Creating Effective PowerPoints - Part 5

Today’s class will focus on:

- Slide Master View
- Slide Transitions
- Custom Slide Show

Slide Master View
The Slide Master View allows users to make changes once that affect all current and future slides. You can use Slide Master View to:

- Change font colors and/or styles on all slides
- Add logos or pictures to all slides
- Add footers or dates to all slides

When a change is made to the Slide Master, the change appears in all of the slides below that master. When a change is made in a particular slide layout, the change only appears in that particular slide layout, but not in the other layouts.

To access the Slide Master View:

1. Go to View tab > Master Views group > Slide Master command
2. The Slide Master View opens and all available slide layouts are visible in the Slide Pane.
3. The Slide Master Contextual Tab appears directly after the File tab and before the Home tab.
4. Scroll up in the left navigation column to find the Slide Master. The Slide Master is indicated by a number 1. The other slide layouts are “descendants” and are connected with a dotted line.

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Exercise 1 – Change Fonts, Font Size, and Font Color in Slide Master View

Select the text in the Title placeholder in the Slide Master.

1. To change the font (your choice):
   - Go to **Home** tab > **Font** group > **Font** down arrow
   - Select a font from the **dropdown** menu.

2. To change the font size (your choice):
   - Go to **Home** tab > **Font** group > **Font size** down arrow
   - Select a number from the dropdown menu.

3. To change the font color (your choice):
   - Go to the **Home** tab > **Font** group > **Font color** down arrow
   - Select a color from the color gallery.

**NOTE:** The changes are reflected in all of the slide layouts.
Adding a Logo in Slide Master View
Slide Master View can be an easy way to add your business or organization’s logo to every slide.

Exercise 2 – Add a Logo in Slide Master View

1. Go to the Insert tab > Images group > Picture command.
2. Navigate to the image’s location. For example, locate logo in the PowerPoint Class Documents folder.
3. Click on the image to select it and click Insert.
4. Resize and move the logo image as needed. Adjust the size of the placeholders if necessary.

Adding an Additional Slide Master
Multiple design themes can be added to a single presentation through Slide Master View.

Exercise 3 – Add an Additional Slide Master with New Theme

1. In the Slides pane on the left side of the screen, scroll down to the end of the slides.
2. Click in the blank space below the last thumbnail of the slide layout.
3. To add a new theme, go to Slide Master tab > Edit Theme group > Themes command down arrow.
4. Click on a different theme (your choice).

The new Master Slide and Layout slides for the newly added theme are shown below the original slides.

Once the Slide Master View is closed, the slides with the new theme can be added to the presentation.

Closing the Slide Master View
To close the Slide Master View, go to Slide Master tab > Close group > Close Master View command to return to Normal View.
Slide Transitions
Transition settings control how the slide show moves from one slide to the next.

Exercise 4 – Add a Transition to a Slide

1. Click on the slide to which a transition should be added.
2. Go to the Transitions tab > Transition to This Slide group > Transition Gallery arrow.
3. A drop-down gallery appears with transitions divided into three categories: Subtle, Exciting, and Dynamic Content.
   - Subtle transitions are simple animations. Try to stick to subtle transitions when creating a professional presentation.
   - Exciting transitions are more complex animations that are best used in moderation.
   - Dynamic Content transitions are useful when transitioning between two slides with similar layouts. Dynamic Content animates the placeholders, not the slides themselves.
4. Choose the desired effect, such as Fade under the Subtle group.
5. When the transition effect is selected, a preview of the transition appears.
6. To add the same transition effect to all slides in the presentation, go to Transitions tab > Timing group > Apply To All command.

Transition Timing
Slide transitions can be set to occur either:
- Manually, with a mouse click or by pressing Enter, Space, Right Arrow, or Down Arrow on the keyboard.
- Automatically, after a prescribed amount of time.

To manually advance slides:

1. Go to Transitions tab > Timing group > Advance Slide section > On Mouse Click checkbox

To automatically advance slides:

1. Go to Transitions tab > Timing group > Advance Slide section > After checkbox
2. Use the up and down arrows in the box beside it to set a time for the slide(s).
NOTE: On Mouse Click can still be checked even if the slides are on a timer. This allows the presenter to advance the slide even if the timer is still going, such as if you speak faster when presenting than while practicing.

Custom Slide Show

A custom slide show is a select subset of a larger presentation that is used to create a shorter presentation.

Exercise 6 – Create a Custom Slide Show

1. Go to Slide Show tab > Start Slide Show group > Custom Slide Show command > Custom Shows.
2. In the Custom Shows dialog box, click New.
3. In the Define Custom Show dialog box, type a name for the custom show in the Slide show name text box.
4. All slides from the full presentation are shown in the left pane of the Define Custom Show dialog box.
5. To add a slide to the custom show:
   • Click the checkbox on the left of a slide. Multiple slides can be selected at one time.
   • Click on >>Add.
6. To reorder slides in the custom show:
   • Click on the slide to be moved.
   • Use the up & down arrows to move it.
7. To delete a slide from the custom show:
   • Click on the slide
   • Click on the X button between the up & down arrows.
8. When finished adding and reordering slides, click OK.
9. In the Custom Shows dialog box, click Close.

To view the custom slide show, go to Slide Show tab > Start Slide Show group > Custom Slide Show command > [Title of custom slide show].
Resources – Online Tutorials

GCFLearnFree.org

- PowerPoint: Slide Master View
  https://edu.gcfglobal.org/en/powerpoint/slide-master-view/1/

- PowerPoint: Applying Transitions
  https://edu.gcfglobal.org/en/powerpoint/applying-transitions/1/

- PowerPoint: Rehearsing and Recording Your Presentation

Things to Remember