

# Section 1

## Preparation

By the end of this Section you should be able to:

- Set up Master Slides
- Use Different Bullet Levels
- Change Line and Paragraph Spacing
- Apply Background Effects and Colour Schemes
- Create a Template
- Use a Template
- Change Slide Design and Setup
- Produce Evidence

## Exercise 1 - Styles

### Guidelines:

As part of the assessment criteria for this unit you will have to produce a **Slide Master**, **Title Slide Layout** and **Notes Master**, to be used in creating presentations. One of the main defining characteristics of any master slide is the font styles. Different parts of a slide content may be assigned different styles, e.g. title style, first level text style, and these will then be used consistently throughout the presentation and so achieve a coherent appearance. The various parameters which can define a style are shown in the example below:

Style Name	Font	Line Spacing	Paragraph Spacing	Size	Colour	Alignment	Emphasis
<i>Title Style</i>	<i>Arial</i>	<i>1.25 pt</i>	<i>Before 0. pt, after 0.3pt</i>	<i>32 pt</i>	<i>Red</i>	<i>Left</i>	<i>Shadow</i>

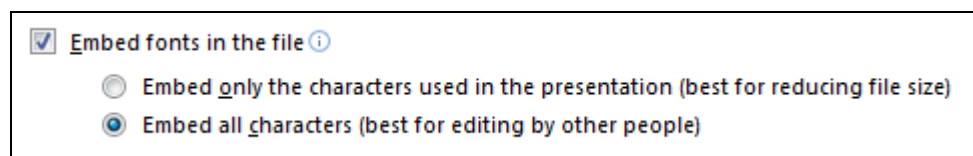
Not all parameters will be defined for every style.

A list defining all the styles to be used is sometimes referred to as a **Style Sheet**, and some organisations will have a fixed style sheet which must be used in all presentations.

It is often a good idea to save the fonts which are used in a presentation with the presentation itself. Then if the presentation is opened on a different computer which does not have the particular fonts installed, it will still be displayed correctly.

### Actions:

1. Start *PowerPoint* and a new presentation is displayed, containing a **Title Slide** with no data.
2. Click the **File** tab and then **Options**, click **Save** from the left to view the saving options.
3. Select the options to embed fonts and embed all characters.



4. Click **OK** to activate this feature.
5. Leave the presentation open.

## Exercise 2 - The Slide Master

### Guidelines:

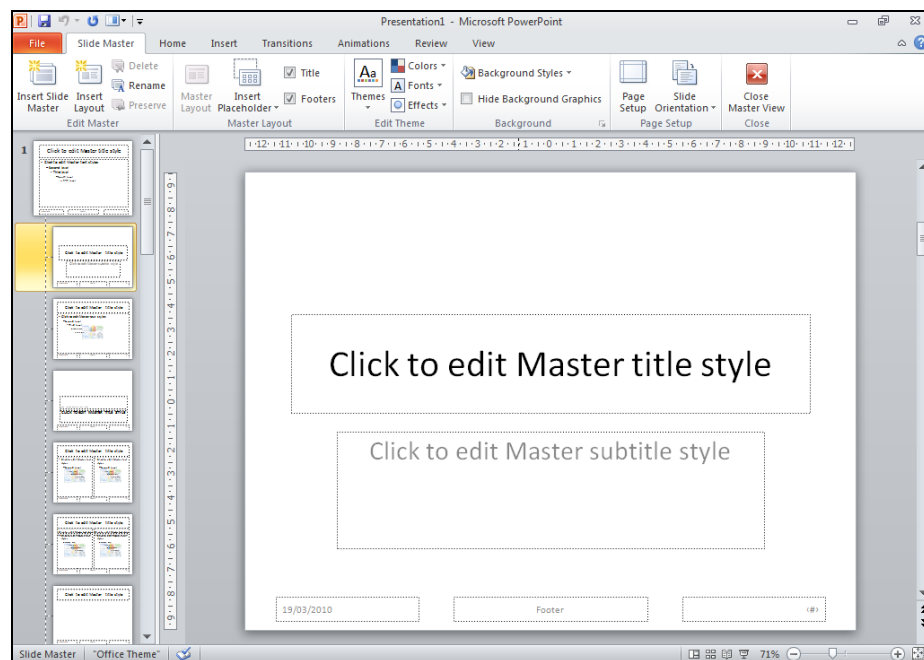
**Master pages** contain text or graphics that are to be used on every page of a presentation. There are three main master pages: **Slide**, **Handout** and **Notes**.

The **Slide Master** allows uniform text or graphics to be added to every slide. A coloured or themed background may also be added. This will create a consistent look to the presentation.

The **Slide Master** will be formatted using similar specifications to the **style sheet** shown in **Exercise 1**. Some of the formatting specifications will be applied in another section of the guide.

### Actions:

1. Ensure your presentation contains a **Title Slide** with no data. Display the **View** tab then click the **Slide Master** button in the **Master Views** group. The **Slide Master** is now shown.



