



PowerPoint

Part 3

Revised January 2021

PowerPoint Part 3 covers using master slides, slide transitions, rehearsing timings, creating a custom side show, and Presenter View.

Getting Started

1. Open **PowerPoint**.
2. The PowerPoint Start Screen appears
3. Select **Blank Presentation** to get started.

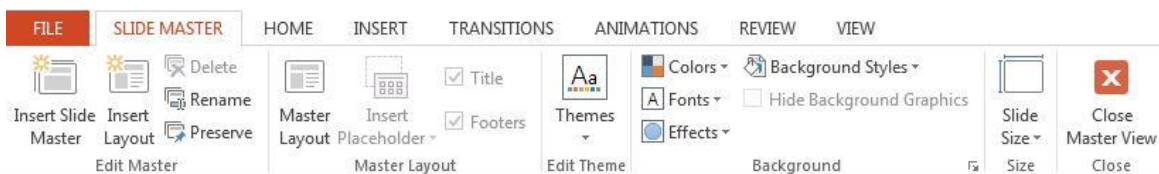
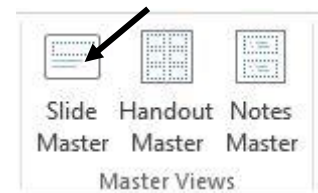
Slide Master View

Slide Master View allows users to make changes **once** that affect **all** current and future slides. Use slide master to:

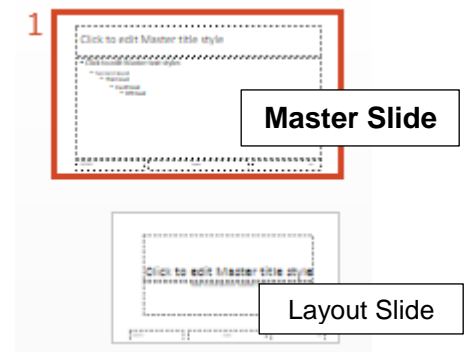
- change **font colors** and/or **styles** on all slides
- add **logos** or **pictures** to all slides
- add **footers** or **dates** to all slides

Accessing 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.

