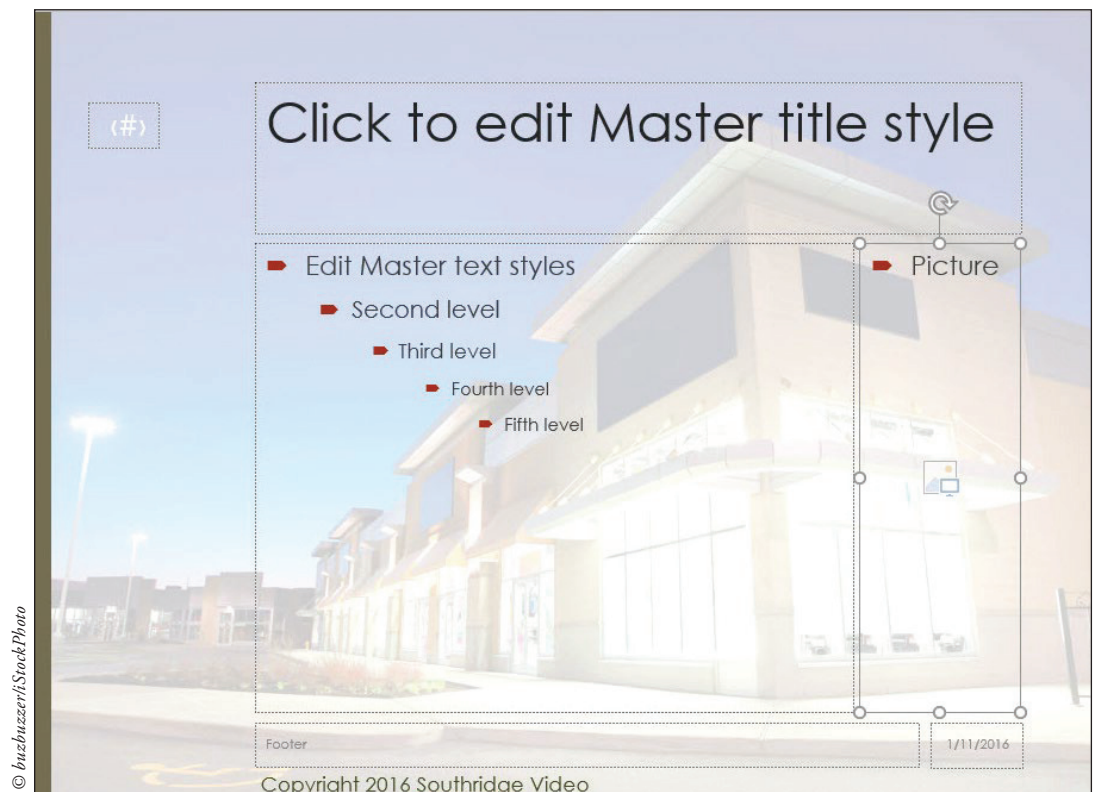
7. Right-click the new layout master in the left pane and click **Rename Layout** in the menu that appears.
8. In the *Rename Layout* dialog box, replace the current name with **Text and Side Picture** and then click **Rename**.
9. On the Slide Master tab, click **Close Master View**.
10. Go to slide 1.
11. On the Home tab, Slides group, click the **New Slide** button's drop-down arrow. On the gallery of layouts that appears, click your new layout, **Text and Side Picture** (see Figure 4-18), to create a new slide using it.

