

Fayetteville State University
presents:

Microsoft® Office PowerPoint® 2007 Training

**Discover the power of
custom layouts**

Course contents

- Overview: Choices that suit your content
- Lesson: The power of layouts

The lesson includes a list of suggested tasks and a set of test questions.

Overview: Choices that suit your content



Would you like more slide layout choices than those available in the built-in layouts? Want to create a slide arrangement that perfectly suits your company's slide content?

Take this course to learn about working in Slide Master view to create your own layout.

You'll find out how to add and arrange placeholders, insert a picture, and then save the layout to use over and over in future presentations.

Discover the power of custom layouts

Course goals

- Create a custom slide layout.
- Add a picture (logo) to your layout.
- Use the custom slide layout in your presentation.
- Save the custom slide layout for reuse in future presentations.

Lesson

The power of layouts

The power of layouts



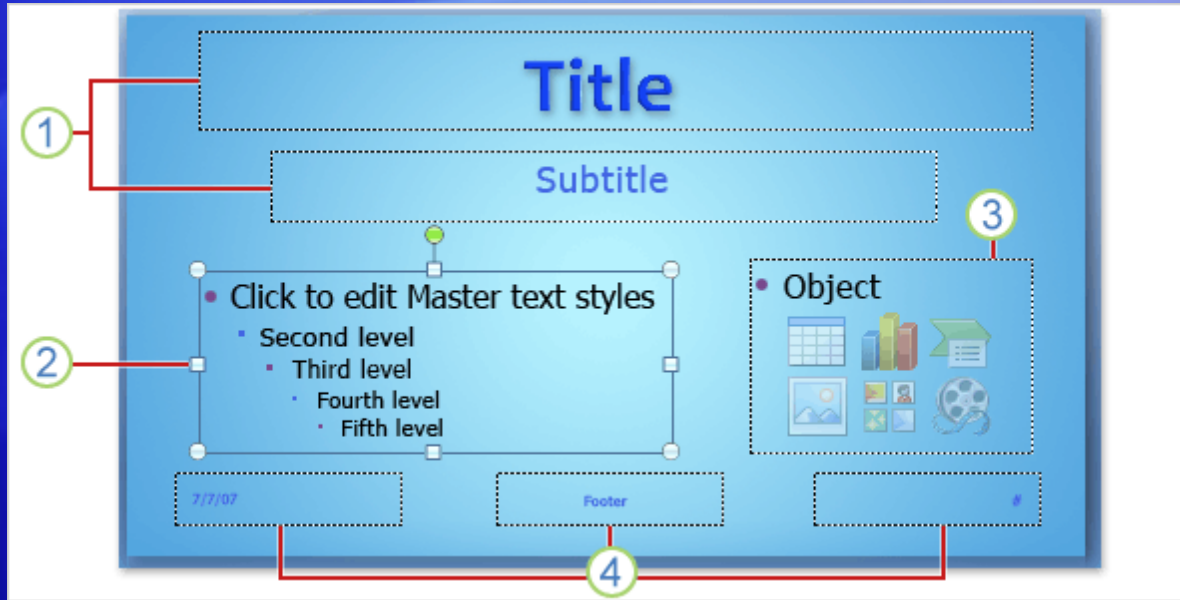
Imagine that you've just been hired by Margie's Travel to create slide decks for its expansion into tropical vacation tours.

While PowerPoint's built-in slide layouts are good, they're not exactly what you're looking for.

But you can get exactly the slide layout that you want without having to repeatedly customize slide after slide. You can also reuse your new layout in other presentations.

Discover the power of custom layouts

Layouts and placeholders



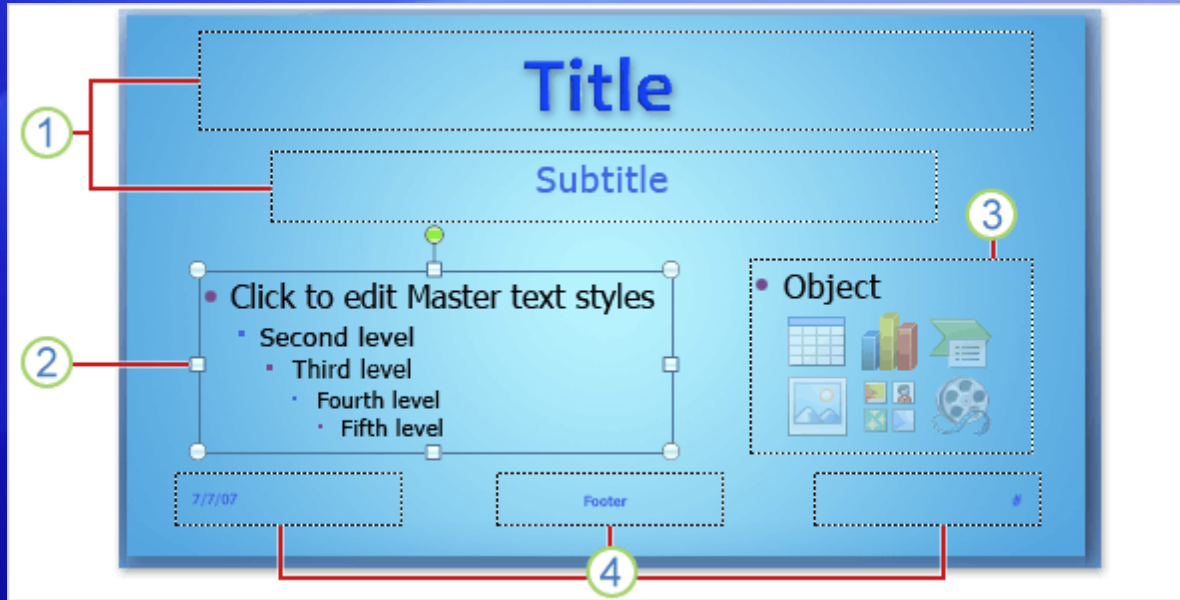
Before jumping into creating a custom layout, let's spend a minute examining layouts and placeholders.

Layouts specify the overall arrangement of slide content, while **placeholders** contain the individual pieces that you can arrange to your liking.