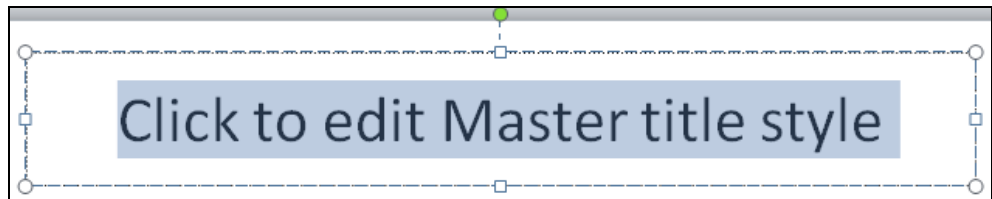
2. From the pane on the left, ensure that the top option is selected, the **Office Theme Slide Master**. This is the main master slide for all slides in the presentation.

*Note: Any changes made in this view will affect the whole presentation and anything placed on to this slide will appear on every slide.*

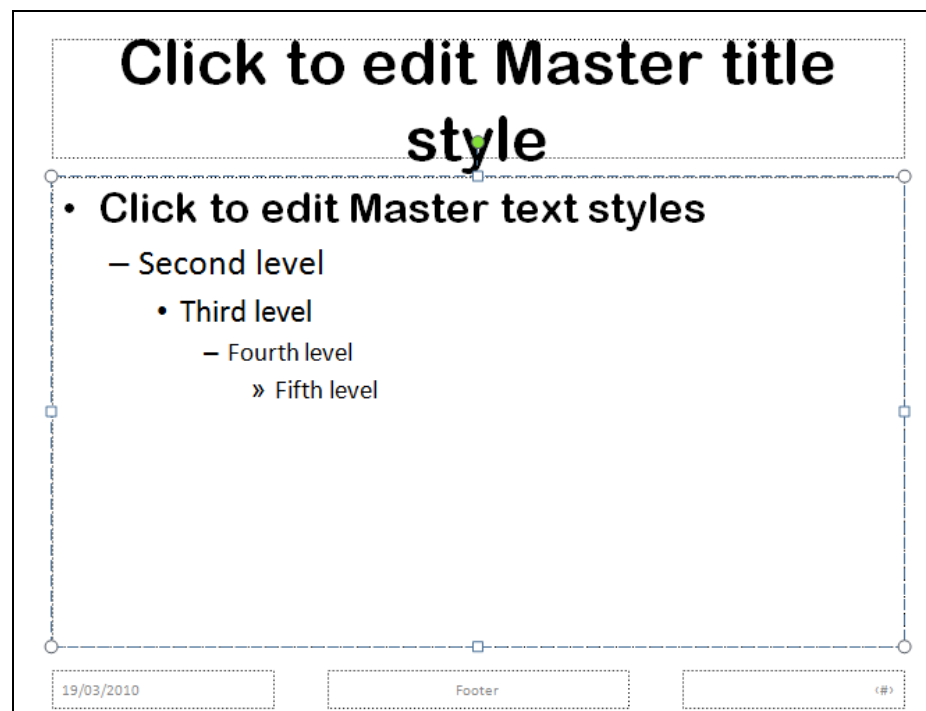
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## Exercise 2 - Continued

3. Select the text **Click to edit Master title style**.



4. From the **Font** drop down list on the **Home** tab, select the **Arial Rounded MT Bold** font (use an alternative if this is unavailable).
5. Change the size to **48 pt**.
6. Select the second text box: **Click to edit Master text styles**.
7. Click on the top bullet's text and select the font **Arial Rounded MT Bold** but leave the font size as **32 pt**.



8. Leave the **Slide Master** open.

## Exercise 3 - Bullet Levels

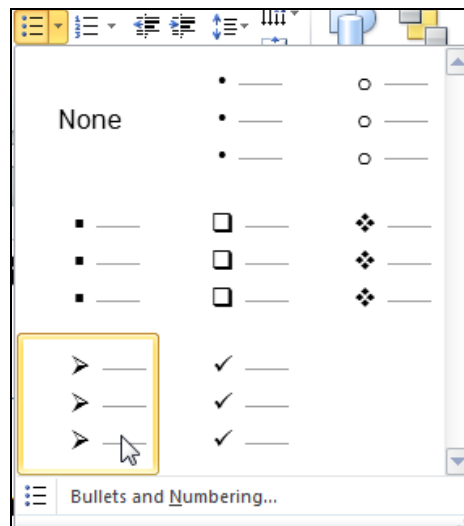
### Guidelines:

Bullets are used to emphasise points in a slide. They can have many different types of symbols. In **Slide Master** view there are several levels of bulleted text available. This allows minor details to be made about major points. By default the bullet levels use the same style of font, etc. but the style can be changed for each level.

*Note: In PowerPoint 2010 it is not possible to create one type of style based on another, or to specify that one style automatically follows another. The software automatically adjusts the styles.*

### Actions:

1. The **Slide Master** should still be open. Notice that there are **5** bullet levels available.
2. Click in the **Second level** bullet text and change the font to **Arial Rounded MT Bold**. Apply an italic effect. Leave the font size the same.
3. To change the bullet character for the second level bullet, make sure the cursor is within the bullet text.
4. Click the **Bullets** drop down list from the **Paragraph** group on the **Home** tab and select the first style on the third row.



5. Click in the **Third level** bullet text and change the font to **Arial Rounded MT Bold**, leave the size as **24 pt**.
6. Display the **Bullets** drop down list again and ensure the bullet character is the third style on the top row.
7. Leave the **Slide Master** open and move on to the next exercise.