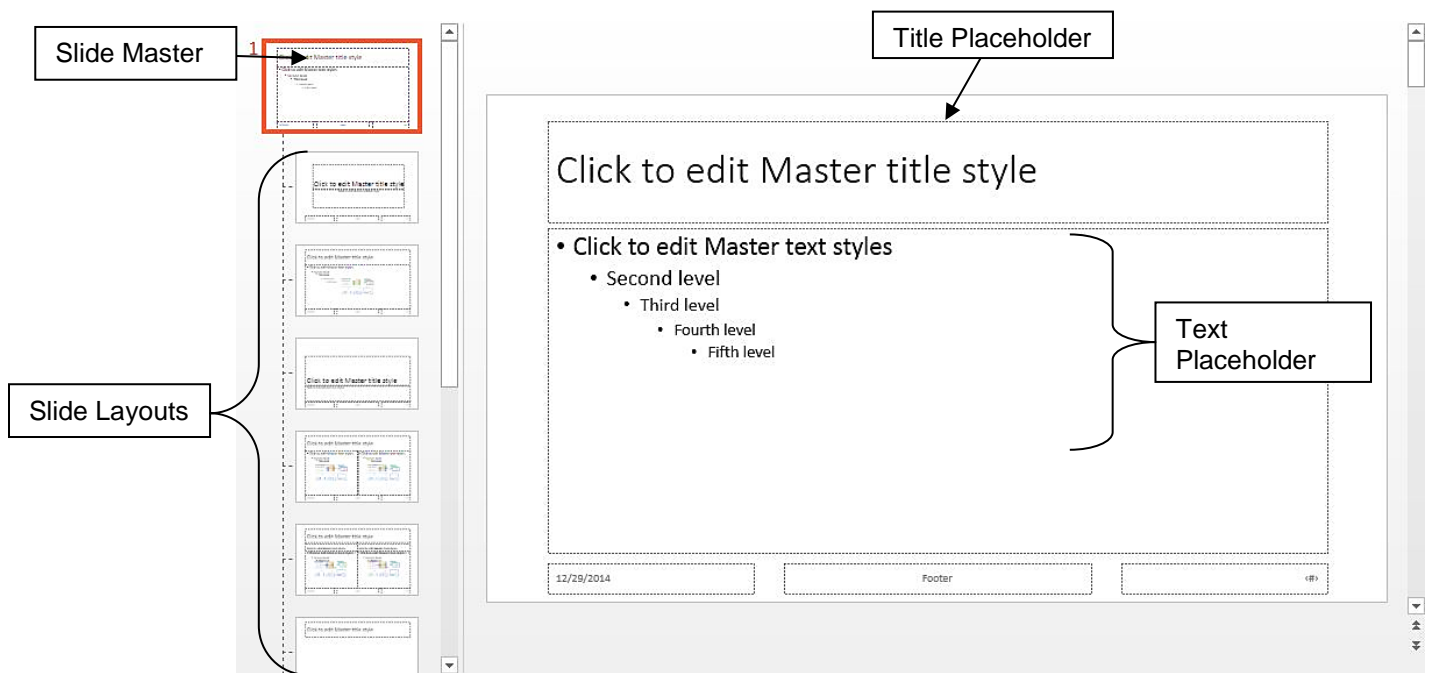


4. Scroll up in the left navigation column to find the **Slide Master**. The Slide Master is indicated by a number **1**. The other slide layouts are “descendants” and are connected with a dotted line.



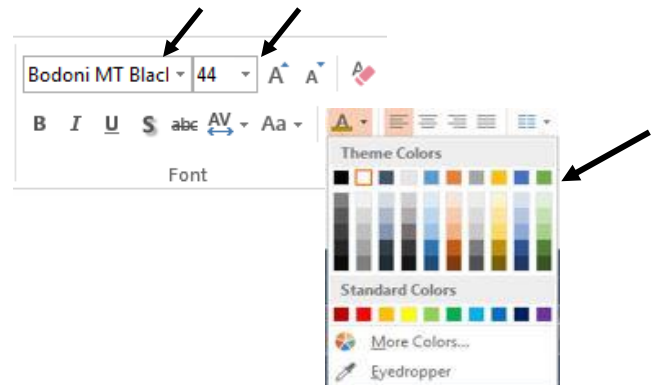
Understanding Slide Master View

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.



Changing Fonts in Slide Master View

1. In the Slide Master view, select the **placeholder** to be changed.
2. To change the **font**:
 - Go to **Home** tab > **Font** group > **Font** down arrow
 - Select a font from the dropdown menu.
3. To change the **font size**:
 - Go to **Home** tab > **Font** group > **Font size** down arrow
 - Select a number from the dropdown menu.
4. To change the **font color**:
 - 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.

Practice Exercise: Changing Fonts

1. Select the **Title** placeholder.
2. Change:
 - font to **Bodoni MT Black**
 - size to **44**
 - color to **orange**.

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. To add a logo:

1. Insert the logo image through **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.

To add an additional 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, such as **Ion**.

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

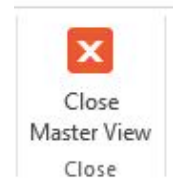
Once Slide Master View is closed (see below), the slides with the new theme can be added to the presentation by:

1. Go to **Home** tab > **Slides** group > **New Slide** down arrow and select a layout such as **Two Content**.
- OR**
1. Select the slide to be changed.
 2. Go to **Home** tab > **Slides** group > **Layout** command.
 3. Select the desired layout.

Closing the PowerPoint Slide Master View

When you are finished with Slide Master View:

1. Go to **Slide Master** tab > **Close** group > **Close Master View** command to return to **Normal** view.



Slide Transitions

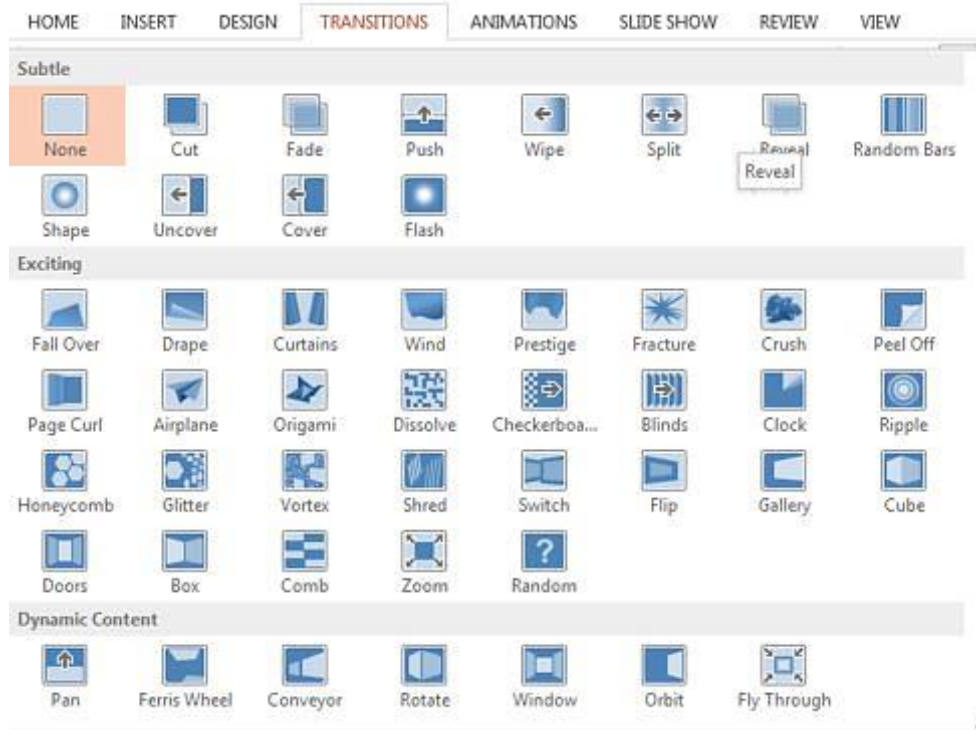
Transition settings control how the slide show moves from one slide to the next.