All slides have a default layout, but you can override it with another.

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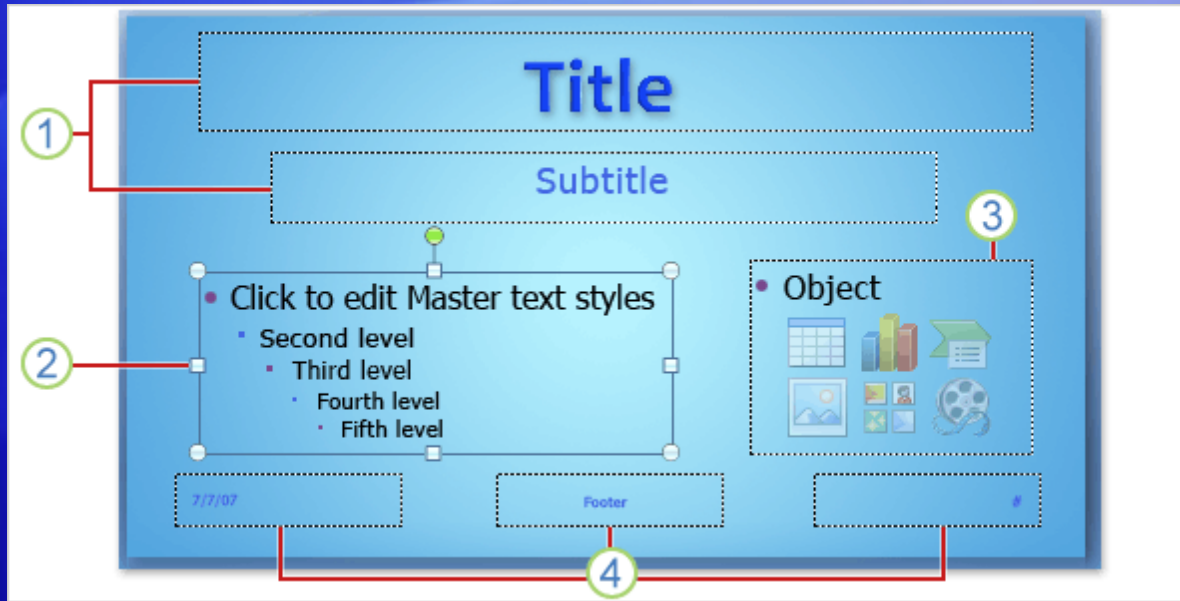
Layouts and placeholders



The picture shows the basic placeholders on a slide.

- ① Title and Subtitle placeholders (boxes with dotted borders)
- ② Text placeholder with placeholder selected

Layouts and placeholders



The picture shows the basic placeholders on a slide.

- 3** Content placeholder used for both body text and slide content such as clip art, SmartArt graphics, tables, shapes, pictures, and charts
- 4** Header and footer (**Date, Footer, Slide Number**) placeholders

Discover the power of custom layouts

Go to Slide Master view



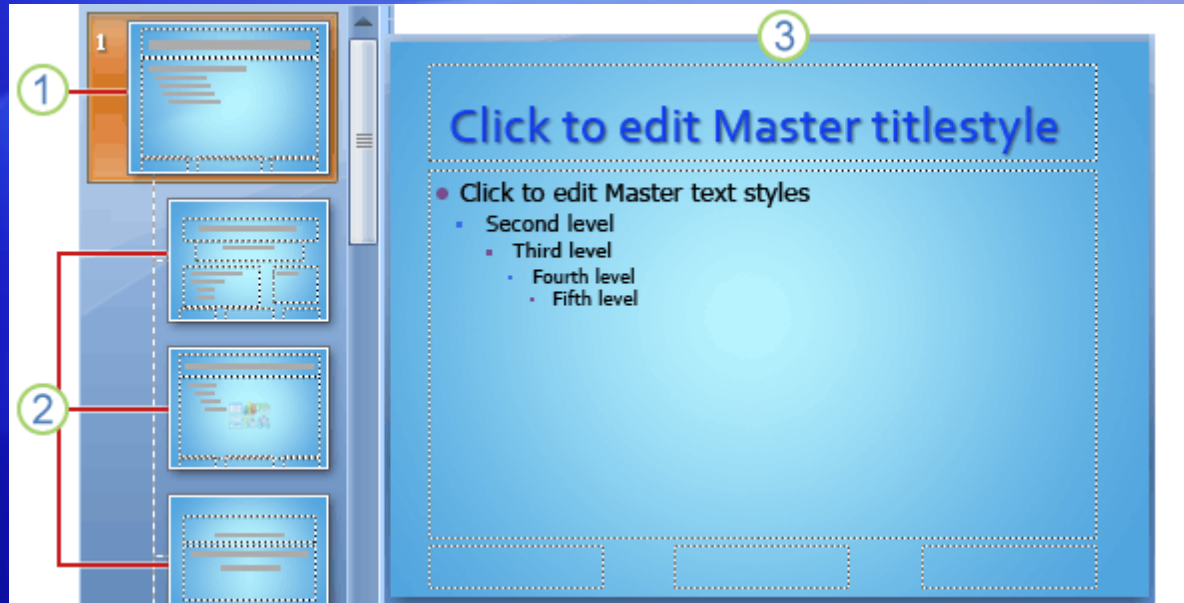
Here's the same slide in Normal view and Slide Master view.

To open Slide Master view, on the **View** tab, in the **Presentation Views** group, click **Slide Master**.

Before you create your custom slide layout, let's spend a moment learning more about Slide Master view.

