

CEDC Coffee Chat

PowerPoint Skill Building – Part 2
Themes and Conference Poster Creation

Presenter

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Falling in love with Accessibility since 2020.



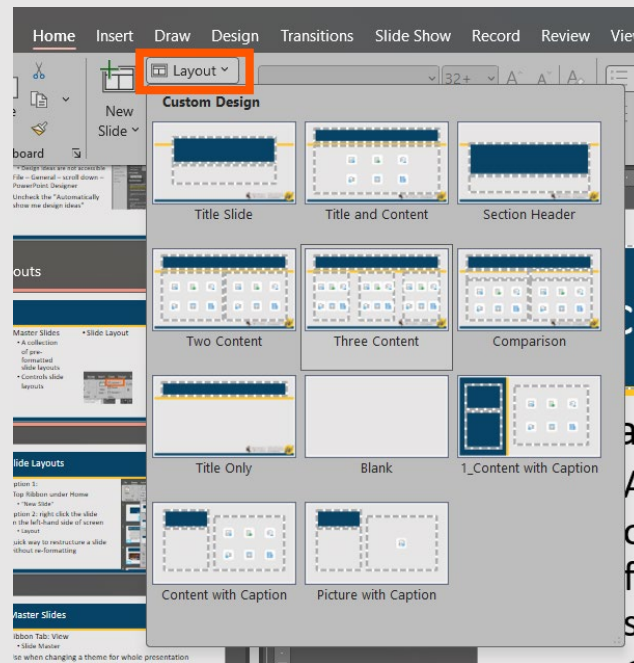
Master – Layout - Slide

- Master Slides

- A collection of pre-formatted slide layouts.
- Controls slide layouts.

- Slide Layout

- Pre-formatted slide designs.



- Slide

- Based on slide layouts.
- Controlled by Slide Master.

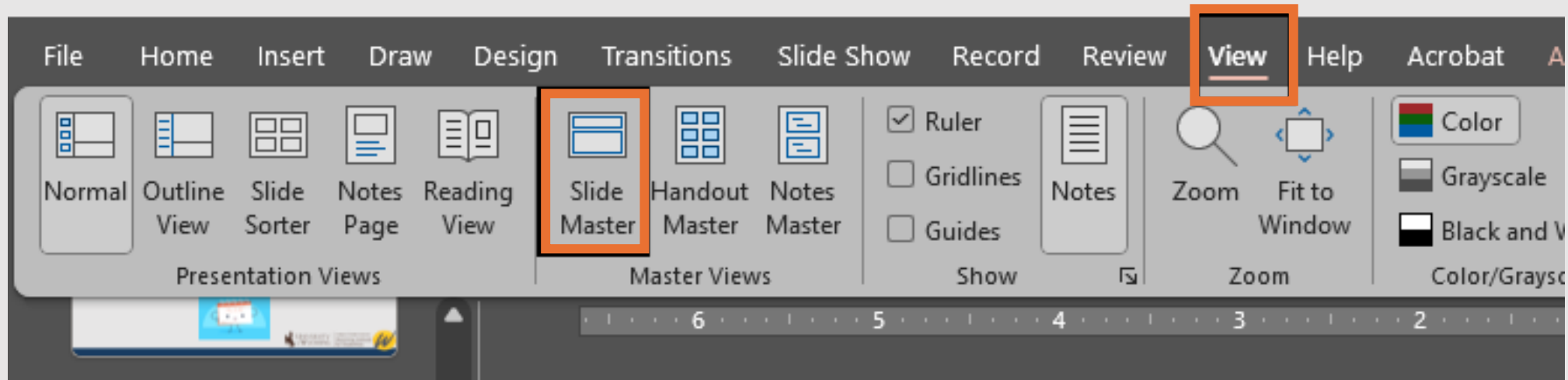
Slide Master

- Control everything!!
 - Color schemes (including logos).
 - Backgrounds.
 - Font Choices.
 - Font Sizes.
 - Bullets.
 - Spacing and Alignment.
 - Footers, Page Numbers, Dates.
- Slide Master Groups = Families
- Parent Slide
 - (Almost) all child slides inherit the parent changes.
- Can have multiple "families" or multiple Master Slide layouts.

