

Section 7



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Time Required: 1 Hr

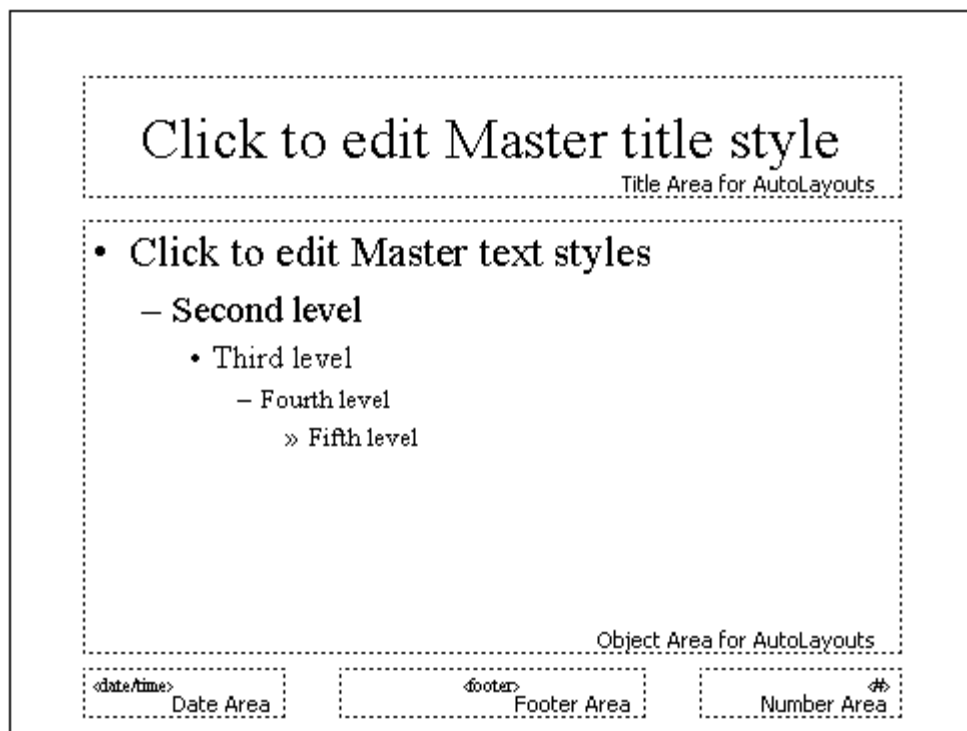


Editing the Slide Master

PowerPoint templates provide you with a choice of standard presentation formats that can be used for as many different presentations as required. If, however, you would like to customise the layout of the slides in a particular presentation, by incorporating your company name on each slide, for example, you can do so by editing the *Slide Master*. Changes made to the Slide Master affect only the presentation that is edited.

Any object that is to appear on every slide in a presentation is specified on the Slide Master. The format to be applied to any text object(s) on the slides is also specified here. Therefore, if you want to add an object such as your company name to every slide, you would add it to the Slide Master. Likewise, if you wanted to change the format of the slide titles, applying the changes to the Slide Master would mean that you'd only have to do it once.

However, you should note that if you format text on an individual slide, it would no longer follow the Slide Master that it's based on, and as such would not be affected by changes made to the Slide Master. A typical Slide Master looks like this:



You can edit the Slide Master at any time. Just select the **View, Master, Slide Master** menu option and format the master slide like any other.

Note: If you apply a different template to your presentation after you have made changes to the Slide Master, the changes, including any background items you have added, will be lost (a **background item** is any object on the Slide Master other than the title and text placeholder).



Colour Schemes

The colour scheme originally applied to the slides in your presentation will depend on the template you've used. You can elect to apply a different colour scheme either to *all* the slides or just to individual slides. This would allow you to use different colour schemes for different sections of your presentation.

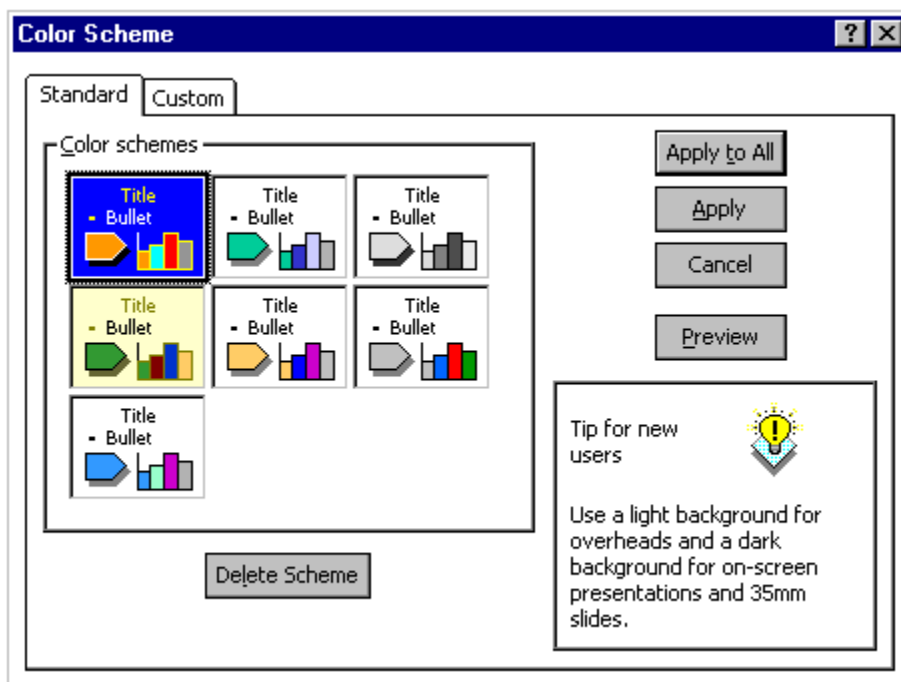
To Change the Colour Scheme

1. Select the slide that you want to change the colour scheme of.
2. **Menu:** Select the **Format, Slide Color Scheme** menu option.

Alternatively, right click on the slide, and then choose the **Slide Color Scheme** option.

The **Color Scheme** dialogue box will be displayed. There are two property sheets: **Standard** and **Custom**.

3. From the **Standard**, select one of the preset colour schemes illustrated by clicking on the one you want. /..

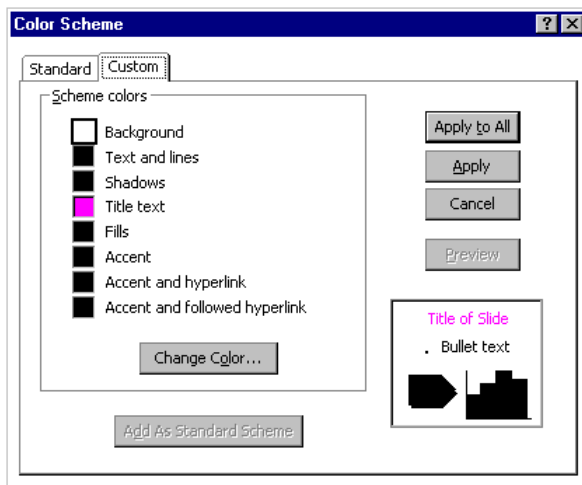




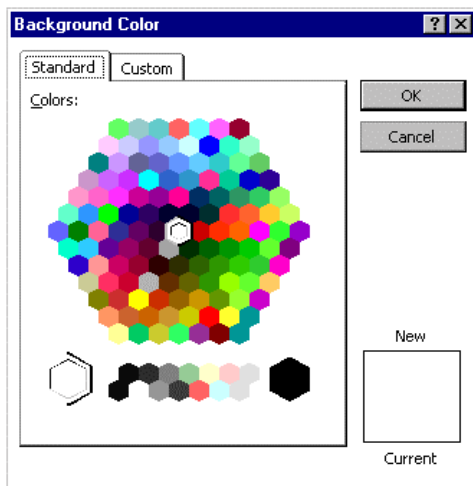
Colour Schemes

../ To Change the Colour Scheme

4. If necessary, click on the **Custom** tab to display the **Custom** property sheet. From here you can define your own choice of colours. Click on the slide element that you want to change the colour of then click on the **Change Color** button.



5. Select the new colour from the **Standard** or **Custom** property sheets then click on **OK**.

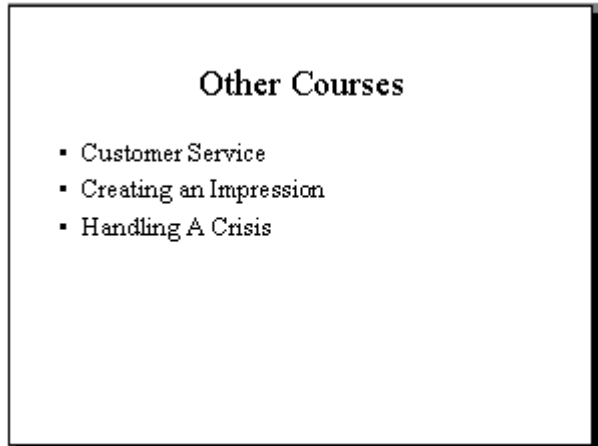
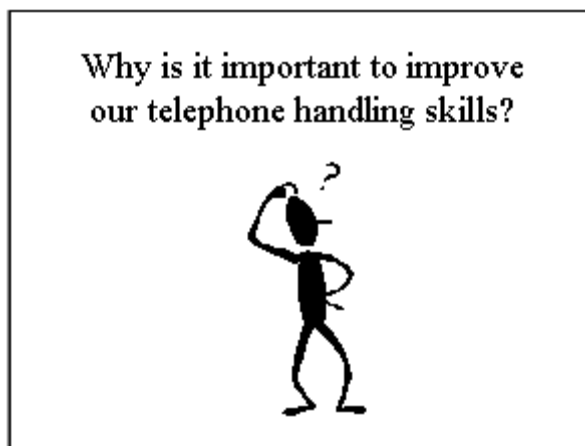
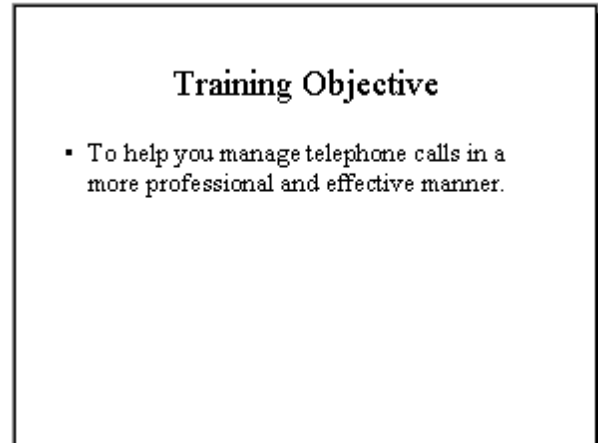
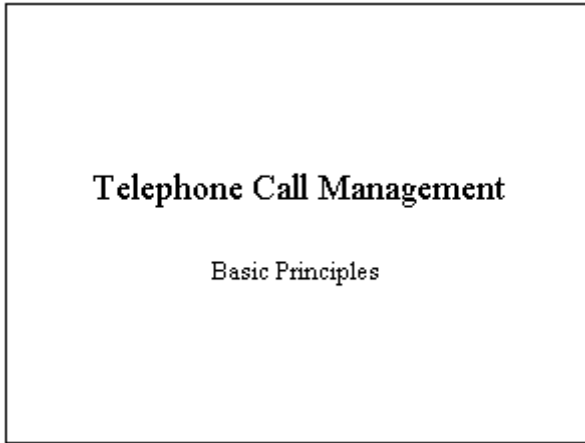


- **Add as Standard Scheme:** Once you've assigned the colours you want for each element, click on the **Add as Standard Scheme** button to add the new colour scheme to those available from the **Standard** property sheet.
6. Click on the **Apply** button to apply the new colour scheme to the selected slide only, otherwise click on the **Apply to All** button.

