

Exercise #5

Working with Slide Designs and Layout Templates

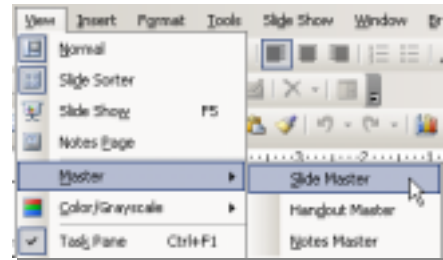
In this exercise you will learn how to apply and modify slide designs, how to apply multiple layouts to a slide, and how to modify background colors.

A. Applying Designs and Modifying Backgrounds

PowerPoint allows you to customize the attributes of a built-in design template so that you can personalize the “look and feel” of your presentation.

1. Open file **file_2.ppt** and go to **slide #2**.
2. From the menus, select **Format → Slide Design**.
3. Click a template slide design of your choice.
The design is applied to all the slides in the presentation.

4. From the menus, select **View → Master → Slide Master**.



5. From the menus, select **Insert → Picture → From File**.
6. From your CD select **graphic.gif**, click **Insert**, and position the graphic on the lower right-hand corner of the *Default Design Slide Master* (as shown).



7. From the menus, select **Edit → Select All**.
All the fields in the template should have a border around them.



8. From the **Font** menu in the toolbar, select **Georgia**.
9. From the main menus, select **View → Normal**.
The graphic and font changes are applied to all slides.

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B. Applying a Layout

PowerPoint has a variety of layouts that can be applied to your entire presentation or to selected slides. Layout templates facilitate the organization of multiple types of elements on a slide.

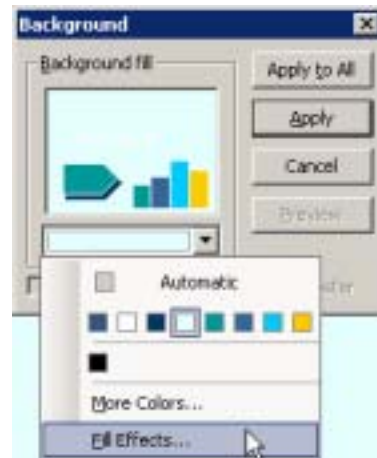
1. While on **slide #2**, select **Format → Slide Layout**.
2. For slide #2 apply a layout that includes a chart.
The slide appears in the new layout.
3. Try applying other layouts to this slide.

C. Modifying the Background Color Scheme

PowerPoint also allows you to customize the colors that appear on the background of your presentation.

1. From the menus, select **View → Master → Slide Master**.
2. From the menus, select **Format → Background**.

3. From the **Background fill** menu select **Fill Effects**.



4. In the **Fill Effects** window
 - a. Select the **Two Colors** radio button.
 - b. Select two colors of your choice.
 - c. In the **Shading Styles** select **Diagonal up** radio button.
5. Click **OK**.
6. Click **Apply to All**.



The new color background scheme is applied to all slides in the presentation.