To add a transition to a slide:

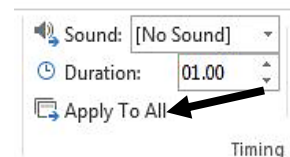
1. Click on the slide to which a transition should be added.
2. Go to the **Transitions** tab > **Transition to This Slide** group > **Transition Gallery** arrow.



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.



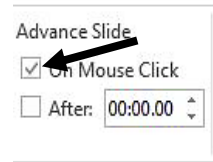
Transition Timing

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.

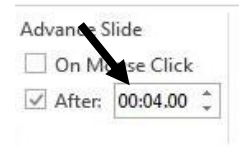
To manually advance slides:

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).



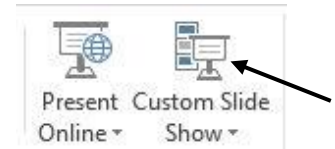
NOTE: On Mouse Click can still be checked even if the slides are on a timer. This allows the presenter to advance the slide even if the timer is still going, such as if you speak faster when presenting than while practicing.

Creating a Custom Slide Show

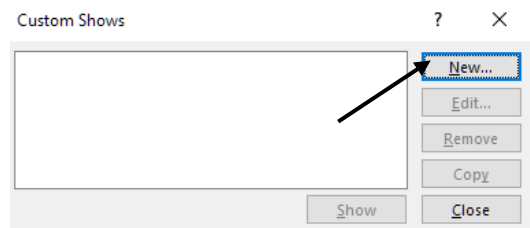
A custom slide show is a select subset of a larger presentation that is used to create a shorter presentation. For example, the sales department may need to see only slides that pertain to their group rather than the full slide show that covers all departments in the company.

To 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:



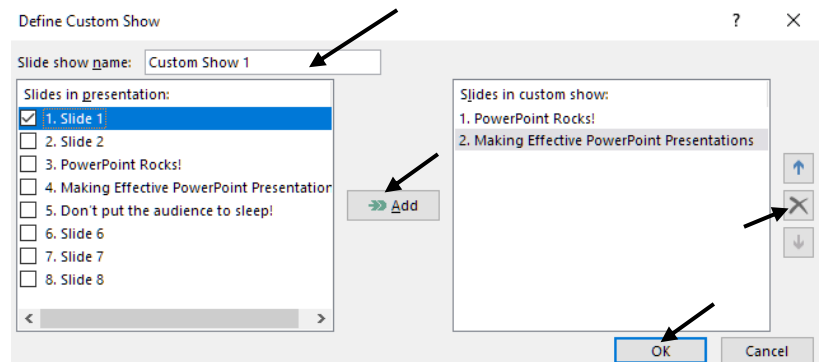
- Click the checkbox on the left of a slide. Multiple slides can be selected at one time.
- Click on **Add >>**.

6. To **reorder** slides in the custom show:

- Click on the slide to be moved.
- Use the **up** and **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 and down arrows.



8. When finished adding and reordering slides, click **OK**.

- 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].