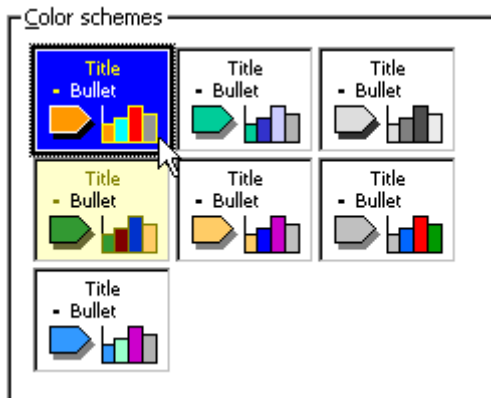


Exercise 7-1

1. Create a new **blank presentation**.
2. Create the following slides:



3. Apply a different colour scheme to the entire presentation.
 - Select the **Format, Slide Colour Scheme** command.
 - Select the first slide colour scheme and click the **Apply to All** button.





Exercise 7-1

4. Scroll through the presentation and you'll see the selected colour scheme is applied to all slides.
5. Following the instructions below, change the Slide Master to make global changes to the presentation layout.
 - Select the **View, Master, Slide Master** command.
 - Change the formatting of the text on the master slide as described below.

Format the heading as Tahoma, 40 point bold and select a deep orange colour

Microsoft PowerPoint - [Presentation1]

File Edit View Insert Format Tools Slide Show Window Help

Times New Roman 24 B I U

Click to edit Master title style
Title Area for AutoLayouts

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - Fifth level

Object Area for AutoLayouts

Change the font to Arial

Delete the footer text boxes

- Once you have made these changes select the **View, Normal** command to exit the Slide Master.
6. View the different pages of your presentation and you will see the changes you made to the master are reflected throughout the presentation.



Slide Backgrounds

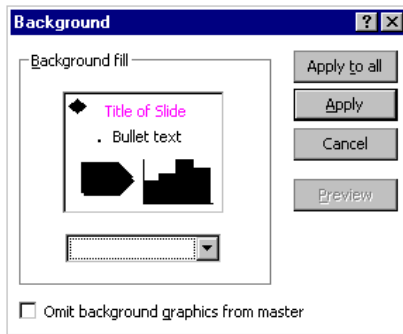
You can change the colour of the background or add a shaded background to the slides in your presentation using the **Format, Background** menu option.

To Change the Slide Background

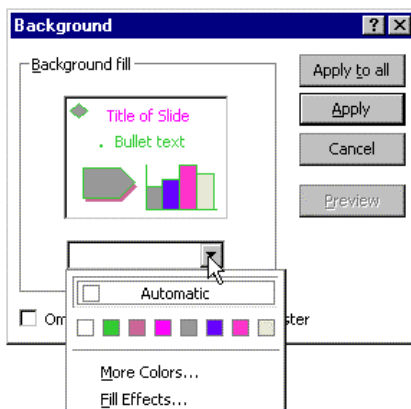
1. Select the slide that you want to change the background colour of.
2. **Menu:** Select the **Format, Background** menu option.

Alternatively, right click on the slide, and then choose the **Background** option.

The **Background** dialogue box will be displayed.



3. Click on the **Background fill** drop-down button. /..





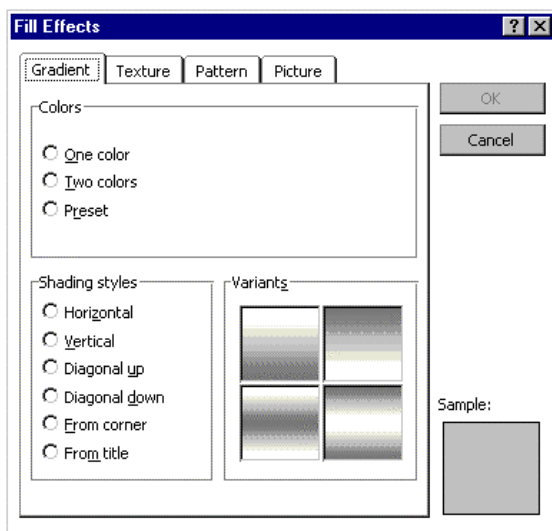
Slide Background

../ To Change the Slide Background

4. Either choose a colour from those shown in the drop-down list, or select the **More Colors** or **Fill Effects** button.

If you have selected the **More Colors** button, select your preferred colour then choose **OK**.

If you choose **Fill Effects**, the **Fill Effects** dialogue box will be displayed



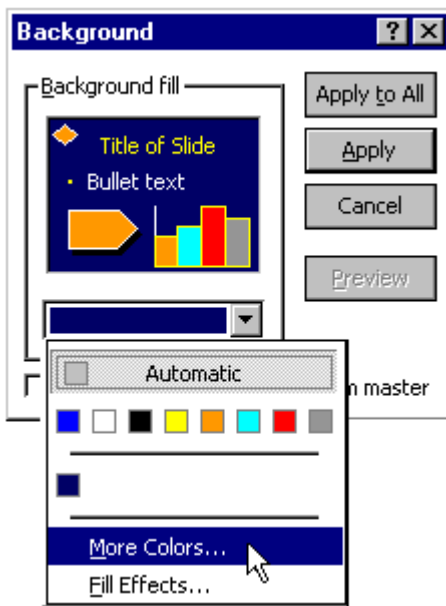
Choose the required effects from the property sheets in this dialogue box then click **OK** to return to the **Background** dialogue box.

5. If you don't want the objects that appear on the Slide Master to be shown, activate the **Omit background graphics from master** check box.
6. Click on the **Apply** to apply the changes to the selected slide only, otherwise click on the **Apply to All** button.

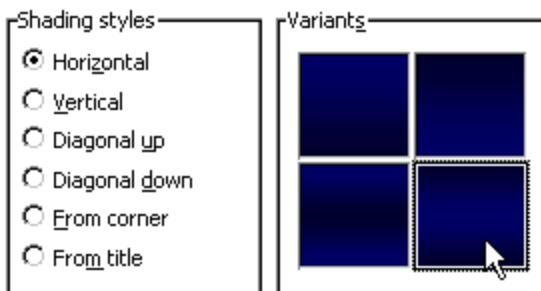


Exercise 7-1

7. Following the instructions below, change the background colour of all slides to a very dark navy blue.
- Select the **Format, Background** command.
 - From the **Background** dialogue box select to choose from **More Colours** as illustrated below.



- Select a very dark navy blue and then choose **OK**.
 - Select the **Apply to All** button.
8. Following the instructions below, change the background colour to apply a Fill effect.
- Select the **Format, Background** command.
 - From the colour drop-down select the **Fill Effects** option. Select the **Horizontal** gradient as illustrated below.



- Select **OK** and then click the **Apply to All** button.

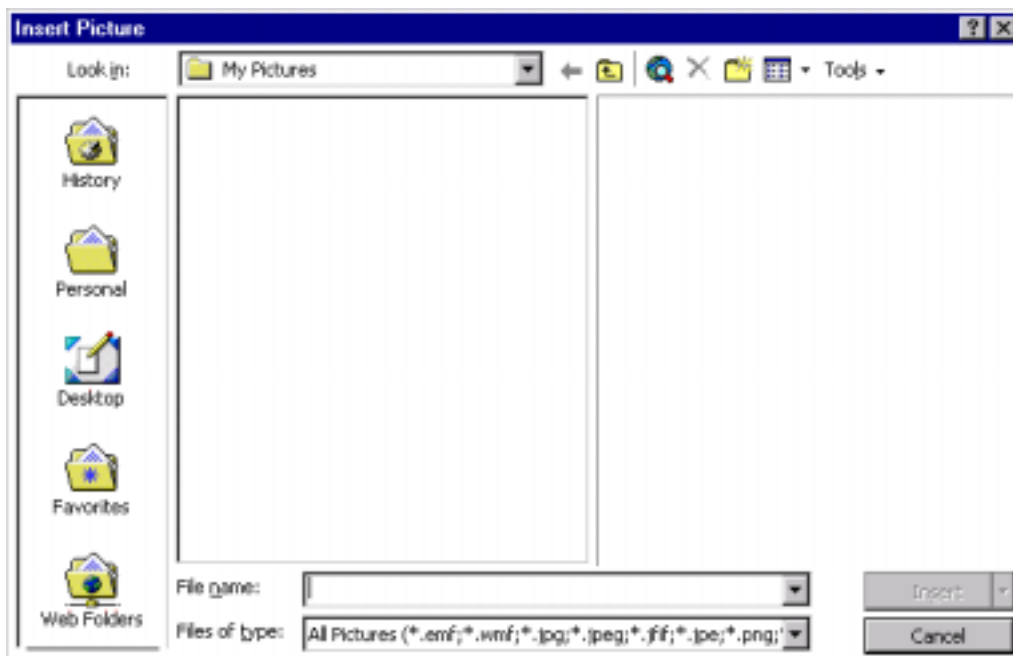


Inserting Pictures

In addition to the pictures that PowerPoint provides through its Clip Art gallery, you can use scanned pictures and pictures created in paint programs such as Microsoft Paint (*bitmaps*) to enhance your documents.

To Insert a Picture

1. Position the insertion point in the document where the image is to be shown.
2. Select the **Insert, Picture, From File** menu option.



3. Display the location of the graphic file in the **Look in** dialogue box.
4. Select the graphic file and then click **Insert**.

