

CHAPTER 9

TEMPLATES

InFocus

WPL_P817

When you create a new, blank presentation it is based on the **Blank Presentation** template by default. However, you can create a new presentation based on any of the built-in templates and themes.

You can also create your own **custom templates**. Custom templates can be created and used to meet your organisation's requirements, such as including corporate logos and colours, for example. By creating custom templates, you can include the layout, formatting and the like specific to your needs. You can then create new presentations based on this template as required.

In this session you will:

- ✓ learn how to create a presentation based on a template
- ✓ learn how to customise a theme design
- ✓ learn how to customise the layout of a presentation
- ✓ learn how to insert content onto slides
- ✓ learn how to create a template
- ✓ learn how to create a presentation based on a custom template.

CREATING A CUSTOM TEMPLATE

You can create a **custom template** from scratch by creating a new, blank presentation based on the **Blank Presentation** template and formatting the presentation as required. Or you can create a

custom template by creating a presentation based on an existing **template** or **theme**. This option can save time as you can select a design that most closely matches the design you want to achieve.

Try This Yourself:

Before starting this exercise ensure that PowerPoint is open and that no files are open...

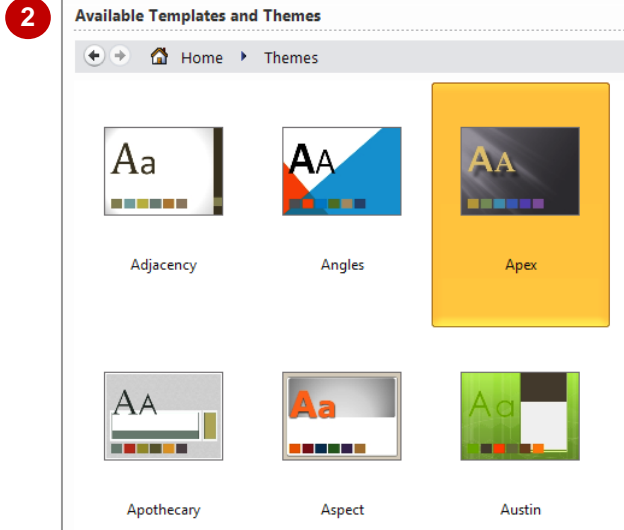
- 1 Click on the **File** tab, then click on **New**

Blank Presentation will be selected by default, but we'll select a theme that is similar to what we're looking for...

- 2 Click on **Themes** to display the range of built-in themes

- 3 Locate and click on **Executive**, then click on **[Create]**

A new presentation is created based on this theme. We can now get to work to modify the layout and design to suit our needs



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For Your Reference...

To **create** a **presentation** based on a **theme**:

1. Click on the **File** tab, then click on **New**
2. Click on **Themes**, click on a theme, then click on **[Create]**

Handy to Know...

- You can also create a presentation based on a **template**. Whereas themes will only contain a single slide, templates contain numerous slides with suggested content. To do this, click on the **File** tab, click on **New**, click on **Sample Templates**, select a template, then click on **[Create]**.





CUSTOMISING THE DESIGN

When you create a presentation based on an existing theme or template for use as a custom template, it's likely that you'll need to customise the design to suit your needs. For example, you

may need to change the font used to match your organisation's house fonts, or you may need to change the colours to match the corporate colours. Here you will modify the theme design.

Try This Yourself:

Same File Continue using the previous file or open P817 Templates_1.pptx...

- 1 Click on the **Design** tab, then click on **Fonts**  in the **Theme** group to display the **Theme Fonts** gallery, scroll down and click on **Module** to apply this theme font
- 2 Click on **Background Styles**  in the **Background** group and select **Format Background** to open the **Format Background** dialog box
We'll change the background colours...
- 3 Click on the drop arrow for **Preset Colours**, click on **Wheat** to apply this style, then click on **[Close]**
Now we'll modify the slide masters to change the text colour...
- 4 Click on the **View** tab, then click on **Slide Master**  in the **Master Views** group
- 5 Click on the first (top) slide master in the **Slides** pane, select the text placeholder, click on the **Home** tab, then click on the drop arrow for **Font Colour** in the **Font** group and select **Black, Text 1, Lighter 35%**
- 6 Repeat the above step to change the font colour for the **Title Slide Layout**, then click on **Close Master View**  in the **View** group



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For Your Reference...

To **customise** a **theme design**:

1. Click on the **Design** tab, then click on **Fonts**, **Colours** and **Effects** to modify the theme elements as desired
2. Click on **Background Styles** to apply a different background
3. Edit the **slide masters**

Handy to Know...

- You can create your own fonts if the range of built-in theme fonts does not suit your needs. To do this, click on the **Design** tab, then click on **Fonts** in the **Themes** group and select **Create New Theme Fonts**. Select the new fonts, name the new theme fonts, then click on **[OK]**.





CUSTOMISING THE LAYOUT

While many of the sample templates available in PowerPoint contain a series of slides with suggested content, when you create a presentation based on a theme, you are

presented with a single slide only. Therefore, you may need to insert new slides and adjust the layout of each slide, such as moving placeholders and inserting footer information.

