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# Skill Set 2

## Presentation Styles

By the end of this Skill Set you should be able to:

- Use Themes
- Amend Colour Schemes
- Set up a Slide Master
- Format a Slide Master
- Use Different Bullet Levels
- Insert Automatic Fields
- Apply a Background


## Exercise 7 - Themes

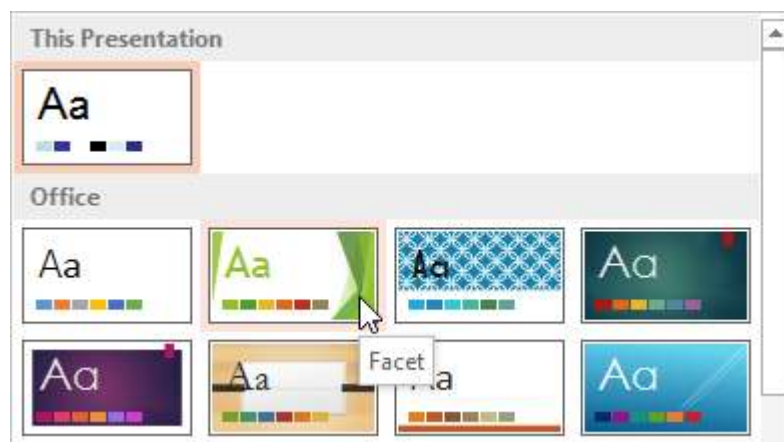
### Knowledge:

More often than not, it is important for any presentation to have a consistent style across all slides. Although the same formatting can be copied manually to every slide in a presentation, *PowerPoint* offers several more efficient methods of doing this automatically. The quickest way is to apply a **Theme** to the presentation.

A **Theme** is a coordinated set of background colours, graphics, and text formatting definitions which can be applied to all slides in one go. Once applied, the design template characteristics can be altered manually to suit.

### Activity:

1. Start *PowerPoint*. From the starting screen, click **Open Other Presentations** to display the **Open** screen. Click **Computer**.
2. Next, locate and open the **Far North2** presentation from the supplied data files. This is the first three slides of a recruitment presentation with no formatting applied.
3. Select the **DESIGN** tab. The **Themes**, **Variants** and **Customize** groups will be displayed.
4. Place your mouse pointer over some of the available theme thumbnails in the **Themes** group on the **Ribbon** (but do not click). A preview of how this theme will affect your presentation is shown. Notice how the background colours, graphics, bullet points and text formatting all change.
5. Click to select a theme of your choice. Notice that all slides in the presentation are changed (as shown in the **Slides Pane** on the left).
6. Click the **More** drop-down arrow, , to the right of the theme preview images, and select the theme called **Facet** (the names of the themes will appear in a **ToolTip** as the mouse pointer hovers over the preview images).



**Note:** If this theme is not available on your computer, use an alternative.



7. View each slide in the presentation, and then return to slide 1.

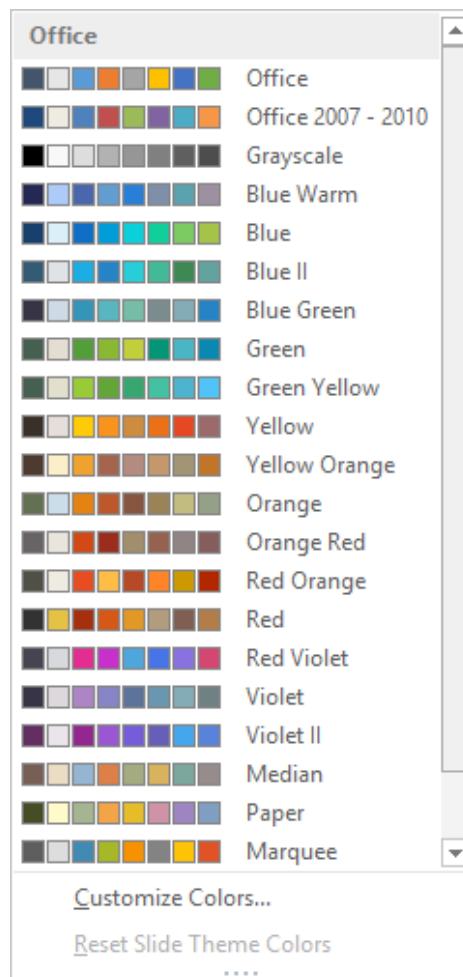
## Exercise 8 - Colour Schemes

### Knowledge:

PowerPoint includes many **colour schemes**. These are sets of coordinated colours (**Variants**) which change the appearance of a selected theme.

### Activity:

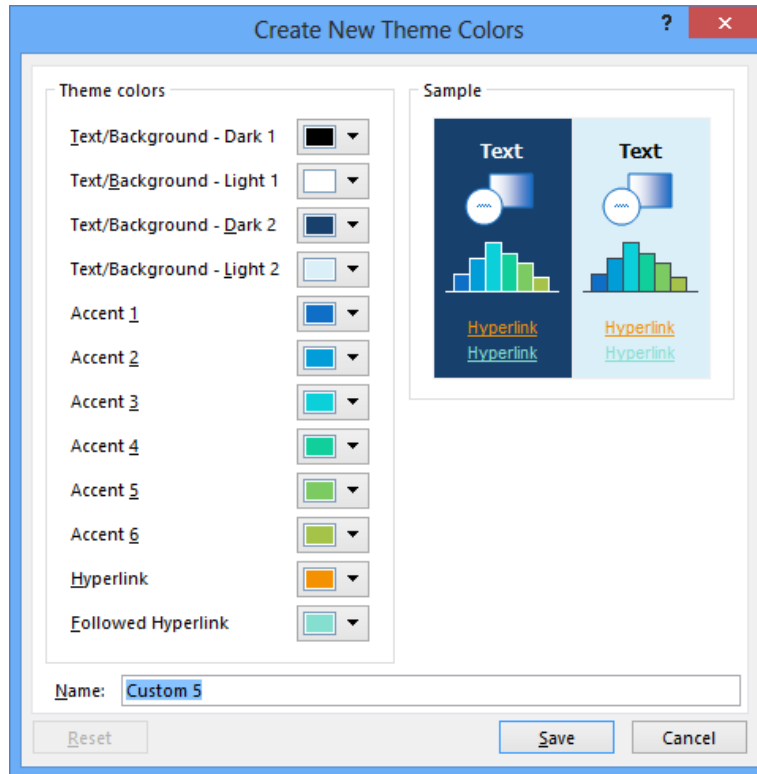
1. The **themed** presentation should still be open with the **DESIGN** tab displayed. The theme's default colour scheme is shown in the **Variants** group.
2. To select a different *colour scheme*, click the **More** drop-down arrow, , from the **Variants** group and select **Colors**, .