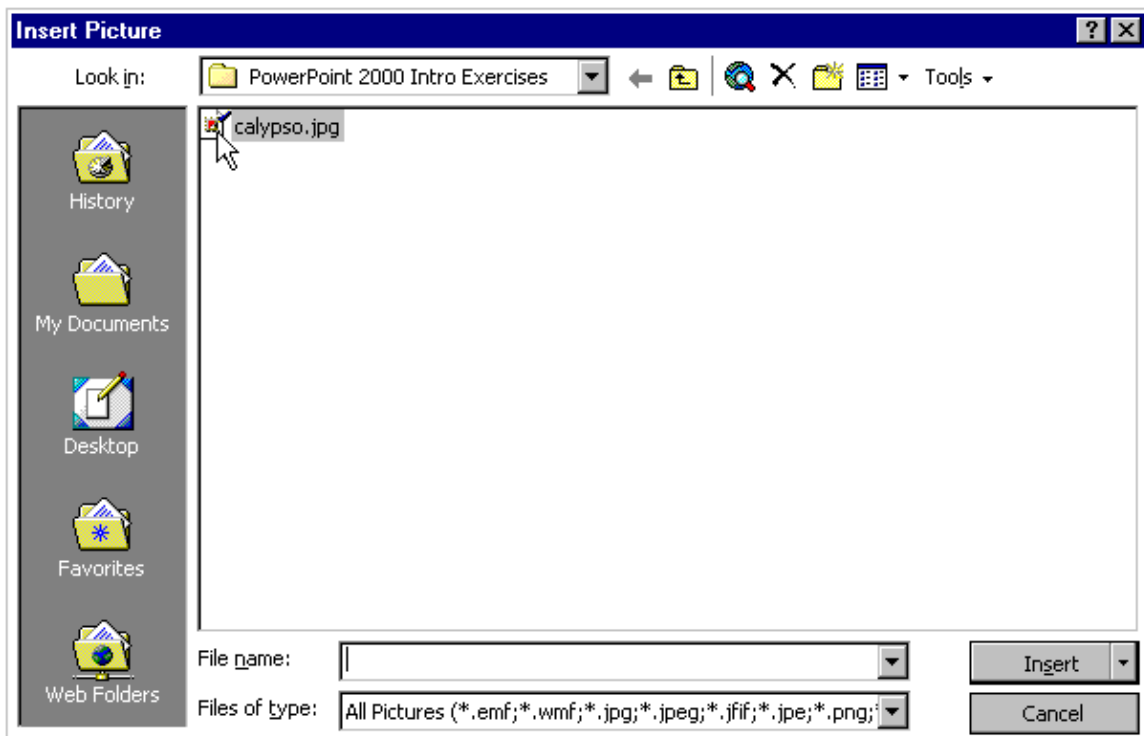
By default, the picture is *embedded* in your document, i.e. a copy of the picture is placed there. You could choose to *link* the file instead to reduce the size of your document. However, if you do link the picture, the file it came from must be accessible to users of the document.

To link the file rather than embed it, click on the drop-down arrow next to the **Insert** button and choose **Link to File**.

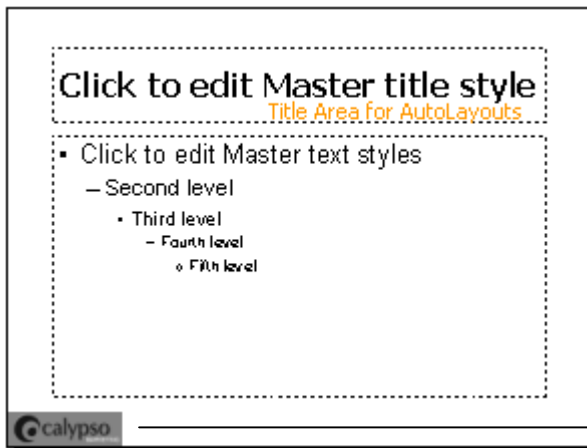


Exercise 7-1

9. Following the instructions below, insert a picture of the company logo onto the master page so it appears on all pages.
 - Select the **View, Master, Slide Master** command.
 - Select the **Insert, Picture, From File** command and then select the file called **Calypso.jpg** from the **PowerPoint 2000 Intro Exercises** folder.



- Click on the **Insert** button and the logo will be inserted onto the master page.
- Reposition it as shown below.



Position logo here on master page.



Exercise 7-1

10. Select the **View, Normal** command to exit from the master page and then scroll through each page to see the logo now appears on each page of the presentation.
11. Recolour the clipart image on page 3 so it can be seen better against the blue background.
12. Save the presentation as **Telephone Call Management** and store it in the **PowerPoint 2000 Intro Exercises** folder.



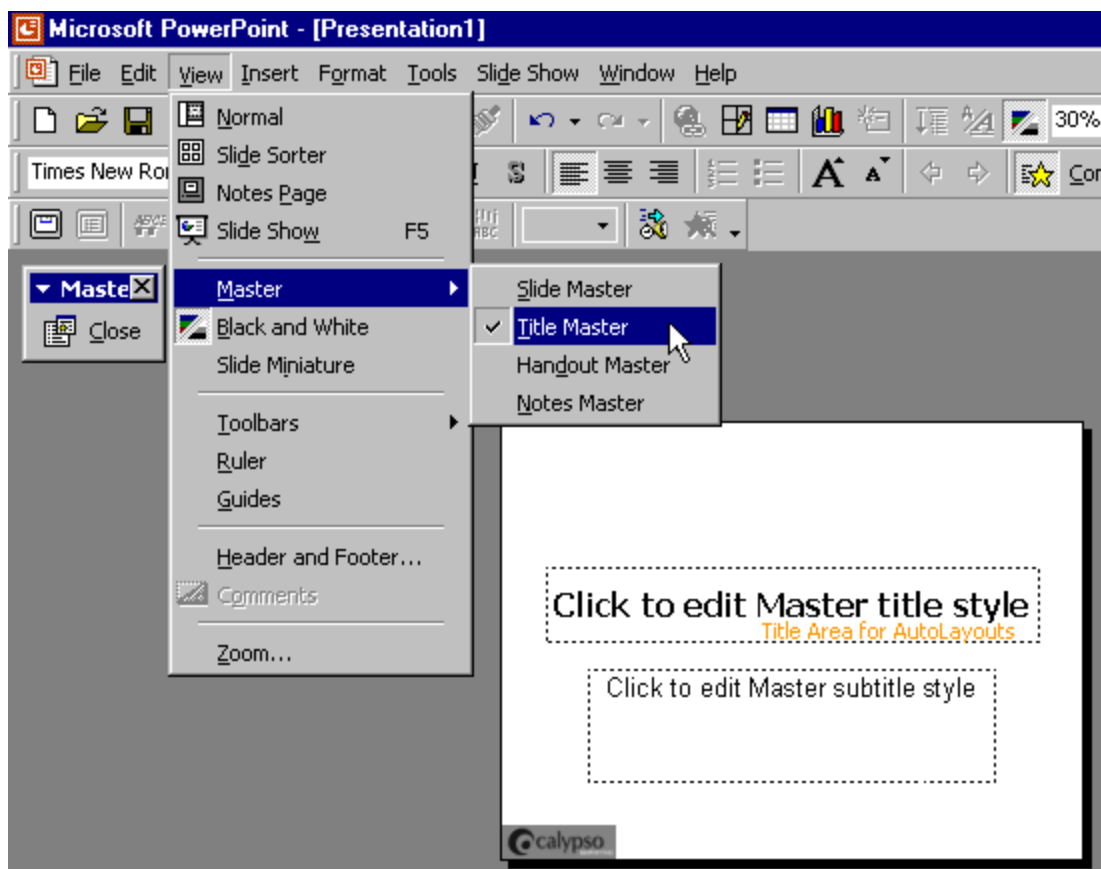
Creating a Title Master

As you have seen, the **Slide Master** is used to define the basic layout for all slides in our presentation. It is also possible to create a **Title Master**. This master will be used as the basic layout for all new slides based on the Title layout.

Note: The Title slide layout is the only slide layout that can have its own independent master page.

To Create a Title Master

Display your slide master page and then select the **Insert, Title Master** menu option. You will now find you have both a Slide Master and Title Master slide available from the **View, Master** menu as illustrated below.



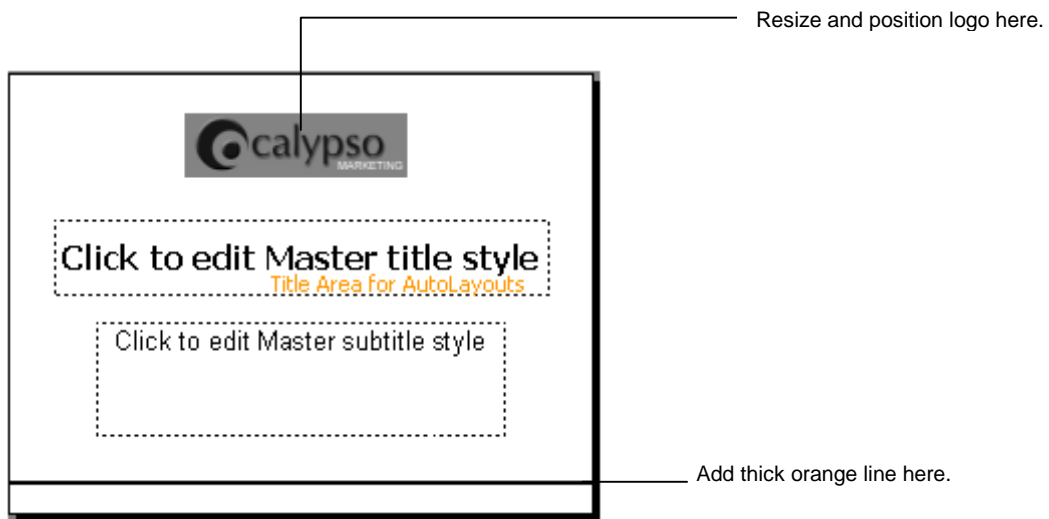
Note: From the **Master** menu you can also customise the **Handout Master** and **Notes Master**. Changes you make to the layout of the **Handout Master** will affect how handouts are printed and changes you make to the **Notes Master** will affect how notes pages are printed.



Exercise 7-1

13. Following the instructions below, create a Title Master slide.

- Select the **View, Master, Slide Master** command so the master slide layout is displayed.
- Select the **Insert, New Title Master** menu option and a new title master slide will be displayed on screen.
- Make the following changes to the title master:



- Select **View, Normal** to exit from the **Title Master** page.

14. View the first slide in the presentation and you will see that it now adheres to the new Title Master layout.

All new slides you create based on the Title slide layout will conform to this new look.



