

Windows 95

PowerPoint 97: Formatting & Design

ATN

Introduction

In our **PowerPoint 97: Introduction** document, we discussed different ways of creating PowerPoint presentations, starting with a template, a design template or a blank presentation. We made slides with different layouts and various text and non-text objects, but with essentially the same overall design. In this handout, we'll make slides that look different from the default design and also make our own design template. We'll custom design slides, format text, draw visuals and graphic objects, and add slide show animation. We will be working primarily in Slide View.

Working with Masters

Every major component of the presentation (slides, handouts, title pages, and notes pages), follows the format of a Master. The formatting depends on the presentation's underlying design template. In particular, every slide that we add to our presentation has a uniform color and background as well as the same font and bullet styles for text placeholders, all based on the Slide Master (or the Title Master for title slides). To look at any of the slide master options, select **Masters** from the **View** menu. From there you will have the following four options:

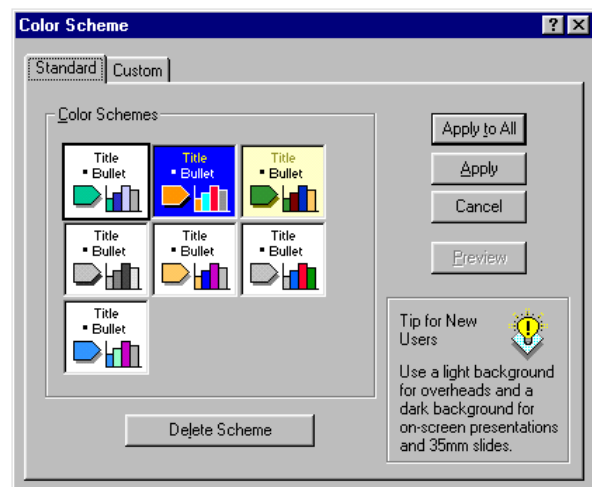
- **Slide Master**—lets one add anything or change anything seen on a slide. You'll learn how to change each of these facets through out the rest of this document.
- **Title Master**—lets one set up their title slide with dates, footers, numbers, fonts, etc.
- **Handout Master**—lets one choose an outline or how many slides per page will print out onto handouts.
- **Notes Master**—lets one set up the notes pages view for both slide view and print outs.

Not every slide has to follow the Slide Master. In this handout, you'll learn how to make formatting changes to individual slides. You'll also use the same techniques to make formatting changes to the Slide Master, which consequently changes the format of all the slides in your presentation. For example, you may want to change the color or the text and bullet styles, or you may want to add a background item such as a logo or graphic. When you make formatting changes on a slide, the change will be reflected on that particular slide; when you make the changes on the Slide Master, the format will be applied to all the slides in the presentation.

Slide Color Scheme

Each design template, including the Blank Presentation, follows a standard color scheme which consists of a set of eight colors used for the slide background, text, lines, shadows, fills, and accents. You can select another standard color scheme or you can create your own custom color scheme and then apply it to some slides or all your slides.

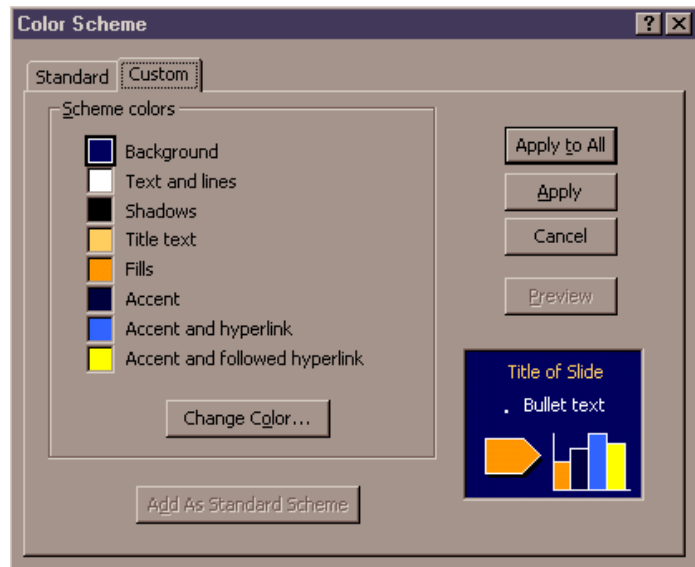
From the **Format** menu select **Slide Color Scheme**. The **Color Scheme** dialog box appears. Click the **Standard** tab to view the available color schemes. If you want to apply a different color scheme, select it. Click **Preview** to see how it looks on the current slide. Click **Apply** to use this color scheme on the current slide or click **Apply to All** to



change the color scheme of the Slide Master and all the slides in the presentation.