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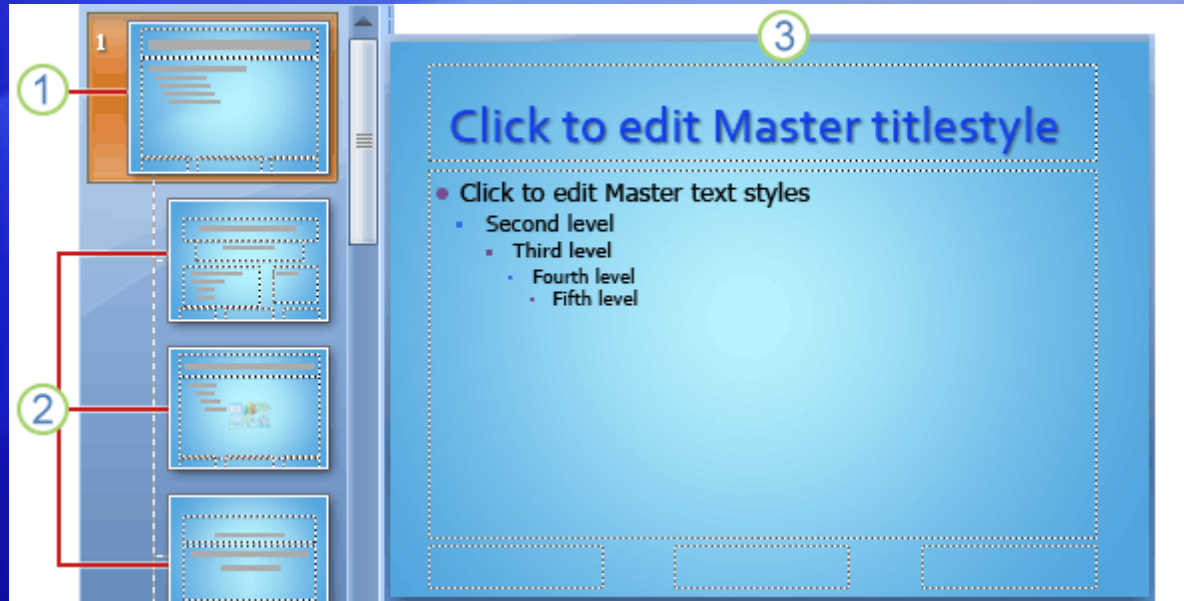
Slide Master view



Slide Master view is a behind-the-scenes view that lets you see and change placeholders and layouts, and make across-the-board changes.

Thumbnails of the layouts appear under the slide master because layouts, along with information such as theme colors, fonts, effects, and background styles, are part of the design shown in the slide master.

Slide Master view

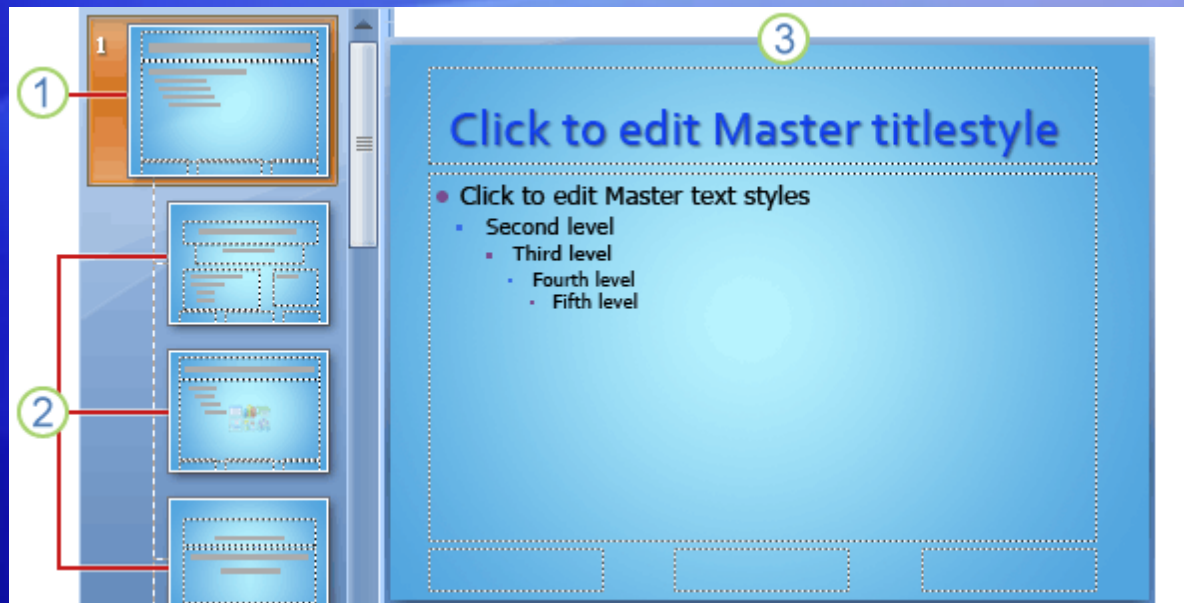


The picture shows the elements of Slide Master view.

- ① Slide master thumbnail
- ② Layout thumbnails
- ③ Slide master slide in main slide area

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Slide Master view



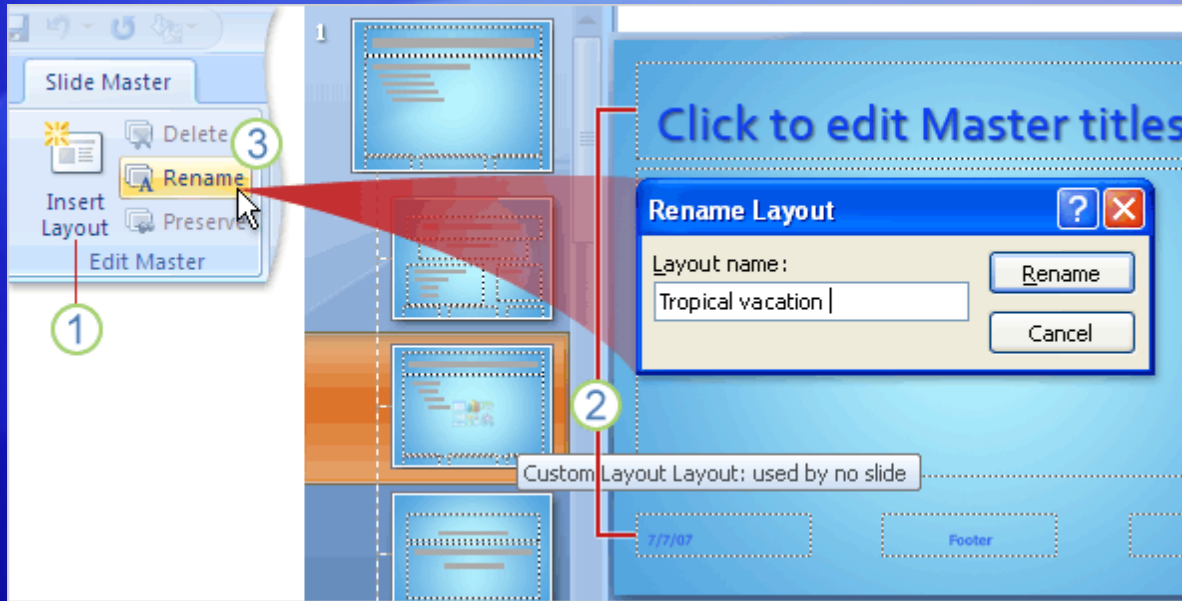
In Slide Master view, placeholders can contain only text, even though this text doesn't appear in your presentation and doesn't print.