Creating Action Buttons

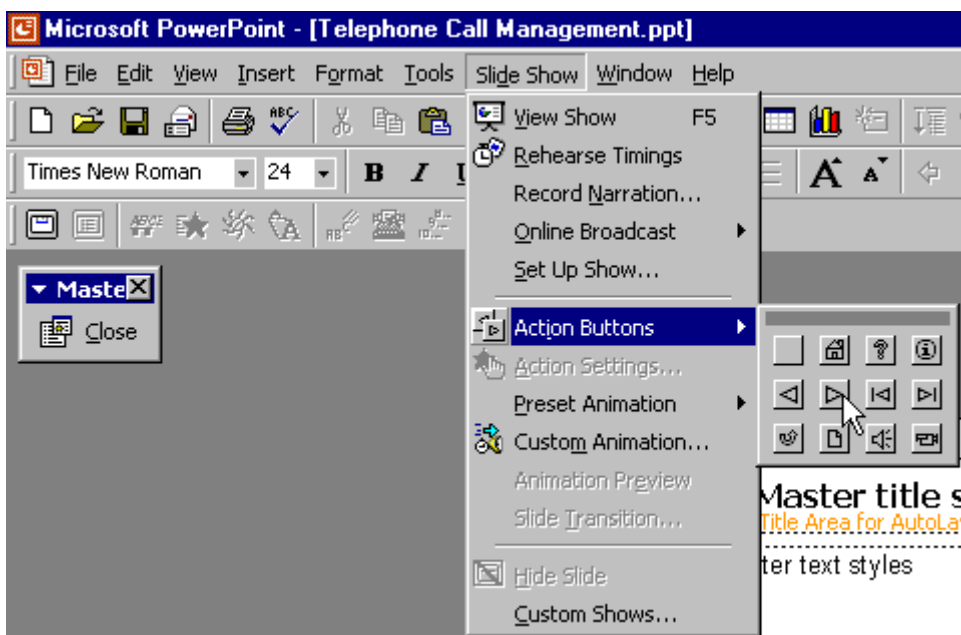
Action buttons are little graphical buttons that can be clicked on by the user to move to another slide in a presentation, run a programme or link to a Web page. Action buttons can be added to any slide or to the master slide if you want the buttons to appear on every slide.



Action buttons. When running the presentation slideshow, the user can click on these buttons to move to the next or previous slide in the presentation or to return to the home page.

To Create an Action Button

1. Display the slide onto which you want to add the action buttons.
2. Select the **Slide Show, Action Buttons** menu and then choose an image for your action button. /..



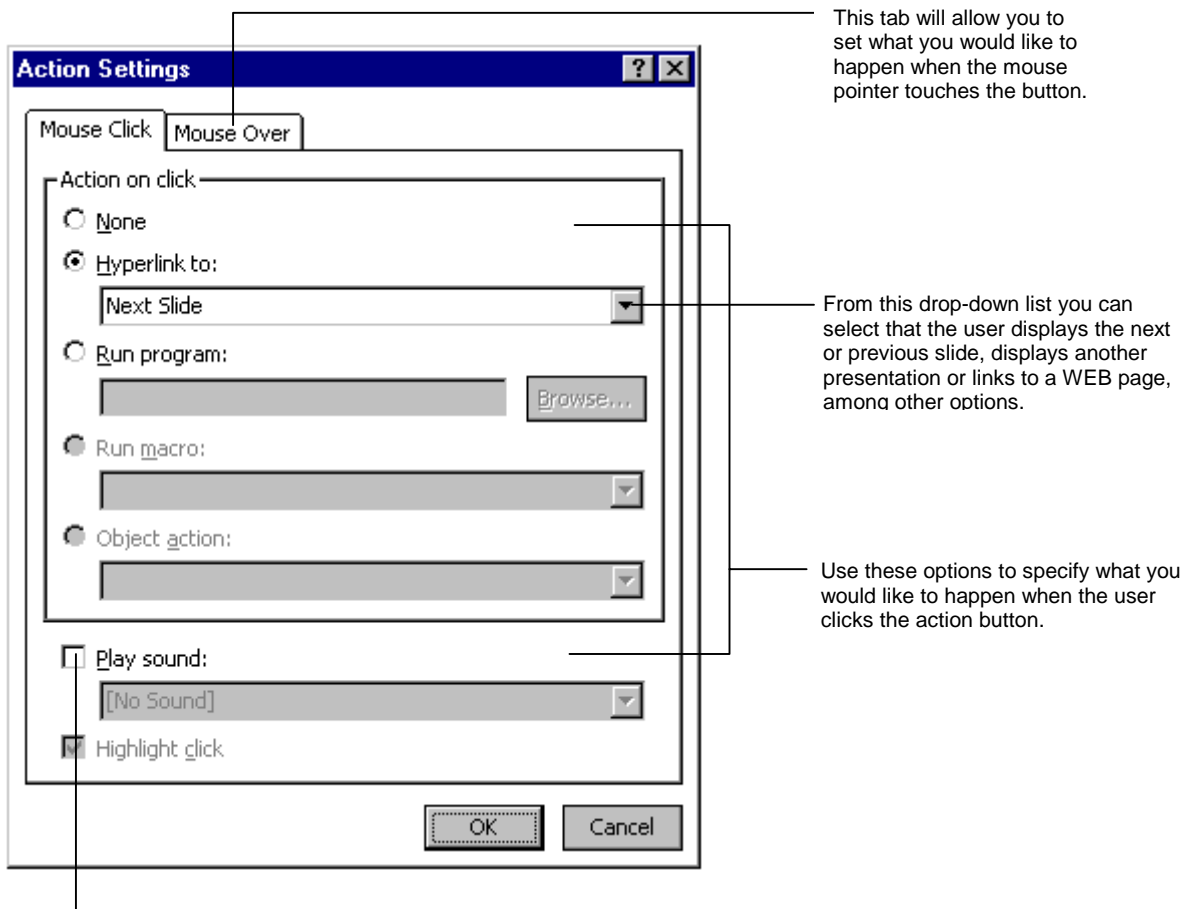


Creating Action Buttons

../ To Create an Action Button

3. Click and drag where you want the action button to appear on the slide. (As though you were drawing a rectangle.)

When you release the mouse button the following dialogue box will be displayed:



This tab will allow you to set what you would like to happen when the mouse pointer touches the button.

From this drop-down list you can select that the user displays the next or previous slide, displays another presentation or links to a WEB page, among other options.

Use these options to specify what you would like to happen when the user clicks the action button.

Activate this check box if you want to attach a sound affect and then select the sound file name from the drop-down list below.


4. Once all options have been set, click **OK**.

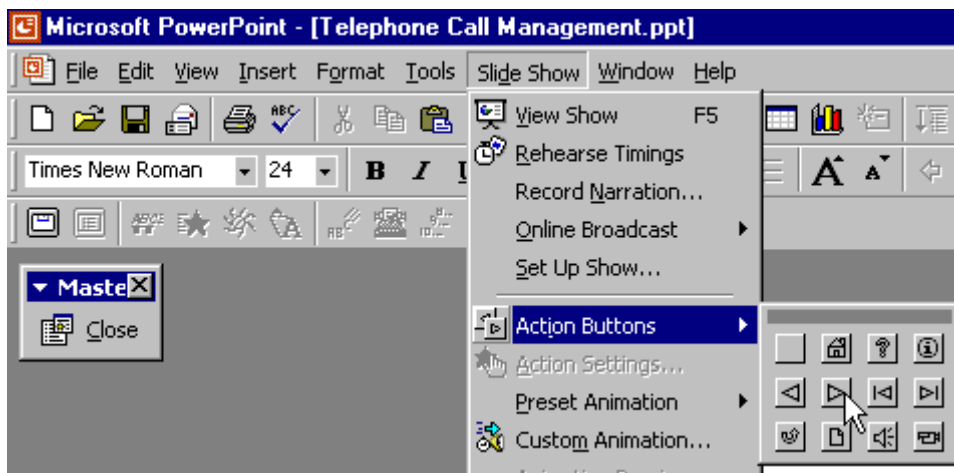
Amending Action Button Settings

You can amend the hyperlink settings you have associated with an action button at any time by right clicking on the action button and then choosing **Action Settings** from the shortcut menu.

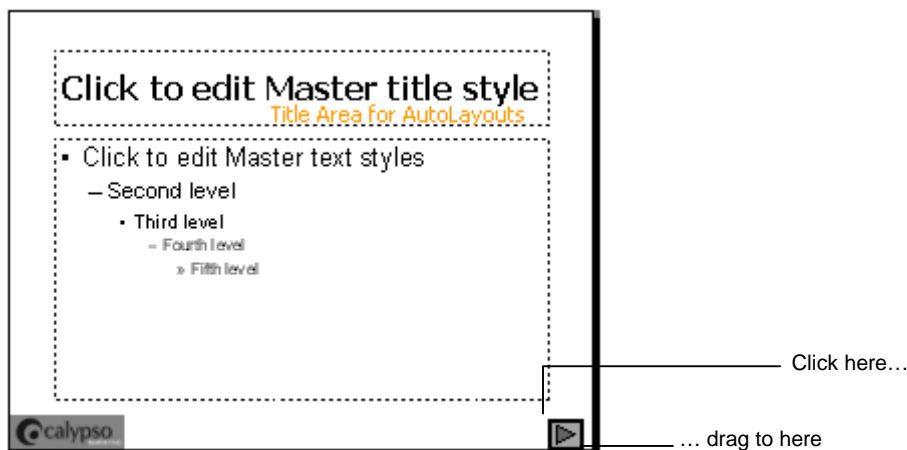


Exercise 7-2

1. Open the presentation called **Call Management** held in the **PowerPoint 2000 Intro Exercises** folder.
2. Following the instructions below, add an action button to the Slide Master.
 - Display the slide master by selecting the **View, Master, Slide Master**.
 - Select the  button from the **Action Buttons** menu as shown below.



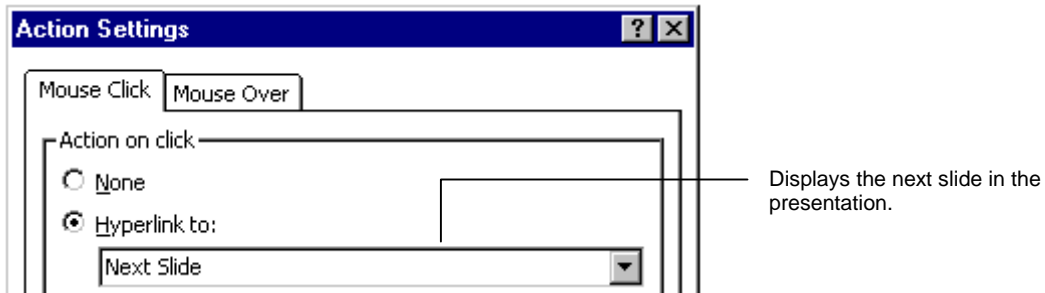
- Click and drag at the bottom right corner of the master slide to add the button.







