University of
Reading

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
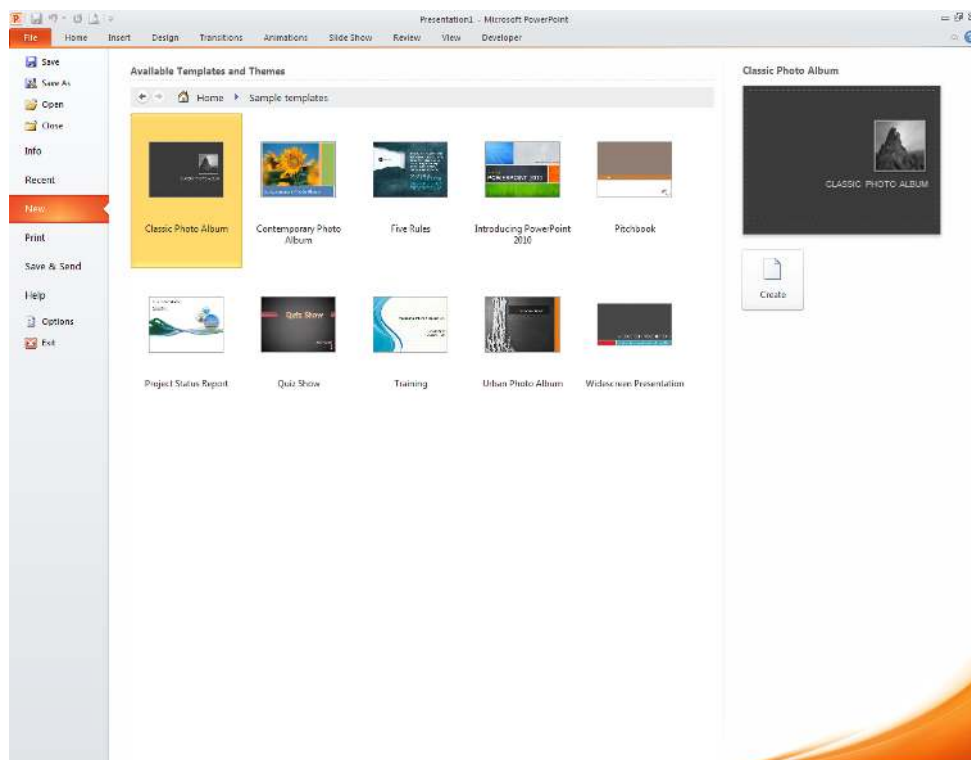
As you can see, the sample templates contain a mix of things, from photo albums to a quiz show.

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:
   - Which template to use
   - How to change the footer on the slide
   - How to change or turn off animation
   - Importing slides into the new template
   - Changing the background colour
   - 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
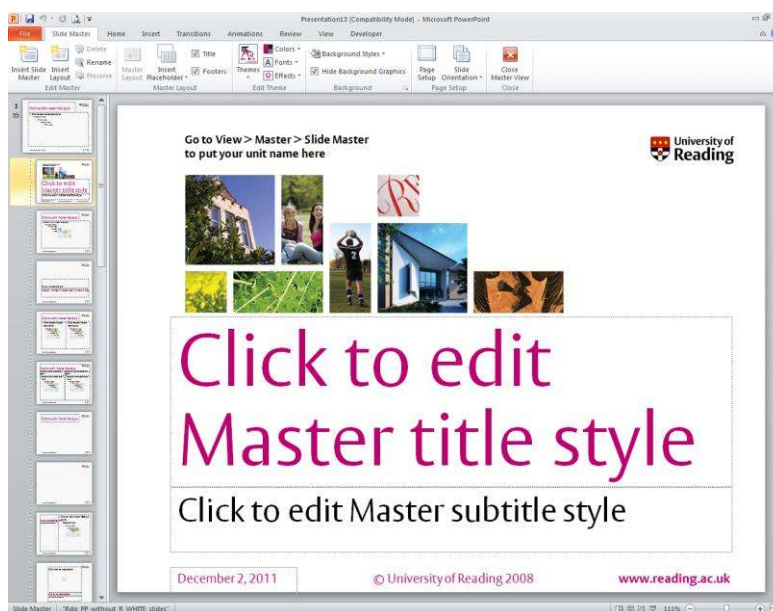
The Slide Master

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.