Rather, it is custom prompt text, there to remind you of what to do in the placeholder.

For example, when creating a presentation in Normal view, you may see **Click to add text**, which is the default custom prompt text for the text placeholder.

Create a custom layout

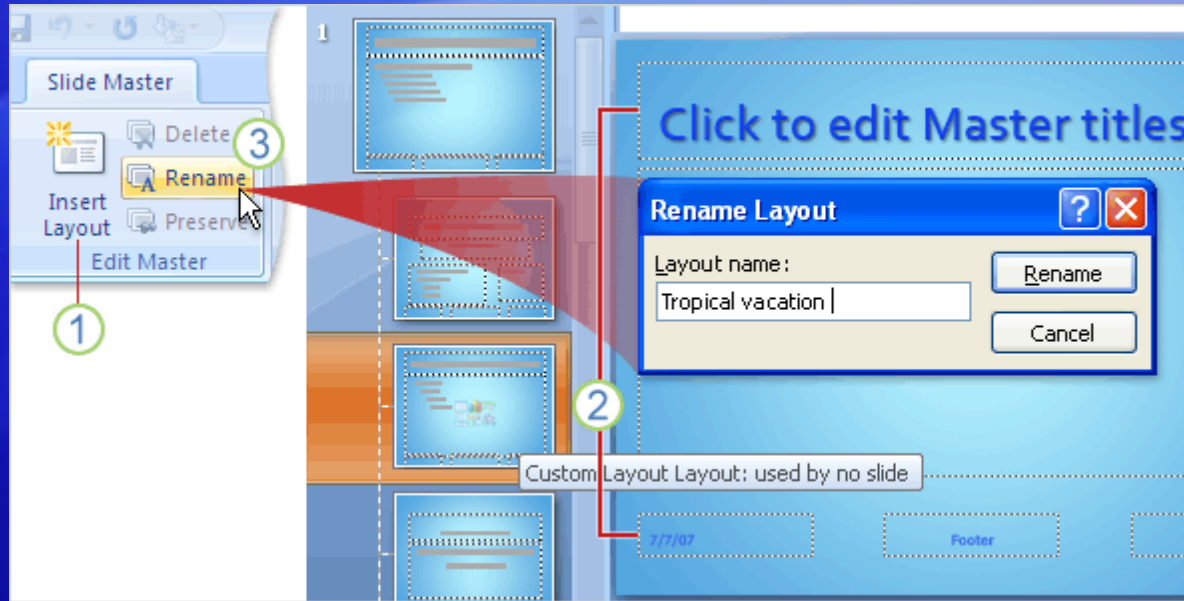
Here's how to add a custom layout.



- 1 Click **Insert Layout**.
- 2 Newly inserted custom layouts have four placeholders: the **Title** and three **Footers** (**Date**, **Footer**, and **Slide Number**).

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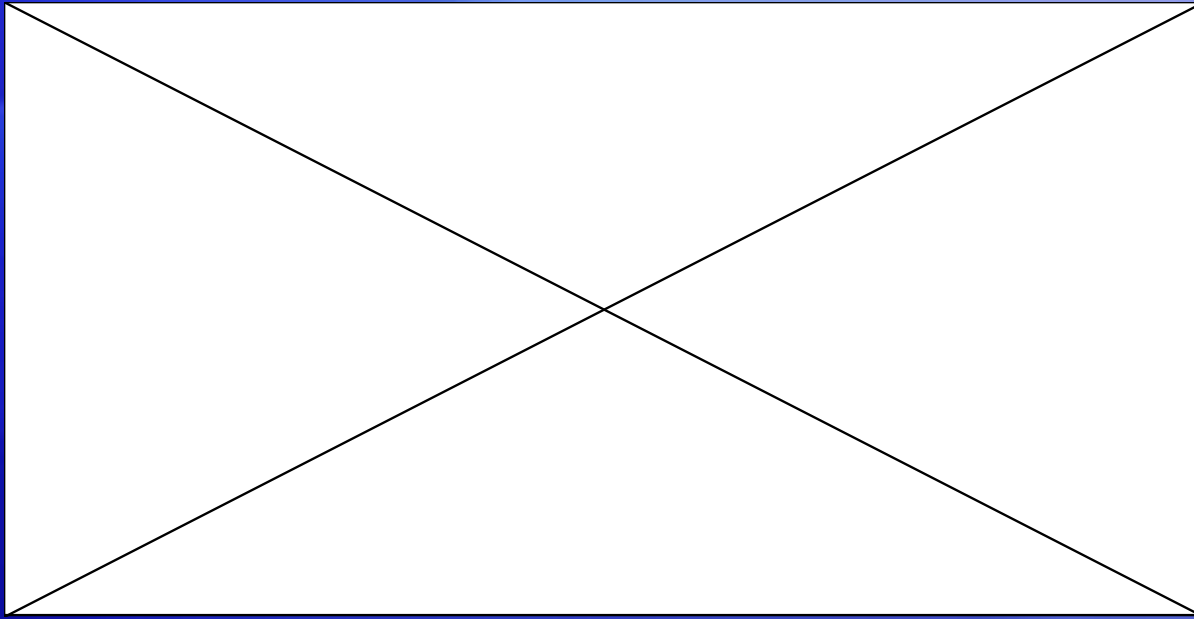
Create a custom layout



Here's how to add a custom layout.