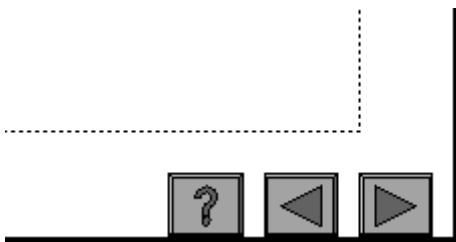
Exercise 7-2

- When you release the mouse button the following dialogue will be displayed. Notice the Hyperlink is set to display the next slide in the presentation.

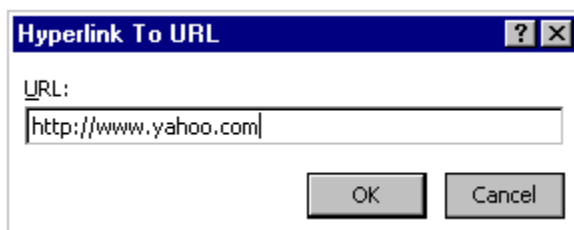


- Select **OK** to accept this setting.
3. Following the same procedure add this  action button onto the master slide and ensure the **Hyperlink to:** is set to **Previous Slide**.
 4. Follow the instructions below to add another action button that will display a WEB page on the internet. (You will only be able to see this work if your computer has a link to the Internet.)

- Select this  button from the **Action buttons** menu and draw onto the slide as shown below:



- Select the **Hyperlink to** radio button and then choose **URL...** from the drop-down menu. Type the following into the displayed dialogue box.



- Select **OK** and **OK**.
5. Run the slide show and try using the action buttons you have created as you progress through the slide show.



Creating Hyperlinks



So as you have seen, hyperlinks can be attached to action buttons. When setting up your presentations, it is also possible to attach a hyperlink to any object or text. When a user clicks on a hyperlink, it can be configured to:

- take them directly to another PowerPoint file or a specific Web page on the Internet/Intranet
- take them to another page in the presentation
- create a new mail message headed-up with a specific recipient's address
- create a new blank presentation

To Create a Hyperlink

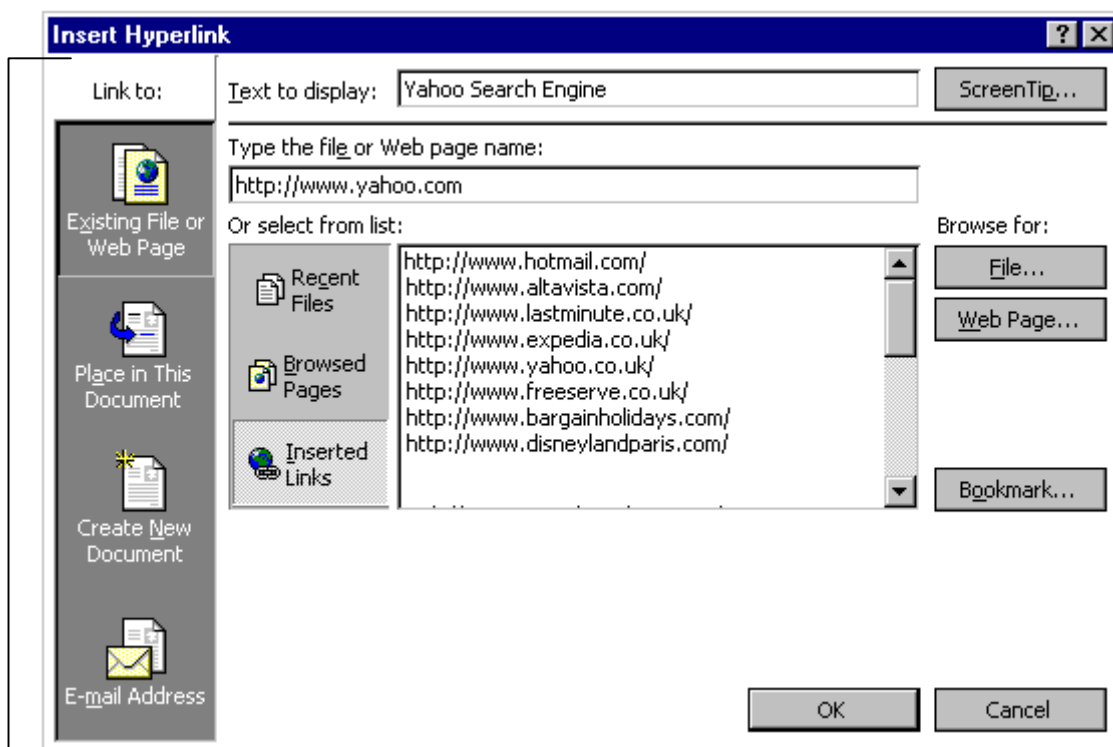
1. Select the text or the object you want to set up as a hyperlink.

Menu: Select the **Insert, Hyperlink** menu option.

 Click on the  **Hyperlink** button shown on the Standard toolbar.

 **[CTRL] K**

The following dialogue box will be displayed. /..



Select which type of link you want to create by selecting one of these 4 icons




Creating Hyperlinks

../ To Create a Hyperlink

2. Specify the type of link you want to create by clicking on one of the 4 icons shown in the link to box.

- **Existing File or Web page:** If you select this option, enter the web address into the **Type the file or Web page name** box, e.g. <http://www.lastminute.co.uk>
- **Place in This Document:** If you have selected this option, you will be able to select from a list of displayed.
- **Create New Document:** If you select this option, specify the folder path and name for the new document.
- **E-mail Address:** If you select this option, enter the e-mail address and subject that you want to automatically appear in the message header of the e-mail when this hyperlink is selected.

If you need any additional help, click on the  button shown in the top right corner of this dialogue box and then click on the option for more information.

3. Once all options have been set, click **OK**.

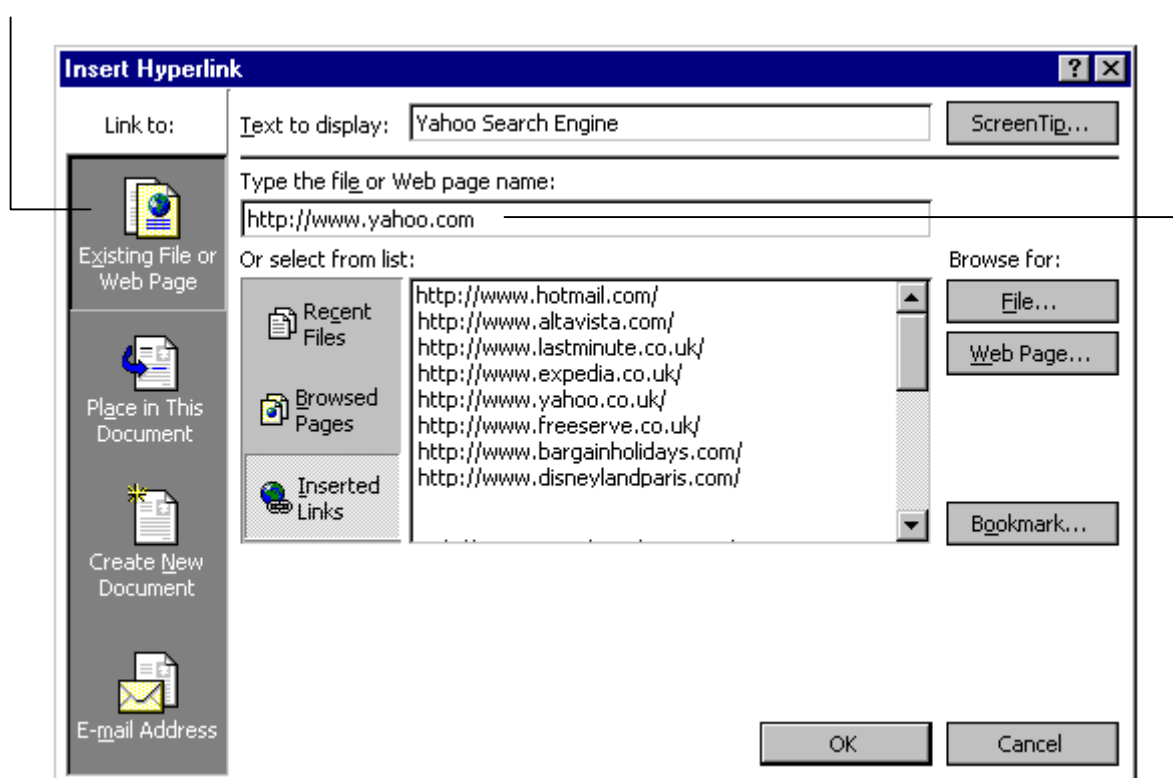


Exercise 7-2

6. View your presentation in Normal view and then advance to display the last slide in the presentation.
7. Follow the instructions below to create a hyperlink to link to a Web page on the Internet.
 - Select the text **Yahoo Search Engine** and then right click on the selected text.
 - Choose **Hyperlink** from the shortcut menu.
 - Complete the hyperlink details as outlined below.

Ensure this button is selected and then...

... type this Web address



- Select **OK**.
 - Click away from the selected text and you will see the text underlined to indicate it is now a hyperlink.
8. Following the same procedure, create a hyperlink to the AltaVista Search Engine text and enter the web address as **http://www.altavista.com**.
 9. Run the slide show and try clicking on the AltaVista hyperlink you have set up on the last page.



Saving a Presentation as a Web Page

If you would like others to be able to view your presentation using an Internet Browser such as Internet Explorer or Netscape Navigator, you can save it as a Web Page.

Once you have saved your presentation as a Web page you could transfer it to your company's Intranet or upload it to the Internet for others to access. Once the presentation is saved as Web pages anyone using an Internet Browser will be able to look at the presentation without the need for PowerPoint.

Web Page Preview

If you would like to see what your presentation would look like as a series of Web pages, you can use the **File, Web Page Preview** command. After a few seconds, your presentation will be displayed within your Internet Browser application.

Click to display or hide this Outline frame

Click to expand outline headings to view slide text

Click to display next or previous pages

Click to view slide show full screen

This is only a temporary view. To produce your presentation as Web pages, follow the instructions as outlined on the following pages.