Figure 4-18

Select the new layout to create a new slide

New layout
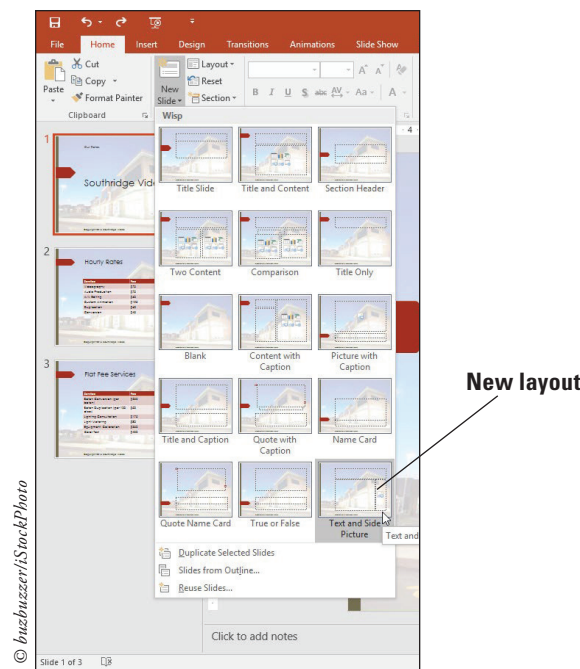
12. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Modifying Handout and Notes Masters

Similar to the Slide Master view, the Handout and Note masters let you modify various elements on the page. There's a little less flexibility on the sizes of the elements in these masters, but you can customize elements such as the header, footer, date, page orientation, page number, number of slides, background, fonts, and so on. In this exercise, you will modify the Handout and Notes masters.

STEP BY STEP   **Modify the Handout and Notes Masters**

GET READY. USE the *Rates Masters* presentation that is still open from the previous exercise.

1. Click the **View** tab and then click the **Handout Master** button. The Handout Master view opens.
2. Click in the Header section and type **Southridge Video**.
3. Click in the Footer section and type **Copyright 2016 Southridge Video**.
4. Click **Slides Per Page** and select **4 slides** from the drop-down menu. Your Handout Master should resemble Figure 4-19.

4 slides per page

Figure 4-19

The Handout Master with 4 slides per page
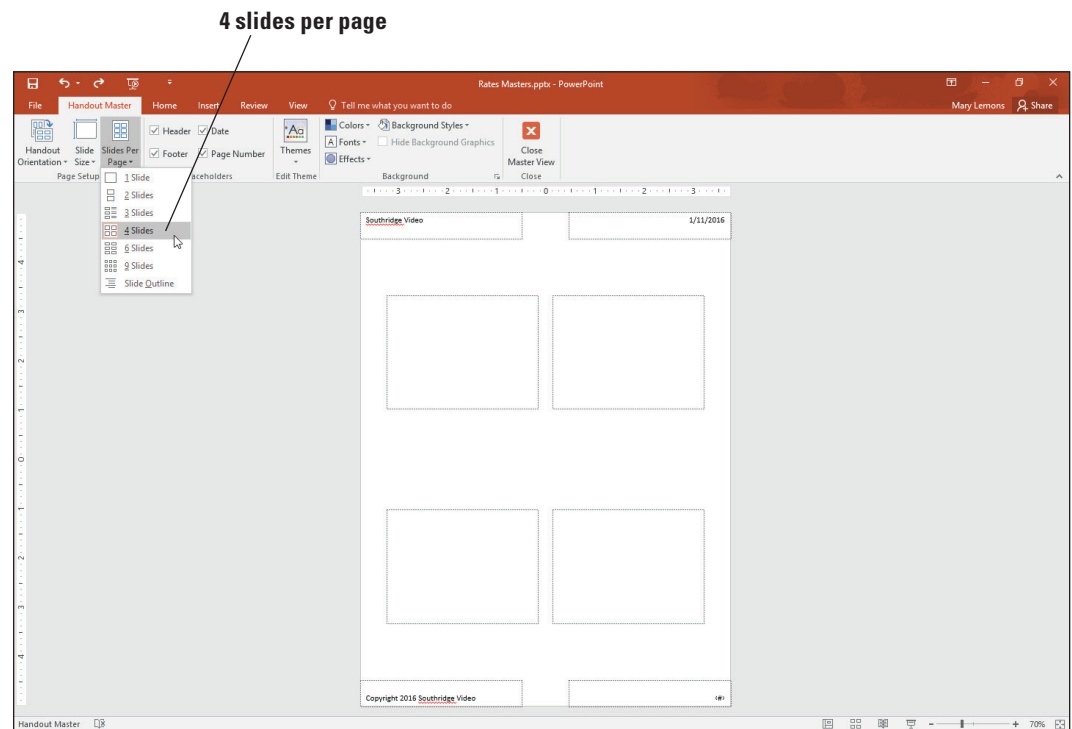
5. Click **Close Master View**.