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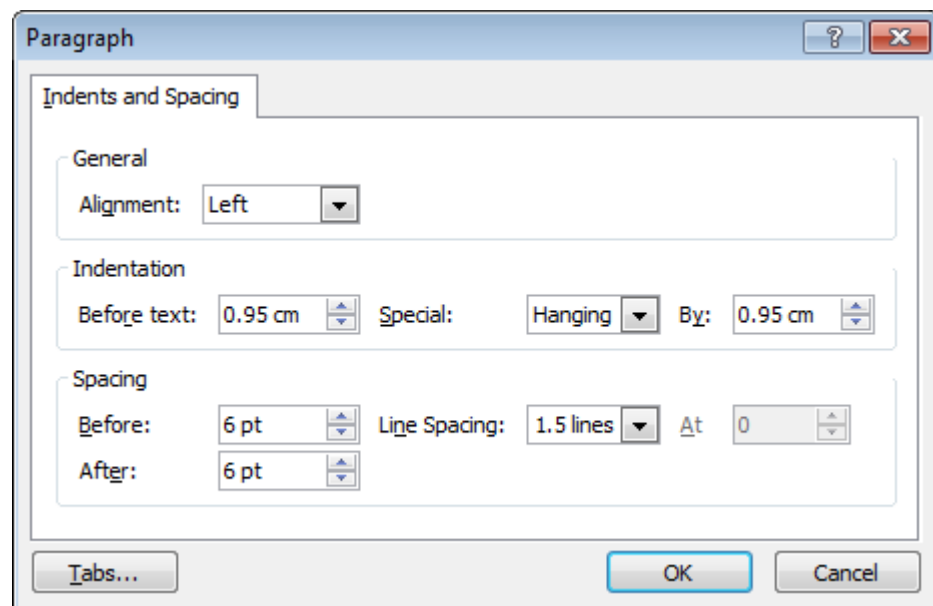
## Exercise 4 - Line Spacing and Paragraph Spacing

### Guidelines:

Line spacing and paragraph spacing can also be changed on the **Slide Master**, which means it alters all of the slides.

### Actions:

1. The **Slide Master** should still be open. Click the first level bullet (**Click to edit Master text styles**), then click on the **Paragraph** dialog box launcher.
2. Change the **Line Spacing** to **1.5 Lines**.
3. Change **Before** and **After** spacing to **6 pt**.



4. Click **OK**.
5. Click the second level bullet, display the **Paragraph** dialog box again.
6. From **Line spacing** select **Multiple** and then type **1.2** into the **At** box.
7. Change **Before** to **0 pt** and **After** to **6 pt**, click **OK**.
8. Click the third level bullet and change the **Line Spacing** to **1.1** (using **Multiple**).
9. Change **Before** and **After** to **3 pt**.
10. Click **OK**.
11. Leave the **Slide Master** open.

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## Exercise 5 - Layout Masters

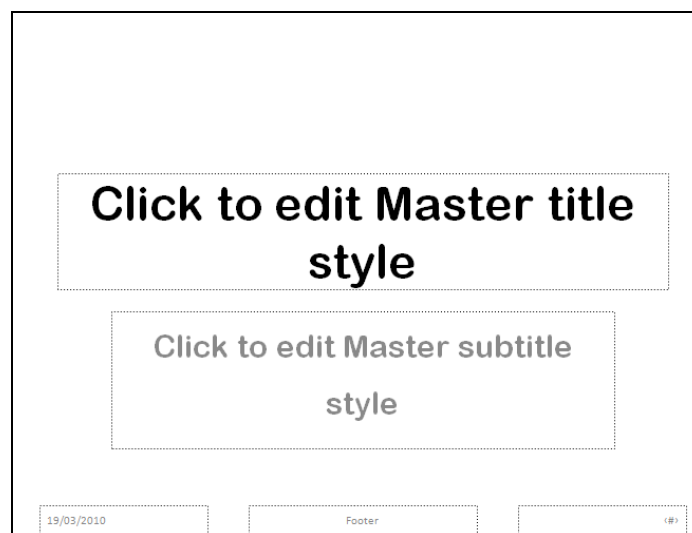
### **Guidelines:**

As well as the **Slide Master**, *PowerPoint 2010* provides master slides for every individual slide type. For example, the **Title Slide Layout** controls the appearance of all **Title Slides** in the presentation. It allows you to create a different look for your opening slide in your presentation, or for any slides that may be used to introduce a new section in the presentation.

The **Slide Master** should be created first before changing the **Title Slide Layout**, as any formatting which is changed on the **Slide Master** also changes the **Title Slide Layout**.

### **Actions:**

1. The **Slide Master** should still be in the main area of the screen, click on the second slide from the top in the pane on the left, the **Title Slide Layout** master. The **Title Slide Layout** is now shown.



2. Highlight the text **Click to edit Master title style** and change the font to **Copperplate Gothic Bold** (use an alternative if this is unavailable).
3. Change the font size to **50 pt** (you will need to type the size into the box).
4. Highlight the text **Click to edit Master subtitle style** and change the font to **Copperplate Gothic Bold**.
5. Change the font size to **36 pt**.
6. Save the presentation as **Master** in the same folder as the **Data Files** (see *Page 3 - Downloading the Data Files for the location of the supplied data files*) and leave it open.