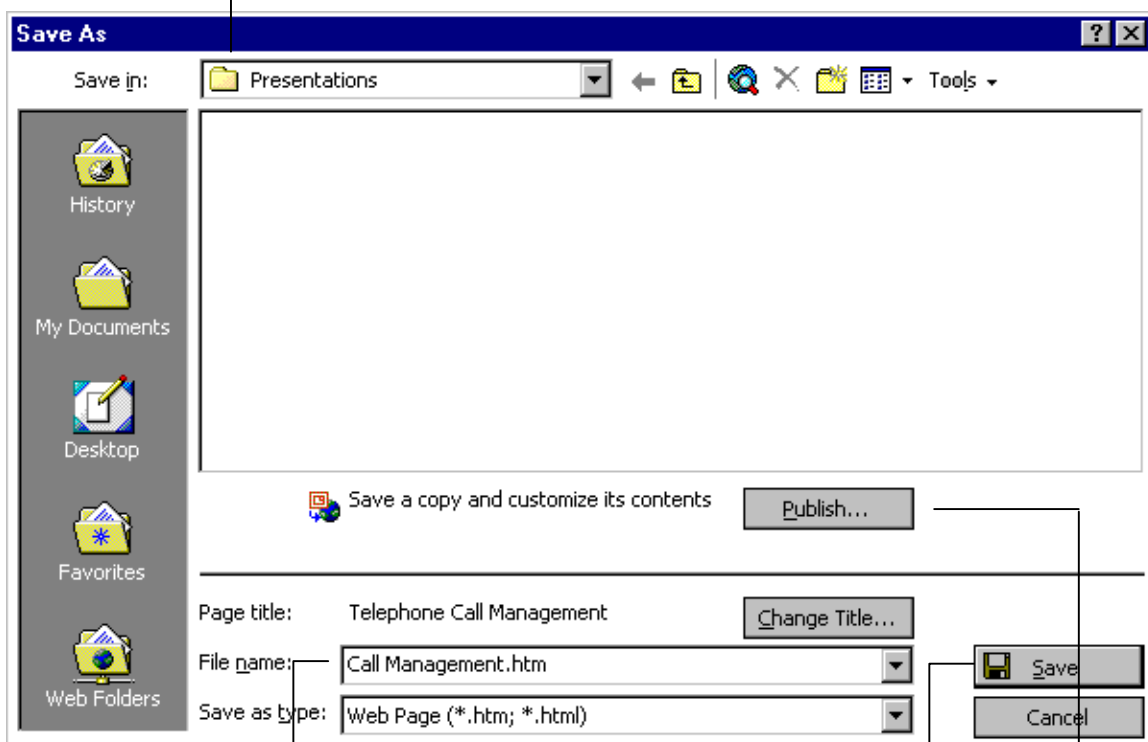


Saving a Presentation as a Web Page

To Save a Presentation as a Web Page

1. **Menu:** Select the **File, Save as Web Page** menu option.
2. The following dialogue box will be displayed. Set your required options.

Select where the web page is to be created



Enter your Web page name here. PowerPoint will append the file extension .htm

Once you have specified all options required, click on Save.

If you select this Publish option, a second dialogue box will appear with additional options. From here you can choose to create a Web for all pages in the presentation or only specific slides. You can also specify which target browser the pages should be composed. For more information about any of the other options available, click on the **?** Help button shown in the corner of the dialogue box and then click on the option you want more information about.

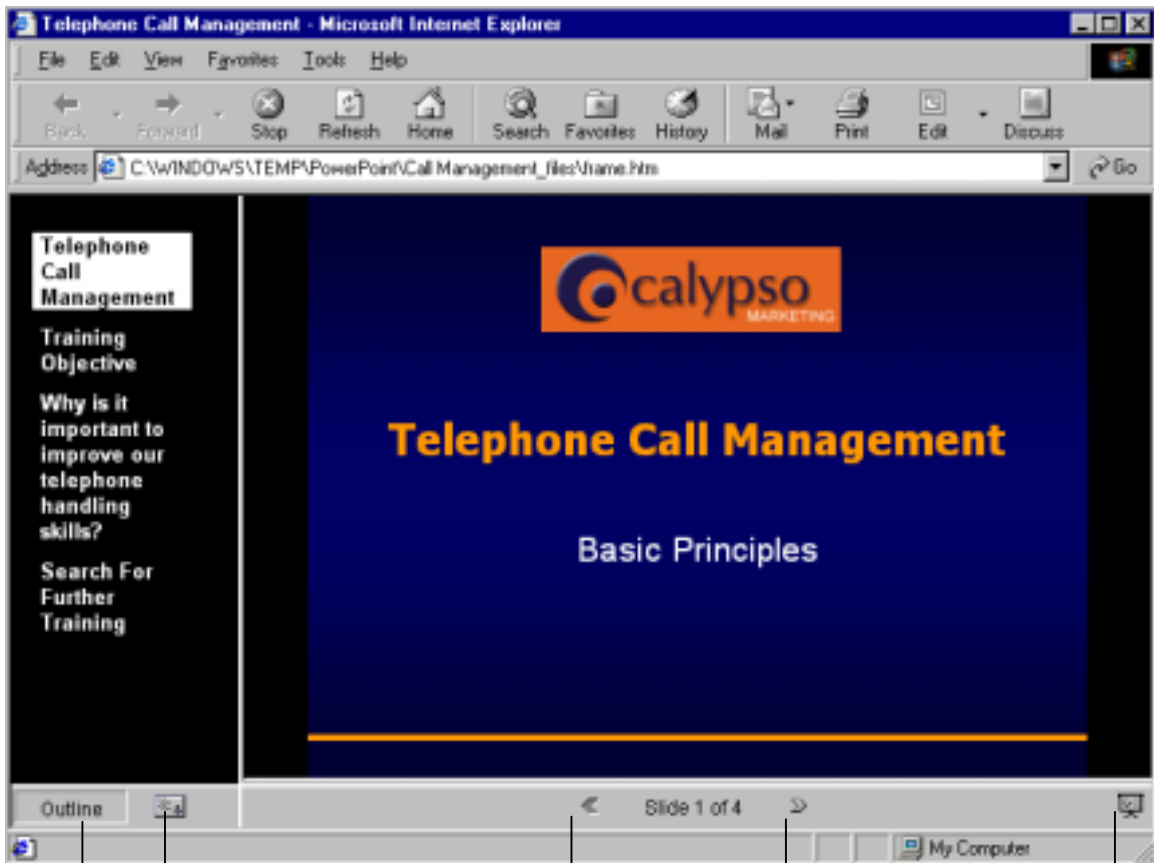
3. Once you have set all required options and have clicked **Save** (or **Publish**) a folder will be created containing all the required files to display the presentation within a browser. You will then see your presentation in a Browser window.

Note: If you plan to move the html presentation to another location, you will also need to move all the contents of the the associated folder.



Exercise 7-2

10. Select the **File, Web Page Preview** command so you can see what the currently workbook would look like if saved as a Web page. (Your Internet Browser may look different to that illustrated below.)



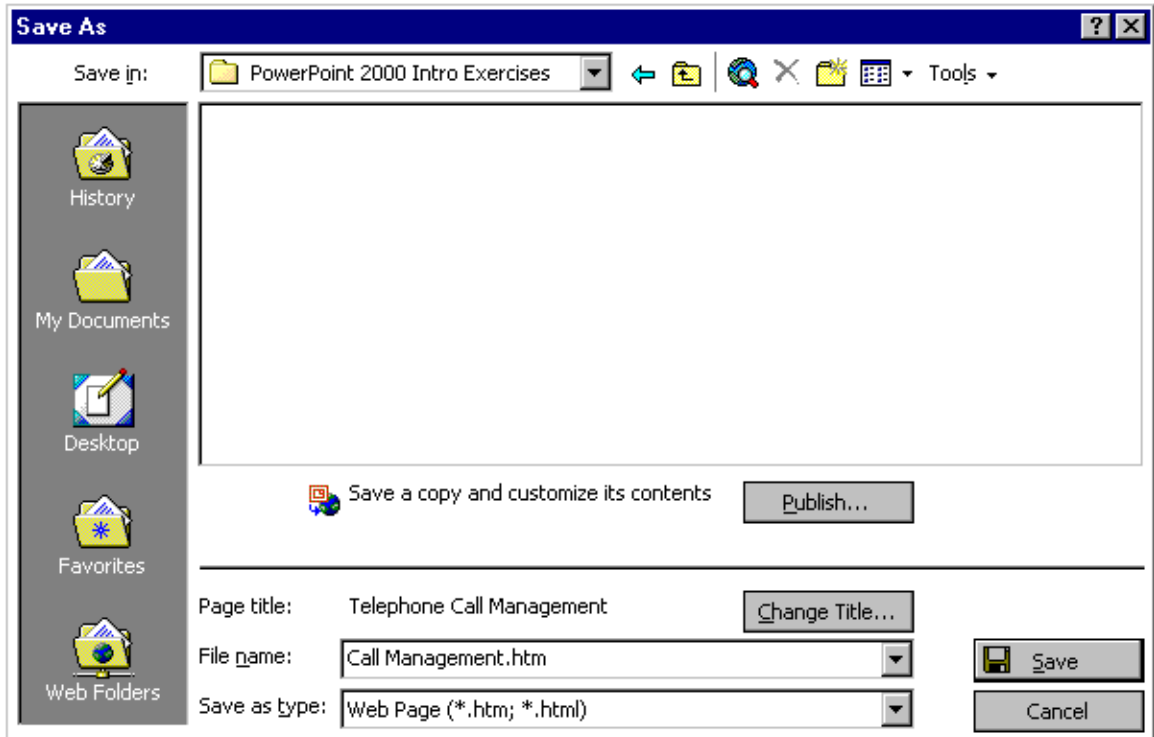
- Click to display or hide this Outline frame
- Click to expand outline headings to view slide text
- Click to display next or previous pages
- Click to view slide show full screen

11. Close your **Internet Browser** window to return to PowerPoint.



Exercise 7-2

12. Follow the instructions below to save the current worksheet as a Web page.
 - Select the **File, Save as Web Page** command.
 - Select the folder called **PowerPoint 2000 Intro Exercises** from **Save in** drop-down list and ensure the file name for the web page is **Call Management.htm**.



- Click on the **Publish** button and the following options will be displayed.



Exercise 7-2

- From the **Browser support** options, select the options that will suit the browser that is currently installed on your system. (If you are unsure just leave as illustrated below.)

Publish as Web Page

Publish what?

Complete presentation

Slide number through

Custom show:

Display speaker notes

Browser support

Microsoft Internet Explorer 4.0 or later (high fidelity)

Microsoft Internet Explorer or Netscape Navigator 3.0 or later

All browsers listed above (creates larger files)

Publish a copy as

Page title: Telephone Call Management

File name: C:\PowerPoint 2000 Intro Exercises\Call Management.l

Open published Web page in browser

Select the option most appropriate for your system.