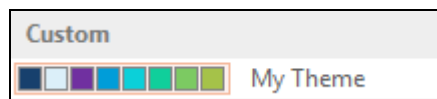
3. Place your mouse pointer over some of the available schemes (but do not click). A preview of how this will affect your presentation's theme is shown.
4. Select **Blue** and examine the effect on the slides in your presentation.
5. Click the **More** drop-down arrow from the **Variants** group and select **Colors** again. This time, select **Customize Colors** from the bottom of the list.

## Exercise 8 - Continued

6. Examine the dialog box that appears. This can be used to select your own colours for different parts of the presentation.



7. Notice how the **Theme colors** match the colours used in the presentation.
8. Click the drop-down arrow to the right of **Accent 1** and select a purple colour from **Standard Colors**. Notice how the **Sample** preview changes.
9. Change **Text/Background – Dark 1** to red from **Standard Colors**.
10. To save the changes as a new theme, replace the text in the **Name** box with **My Theme** and click **Save**. The amended theme is applied to the presentation.
11. Examine each slide and notice the effect. Click **Colors**,  **Colors**, again. Your new colour scheme is shown towards the top of the list.



**Note:** You can edit your new colour scheme by right-clicking and selecting **Edit**.

12. Finally, apply the **Blue Warm** colour scheme. This produces a satisfactory and professional design for this presentation.
13. Save the presentation as **themed** and leave it open for the next exercise.

## Exercise 9 - The Slide Master

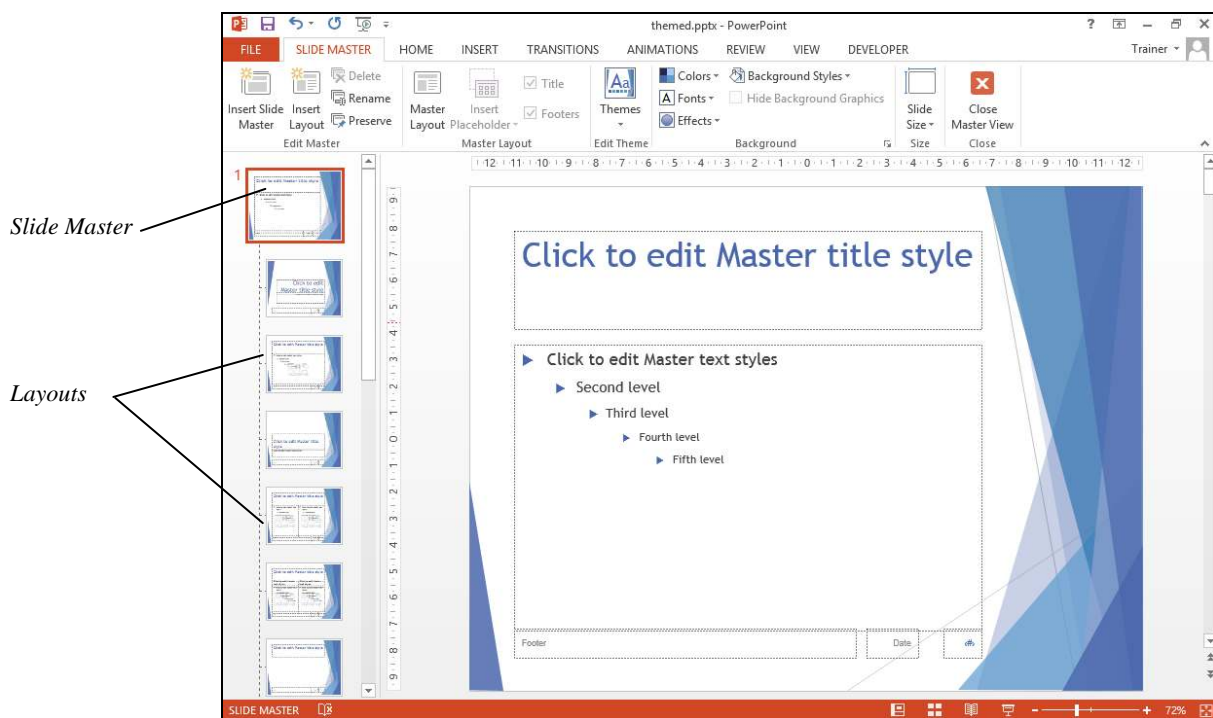
### Knowledge:

The most efficient way to apply consistent design to a presentation is to use a feature called **Slide Master**. This allows background effects, text formatting and graphics to be added to every slide in a presentation at the same time. If a new slide is added, it will automatically use the **Slide Master** formatting.

The **Slide Master** is one of three different master pages that can be defined in *PowerPoint*, the others being **Handout Master** and **Notes Master**. Only **Slide Master** will be covered in this guide.