## Exercise 6 - Notes Page Master

### Guidelines:

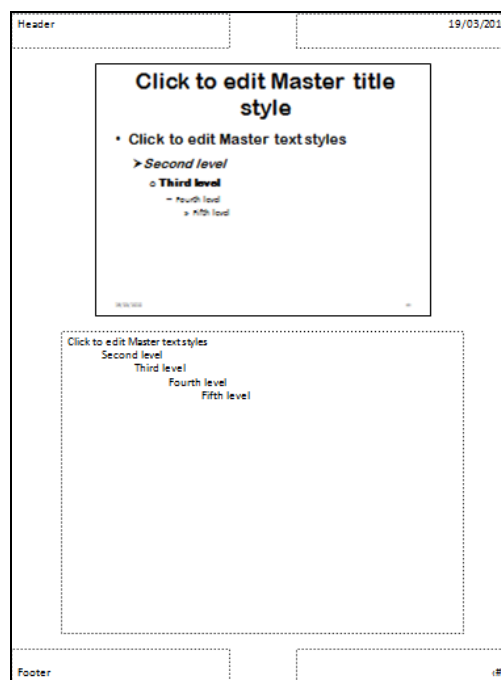
The **Notes Master**, like the **Slide Master**, allows styles to be applied to text, or graphics to be added to the notes area of every slide.

Each slide in a presentation has a **Notes Page**, where you can create notes for yourself to help you remember key points during a presentation.

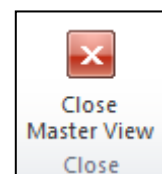
Any items which you include on the **Notes Master** will appear on every notes page in your presentation.

### Actions:

1. The **Title Slide Layout** should still be open, display the **View** tab and from the **Master Views** group, select **Notes Master**. The **Notes Master** is shown (the example below is viewed at **50%**).



2. Highlight the text **Click to edit Master text styles** at the top of the lower text box (the slide area at the top of the page cannot be changed here) and change the font to **Times New Roman**, zooming in if necessary.
3. Change the size to **14 pt**.
4. Close the **Notes Master**, by displaying the **Notes Master** tab and clicking on the **Close Master View** button.
5. Save the presentation and close it.





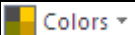
## Exercise 7 - Colour Schemes

### Guidelines:

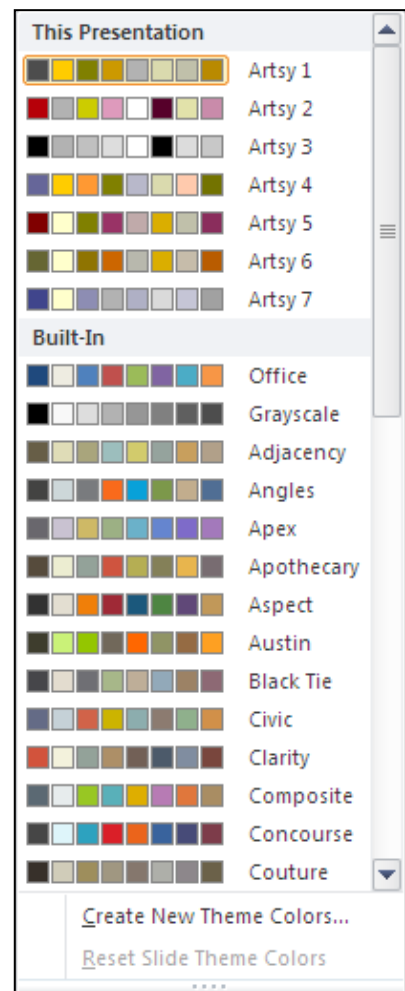
It is normal practice to use **colour schemes** in slides. A colour scheme is a set of predetermined colours that is applied to specific areas of a slide. When a presentation is first created, a particular colour scheme is applied by default, but this scheme can be changed or a new one selected. Standard colour schemes are designed to compliment the design template of the presentation, but individual colours within a scheme can be amended.

While there are many **Themes** within *PowerPoint*, there are also a huge number of **colour schemes** within each theme, increasing the choice considerably.

### Actions:

1. Open the presentation **CIA Seminar** from the data supplied with this guide.
2. This presentation has a Theme of **Artsy** applied. Look at the **Slides Pane** at the left of the screen to see the consistent appearance of each slide.
3. To change the colour scheme within this design, make sure the **Design** tab is displayed and click  from the **Themes** group.
4. Click the **Artsy 5** scheme (with the dark red background) and all slides in the presentation change to the new colour scheme. The design template or theme remains the same.

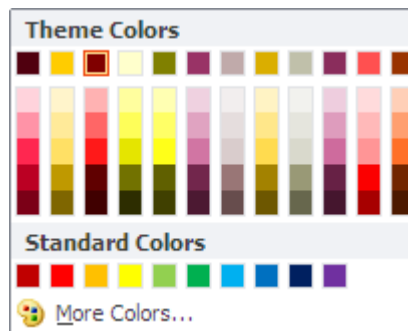
*Note: The new scheme could be applied to the selected slide only by right clicking on the scheme and selecting the **Apply to Selected Slides** option. To maintain a consistent look to the presentation, however, it is recommended that all slides be changed.*