Accessing Master Slides

Ribbon Tab: View

- Slide Master.



Slide Layouts

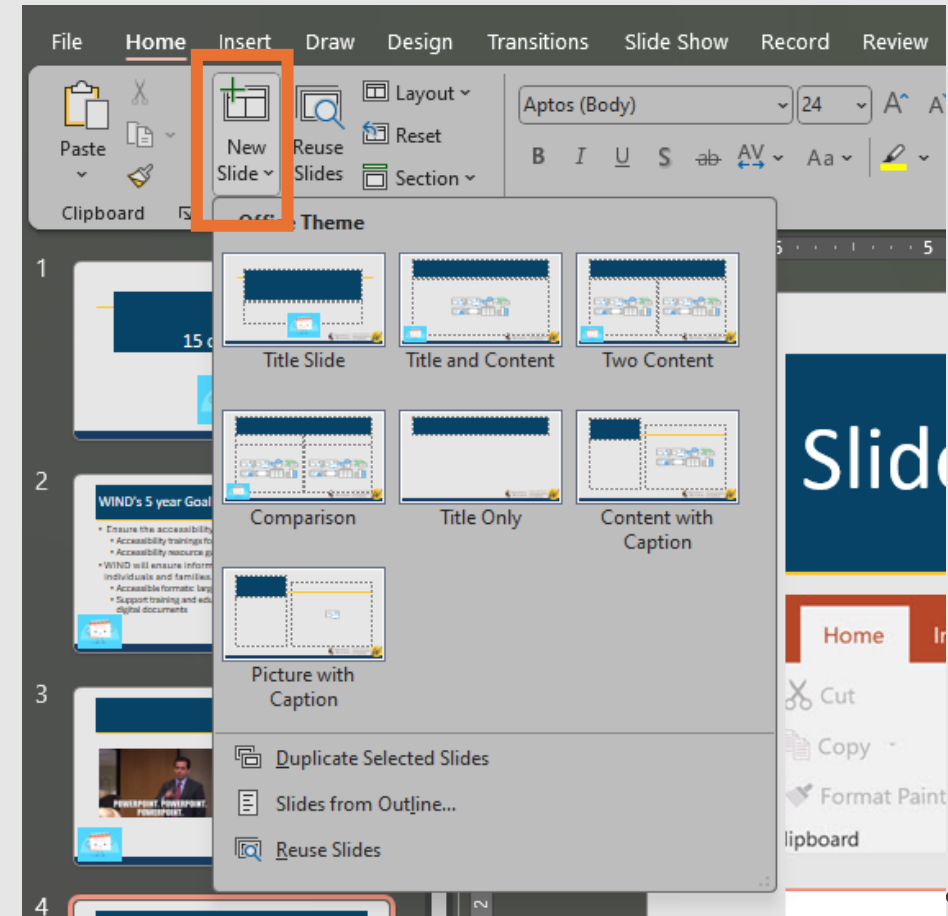
Option 1:

- Top Ribbon under Home.
 - "New Slide."

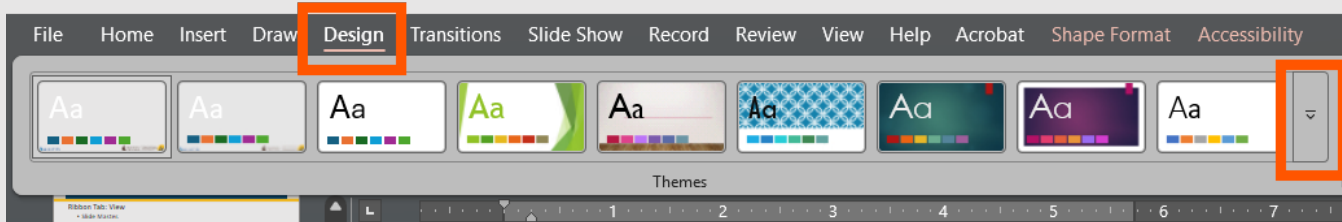
Option 2: right click the slide on the left-hand side of screen.