### Activity:

1. The **themed** presentation should still be open. Select the **VIEW** tab and click **Slide Master**.
2. Scroll to the very top of the **Slides Pane** and select the first slide: the **Slide Master**. Leave this view open for the next exercise.



3. Examine the **Slide Master** screen and buttons on the **SLIDE MASTER** tab.

**Note:** Any changes made to the **Slide Master** will affect a whole presentation. For example, text or graphics added to this slide will appear on every slide in your current **themed** presentation.

**Note:** **Layouts** are used to define formatting and positioning of content for individual slide types only (e.g. **Title Slide**, **Title and Content**, etc).

## Exercise 10 - Formatting the Slide Master

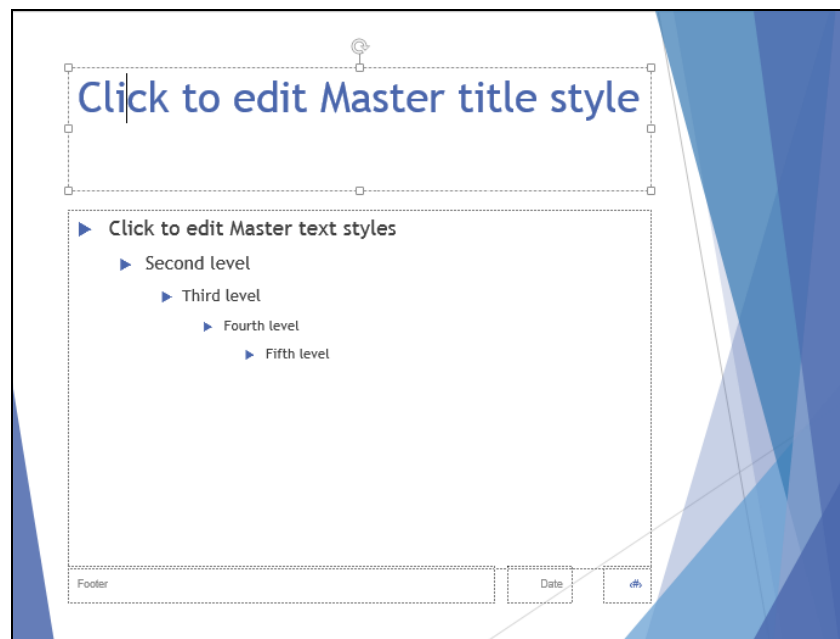
### Knowledge:

The **Slide Master** can be formatted in the same way as a normal slide. This includes changing fonts, colours and text alignment. The difference is that the formatting will be applied to all slides in the presentation (and all slides that are added later).

Many organisations will define a single set of formatting (called a house style) which is to be applied to all presentations (and even letters and documents, etc). This is intended to produce a consistent 'look' or corporate image to all the output from an organisation. For a presentation, house styles are ideally applied to the **Slide Master**.

### Activity:

1. The **themed** presentation **Slide Master** should still be open. Make sure the **Slide Master** at the very top of the **Slides Pane** is selected (this is the main master slide).
2. Click once to place the cursor anywhere in the top text box, **Click to edit Master title style**.



**Note:** You do not have to select all of the text in a text box to adjust its formatting. You can simply place the cursor anywhere within a line of text. However, take care not to place the cursor in a space between words.

3. Display the **HOME** tab.

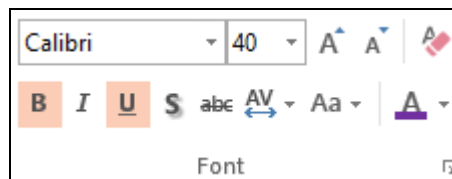
**Note:** Notice the font type, size and alignment selected. The existing font is Trebuchet MS, size 36 pt.




## Exercise 10 - Continued

**Note:** Your employer's house style states that slide titles should be **Calibri, 40 pt, Bold, Underlined, Center** aligned and **Purple**. First level bullet points should be **Arial, 20 pt** and second level bullets should be **Arial, 18 pt**.

- Using the buttons in the **Font** group, change the font to **Calibri**, the font style to **Bold** and **Underlined**, and the size to **40**.
- To change the font colour of this bullet, click the **Font Color** button drop-down and select a purple colour from within **Standard Colors**.



- Centre the text by clicking the **Center** alignment button, , in the **Paragraph** group.



- Click within the first bullet text in the second text box: **Click to edit Master text styles**.
- Then, change the font to **Arial** and the size to **20**. Leave the other settings.
- Click within the next bullet text: **Second Level**. Set the font to **Arial**, the style to **Italic** and the size to **18**.
- Click in the text **Click to edit Master title style** again. To add a border to this text box, click the **Quick Styles** button in the **Drawing** group. Select any style of your choice.
- To change the colour of the border, click the **Shape Outline** button in the **Drawing** group and select a purple colour (to match the text).



**Note:** Borders can be added to any text box using this method. The **Shape Fill** and **Shape Outline** styles can also be adjusted in the **Drawing** group.

- On second thoughts, the title would look better without a border. Click the **Shape Outline** button in the **Drawing** group and select **No Outline**.
- Display the **SLIDE MASTER** tab and click **Close Master View** to see how the presentation has been affected.

## Exercise 11 - Bullet Levels

### Knowledge:

Text that you enter on a slide often takes the form of **bullet points**. There are several levels of bulleted text available which allow minor details to be made about major points. The formatting of bullet points for the whole presentation can be set in **Slide Master** view (including the bullet symbols themselves).

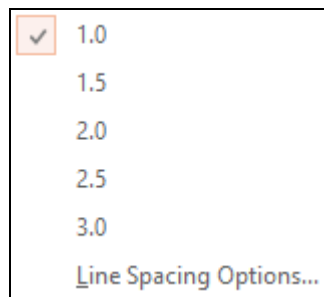
When text is entered on a slide *PowerPoint* assumes it will be a **first level** bullet point. The process of changing that bullet to a lower level bullet is called **Demotion**.