6. Click the **View tab** and then click the **Notes Master** button. The Notes Master view opens.

7. Click in the Header section and type **Southridge Video**.

8. Click in the Footer section and type **Copyright 2016 Southridge Video**.

9. Click the **Notes Page Orientation** button and select **Landscape**.

10. Resize the text box so it appears on the right side of the page and move the slide to the left of the page (see Figure 4-20).

Figure 4-20

The Notes Master now appears in landscape
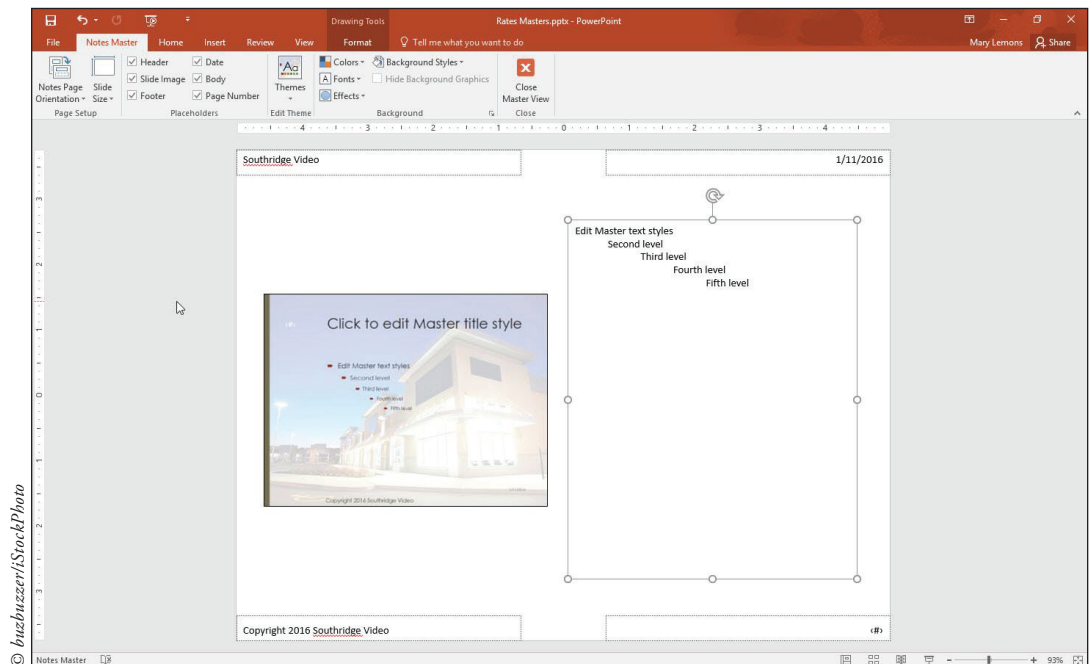
11. Click **Close Master View**.

12. Click **File, Print** and under Settings, select the arrow next to full page slides.

13. Click **4 Slides Vertical** to preview the handout pages and then click **Notes Pages** to preview the notes pages. You should see your header and footer and custom layouts on each page.

14. Click the back button.

SAVE the presentation and then **CLOSE** the file. **EXIT** PowerPoint.

Knowledge Assessment

Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. A(n) _____ contains color, font, layout, and effect settings that you can apply to a presentation to change its appearance.

2. A slide's _____ determines the positioning and types of placeholders on it.

3. Text that repeats at the bottom of each slide is a(n) _____.

4. Underlined text on a slide usually means that the text is a(n) _____ and opens a web page or another slide when clicked.

5. To ensure consistency, make formatting changes to the _____ rather than individual slides.

Multiple Choice

Circle the correct answer.