- 3 To easily find and reuse your custom layout later, click the **Rename** button, type a name you can easily recognize in the **Layout name** box in the **Rename Layout** dialog box, and then click **Rename**.

Add and arrange placeholders



Now it's time to build your custom layout.

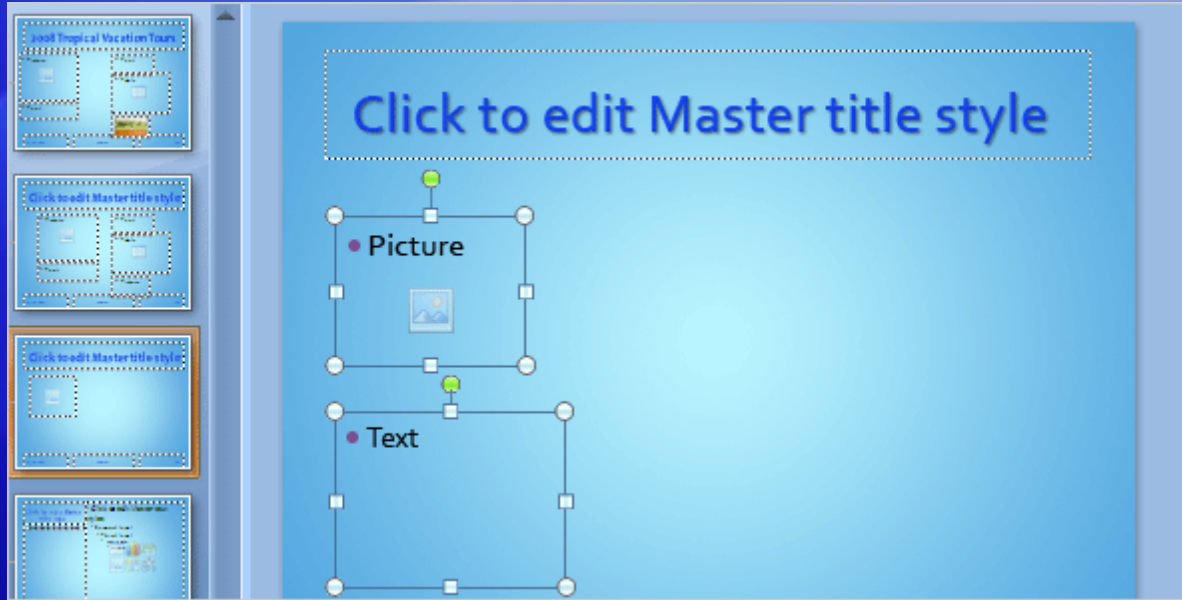
The animation shows how to add, move, and align placeholders for your tropical vacation slides.

Animation: Right-click, and click **Play**.

The process in a nutshell: You'll insert a picture placeholder to hold a tantalizing vacation photo; insert a text placeholder to hold the price of the tours; align the placeholders; and insert a second text placeholder and a table placeholder for the additional information.

Discover the power of custom layouts

Add and arrange placeholders



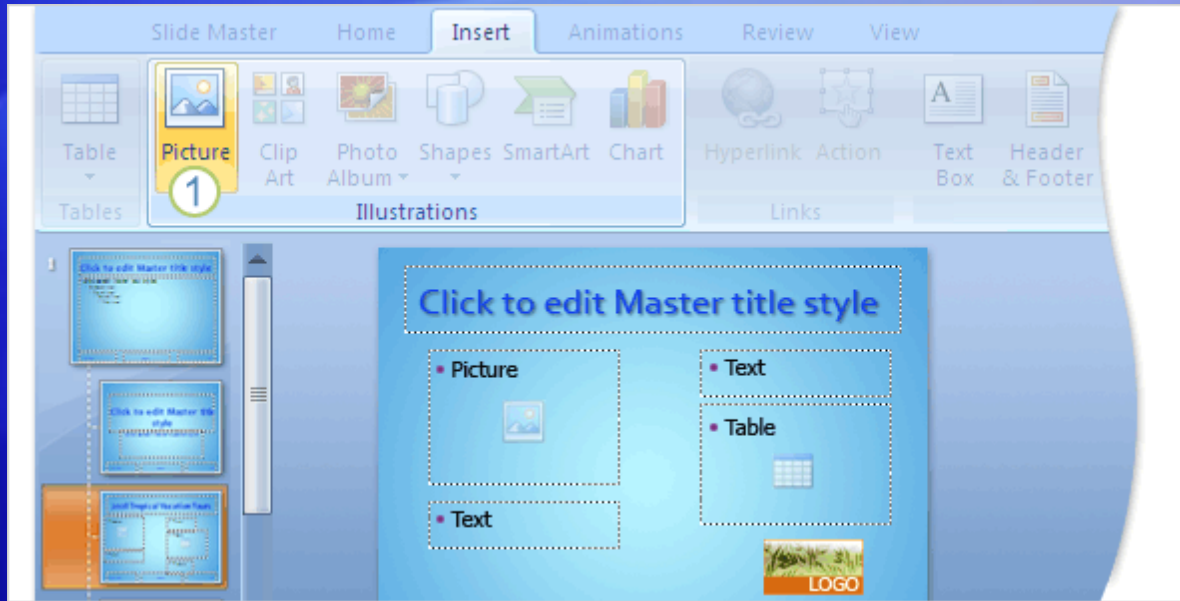
Now it's time to build your custom layout.

The picture shows how placeholders can be added and aligned on the Master title slide.

The process in a nutshell: You insert a picture placeholder to hold a tantalizing vacation photo; insert a text placeholder to hold the price of the tours; and align the placeholders as shown in the picture.

You can then insert a second text placeholder and a table placeholder for the additional information.