**Note:** As you might guess, the process of changing a bullet to a higher level is called **Promotion**.

### Activity:

1. The **themed** presentation should still be open. Change to **Slide Master** view and make sure the main slide master (the one at the top) is selected.
2. Click in the **First level** bullet text (**Click to edit Master text styles**). The bullet level fonts were changed in the previous exercise but other formatting can be changed.

3. Display the **HOME** tab and click the **Line Spacing** button, .



4. Select **1.5** lines. The first level bullet points will now be spaced further apart on the slides.
5. Bullet symbols can also be changed. Click the drop-down arrow on the **Bullets** button, , to display a list of options. Select **Arrow Bullets**.




**Note:** An alternative method for changing the bullet symbol is to right click in the required level bullet text and select **Bullets**.

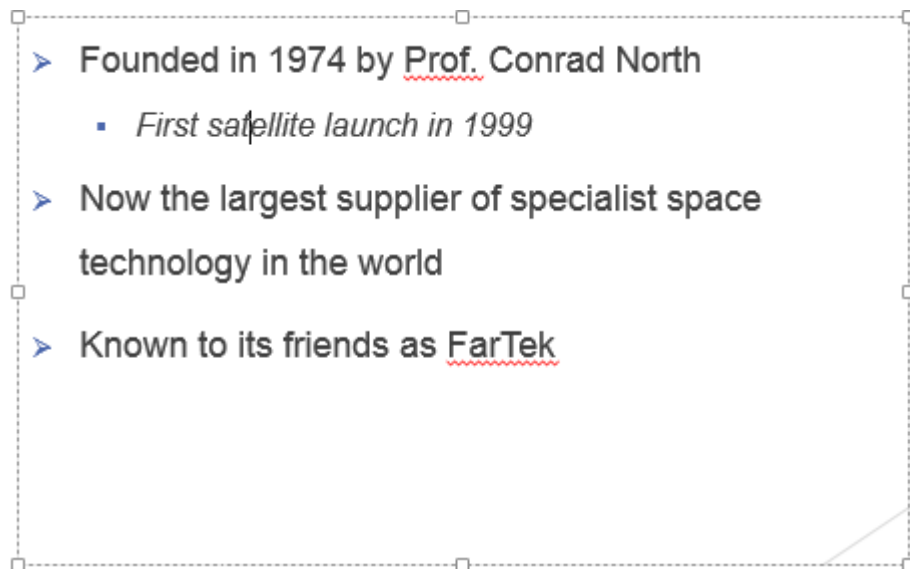
## Exercise 11 - Continued


**Note:** To further customise bullet symbols (and even choose your own pictures to use), click the **Bullets** drop-down arrow and select **Bullets and Numbering**. The **Picture** and **Customize** buttons can be used to tailor bullet points to suit your presentation.

6. Place the cursor in the **Second level** text. Then choose a bullet style of **Filled Square Bullets**.
7. Display the **SLIDE MASTER** tab and select **Close Master View**.

**Note:** Notice that the text and bullets have changed to reflect the **Slide Master**.

8. Select slide **3** of the presentation.
9. Click in the second bullet point, **First satellite launch in 1999**.
10. Click the **Increase List Level** button, , in the **Paragraph** group on the **HOME** tab. The text becomes second level and adopts the formatting defined for this level.



11. The bullets for this slide should all be first level. Click the **Decrease List Level** button, , to promote bullet back to first level.
12. Save the presentation with the same file name and leave it open for the next exercise.

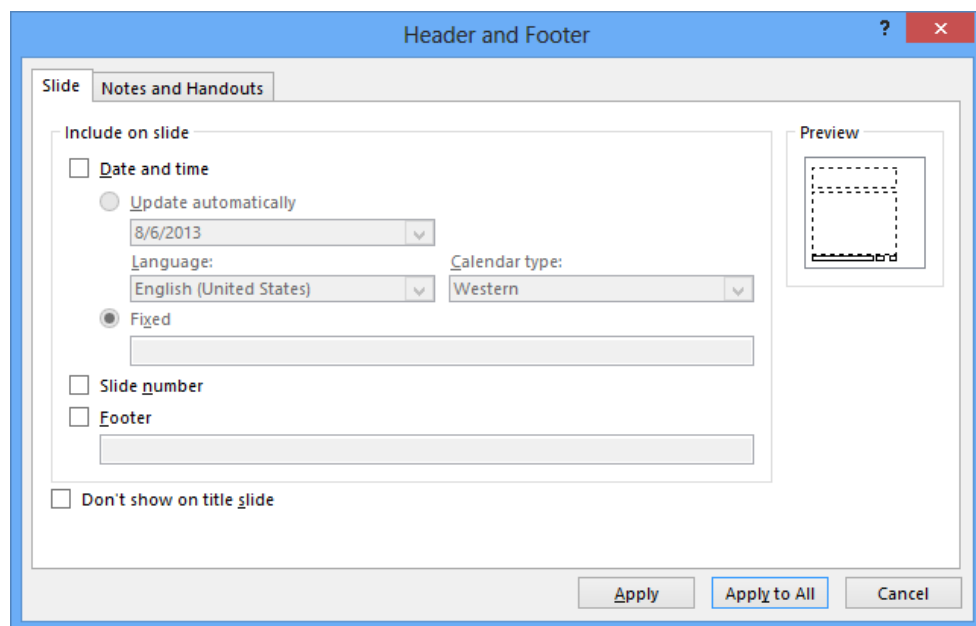
## Exercise 12 - Adding Automatic Fields

### Knowledge:

Items such as the date, the name of the designer, and the slide number can be added so that they appear on each slide in the presentation. The data can be added using **Header and Footer** view. By default the data is shown along the lower edge of each slide. If the date is inserted as an **automatic field**, it will update each time the presentation is opened, saved or printed.