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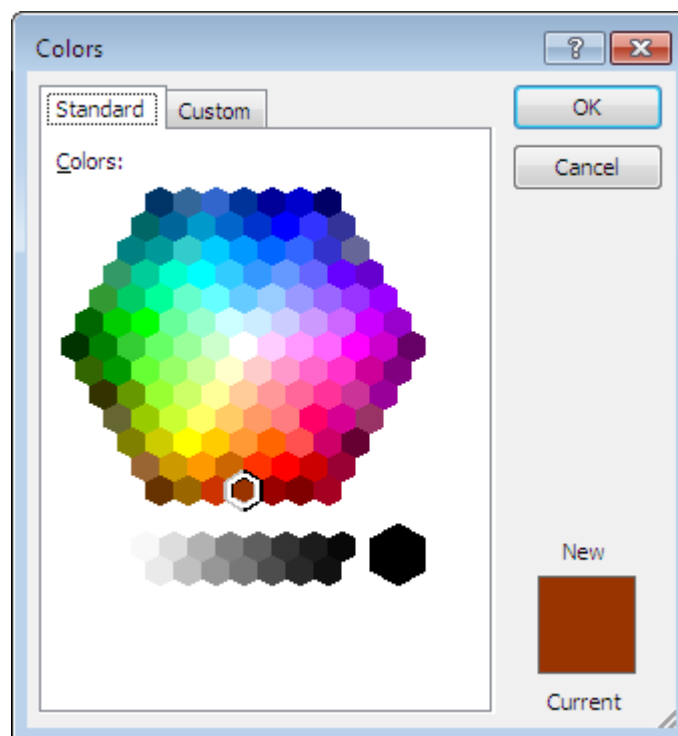
## Exercise 7 - Continued

5. To customise the scheme drop down the **Colors** list again and click **Create New Theme Colours** at the bottom.
6. Select the colour box for **Text/Background – Dark 2**, a **Theme Colors** drop down chart is displayed.



7. Select **Brown** at the right of the **Theme Colors**.
8. The new colour for **Text/Background – Dark 2** is shown in the dialog box.
9. Click **Save** to change it on all of the slides. (The name could be changed, but in this case is saved as **Custom #**.)

*Note: Should more colours be required than those within the colour scheme, then select **More Colors**. A colour chart is displayed (the picture shows the Standard tab selected) and the required colour can be selected.*



10. Leave the presentation open.

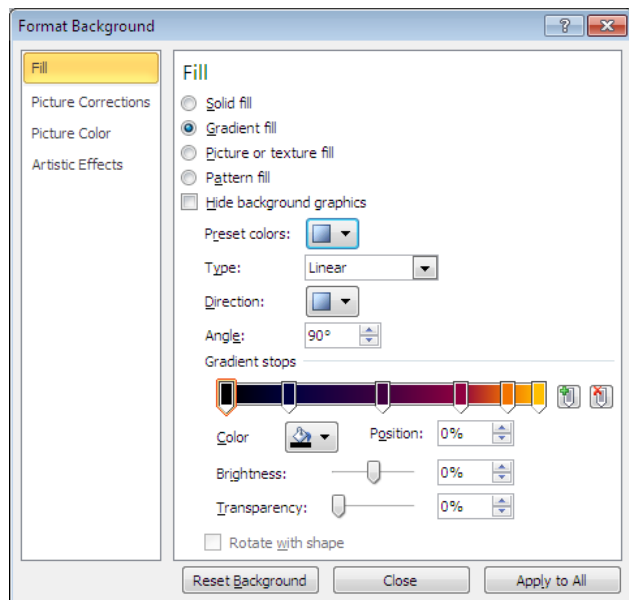
## Exercise 8 - Background Effects

### Guidelines:

As well as colour changes, various other effects can be applied to the overall slide background. These can be applied to slides with or without design templates already in place, and generally they are more effective when applied to less cluttered slide designs. Effects that can be added are colour gradients, textures, patterns and pictures.

### Actions:

1. Open the **CiA Seminar** presentation, if not open already from the previous exercise.
2. Display the **Design** tab and from the **Background** group, launch the **Background** dialog box.
3. To apply a background effect, check that **Fill** is selected from the left and ensure that **Gradient fill** in the main section has a check by it.
4. Click the drop down arrow by **Preset colors** and select **Late Sunset** from the drop down list (second option on the top line).



*Note: Only the background of the slides changes. This can cause problems if a new background causes the content of the slides to be less visible, e.g. if a light background is applied behind light coloured text. Some trial and error may be involved in finding a suitable effect.*

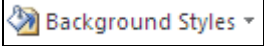
5. From the **Type** drop down list, review all options available but ensure that **Linear** is the final selection.
6. From the **Direction** drop down list, select one of the **Linear Diagonal** options after looking at the available effects. Change the **Angle** to **100°**.
7. Click **Apply to All**, then **Close** to see the effects.
8. Display the **Format Background** dialog box again and select the **Picture or texture fill** option.

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## Exercise 8 - Continued

9. Drop down the **Texture** options and select **Green marble** and then click **Close**. Notice that because **Apply to All** was not selected, the background has only been applied to the selected slide.
10. From the **Design** tab, click the  button and select **Reset Slide Background**. *PowerPoint* recognises when a slide background differs from the rest of the presentation.
11. Open the **Format Background** dialog box once more and select **Picture or texture fill**.
12. Select **File** from **Insert from:**. Locate the data files and select the **Ostrich.gif** file.
13. Click **Insert**.
14. Click **Apply to All** then **Close**. View each slide to see the effect.