Rehearse Timings

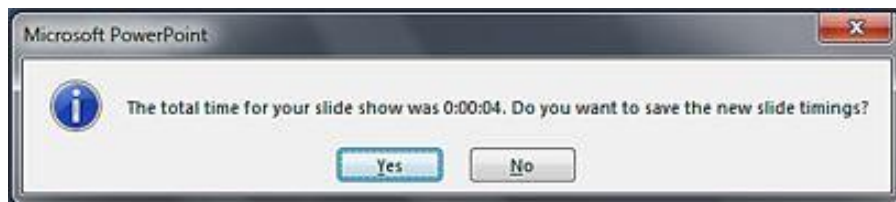
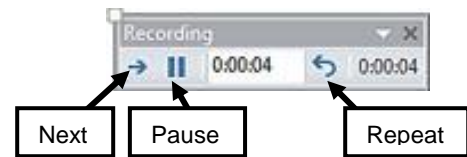
Rehearse Timings helps you practice your presentation to ensure that it fits within a certain time frame. The timing feature can be used to record the time needed to present each slide and then using these timings to advance the slides automatically.

NOTE: In order for the timing to be accurate, the user needs to be ready to start delivering the presentation immediately after completing step 1.



To rehearse timings:

- Go to **Slide Show** tab > **Set Up** group > **Rehearse Timings** command.
- The slide show begins and the **Recording** toolbar appears. The slide timing box begins timing the presentation.
- Timing buttons on the Recording toolbar:
 - To move to the next slide, click **Next**.
 - To temporarily stop the time, click **Pause**. A dialog box will appear
 - To restart the time after pausing, click **Resume Recording** in the dialog box.
 - To restart the time for the current slide, click **Repeat**.
- After setting the time for the last slide, a message box displays the total time for the presentation and asks, **Do you want to keep the new slide timings to use when you view the slide show?**
 - To keep the recorded slide timings, click **Yes**.
 - To discard the recorded slide timings, click **No**.



Timings are visible in **Slide Sorter** view.

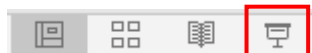
To preview the entire slide show with transitions and timings:

- Go to **Slide Show** tab > **Start Slide Show** group > **From Beginning** command.

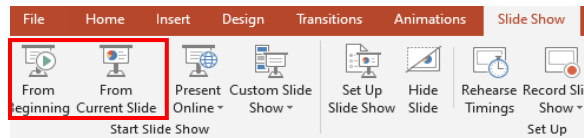
Slide Show View & Presentation Tools

Slide Show View

You can quickly start your presentation by clicking on the **Slide Show View** icon displayed in the status bar at the bottom of screen. The presentation will start with the current slide.



You can also start presenting your slideshow by going to **Slide Show** tab > **Start Slide Show** group > **From Beginning** or **From Current Slide** command.






To end the presentation, hit the **Esc** key on the keyboard or right-click on your mouse and select **End Slide Show**.


Once in **Slide Show**, you can advance to the next slide by clicking the mouse or pressing the spacebar on your keyboard. You can also use the arrow keys on the keyboard to move forward or backward.


You can also use the **presentation tools** at the bottom left of the slide. **NOTE:** They will not appear until you mouse over that area.




The **Arrow**   buttons move slides backward and forward.

The **Pen**  button points out or highlights words/images, or allows you to write on the slide.

See All Slides  button views all slides at once and gives you the ability to jump to a nonadjacent slide.

The **Zoom to Slide**  button zooms in on a particular area of the current slide. To unzoom hit Esc key on the keyboard.

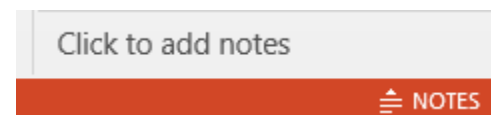
Slide Options Menu  give additional options, including Show Presenter View, Black/White Screen, and Show Task Bar.

Presenter View

PowerPoint 2013 offers improved presenter tools to help make sure that the presentation goes smoothly. The notes section allows for you to make specific presentation cues or speaker notes, viewable only on your monitor but not on the one projected to the audience.

To add a note that will be visible in Presenter View:

1. Click on **Notes** in the status bar at the bottom of the screen.
2. A text area appears. Click in this area and begin typing.

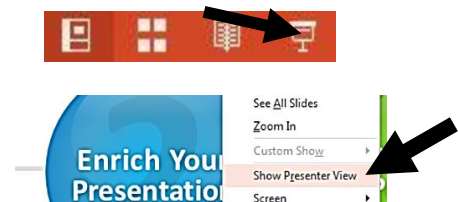


The notes area will scroll. To resize the notes section:

1. Move your mouse to the **top border** of the area.
2. When a **two-headed arrow** appears, **click and drag** to resize the notes section.

To use the Presenter View:

1. Click on the **Slide Show View** icon in the tool bar.
2. After the slideshow view appears, **right click** on the slide and select **Presenter View** from the resulting menu.



In Presenter View, slide notes and additional presentation options are available.