### Activity:

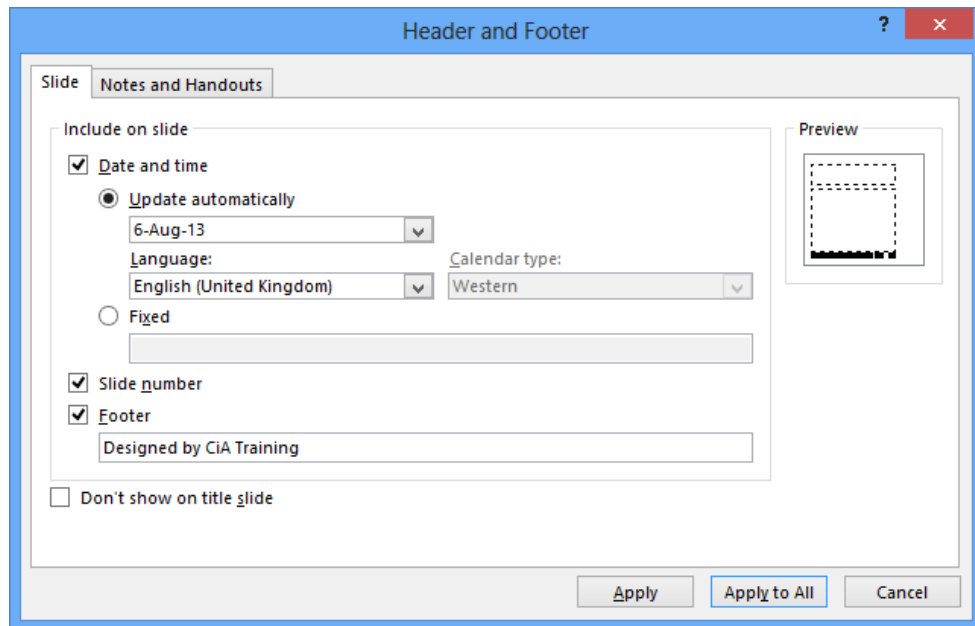
1. Select the **INSERT** tab and click **Header & Footer** in the **Text** group. The **Header and Footer** dialog box appears.



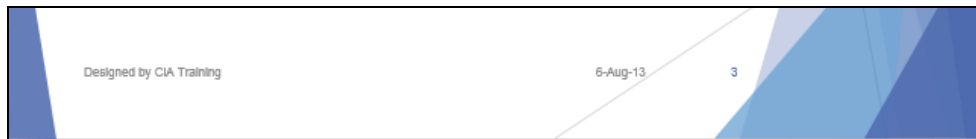
2. From the **Slide** tab, select the **Date and time** option.
3. Click the **Update automatically** option. This will update the field every time the presentation is opened or run.
4. Change the **Language** to **English (UK)** to allow you to select a local date format.
5. Click the arrow on the date drop-down box to display a list of date formats. Select the date in the form **6-Aug-13**.
6. Check the **Slide number** option to show slide numbers on all the slides.
7. Check the **Footer** option and then type **Designed by** in the **Footer** box and add your name afterwards.

**Note:** Notice the **Preview** image on the right which shows the options that are selected and where they will appear on the slides.

## Exercise 12 - Continued



8. Click **Apply to All** to insert the information on all slides in the presentation. Examine the effect on each slide.



9. View the **Slide Master** and look at the bottom of the slide. This shows the default position for the three footer text boxes in this theme.

**Note:** Notice that the **Slide number** appears as a field, <#>.

**Note:** It is possible to click in any box and change the format or alignment of the content, or even to move any box to a different location by clicking and dragging.

10. Click and drag to select all of text in the text box starting **Designed by...**



11. Display the **HOME** tab. Then, using the **Font Color** drop down, change the colour of the text to **Black**.
12. Close the **Master View** to see the effect.
13. Save the changes to the presentation.
14. Leave the presentation open for the next exercise.

## Exercise 13 - Applying a Background

### Knowledge:


Previous exercises have shown a slide background being added as part of a theme, but it is possible to add various background effects manually to slides. A background can be a plain solid colour, a colour gradient, a texture, a pattern or a picture.

Backgrounds can be applied to all slides (by being applied to the **Slide Master**) or they can be applied individually to the current slide only.

### Activity:

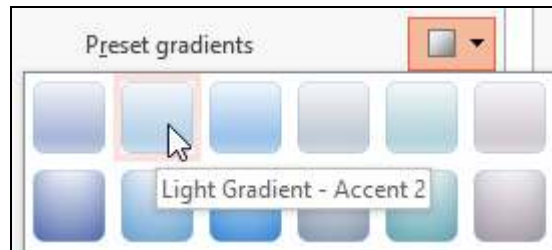
1. Display the **DESIGN** tab.
2. Then, from the **Variants** group, click the **More** drop-down arrow and select **Background Styles**.



3. Roll the cursor over the various preset backgrounds to see a preview on the slide.
4. Locate and select **Style 5** to apply it. Notice the background is applied to all the slides in the presentation.
5. Click the **Background Styles** button again and select **Format Background** to display the **Format Background** pane.
6. Under **FILL**, select the **Picture or texture fill** option.
7. Then, click the **Texture** button, .
8. Place the cursor over each background texture to display its name in a **ToolTip**. Locate and select **Newsprint**.
9. Click the **Apply to All** button. Notice that the **Newsprint** background is applied to all the slides.
10. Next, select **Gradient fill** on the **Format Background** pane.