*Note: Pictures can be effective backgrounds and add an exclusive appearance to a presentation, but care must be taken. Pictures are more likely to distract attention from the slide contents.*

15. Save the presentation as **Big Bird** and close it.

*Note: Select **Hide Background Graphics** from the **Background** group, if they interfere with the picture.*

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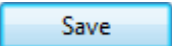
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## Exercise 9 - Creating a Template

### **Guidelines:**

Having spent considerable time and effort creating a suitable appearance for your presentation, you may wish to apply the same look to subsequent slide shows. Any layout can be saved as a **template** and then used as a basis for further presentations. This is particularly relevant for organisations, which often need a consistent corporate image for all their presentations. As part of the assessment criteria for this Unit you will have to create **2** different presentation templates.

### **Actions:**

1. Open the presentation **Master** saved in **Exercise 5**. If it does not open in **Slide Master** view, display the **View** tab and click **Slide Master**. Select the **Office Theme Slide Master** from the top of the panel at the left of the screen.
2. Display the **Format Background** dialog box and ensure that **Fill** is selected from the left.
3. Select the **Picture or texture fill** option and then select **Canvas** from the **Texture** options, click **Apply to All** then **Close**.
4. Highlight **Click to edit Master title style** and change the font to **Italic**, the font colour to **Dark Blue** and the alignment to **Align Left**.
5. Highlight the text **Click to edit Master text styles** and change it to **Red**.
6. Click the **Second level** bullet and change the font colour to **Blue**.
7. Click the **Third level** bullet and change the font colour to **Green**.
8. Click on the **Title Slide Layout** in the pane at the left to select it and highlight the text **Click to edit Master Title style**. Click the **Shadow** button, , from the **Font** group of the **Home** tab.
9. Highlight the title text, **Click to edit Master subtitle style** and apply a shadow effect. Close **Master View**.
10. The layout of the slide is now ready to be saved as a template so that it can be easily applied to other presentations. Click the **File** tab and select **Save As**.
11. In the **Save As** dialog box, in the **File name** area, type **Example**.
12. From **Save as type**, select **PowerPoint Template (\*.potx)**. When this file type is selected the **Save in** box will automatically show **Templates**, the location of the existing *PowerPoint* templates. Click the **Save** button, .

*Note: Templates could be stored in any location but would not automatically be available within PowerPoint.*

13. Click the **File** tab then **Close** to close the presentation.

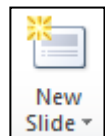
## Exercise 10 - Using a Template

### Guidelines:

Once a template has been saved it can be used to set the appearance of future presentations. New presentations can be started with the design template or existing slides can be converted.



### Actions:

1. Click the **File** tab then **New** and from **Available Templates and Themes**, click **My templates**. Because the **Example** template created in the last exercise was saved in the **Templates** folder, it is now displayed.
2. Select **Example.potx**, click **OK**. In **Normal** view on the blank title slide enter **Example** as the title text and your organisation name as the subtitle text.
3. On the **Home** tab, click the bottom half of the **New Slide** button to insert a new slide and select the **Title and Content** layout from the drop down list.



4. Click to add a title of **Contents** and add four bulleted text lines of **Introduction**, **The Way Forward**, **History** and **Background**. Notice that all of the features defined when creating the template are being applied here, i.e. background, title style, and bullet style.
5. The bullets are all level one, but this can be changed. Place the cursor in front of the bullet **History**, then press <Tab>. It then becomes a second level bullet.
6. **Background** is to be a third level bullet point, click in front of it and press <Tab> twice.



7. With the cursor still in front of **Background**, click the **Decrease List Level** button, , in the **Paragraph** group on the **Home** tab. The bullet point becomes second level.
8. Change **Background** back to a third level bullet by using the **Increase List Level** button, , in the same way.
9. Close the presentation without saving.

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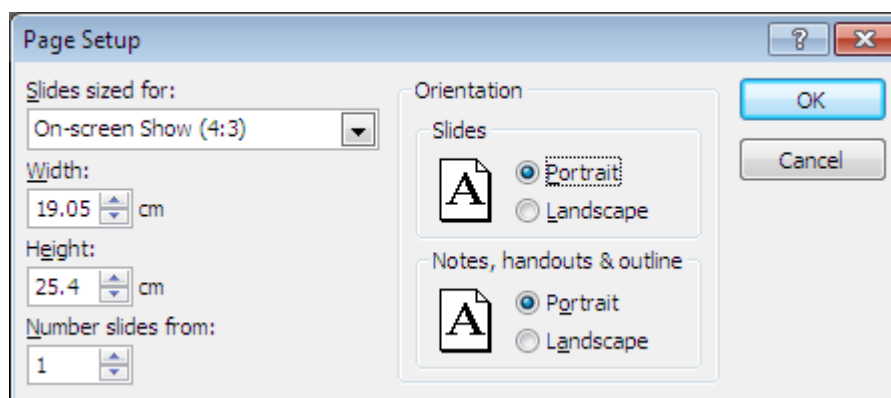
## Exercise 11 - Slide Design and Setup

### Guidelines:

The design chosen when the presentation was first created can be changed at any time. The slide setup, e.g. the slide size and orientation may be changed, as well as the orientation of the **Notes Pages**, **Handouts** and **Outlines**.

### Actions:

1. Open the **IT Training** presentation from the data files, ensure that the presentation is in **Normal** view, display the **Design** tab.
2. From the **Themes** group click the **More** drop down arrow to display all available themes, click the **Verve** theme (second last in bottom row) from the **Built-In** section to apply it.
3. The slide design will change to **Verve** (it may take a little while for all of the colours, etc. to be updated). Look at the **Slides** pane on the left to check that the design of all the slides has been changed.
4. Also located on the **Design** tab, click the **Page Setup** button.
5. To see the slides with different orientation applied, select **Portrait** from the **Slides** area.