To create your own custom scheme, click the **Custom** tab on the **Color Scheme** dialog box. To change one of the scheme colors, select it and then click **Change Color**. A **Color** dialog box appears where you can pick a standard color or create a custom color. You can also save the color scheme you create as a standard scheme for the design template; just click **Add as Standard Scheme**. To use the color scheme, click **Apply** or **Apply to All**.

You are not limited to using the color scheme colors on your presentation. You can always select another color for text or drawings. Once you use a color, it will be available on any drop-down color menu as a selection in addition to the color scheme colors.



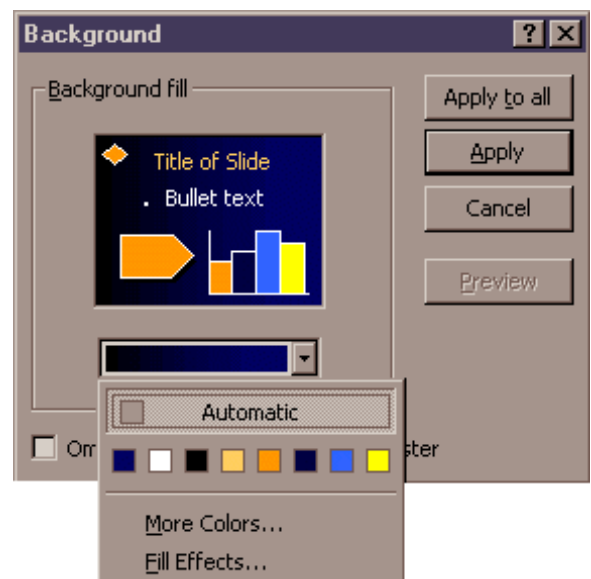
Slide Background

Each slide's background may have color, shading and graphics. Background attributes are automatically set by the Slide Master. To create a custom background, select **Background** from the **Format** menu. Click the **Background Fill** drop-down list on the **Custom Background** dialog box.

- To change background color, select one of the available colors or click **More Colors** to pick a color from the **Colors** dialog box.
- To produce a background with shading, patterns, textures, or a picture, select **Fill Effects**.

There are four options (or tabs) under **Fill Effects**:

- The first tab is **Gradient**. Options are described as follows:
 - For a background with one color that fades to black or white, select **One Color**. Choose the color from the **Color** drop-down menu and click the **Dark** or **Light** arrows to increase or decrease the intensity of the shading.
 - For a background with color that fades into another color, select **Two Color** and then select the two colors from the **Color 1** and **Color 2** drop-down menus.
 - To choose from a set of specially created color fills, select **Preset** and then make a selection from the **Preset Colors** drop-down list. Select one of the **Shade Styles** and several **Variants** appear. Pick one of the options from the **Variants** box; this is the background you made for the combination of color(s) and shade style you selected.
- To make a background with a pattern select **Patterned** and the **Pattern Fill** dialog box appears. Choose a **Foreground** and **Background** color and pick one of the available patterns.
- To use a special texture such as wood, marble, granite or paper as background fill, select **Textured**. Select a texture from the **Textured Fill** dialog box.



- To insert a picture such as a scanned image or graphic in the background, select **Picture** and select the filename of the picture from the Insert Picture dialog box.

Click **OK** on all the dialog box(es) to return to the **Custom Background** dialog box. Click **Preview** to see how your custom background appears on the current slide. To use the background, click **Apply** or **Apply to All**.

If you made a slide with a background that differs from the Slide Master and you wish to return to the default background color and shading, select **Background** from the **Format** menu, choose **Automatic** from the **Background Fill** drop-down list and click **Apply**.