## Exercise 13 - Continued

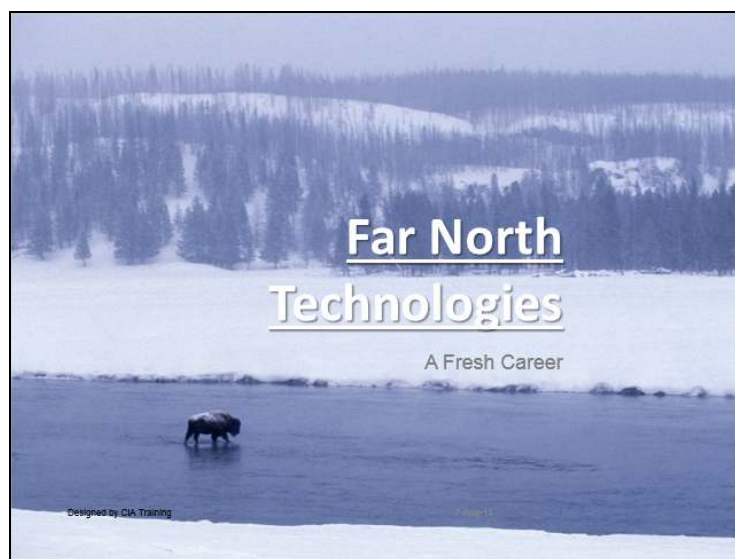
- Colour gradients can be selected from an existing list. Click **Preset gradients** and select **Light Gradient - Accent 2** from the options (second from the left on the top line).



- From **Type** select **Shade from title**. This affects how the gradient appears.
- Click **Apply to All** to see the effect. Notice how the title slide has colour graded differently from the others.

**Note:** Backgrounds can also be changed for individual slides.

- Select the first slide. From the **Format Background** pane, select the **Picture or texture fill** option.
- A picture stored on your computer can be used as a background. Click **File** and locate the data folder for this guide. Select the **cold** image, then **Insert**.
- Select the option to **Hide background graphics** from the **Format Background** pane. This hides the selected theme's design.
- Change the colour of the title text on slide 1 to **White** and apply a **Shadow** effect, .



- Close the **Format Background** pane.
- Save the presentation and then close it.

## Exercise 14 - Develop Your Skills

You will find a *Develop Your Skills* exercise at the end of each Skill Set. Work through it to ensure you've understood the previous exercises.

1. Open the presentation **Fashion**.



2. Apply the **Parallax** theme,
3. Select the **Green** colour scheme from **Variants**.
4. Customise the colours and select a dark green colour for **Text/Background - Dark 1**.
5. Save the amended theme as **exercise14**.
6. Set up the **Slide Master** using the following house style as a guide:

NAME	FONT	POINT SIZE	FEATURE	ALIGNMENT
Title	Forte	44 pt	Standard (not bold)	Centre
First level bullet	Garamond	40 pt	Italic with arrow bullet	Left
Second level bullet	Brush Script MT	32 pt		Left

**Note:** *If the exact fonts listed above are not available, choose alternatives.*

FEATURE	POSITION
Slide Number	Bottom right
Your Name	Bottom left
Date (Automatic)	Middle box

7. Close the **Master Slide**.
8. Add the image **woods.jpg**, which is supplied with the data for this unit, as a background to the title slide only.
9. Change the text colour for both text boxes on this slide to white.
10. Make sure the theme's background graphic is hidden.
11. Save the presentation as **fashion2** and close it.

**Note:** *Example solutions are given in the **Answers** section at the end of the guide.*



## **Summary: Presentation Styles**

In this Skill Set you have started the presentation software program *PowerPoint*. You have opened, saved and closed presentations.

You should now be able to demonstrate your ability to:

- Format complex presentations by:
  - Using themes
  - Applying backgrounds
  - Changing colour schemes
  
- Use the Slide Master to:
  - Define bullet levels
  - Add automatic fields

## Skill Set 6

# Controlling a Presentation

By the end of this Skill Set you should be able to:


- Change Slide Order
- Delete and Hide Slides
- Use Hyperlinks
- Create Action Buttons
- Use Preset and Custom Animation
- Animate Charts
- Set up a Slide Show
- Apply Slide Transitions and Timings
- Add Sound

## Exercise 42 - Changing Slide Order

### Knowledge:

To make a presentation flow more smoothly you may want to change the order of some of the slides. **Slide Sorter** view provides an easy way to achieve this.

### Activity:

1. Open the **Far North5** presentation and switch to **Slide Sorter** view.
2. Use the **Zoom** slider, , at the bottom right of the **Status Bar** to select a zoom level that keeps the slide titles legible and shows at least five slides per row.
3. Slide **13**, **Department Staff** would be better positioned after slide **4**, **Structure**. Click on slide **13** and hold down the mouse button.
4. Drag the slide towards slide **5** and the other slides are rearranged around it.



