



Microsoft PowerPoint 2003: Finalizing Basic Presentations

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Session Breakdown

- Handouts
- The Parts/Objectives
 - Creating Templates
 - Sending a Presentation out for Review
 - Applying Changes
 - General Review



PowerPoint Templates

- The Slide Design taskpane (Format>Slide Design) is the location of your templates
 - These are Design Templates, **not** Content Templates
- Each template is its own file with a .pot file extension
- The first slide uses the default design template

PowerPoint Slide Master

The title is centered at the top of the slide. To its right are five decorative circles: a solid light purple circle, an outlined light purple circle, a solid light purple circle, an outlined light purple circle, and a solid light purple circle.

- How do you change a template?
 - You manipulate the **Slide Master!**
- What does the Slide Master do?
 - It shows the styles for title text, and all the levels of body text, plus layout, colors, and background design that can be applied to your template
- The styles in the Slide Design templates reflect the styles on the Slide Master

PowerPoint Slide Master

- Every Design Template has a Slide Master!
- Changing a Slide Master and saving the changes as a template preserves them as a design that can be applied to any presentation
- The Slide Master sits behind the scenes in a place called Master View
 - (View>Master>Slide Master)

PowerPoint Slide Master



- The Master View shows the Slide Master in the left thumbnail pane. It is the first slide in the list
- The Slide Master is displayed in the slide pane, ready for you to make changes
- Format the Slide Master as if you were formatting a regular slide in your presentation
 - Placeholders – Are boxes that are outlined with a dashed border. They hold the text in your presentation

PowerPoint Title Master

- There is another Master displayed with the Slide Master, and that is the **Title Master**
- The Title Master is the second slide in the list under the Slide Master
- The Title Master gives you the options to change the formatting for the Title slides

PowerPoint Templates and Masters

- Whenever you apply a design template, you apply a Slide and Title Master
- In the Master view, the Slide and Title Master are connected with a grey bracket
- Put the mouse cursor on each of the Masters to tell you:
 - The Name of the Master
 - Whether it's a Slide or Title Master
 - Where the Master is being used in the presentation

PowerPoint Master Tips

- There is a connection between text styles on the Slide Master and the Title Master
- What ever is changed on the Slide Master is filtered down to the Title Master, **not** vice versa
- You can use more than one template in a presentation, which means you will have more than 1 set of slide masters

Sending a Presentation out for Review

- Working with Comments
 - A quick and easy way to point out things
 - Does not alter your slides
- Send a Presentation for Review
 - Merging Files
 - The Review Process (An 8 step process)

Sending a Presentation out for Review The 8 Step Process

1. Save a master copy
2. Save unique copies for reviewers
3. Send the presentation to reviewers
4. Reviewers make their changes
5. Reviewers save their changes and return their copy
6. Merge the reviewer copies into the master copy
7. Accept or Reject reviewer changes
8. End Review and save the master copy as a final version

Sending a Presentation out for Review Change Tracking

- The Reviewing Toolbar
 - Review Tools
- The Revisions Pane
 - Gallery tab – All Revisions by Person
 - List tab – Revisions by object
- 2 Techniques for Reviewing
 - Tracking changes by person
 - Tracking changes by slide object

Designing Basic Presentations

- Questions?
- Please fill out the training survey!
<http://data.fairfield.edu/cns/workshop>
- www.fairfield.edu/cnstraining
- cnstraining@mail.fairfield.edu

THANK YOU!