Ensure this tick box is selected.

- Click on the **Publish** button.

After a few seconds you will see this presentation file displayed within your Internet Browser application.

13. Try viewing the different pages within your presentation and then close the Browser window.

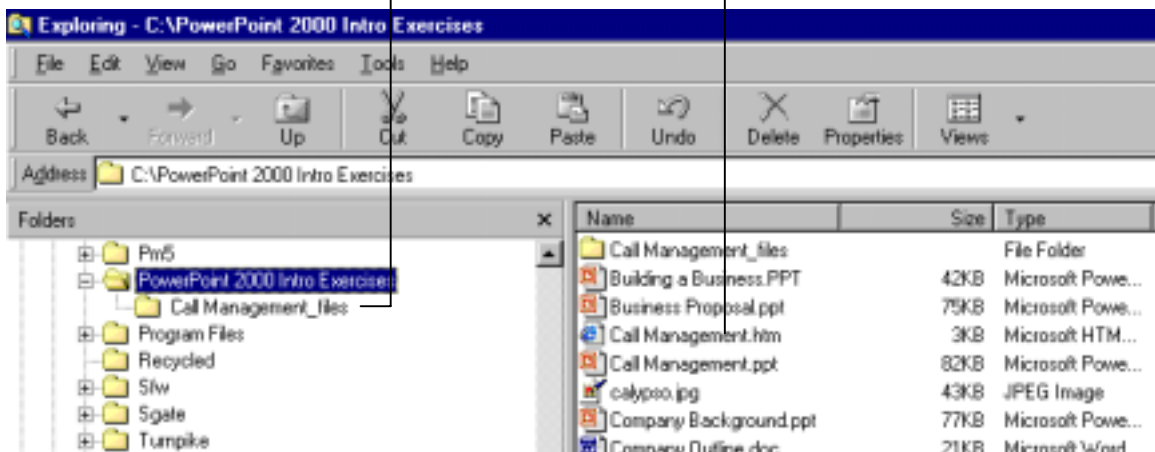


Exercise 7-2

- Click on the **Start** button and from the **Programs** menu open the **Windows Explorer** program. View the contents of the **PowerPoint 2000 Intro Exercises** folder and you will see the **Call Management.htm** file displayed within this folder.

Folder that was created by PowerPoint to accompany the Call Management.htm file.

Web page file produced by PowerPoint. Double click on this file to view it within your Internet Browser Programme



- Double click on the **Call Management.htm** file and you will see the Web page displayed within your Internet browser application.
- Close your Internet Browser window and your Internet Explorer window to return to PowerPoint.

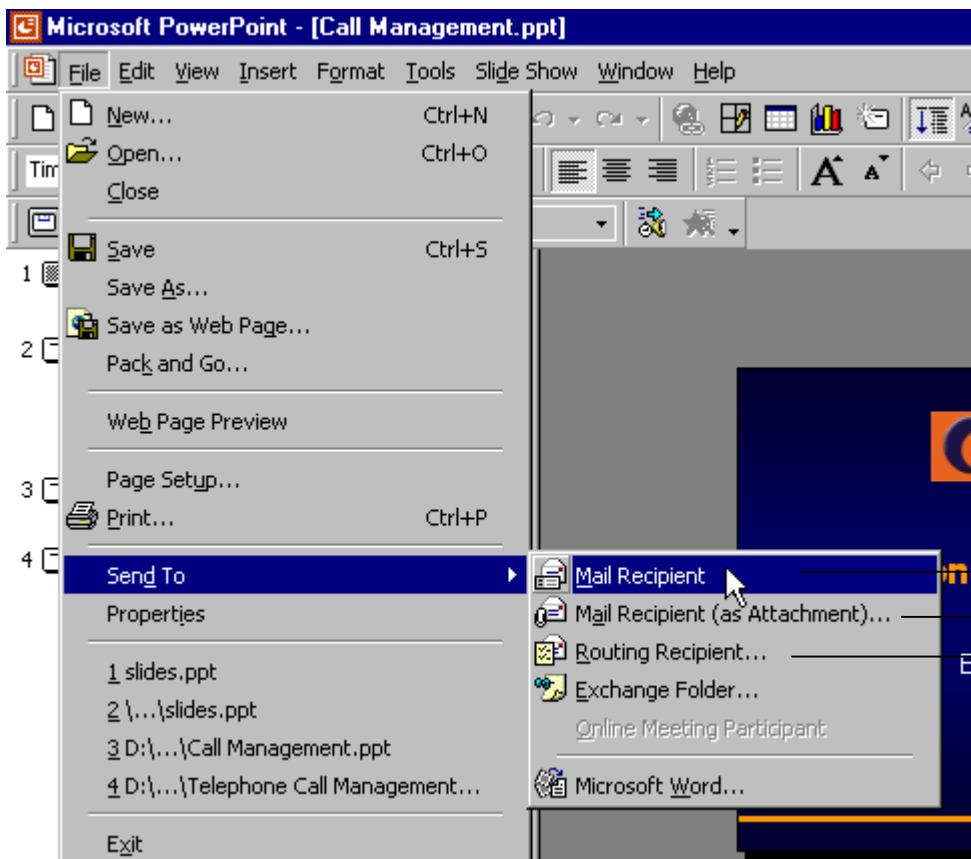


Sending a Presentation via E-mail

If you make use of electronic mail, PowerPoint has options available from the **File** menu that make it quick and easy to send your presentation files directly from within PowerPoint.

To Send a Presentation via E-mail

1. Have the presentation displayed on screen then from the **File** menu, select **Send To** and the following submenu will appear.




This option will create an e-mail within PowerPoint. You will have the option to send the presentation as an attachment or slide you are currently viewing as the main message body within the e-mail.

This option will load your default e-mail application with the presentation appended as an attachment within a blank e-mail ready to be addressed.


This option will enable you to set up a routing slip. You can use this feature to send the presentation to a number of recipients all at the same time, or to each one in turn. If the e-mail is sent to each one in turn, once the first recipient has read the e-mail, they are instructed to forward it to the next recipient by selecting File, Send to, Next Routing Recipient from within PowerPoint. Once everyone has read and responded, it will be sent back to the original sender. While the presentation is on-route, the original sender can be sent status reports via e-mail to let them know who was last to read it and send it on.

2. Select which **Send To** option you wish to use.
3. At this stage, the exact options displayed will depend on the **Send To** option you have selected. Follow the instructions on screen and go through the normal process for heading up your e-mail message with recipient names etc. Once all options are selected, click on the **Send** button.

Note: You can also send the workbook via e-mail by clicking on the  **E-mail** button shown on the Standard toolbar.

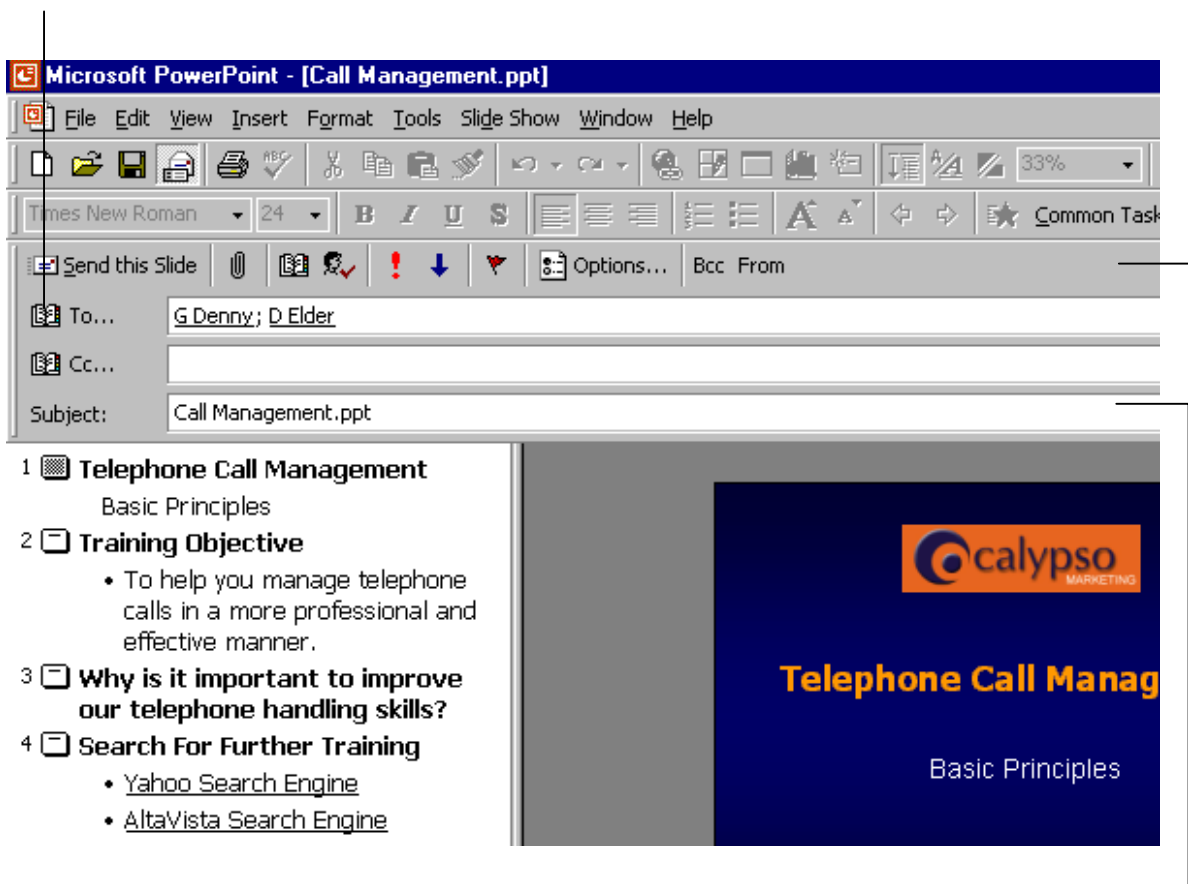


Exercise 7-3

1. Follow the instructions below to send the title slide in this presentation as an e-mail to 2 people in your address book.
 - Ensure the first slide in the **Call Management** presentation is displayed on screen.
 - Click on the  **E-mail** button shown on the Standard toolbar.
 - Select that you would like the **Current slide as the message body**.
 - Enter the e-mail recipient details into the header of the e-mail message as described below.

Click on this button to select recipient names from your address book. Select your name and at least one additional name from your address book

Set any additional e-mail options you wish to set using the buttons on this toolbar.