- Layout.

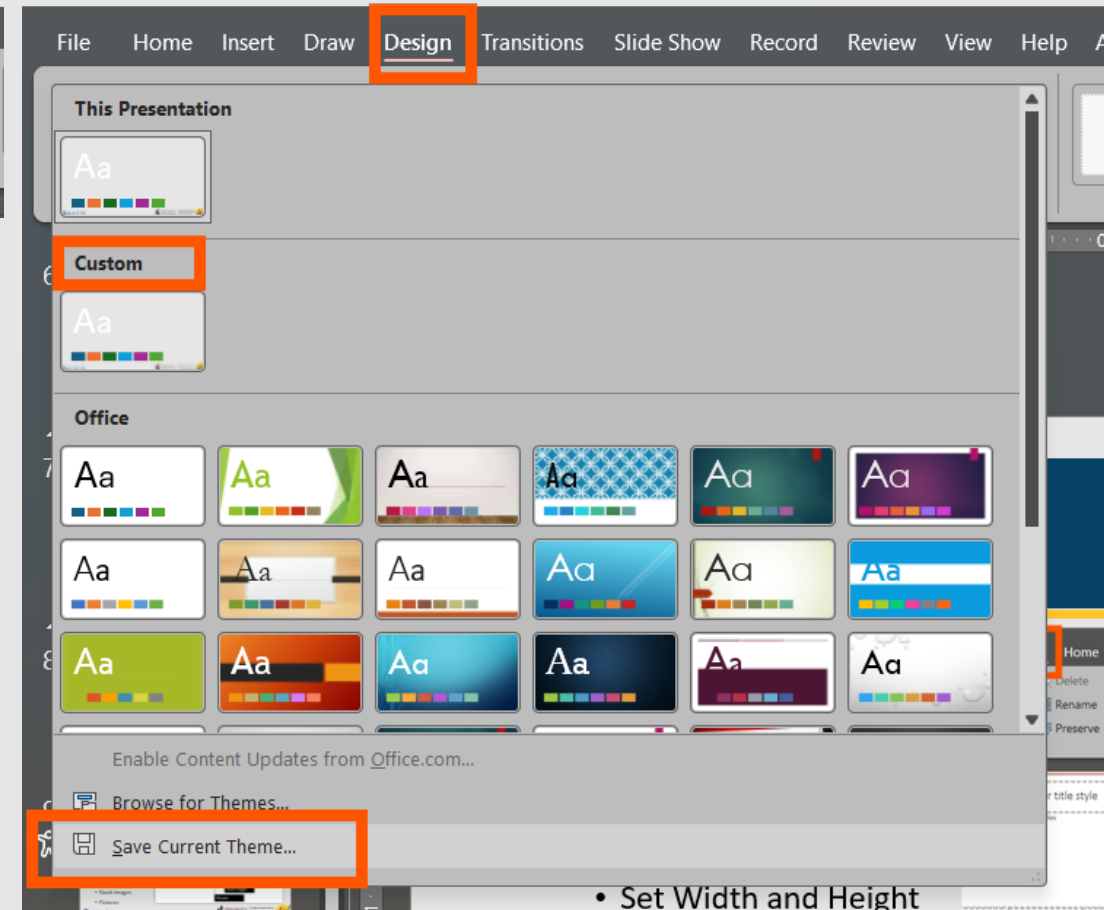
Quick way to restructure a slide without re-formatting.



