digital training
skills toolkit

PowerPoint 2016
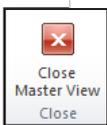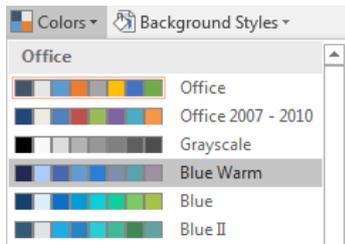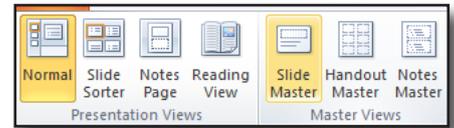# Master slides and more content

Using Master slides to create a consistent look

Master Slides set the styles for the whole presentation. On the **view** menu click on **Slide Master** to set these up. Any changes to the master style will affect all slides in your show that have used defaults.
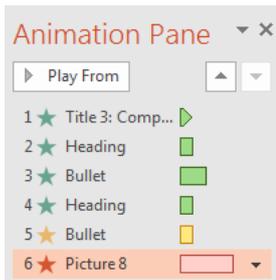
Use the **Colors** and **Fonts** menus to set groups of colours and fonts for your master style. To change backgrounds, select the top master slide and **right-click** on the background.

Close the master view and all your slides should have their styles updated.

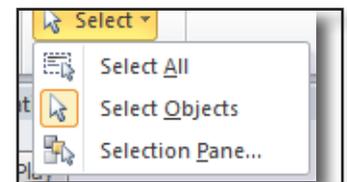## More complex animations/transitions

Any object has three effects - entrance, emphasis and exit, all waiting for a mouse click.

Open the **animation pane** in animations ribbon for more control. Each numbered step is a mouse click. Within each numbered step actions can overlap or follow on.

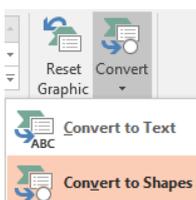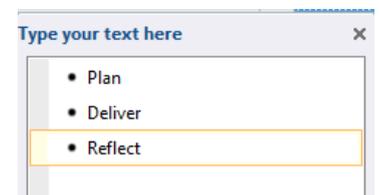The timeline can be dragged with the mouse to re-order and change the duration of events.

To make the names in the animation pane more understandable, use the selection pane to change the names. Open this using the **home** menu and click **select** and **selection pane.**

Manipulating images, Charts and SmartArt

The best way to use SmartArt is to pop out the text box and then use the bulleted list to control the text.
Use tab to indent text to the next level down.
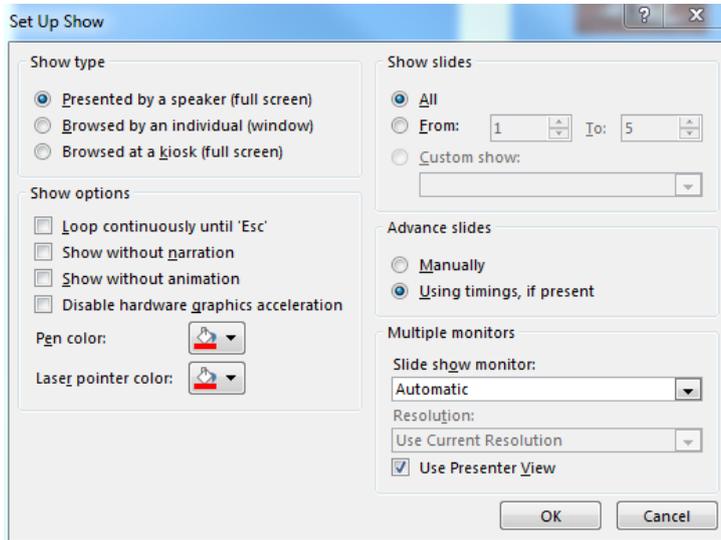Delete any unwanted lines.

Parts of the SmartArt can be manually set e.g. colours. If more complex manipulation is required then use the SmartArt Tools Design menu and click on Convert and Convert to Shapes. The shapes will be grouped but can be ungrouped or double clicked to be manipulated.

Using presentation tools

In the Slide Show ribbon, presenter view allows you to see your notes and upcoming slides. This works better with dual monitors. If you only have one monitor try it out using ALT + F5.

Custom slide show allows a selection of slides to be used (rather than all).

Setting up shows

Slide show, Set up show allows you to change the show type from the default presented by a speaker to browsed by an individual in a window or full screen. There are options to loop continuously and use timings if present.

Saving in other formats

File, Save as PDF for publishing.
File, Save as JPEG for use in other programs.

File, Export has options to create a video file, package onto a CD and a useful option to create handouts for editing in Word.

Useful keystrokes

F5 to present from the beginning
Shift +F5 to present from current slide
ESC to exit slide show view