Add a logo



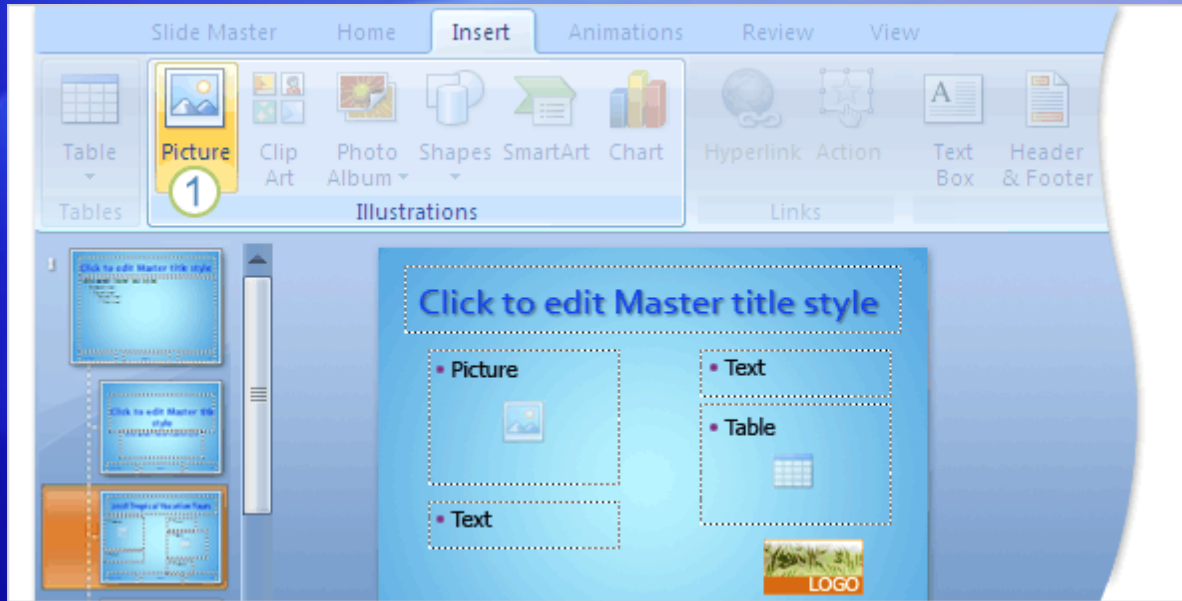
If you want the company logo to appear on the tropical vacation slides that use your layout, you'll add it to the custom layout.

Do the following:

- 1 Click **Picture**, locate the logo file, and then click **Insert**.

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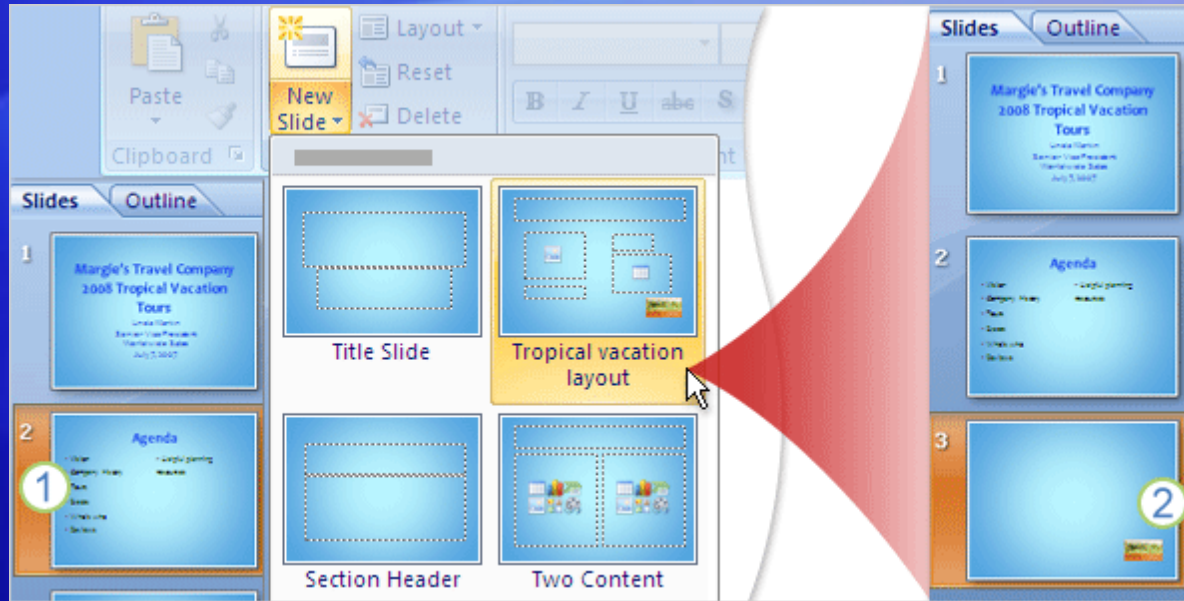
Add a logo



Caution: Pictures, particularly high-resolution photographs, can quickly inflate the file size of your presentation.

So you'll want to optimize your pictures to make them as small as possible.

Use your custom layout



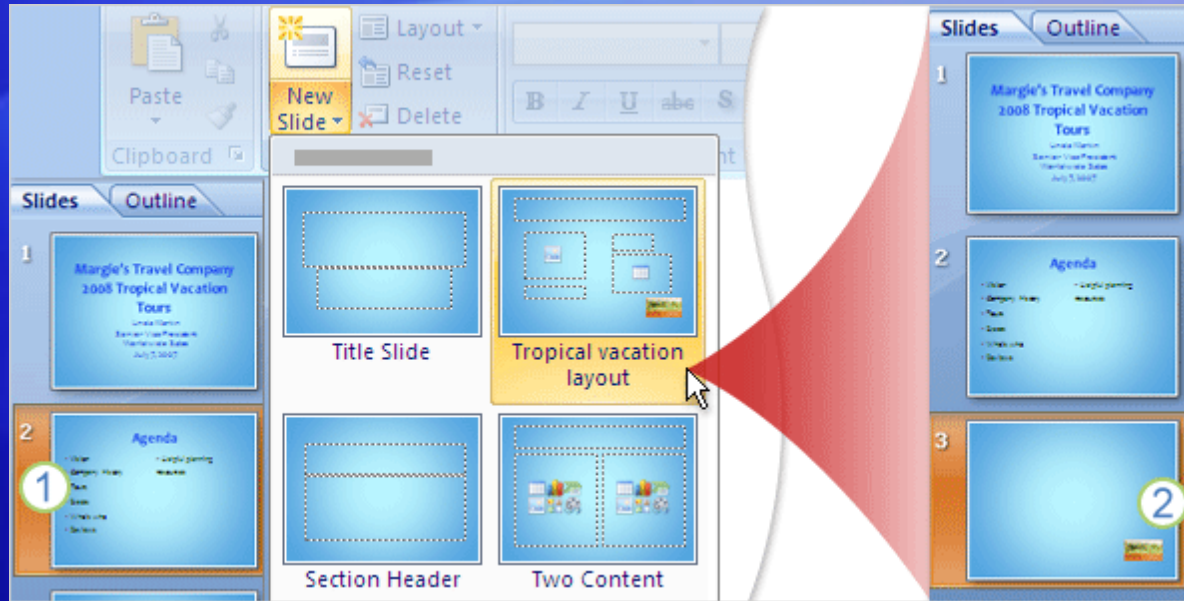
Now that you've created the custom layout with the logo, you can return to Normal view.