1. Which of the following does a theme *not* include?
   a. A color palette
   b. Fonts
   c. Graphic effects
   d. Sample content

2. Themes are applied from which of the following tabs?
   a. Home
   b. Insert
   c. Design
   d. Transitions

3. From which of the following tabs do you apply a different layout to a slide?
   a. Home
   b. Insert
   c. Design
   d. Transitions

4. Which of the following is *not* a type of fill you can use for a slide background?
   a. Solid color
   b. SmartArt
   c. Texture
   d. Gradient

5. To link to a slide in the current presentation, choose _____ in the Insert Hyperlink dialog box.
   a. Existing File or Web Page
   b. Place in This Document
   c. Create New Document
   d. Show Current Slides

Projects

Project 4-1: Changing Themes and Variants

You are the sales manager for a large chain of auto dealerships that prides itself on service and warranty packages that give customers a sense of security. The company, Car King, is rolling out a new line of extended warranties to offer its customers. You have created a presentation that details three levels of warranties. In this project, you will improve the look of the slides to make customers take notice.

GET READY. LAUNCH PowerPoint if it is not already running.

1. **OPEN** the *Warranty Plans* presentation and **SAVE** it as *Warranty Plans Final*.
2. With slide 1 active, insert a new **Title and Content** slide.
3. Change the slide layout to Title slide.
4. Type the title **Car King** and the subtitle **Extended Warranty Plans**.
5. Drag the title slide above slide 1 so the title slide becomes the first slide.
6. Click the **Design** tab and then click the **More** button in the Themes group to display the Themes gallery.
7. Click the **Wood Type** theme to apply this theme to all slides.
8. Click the **More** button in the Variants group. On the menu that appears, point to **Fonts** and then scroll down to locate and click the **Times New Roman-Arial** theme font combination.
9. Click the **More** button in the Variants group, and on the menu that appears, point to **Colors** and then click **Customize Colors**.
10. Click the **Accent 1** drop-down arrow and then click the 25% darker version of the current color. For example, if the current color is Orange, Accent 1, choose **Orange, Accent 1, Darker 25%**.
11. Click the **Accent 2** drop-down arrow and then click the 50% darker version of the current color.
12. Type **CarKing** as the color scheme name and then click **Save**.
13. Go to slide 1, if necessary.
14. Change the Themes Background Style to **Style 9**.
15. **SAVE** the presentation and **CLOSE** the file.

PAUSE. LEAVE PowerPoint open for use in the next project.

Project 4-2: Organizing Slides into Sections

You are an assistant at Sunny Day Travel, and your boss has created the beginnings of a presentation containing travel tips for various destination types. Because there will eventually be many slides per destination, you will organize the slides into sections for the destination types and make some changes to the slide master that will improve the look of the slides.

GET READY. LAUNCH PowerPoint if it is not already running.

1. **OPEN** the *Travel Tips* presentation and **SAVE** it as *Travel Tips Sections*.
2. Go to slide 2. Notice that the title is obscured by the graphic.
3. Switch to **Slide Master view** and select the **slide master**.
4. Drag the bottom border of the title placeholder upward so its height is 0.75". Use the **Height box** on the Drawing Tools Format tab to gauge the height, or use the **vertical ruler**.
5. Close **Slide Master view** and confirm on slide 2 that the title no longer overlaps the graphic.
6. Create a section that starts with slide 3. Name it **Sand and Sun**.
7. Create a section that starts with slide 6. Name it **Adventure**.
8. Create a section that starts with slide 9. Name it **Cruise**.
9. Create a section that starts with slide 12. Name it **City**.
10. Create a section that starts with slide 15. Name it **Summary**.
11. Move the City section before the Cruise section.
12. Select the graphic for **Sand and Sun** and then create a hyperlink that jumps to slide 3.
13. Create additional hyperlinks for the other three graphics, jumping to the first slide in their respective sections.
14. **SAVE** the presentation and **CLOSE** the file.

EXIT PowerPoint.