Try This Yourself:

Same File Continue using the previous file or open P817 Templates_2.pptx...

- 1 Click on the **Home** tab, then click on top half of **New Slide**  in the **Slides** group to insert a **Title and Content Slide**
- 2 Repeat step 1 to insert four more **Title and Content Slides**
You will now have five slides. Now we'll update the footer...
- 3 Click on the **Insert** tab, then click on **Header & Footer**  in the **Text** group to open the **Header and Footer** dialog box
We'll only include the slide number...
- 4 Click on **Date and time** so that it appears without a tick, then click on **Footer** so that it appears without a tick, then click on **[Apply to All]**
We'll remove the dot on the bottom left side of the slides...
- 5 Click on the **View** tab, then click on **Slide Master**  in the **Master Views** group to display the slide masters
- 6 Click on the top slide master, then click on the bottom left dot to select it, then press 
This dot will be removed from all slides



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For Your Reference...

To **customise** the **presentation layout**:

1. Click on the **Home** tab, then click on **New Slide** as required to insert additional slides
2. Click on the **Insert** tab, then click on **Header & Footer** in the **Text** group and modify the header and footer as required
3. Edit the **slide masters** as required

Handy to Know...

- If you have used multiple slide layouts in your presentation and you want to change the layout of your presentation, make sure you change the master for each slide layout used as required to keep all slides consistent.

INSERTING CONTENT

If you're creating a custom template for your own or for others people's use, it's best to include as much generic or standard content as possible. This obviously saves the user time when it comes

to creating a presentation based on the custom template. Text can be inserted into any of the available placeholders, or you can copy and paste additional placeholders as required.

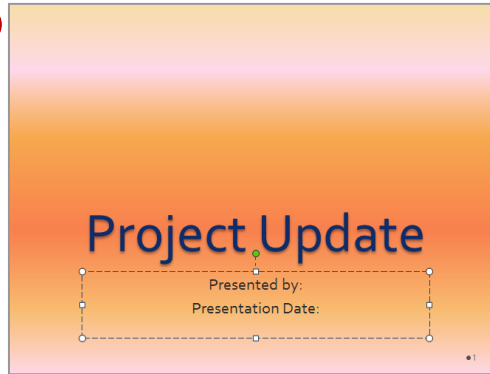
Try This Yourself:

Same File

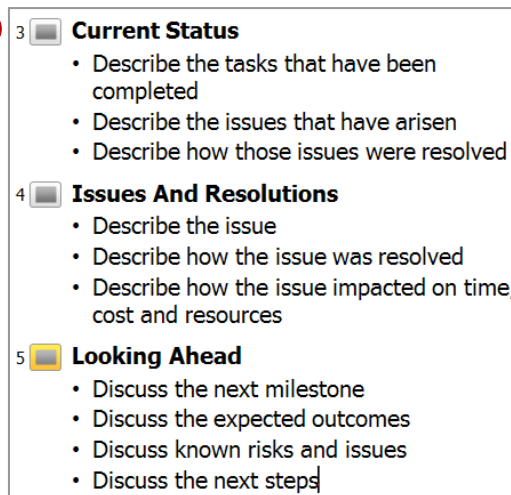
Continue using the previous file with this exercise, or open the file P817 Templates_3.pptx...

- 1 Make sure you are in **Normal** view, and display slide **1** in the **Slides** window
- 2 Click on **Click to add text** and type **Project Update**
- 3 Click on **Click to add subtitle** and type **Presented by:**, then press **Enter** and type **Presentation Date:**
- 4 Navigate to and display slide **2** in the **Slide** window, then click on **Click to add title** and type **Project Overview**
- 5 Click on **Click to add text** and type **Describe what the project is about**, press **Enter** and type **Describe the project goals**, press **Enter** and type **Describe the project scope**
- 6 Enter the text on the remaining slides as shown
- 7 Navigate to and display slide **2** in the **Slides** window, select the content placeholder, then resize and position it as shown
- 8 Repeat step **7** for the remaining slides

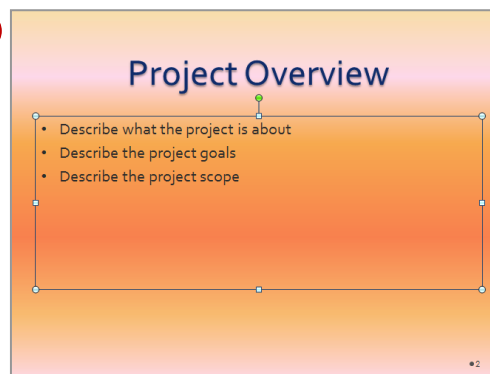
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For Your Reference...

- To **insert content** onto slides:
1. Click in a **title** or **content placeholder**
 2. Type the required text
 3. Press **Enter** to insert bulleted points in **content placeholders** as required

Handy to Know...

- You can type text directly into the title and content placeholders, or you can type text in the **Outline** pane.