There may be various graphics in the background depending on the presentation design template. If you don't want these graphics to appear on a slide, select **Background** from the **Format** menu. On the **Background** dialog box, check the **Omit Background Graphics from Master** box and click **Apply**. You can also edit these graphics on Slide Master View; this will apply to all slides in the presentation whose background graphics are not omitted. If you want to add an object that appears in the background of all the slides such as a logo, insert the object on the Slide Master.

The Formatting Toolbar

To format text in Slide View the long way, first click on the text to activate the text box or placeholder and select or "highlight" the text. If you want to format all the text in a text box or placeholder, click on the border of the text box or placeholder. Then choose **Font** from the **Format** menu and select the desired options from the **Font** dialog box. Pick a **Font**, **Font Style** and **Size**, and Effects, such as **Underline**, **Shadow**, **Emboss**, **Subscript** or **Superscript**. When you subscript or superscript text, you can select the percentage by which to offset the selected text from the baseline. To change text color, click on the **Color** drop-down menu and select one of the available colors or click **Other Color** to bring up the **Colors** dialog box. To preview the font formatting changes, click **Preview**. Check the **Default for New Objects** box to apply the font format you selected to subsequent text you enter on slides. To apply the formatting changes, click **OK**.



But you can save a lot of time using the Formatting toolbar (shown above) to change text format. From left to right, there are drop down menus for Font Face and Font Size followed by buttons to Bold, Italic, Underline, add Text Shadow, Text Alignment, Bulleted List, Character Spacing, Increase Font Size and Decrease Font Size (by about 10% of the current size), Promote and Demote (from the Intro document), and an animation effects button.

Bullets

To change the bullet of a selected paragraph in a bulleted list, select **Bullet** from the **Format** menu. On the **Bullet** dialog box, pick a font from the **Bullets From** drop-down list menu. All the characters of the font you chose will be displayed; click on the one you want to use as the bullet. To change the bullet color, click the **Special Color** drop down menu and select an available color or click on **Other Color** to bring up the **Colors** dialog box. You can also change the **Size** of the bullet as a percentage of the paragraph's character font size. Click **OK** to use the new bullet.



To remove the bullet of a selected paragraph in a bulleted list, you can check off the **Use a Bullet** box on the **Bullet** dialog box or toggle off the **Bullet On/Off** button on the **Formatting** toolbar. Note that the paragraph is formatted with a hanging indent. To change this, see the section on setting tabs and indents.

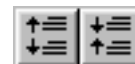
Alignment

To change the alignment of a selected paragraph, choose **Left**, **Center**, **Right** or **Justify** from the submenu that appears when you select **Alignment** from the **Format** menu. For left or center alignment, you can also use the **Left Alignment** and **Center Alignment** buttons on the **Formatting** toolbar.



Line Spacing

To change spacing between lines and between paragraphs, select Line Spacing from the Format menu and make adjustments on the Line Spacing dialog box. You can also add or reduce the amount of space between selected paragraphs using the Increase Paragraph Spacing or Decrease Paragraph Spacing buttons on the Formatting toolbar.



Other Paragraph Formatting

Paragraph formatting includes bullets, alignment, tabs and indents, and line spacing. To select a single paragraph for formatting, place the insertion point in that paragraph. To format multiple paragraphs, extend the highlight into a portion of all the paragraphs you want to format. To format all the paragraphs in a text box of placeholder, click on the border of the text box or placeholder.

Tabs and Indents

Tab and indent settings are done quickly using the Ruler. To view the tab and indent settings for a selected paragraph, select **Ruler** from the **View** menu.



Arrows on the Ruler change the paragraph indentation. On text boxes created with the Text Tool, there are no preset indents (the arrows are on the left-most side of the Ruler). On bulleted list placeholders, there can be up to five sets of arrows, each corresponding to a sublevel in the list. The top arrow controls the first line of the paragraph while the bottom one controls indentation for the rest of the paragraph. Drag an arrow to change the paragraph indentation. Drag the box attached directly below the bottom arrow to move both arrows together.

To set a tab, click on the **Tab** button at the far left of the Ruler to switch to a left, center, right or decimal tab button. Next, click the place on the Ruler where you want the tab to appear. To adjust its location, drag the tab. To discard the tab, drag it off the ruler.