6. Click **OK**. To change the width and height of each slide, reopen the **Page Setup** dialog box, change the slide **Width** to **17 cm** and slide **Height** to **23 cm**, click **OK**.
7. To change the presentation back to its original settings, display the **Page Setup** dialog box once more and from the **Slides sized for** drop down list select **On-screen Show (4:3)** and select **Landscape** from the **Slides** area, then click **OK**.
8. Save the presentation as **Training** and close it.

## Exercise 12 - Producing Evidence

### Guidelines:

As part of the assessment for this unit, you will be required to make many printouts of your templates, slides, dialog boxes, etc. This is to produce evidence to show that you have created the objects, or changed the settings necessary to satisfy the various assessment criteria that will be requested. This exercise will help you to understand the type of evidence that is required and the revision exercises allow you to practise producing evidence.

### Actions:

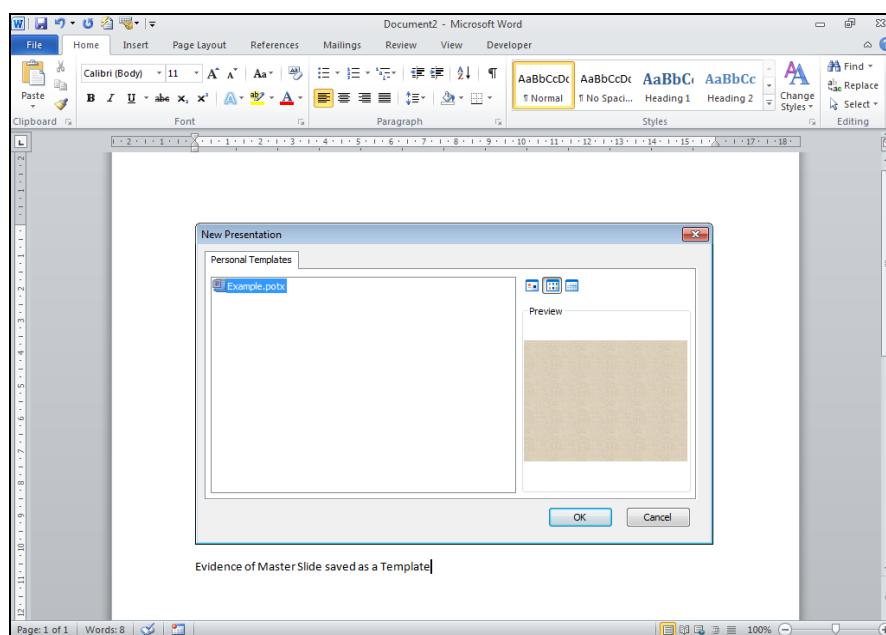
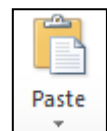
1. Click the **File** tab then **New**. Click **My templates**. The **New Presentation** dialog box is displayed containing the **Example** template.
2. To make a copy of the active dialog box or window (this is called a **screen print or screen dump**), hold down the <Alt> key and press the <Print Screen> key at the top right of the keyboard.

*Note: Pressing <Print Screen> captures the full screen, using the key combination <Alt Print Screen> captures the active dialog box or window.*

3. Close the dialog box.

*Note: The image is copied to the Windows Clipboard.*

4. Open *Microsoft Word*.
5. To paste the image on to the blank page, click the **Paste** button. The page now shows the screen print.
6. Beneath the image, type **Evidence of Master Slide saved as a template**.



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## Exercise 12 - Continued

7. A screen print of the **Slide Master** is required. Switch back to *PowerPoint*. The **New Presentation** dialog box should still be displayed.
8. Make sure **Example.potx** is selected and click **OK**.

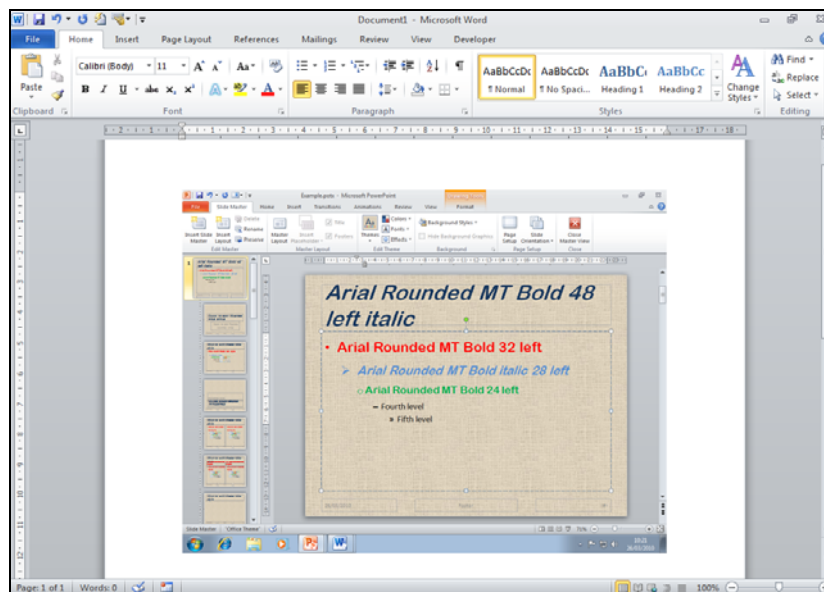
*Note: If you need to open any template directly (rather than create a presentation based on it) they can be found in:*