SAVING A CUSTOM TEMPLATE

Once you have finished designing your template and inserting standard content, you are then ready to save the presentation as a template. When you save a presentation as a template, the

template will be saved by default in the **Templates** folder on your hard disk. PowerPoint templates have the file extension **.potx**. Templates that contain macros have the file extension **.potm**.

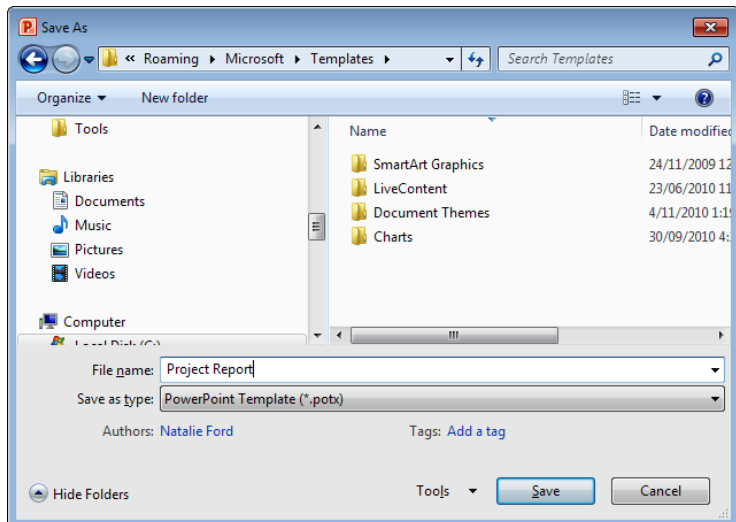
Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file P817 Templates_4.pptx...

- 1 Make sure you are in **Normal** view and have slide 1 displayed in the **Slides** window
 - 2 Click on the **File** tab, then click on **Save As** to open the **Save As** dialog box
 - 3 Type **Project Report** in **File name**
 - 4 Click on the drop arrow for **Save as type** and select **PowerPoint Template (*.potx)**
- Notice that the default save location is the **Templates** folder on your hard drive...
- 5 Click on **[Save]** to save the presentation as a template, then click on the **File** tab and click on **Close** to close the template

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For Your Reference...

To **save a custom template**:

1. Click on the **File** tab, then click on **Save As**
2. Type a **File name**
3. Click on the drop arrow for **Save as type** and select **PowerPoint Template (*.potx)**
4. Click on **[Save]**

Handy to Know...

- Where you're part of a computer network, such as in your organisation, and others are required to access and use the custom template, you can store the template in the default **Templates** folder on the network. Speak to your network or systems administrator for more information.

USING A CUSTOM TEMPLATE

Custom templates are stored by default in the **Templates** folder on your local hard drive. This means that they can be easily opened in the **Backstage** via the **File** tab. Users can create a

presentation based on this template, including inserting relevant text. They can then save the presentation, or even create their own custom template based on the template you have created.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *Project Report.potx*...

1 Click on the **File** tab, then click on **New** to display **Available Templates and Themes**

2 Click on **My Templates** to open the **New Presentation** dialog box

All custom templates stored in the default Templates folder are displayed here...

3 Click on **Project Report.potx**, then click on **[OK]** to create a new presentation based on this custom template

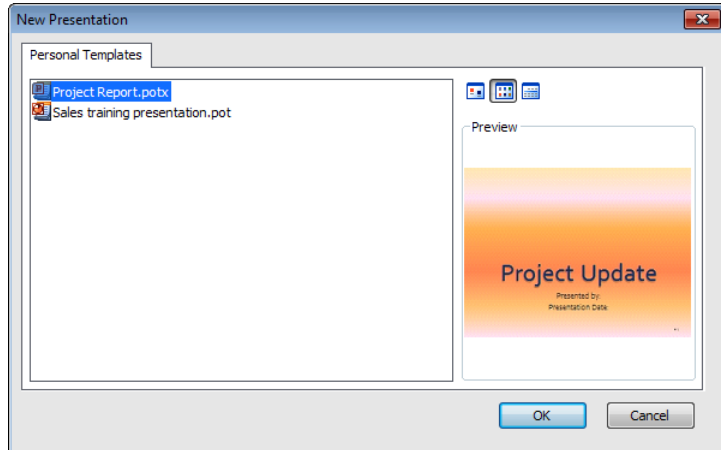
You can now edit the presentation as required, such as replacing existing text and typing the required text into each placeholder. For the purpose of this exercise, however, we'll simply save it...

4 Click on the **File** tab, then click on **Save As** to open the **Save As** dialog box

5 Type **Project Report – July** in **File name**, then click on **[Save]**

The presentation will be saved as a normal PowerPoint presentation...

6 Close the presentation



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For Your Reference...

To **create a presentation** based on a **custom template**:

1. Click on the **File** tab, then click on **New**
2. Click on **My templates**
3. Click on the required template, then click on **[OK]**

Handy to Know...

- You can open and use custom templates saved to other folders. To do this, click on the **File** tab, click on **New**, then click on **New from existing**, browse for the template, then click on **[Open]**.