Save the Theme



- (Not under Master Slides)
- Design Tab.
- Click Down arrow under Themes
- Save Current Theme
 - Lives under "custom"



- Set Width and Height
- Wyoming Institute
for Disabilities

Save as a Template

- **File** tab, select **Save As** (or **Save a Copy**, if you are using Microsoft 365).
- In the **Save as type** list, choose **PowerPoint Template**.
 - PowerPoint switches the storage location to the appropriate folder, that is the **Custom Office Templates** folder.
- In the **Save As** dialog box, in the **File name** box, name your file.
- Select **Save**.
- **Use your template for a new presentation**
- Select **File > New. Personal** - double-click the template you saved.

Placeholders

- Slide Master
 - Insert Placeholder
 - Content: Accessible
 - Identify them by the “Click to add title” or “Click to add text” prompt text.
 - Content placeholder at the top is a catch-all, allowing you to insert any object you want.

Slide Master

Home

Insert

Draw

Transitions

Anim

Delete
Rename
Preserve
Edit Master

Master
Layout

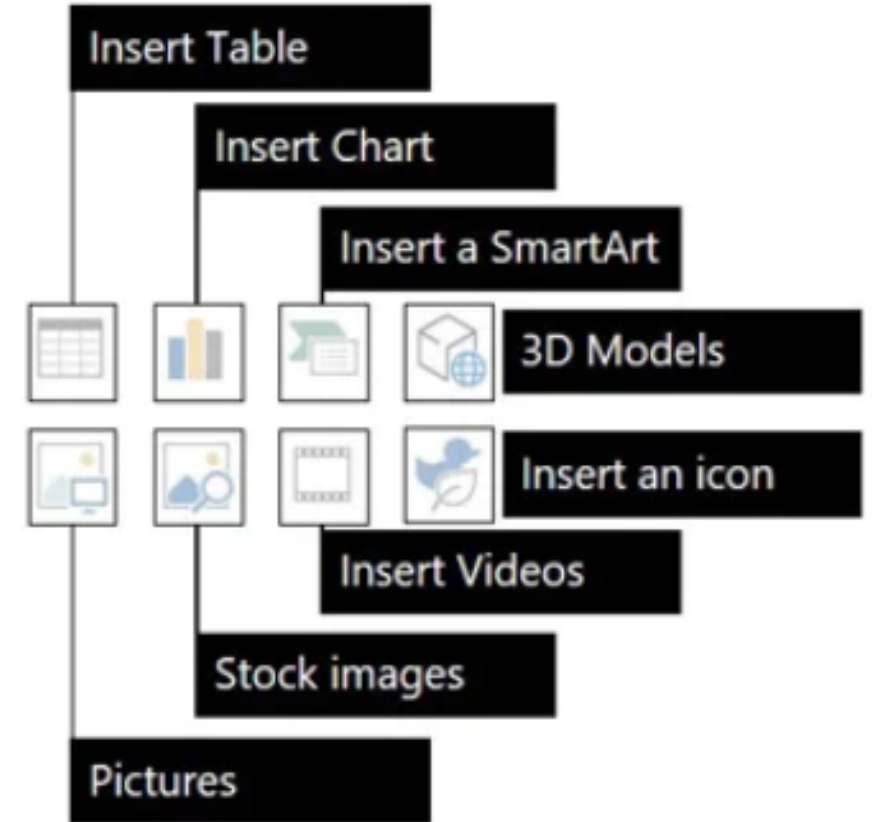
Insert
Placeholder ▾
Title
Footers

Content
Text
Picture (fill)
Picture (fit)
Chart
Table
SmartArt
Media
Cameo

Placeholder Options

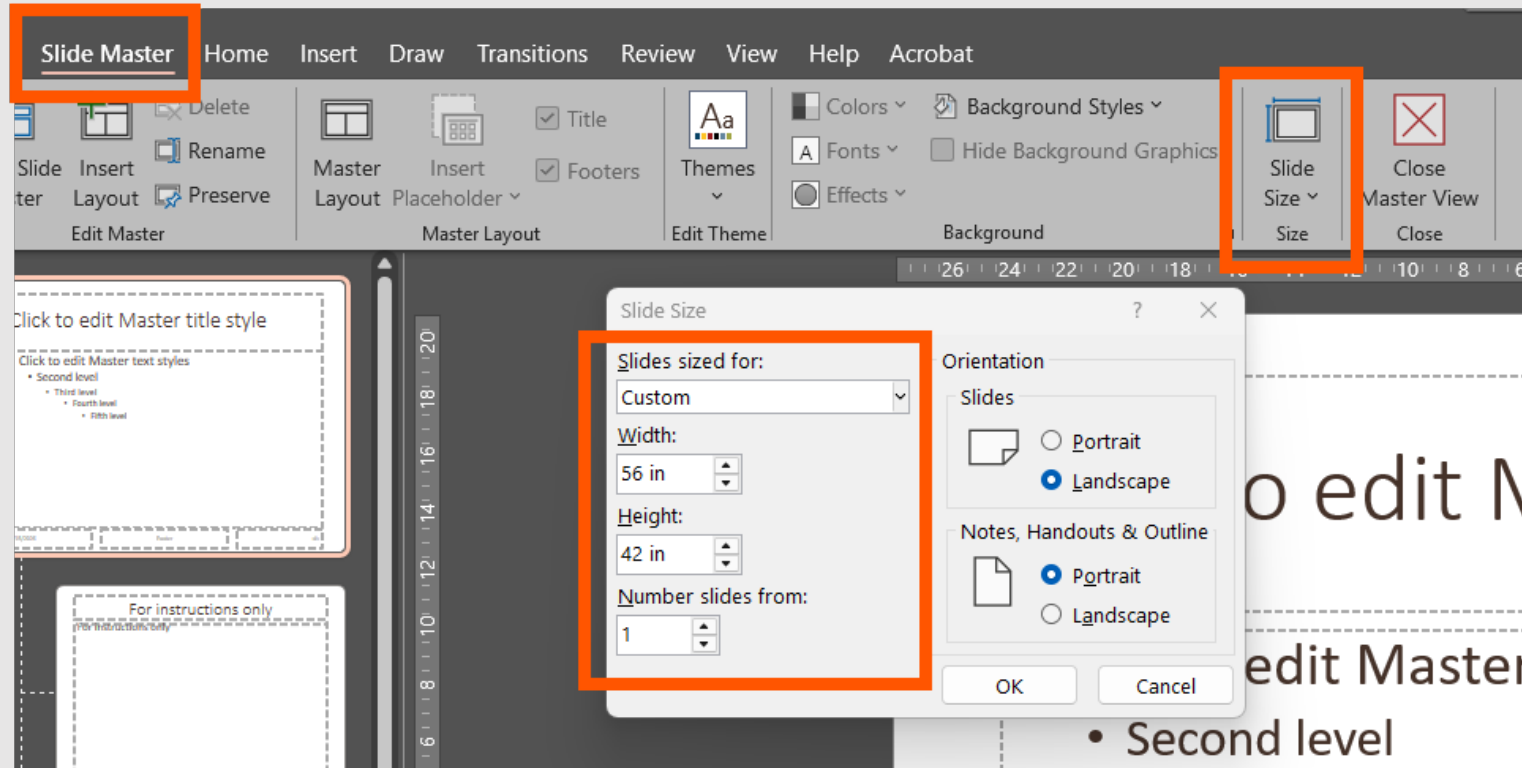
- Insert Table
- Insert Chart
- Insert SmartArt
- 3D Models
- Insert an Icon
- Insert Videos
- Stock images
- Pictures

Placeholder Options



Custom Poster Sizes

- To set the custom slide size:
 - Slide Master
 - Slide Size
 - Custom
 - Set Width and Height
 - (56 (or 54) by 42).



Questions?