Your custom layout is now available for use in this presentation.

And the easiest way to use your custom layout is to add new slide to your presentation.

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Use your custom layout



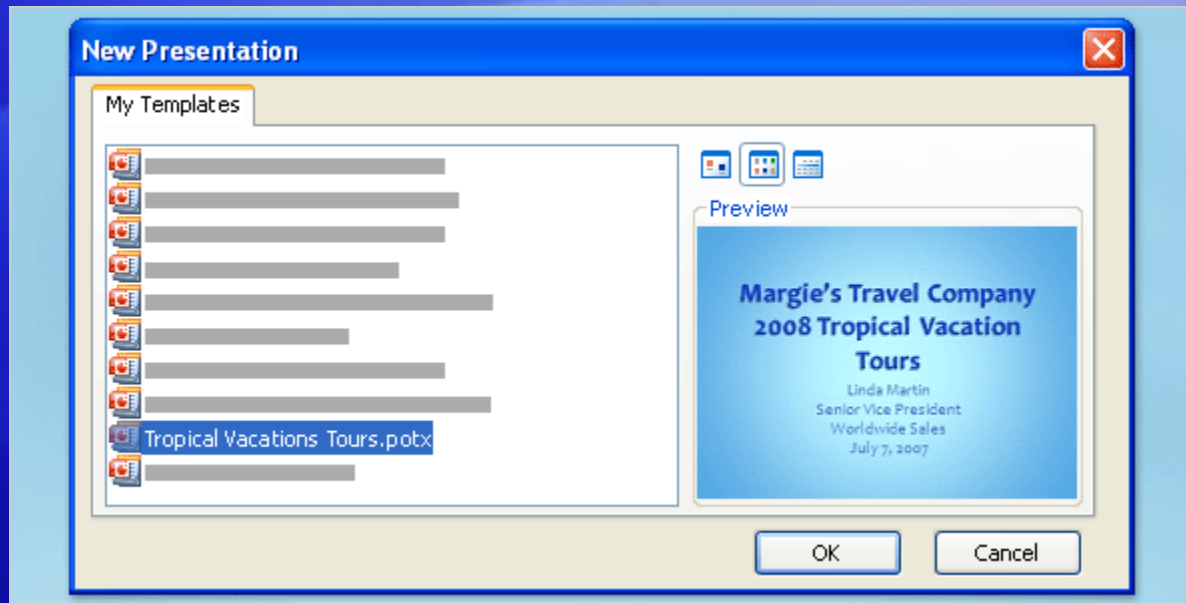
So on the **Home** tab, in the **Slides** group, click **New Slide**, and then click **Tropical vacation layout**.

The before and after:

- 1 Slide 2 in the presentation before you add the layout
- 2 Your custom layout inserted after slide 2

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Save as a template



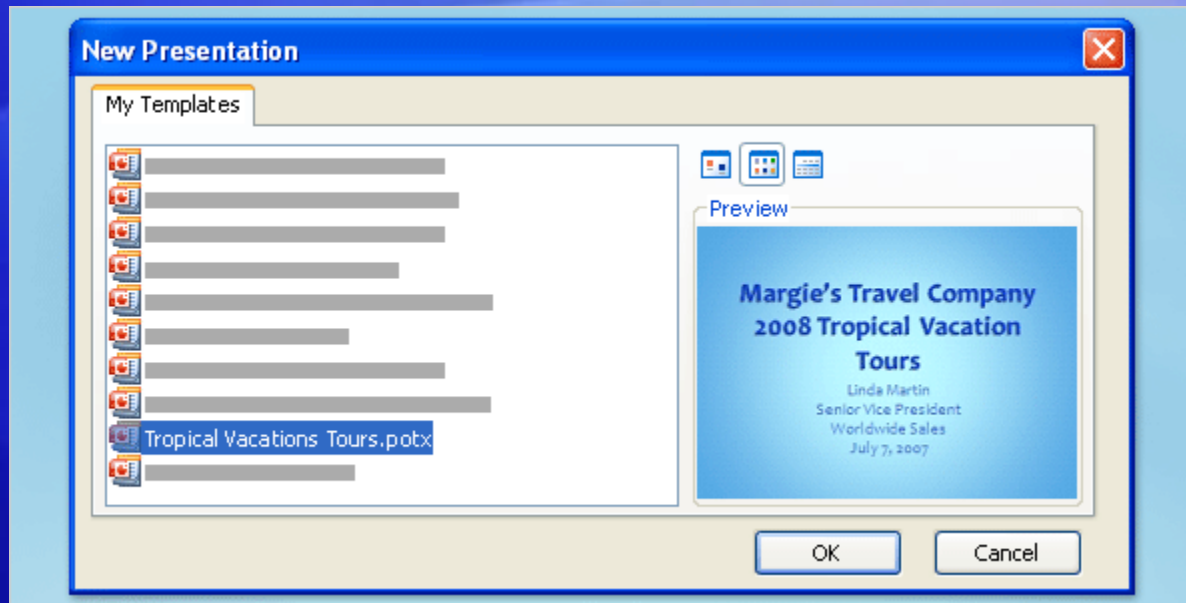
You can save your presentation as a template.