5. When the slide appears after slide **4**, release the mouse. The **Department Staff** slide is now slide **5**.

**Note:** Slides can also be repositioned by using click and drag in the **Slides Pane** at the left of **Normal** view.

6. Save the presentation as **actions** and leave it open.

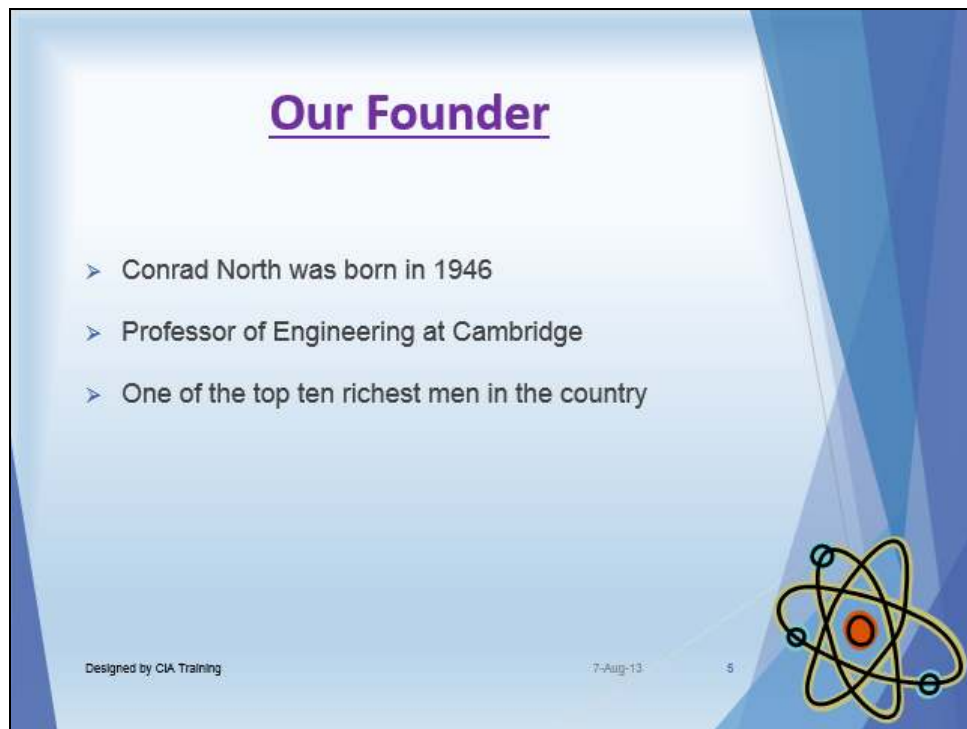
## Exercise 43 - Deleting Slides

### Knowledge:

Slides that are no longer required can be deleted. The easiest way to do this is in **Slide Sorter** view.

### Activity:

1. In the **actions** presentation, in **Slide Sorter** view, click between slides **3** and **4** to place an insertion bar.
2. Using the **New Slide** button, insert a new **Title and Content** slide.
3. Switch to **Normal** view and enter the title **Our Founder**.
4. Add text to create the following slide:



5. The *Far North Technology's* director has come in to see how the presentation is progressing. He is not happy about the new slide as he thinks his personal details are not relevant to the presentation. You must delete the slide. Switch back to **Slide Sorter** view.
6. Right click slide **4** to reveal a shortcut menu. Select **Delete Slide** from the menu.
7. He also thinks that slide **13** about the company mascot should not really be part of the presentation. Select that slide in **Slide Sorter** view and press **<Delete>**.
8. Save the presentation using the same file name and leave it open.

## Exercise 44 - Hiding Slides

### Knowledge:

Occasionally a presentation may have slides that contain additional or sensitive information that does not need to be seen unless specifically requested. If necessary these slides can be hidden.

This feature is particularly useful when a single presentation is to be used for different purposes (i.e. a slide on sales figures can be hidden when giving a presentation to staff, but included when giving the same presentation to managers).

### Activity:

1. The *Far North Technology's* director is still not happy with the presentation. He thinks the slides about turnover should only be displayed when requested, rather than automatically.
2. In the **actions** presentation, in **Slide Sorter** view, select slide **14, Turnover**.
3. Select the **SLIDE SHOW** tab and click **Hide Slide** in the **Set Up** group.



4. Notice that a symbol appears behind the slide number to indicate that it will be hidden during the slide show.



5. Repeat the process to hide slide **15, Turnover 2** and **16, Total Sales**.
6. Click **From Beginning** in the **Start Slide Show** group to view the slide show from slide **1**. Click to advance the show.
7. Notice that the show now ends with slide **13**. Return to **Normal** view.

**Note:** You can “unhide” a hidden slide by selecting it and clicking the **Hide Slide** button again. The **Hide Slide** button is also available by right-clicking a slide in **Slide Sorter** view.

8. Save the presentation using the same file name and leave it open.

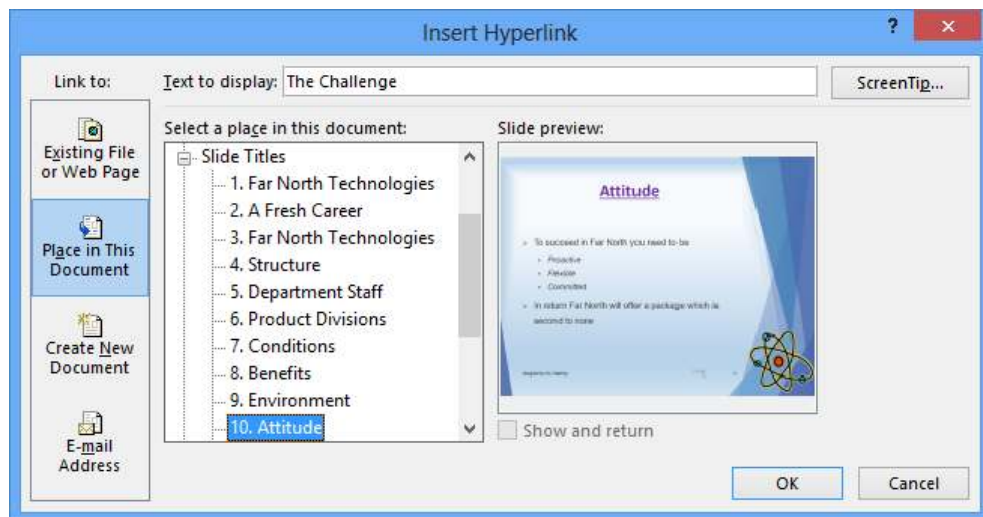
## Exercise 45 - Hyperlinks

### Knowledge:

Regular users of the Internet will be familiar with **hyperlinks** – text or images that, when clicked, move the user directly to another location. Hyperlinks can be created on slides to navigate to other slides in a presentation, to other files on your computer, or to locations on an Intranet or the Internet.