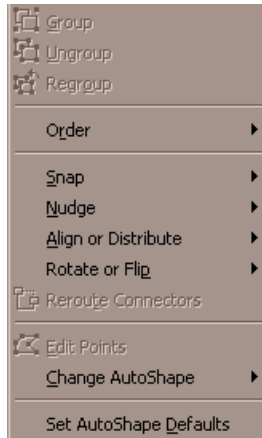


Drawing Toolbar

The **Drawing** toolbar (shown on the right side of the next page), which is displayed in Slide View, contains the tools for creating lines, arcs, freeforms, and shapes. We will take each button in order from top to bottom and describe its functions. But first a few words about objects. Just about everything you work with in PowerPoint is an object, things you make (text in a text box or placeholder, a drawing, graph, table) or import from other applications (ClipArt, WordArt, pictures). You select an object by clicking on it. To select objects next to each other, click and drag on the slide to enclose the objects in a dashed rectangle. If the objects are not contiguous, select the first object and hold the **Shift** key down while selecting the other objects. Once selected, you can move the object(s) around or resize by dragging a handle. You can perform standard Windows operations like **Cut** and **Paste** or **Copy** and **Paste**. You can also do slightly more complicated operations to get the effect you want.

Drawing Objects

There are numerous options under the **Drawing Objects** button on the **Drawing Toolbar**. The upper three options deal with **Grouping**. You can group objects together so you can manipulate them as one unit. First select the objects. Then click the **Group** option under the **Drawing Objects** button. The handles of the individual objects disappear and one set of handles appear for the group. To ungroup or re-group a selected object group, click the **Ungroup Objects** option on the same button.



Aligning

Objects snap into place on an invisible grid on the slide. To position objects yourself, click **Snap / To Grid** from the **Draw** menu. Check on **Guides** from the **View** menu for horizontal and vertical guides that you can drag across the slide to use as a guideline for positioning objects.

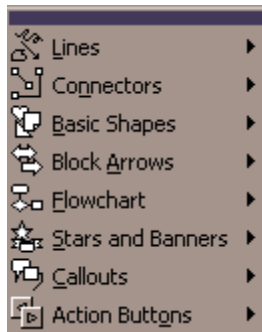
Stacking

You can stack objects on top of each other by moving objects so they overlap. You can change the order in which they are stacked. Select the object in a stack and click on the appropriate option under **Order** on the **Drawing** toolbar. This will bring forward or send back your object within the stack.



Flipping and Rotating

You can flip and rotate any object you made in PowerPoint, including groups if its individual components are PowerPoint, not imported, objects. To flip a selected object horizontally (vertically), click the **Flip Rotate** button (shown right and far right) on the **Drawing** toolbar. To rotate the selected object 90 degrees in any direction or flip the object vertically or horizontally, choose **Rotate or Flip** under the drawing options on the **Drawing** toolbar.



AutoShapes

To draw a line, rectangle, ellipse or arc, click the **AutoShapes** button. Choose the shape from the menu (shown here left) and watch your mouse pointer turn into crosshairs. Position the mouse pointer on the slide and then, click and drag.

Adding Specific Objects

Using the next 4 buttons, one can add a specific line, arrow, rectangle or oval to the presentation. First, select the appropriate button from the drawing toolbar, then click and drag the image to the size and direction you desire on the slide. These four buttons are shown here to the left under the **AutoShapes** option and above the **Textbox** button.

Text and WordArt

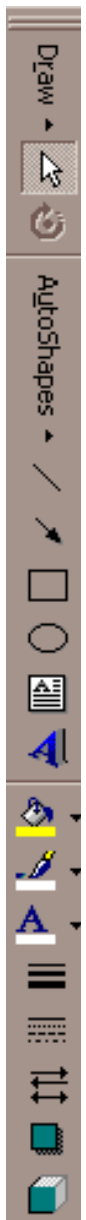
The next two buttons on the **Drawing** toolbar add text or WordArt to your slides. You can put text anywhere on your slide you choose. Once placing the text on the slide, you have all the options you have within the formatting toolbar and under **Format / Font** to make that text exactly what you desire.

WordArt takes is a tool within PowerPoint that gives words 3-D effects and certain texture fills. After clicking on the WordArt button on the Drawing toolbar, you will then be asked to choose your style of WordArt. Finally, you will be asked to choose font and size after typing your text. PowerPoint will place your selection on your slide at this time. Note: This is a lot of graphics, and the speed of your computer will affect the speed at which the WordArt loads onto your slide. It also affects the speed your computer can move the image as you reposition it on your slide.