The advantages are that you can:

- Use the exact slide layout in other presentations.
- Apply the template to existing presentations to quickly update the way they look.

Discover the power of custom layouts

Save as a template



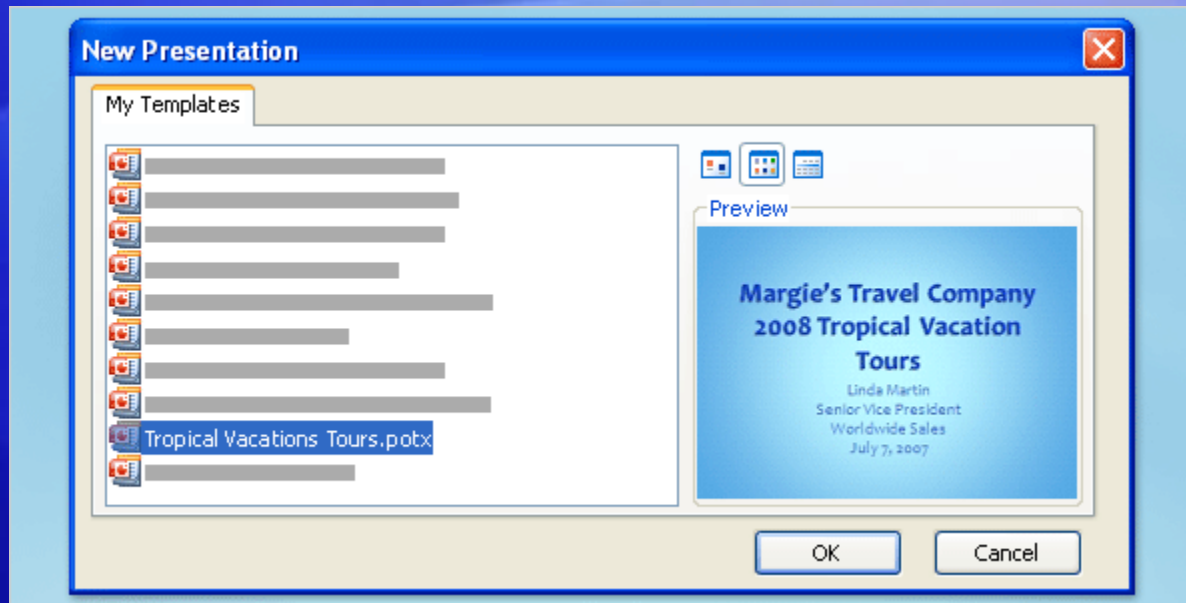
You can save your presentation as a template.

The advantages are that you can:

- Use the template to quickly create a new presentation.
- Easily share your template file with others in your company.

Discover the power of custom layouts

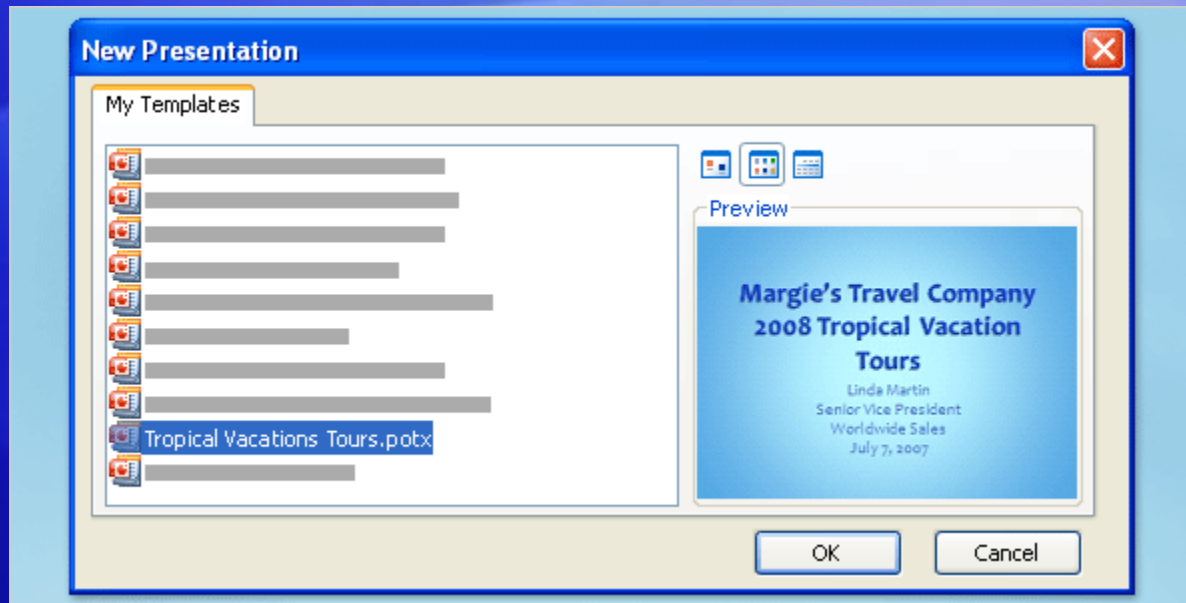
Save as a template



Here's how to save the presentation as a template file.

1. Click the **Microsoft Office Button**, point to **Save As**, and then click **Other Formats**.
2. In the **File name** box, type a file name that you will recognize.
3. In the **Save as type** list, click **PowerPoint Template (*.potx)**, and then click **Save**.

Save as a template



To use your template, instead of selecting a blank presentation after clicking **New**, select your template from **My Templates**, as shown here.

After you apply the template to a presentation, any custom and built-in layouts are available from the **New Slide** and **Layout** galleries on the Home **tab**, in the **Slides** group.

Suggestions for practice

1. Open Slide Master view.
2. Insert and rename a custom layout.
3. Add and arrange placeholders.
4. Add a logo to your layout.
5. Use your layout.
6. Save as a template.
7. Use the template to create a new presentation.

[Online practice](#) (requires PowerPoint 2007)