**C:\Users\UserName\AppData\Roaming\Microsoft\Templates,**

*(substituting your user name). The **AppData** folder may be hidden. If you can't find it, open **Computer** and from **Organize**, select **Folder and search options**.*

*Display the **View** tab and select **Show hidden files, folders and drives**.*

9. Display the **View** tab and click the **Slide Master** button. You have to provide evidence of styles and formatting used on the **Slide Master Layout**. Click the title box, delete the text and type **Arial Rounded MT Bold 48 Left Italic**.
10. Click the first level bullet and type, **Arial Rounded MT Bold 32 left**. Type **Arial Rounded MT Bold Italic 28 Left** for level 2 and **Arial Rounded MT Bold 24 Left** for level 3.
11. Press <**Print Screen**> to capture the whole screen and paste the screen print in to the new *Word* document beneath the first.



12. Enter **Evidence of Slide Master slides** beneath the image and then switch back to *PowerPoint*.
13. View the **Title Slide Layout**, repeat steps 9 to 12, inserting the relevant font styles and formatting applied.
14. Repeat the steps to produce evidence of the **Notes Master** styles.
15. To obtain a printout, click the **File** tab then **Print** and **Print** again in *Word*.
16. Save the document as **Evidence** and close it. Close *Word*.
17. Close the new presentation without saving.

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## Exercise 13 - Revision

The assessment for this unit requires that you develop a solution to an open ended task, producing a portfolio through this process. An **Evidence Checklist** must be completed to confirm all required criteria have been met. The revision exercises in this guide allow you to practise producing the solution and the evidence, using the following open ended task:

### Assessment

**To pass the assessment for this unit you must: produce a master slide, a title slide master and notes page master, create and use at least 4 different font styles, create at least 2 templates, save embedded fonts with the presentation, add custom and textured backgrounds.**

You are a member of a Promoting and Planning Team. Your College is concerned about the gender split in students and the college image. The College wants to promote widening adult participation in learning, particularly to the female population. Your team has been asked carry out an analysis of the region's population and job opportunities, to come up with new ideas and initiatives, which will take the college forward into the future. You are to prepare a *PowerPoint* presentation to be shown to all College staff.

1. Obtain an OCR **Unit 5 Evidence Checklist** from your tutor. This is to be used as you work through this guide as part of the sample portfolio.
2. To set up the master slides which will create a new template, create a new presentation and add a **Title Slide** with no data. View the **Slide Master** and apply the theme **Technic**, to create a custom background.
3. Create the **Slide Master** applying the following features:
  - Background, texture **Walnut** (click **Apply to All**)
  - Title style, left align, **Rockwell Extra Bold**, **Shadow** effect, size **48 pt**, colour **light blue**
  - Master text style, **Book Antiqua**, **32 pt**, **bold**, colour **gold**, paragraph spacing, before **12 pt**, after **6 pt**
  - Second level, **Rockwell Condensed**, **28 pt**, colour **light blue**, paragraph spacing, before **6 pt**, after **6 pt**
4. Create the **Title Slide Layout** applying the following additional features:
  - Title style, increase the size to **54 pt**
  - Subtitle style, **Book Antiqua**, **32 pt**, **Bold**, centre, colour **gold**.
5. Create a **Notes Master** applying the following features:
  - Master text style, **Broadway** (use an alternative if unavailable), **14 pt**, **dark blue**.

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## Exercise 13 - Continued

6. Create screen prints of the screens showing the **Slide Master, Title Slide Layout, and Notes Master**.
7. Paste into a new *Word* document with suitable captions. (This covers objectives **2a** and **2e** of the evidence checklist).
8. Enter text below each image with details of the font styles used on that master slide (objective **2c**).
9. Use **File** tab then **Options** to apply the **Embed Fonts** option as described in exercise 1. Create a screen print of the dialog box showing the relevant settings and paste into the *Word* document, add text to identify the image (objective **2d**).
10. Save the presentation as a **PowerPoint Template** named **Exercise1**.
11. Create a screen print of the *PowerPoint* window showing the title bar (**Exercise1.potx**). Create a screen print of the **Templates** dialog box showing **Exercise1** as a template, and paste both images into the *Word* document (objective **2b**). Enter suitable captions below the images.
12. Save the *Word* document with the data files as **Revision Exercise**, close it.
13. Close all open presentations.

*Note: Completing this section of the guide has allowed the following elements of the **Evidence Checklist** to be completed. In your checklist, the ticks must be replaced by the page numbers of your portfolio where the relevant evidence is located. This task may have to be delayed until the portfolio is complete and page numbers have been applied.*

2	create and use complex style sheets and formatting techniques, creating and amending template documents for a variety of purposes.	Page Number	
2a	create or modify a master slide, a title slide master and a notes page master for the presentation	✓ ✓ ✓	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2b	create at least 2 different templates (min2)	✓	<input type="checkbox"/> <input type="checkbox"/>
2c	create and use a variety of font styles (min4)	✓ ✓ ✓ ✓	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2d	save embedded fonts in presentation	✓	<input type="checkbox"/>
2e	add custom and textured backgrounds	✓	<input type="checkbox"/>

*Note: The second template will be added in the next Section.*