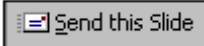
The screenshot shows the Microsoft PowerPoint 2000 interface. The 'Send this Slide' dialog box is open, displaying the following information:

- To...:** G Denny; D Elder
- Cc...:** (Empty)
- Subject:** Call Management.ppt

The background slide is titled 'Telephone Call Management' and features the Calypso Marketing logo. The slide content includes:

- 1 **Telephone Call Management**
 - Basic Principles
- 2 **Training Objective**
 - To help you manage telephone calls in a more professional and effective manner.
- 3 **Why is it important to improve our telephone handling skills?**
- 4 **Search For Further Training**
 - [Yahoo Search Engine](#)
 - [AltaVista Search Engine](#)

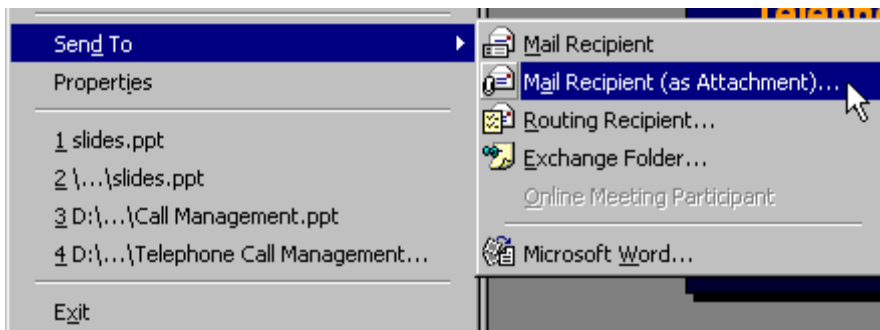
Edit the subject as shown here.

- Once you have completed the e-mail header, click on the  **Send this Slide** button.
- The message will now be sent to each specified recipient.

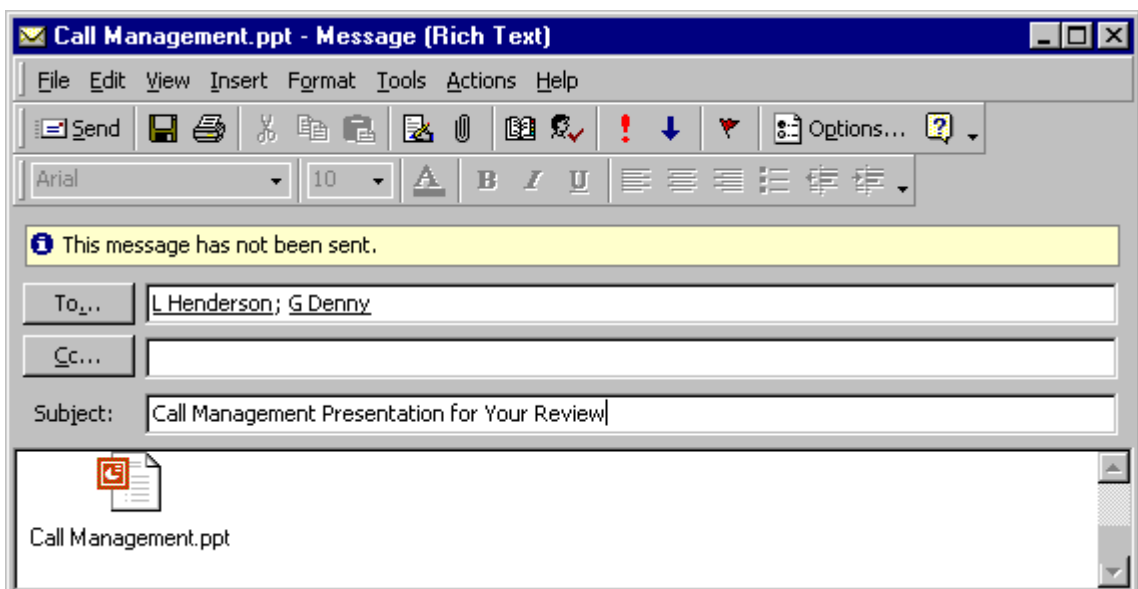


Exercise 7-3

2. Open your e-mail application and you should see e-mail you have just sent yourself appear in your Inbox. Double click on it and the message will be displayed on screen.
3. Close this e-mail and return to PowerPoint.
4. Follow the instructions below to send the **Call Management** presentation as an e-mail, but this time as an attachment.
 - Ensure the **Presentation** workbook is displayed on screen.
 - Select the **File, Send To, Mail Recipient (as Attachment)** command.



- At this stage your default mail application will start. Enter your name and that of one other as recipients. Edit the message **Subject** as shown below and then click **Send**.



The message will now be sent with the workbook file as an attachment. The recipient will need to have PowerPoint loaded on their computer before being able to view the attached file.



Exercise 7-3

5. Following the instructions below, e-mail this presentation to a number of recipients in turn using the Routing feature.
 - Have the **Call Management** presentation displayed on screen.
 - Select the **File, Send To, Routing Recipient** command. You will then see the **Routine Slip** dialogue box displayed.
 - Complete this box as described below.

Click on the Address button and select the required recipient names from your address book. For this example select yourself as the first name and at least 1 other name. The order they appear listed will be the order the message is routed to them. You can change the order using the Move buttons

Once all other options have been set, click this button if you do not want to send this message immediately but will send it later using the **File, Send To, Next Recipient** command

Once all other options have been set, click this button to start the routing process by sending the message to the first person on the list

Enter the message subject here

Enter your message text here.

Select this option to ensure the file is e-mailed back to you when the routing is complete.

Select this option so you are e-mailed by the system to keep you up-to-date with the status of the routing. You will be informed when each person has read the e-mail and has sent it on.

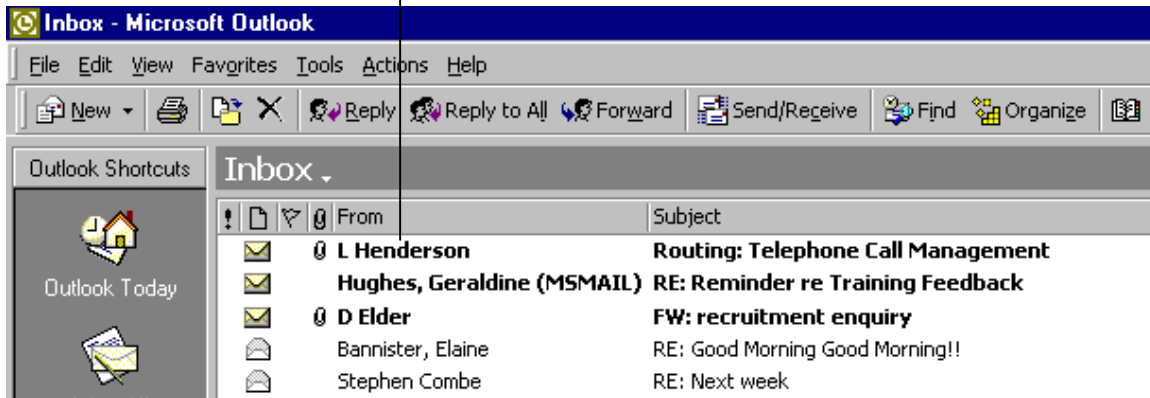
- Once all options have been set, click on the **Route** button. This e-mail will now be sent to you as you were the first person on the list.



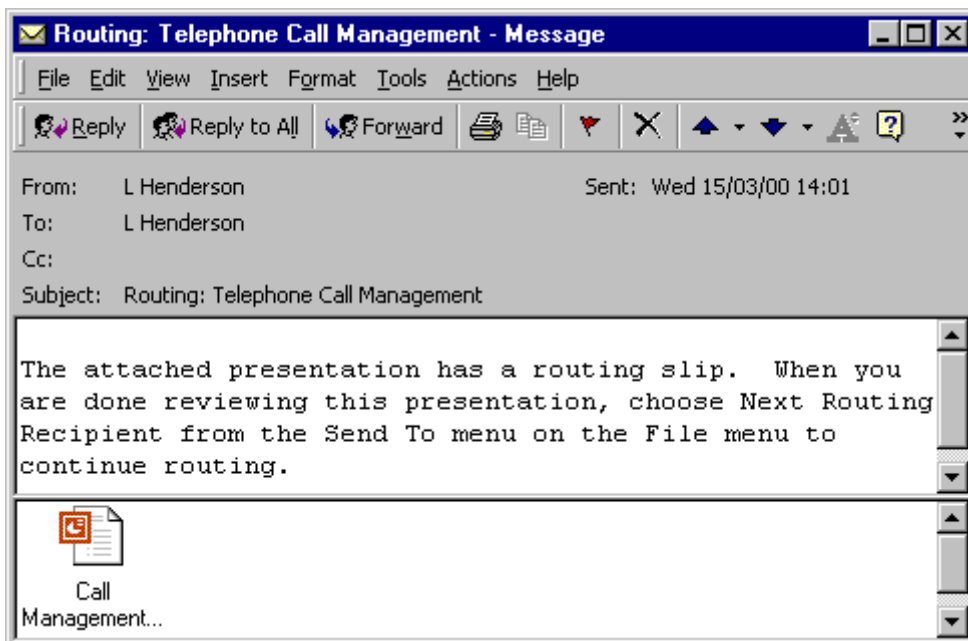
Exercise 7-3

- Open your e-mail application and you should see the e-mail displayed in your Inbox.

E-mail received



- Open the e-mail and you will see the following message:



- Open the attached file and then select **File, Send To, Next Routing Recipient**.

The message will now be sent to the next person and you will receive an automatic STATUS message informing you of this.

- Close your presentation and save the changes you have made.
- Close all related e-mail messages and exit from PowerPoint.



Standalone Presentations

PowerPoint comes with a separate application called **PowerPoint Viewer** which allows you to run a slide show on a computer that does not have PowerPoint installed. The only restriction is that the computer you are using must have Windows 95 or later installed on it.

Preparing a Standalone Presentation

The *Pack And Go* wizard allows you to create a package containing the presentation(s) you wish to run and **PowerPoint Viewer**. The package can be created on floppy disk, on the hard disk of your computer, or on a network drive, and will contain the files needed to run your presentation on another computer.

For further information on creating and running standalone presentations, use the Office Assistant to search for help on **Pack and Go**.



Questions and Answers

1. How would you remove the Slide Master background items from the currently displayed slide?

2. Which shortcut menu option would you use if you wanted to change the colour scheme used by any of the slides?

3. Can you make a graphic into a hyperlink?

Yes No

4. What is a Web page?

5. Which command will enable you to save your entire presentation as a Web page?

6. Which command can you use to send your presentation as an e-mail message so a number of people can review and edit it one after the other?

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