### Activity:

1. In the **actions** presentation, view slide **2, A Fresh Career** in **Normal** view.
2. Click and drag to select the text **The Challenge** and display the **INSERT** tab. Click **Hyperlink** from the **Links** group.
3. From the **Insert Hyperlink** dialog box, click the **Place in This Document** button in the left panel then select **10. Attitude** from the list of slide titles.



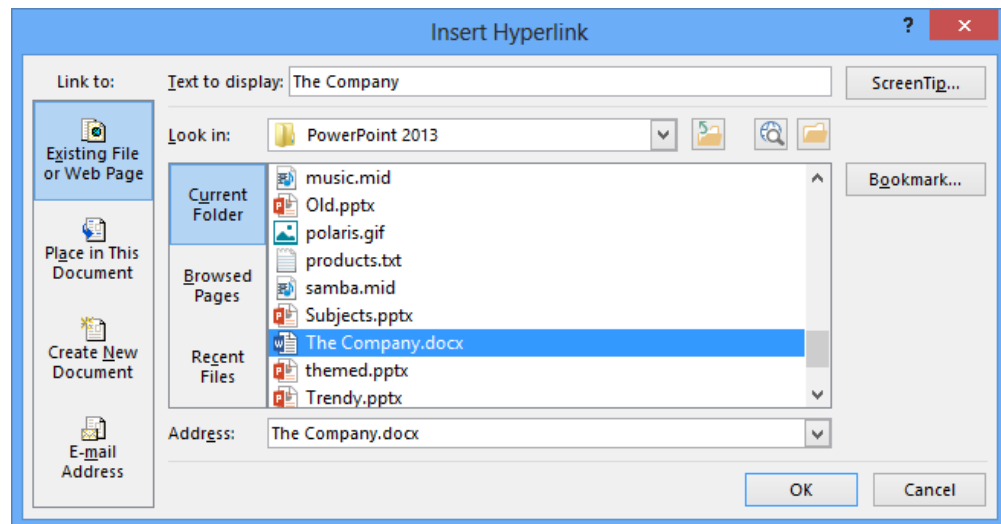
4. Click **OK** to create the hyperlink. Then click away from the text to deselect it.
5. Notice that the colour of the hyperlink text on the slide is different to other text. When the hyperlink has been visited, the text colour will change.

**Note:** *Hyperlink colours are defined in the **Color Scheme** settings.*

6. To test the hyperlink, click the **Slide Show** button, , at the lower right of the screen with slide **2** still selected.
7. Move your mouse to display the pointer. Then, click on the hyperlink text, **The Challenge**. Instead of moving to slide **3**, the next slide to appear will be slide **10**. Press **<Esc>** to end the slide show.
8. Display slide **2** again. Note that the hyperlinked text has changed colour after it has been used.

## Exercise 45 - Continued

9. A hyperlink can also be created to reference external information. Highlight the text **The Company**.
10. From the **INSERT** tab, click the **Hyperlink** button again.
11. Select the **Existing File or Web Page** button under **Link to**. Scroll down the list and select **The Company.docx**.




12. Click **OK** to create a hyperlink to this *Word* document.
13. View the slide show, starting from slide **2**.
14. Test the hyperlink by clicking on the text, **The Company**.
15. The *Word* application is opened and **The Company** document is displayed.
16. Close the *Word* application.
17. *PowerPoint* is displayed again, still viewing the show at slide **2**. Press **<Esc>** to end the show.
18. It has been decided that the hyperlink to the *Word* document is not necessary. Right click on the text, **The Company** and select **Remove Hyperlink** from the shortcut menu. The hyperlink is removed.
19. Save the presentation with same name and leave it open.

## Exercise 46 - Action Buttons

### Knowledge:

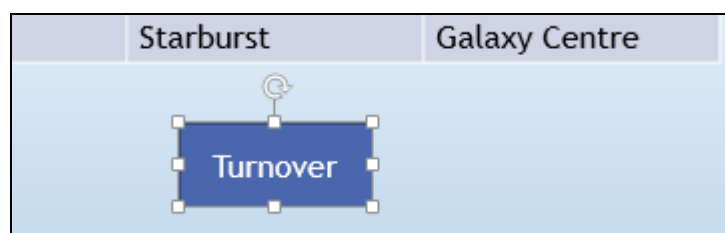
**Action buttons** are often used to create hyperlinks within a presentation, as an alternative to a text hyperlink. They allow rapid, easy navigation between slides.

### Activity:

1. In the **actions** presentation, select slide **13, Major Missions**.
2. To add an **Action Button**, click the **Shapes** button on the **INSERT** tab.
3. From **Action Buttons** at the bottom of the list, select the **Custom** action button, .
4. Click and drag a rectangular button shape below the table. The **Action Settings** dialog box appears on the screen.
5. Ensure that the **Mouse Click** tab is selected.
6. Click the **Hyperlink to** option and, from the drop-down list, select **Slide**.
7. From the list of slides displayed, select slide **(14) Turnover** (a hidden slide).
8. Click **OK** and **OK** again.

**Note:** You can draw any shape to use as an action button. Select it and click **Action** from the **Links** group (**INSERT** tab) to display the **Action Settings** dialog box, allowing you to select a hyperlink destination. Pictures can also be used as hyperlinks in this way.

9. With the button still selected, type **Turnover**. This will become the button text. Adjust the size of the button by dragging the corner handles, if required.



10. Click the **Slide Show** button to see the slide as it will appear in the final presentation.
11. Click the new **Turnover** action button.
12. The presentation moves to slide **14**, the **Turnover** slide, even though it is hidden and would not be displayed as part of a normal slide show.
13. Exit the slide show but leave the presentation open.