The Last 8 Formatting Buttons

By default, lines you draw have the color scheme *Text & Lines color*, arcs have *no fill* and the color scheme *Text & Lines color* and AutoShapes have the color scheme *Text & Lines color* for their outline and the color scheme *Fills* inside. Freeform closed polygons have *AutoShape* formatting while freehand drawings have *arc* formatting.

To change a drawn object's default formatting, select the object and select **Colors and Lines** from the **Format** menu. On the Colors and Lines dialog box, you can select a Fill similar to the Background Fill options and make the fill Semi-Transparent. You can select Line Color and Style, and make Dashed lines and Arrows. To use the new fill and line settings for subsequent objects you draw, check the Default For new Objects box.



The menu choices for formatting colors and lines are also available on the Drawing toolbar. To change an object's fill (line color), select the object and click the Fill Color button (Line Color button) on the Drawing toolbar. For lines, the buttons available on the Drawing toolbar are from the top, Line Style, Arrowheads and Dashed Lines.

To add or remove the default shadow on a selected object, click the Shadow On/Off button on the Drawing toolbar. The default shadow has the color scheme Shadows color and is offset below and to the right of the object.

The Format Painter

The **Format Painter** on the **Standard** toolbar copies the formatting of a selection, and then applies that formatting to the next thing you select. The thing can be text, a drawing or a slide. To use the Format Painter on text or a drawn object, first select the text or object with the formatting you want to duplicate and then click the **Format Painter** button. Your mouse pointer becomes an I-beam with a paint brush attached to it. "Brush" the I-beam over the text or object you desire to format to "paint" the format onto it.



You can use the Format Painter on slides to pick up a slide color scheme and background color and shading and apply it to another slide. Switch to Slide View, click the **Format Painter**, and then the slide whose color scheme and background you want to pick up. Next, click on the slide you want to apply the format to.

A Note About Editing

To edit a drawn object, first click on it to select it. Several handles appear depending on the object. A resize handle is square and your mouse pointer changes into a double sided arrow when you point to it. Click and drag a resize handle in the direction of an arrow to stretch or shrink the object. Some objects also have a diamond-shaped adjustment handle. Click and drag an adjustment handle to adjust the object's features. To move a selected object, drag the object anywhere except on its handles to its new position.

Adding Animation

You can add animation settings to a slide objects to achieve a special audiovisual effect when the objects appear on an electronic slide show. Select the object and select **Animation Settings** from the **Slide Show** menu. You have three animation options. To animate your objects, choose **Custom Animation**. From here you can set the order, effects, timings, etc. in your presentation.

Creating Templates and Design Templates

To create your own design template, first create a new presentation. You can begin by using an existing design template as the basis of your own or you can start from scratch with the blank presentation template. Switch to Slide Master View, pick a color scheme and create a custom background. Change the font style and size, text color and alignment of the title text. Pick bullets and fonts for bulleted lists. Draw objects for the background or insert a graphic. You can also format the Title Master, if it exists. If it does not exist as with the blank presentation template, you can add it. On Slide Master View, select **New Title Master** from the **Insert** menu.

The next step is save the presentation as a template. On the **File Save** dialog box, select **Presentation Templates (*.pot)** from the **Save as Type** drop-down list. You can save your design template in one of your own folders or in C:\Program Files\Microsoft Office\Templates\Presentation Designs. To use the design template to begin making a new presentation:

- If you saved it in the Presentation Designs folder, click the **Presentation Designs** tab on the **New Presentation** dialog box, select the icon for your design template and click **OK**.

- If you saved it in your own folder, start with the blank presentation template and then apply your design template. Select **Apply Design Template** from the **Format** menu, navigate to the folder where you saved the design template, select it and click **Apply**.

You can also create a template that comes complete with suggested presentation content, along with the design. Begin like you're making a design template. After formatting the Title Master and Slide Master, switch to Slide View or Outline View and insert slides with content that reflect your needs. Then save the presentation as a template in C:\MSOffice\Templates\Ppresentations. To use the template to begin making a new presentation, click the **Presentations** tab on the **New Presentation** dialog box, select the icon for your template and click **OK**.