PowerPoint: Using Templates & Importing Slides from Other Sources

When you have to design a presentation with PowerPoint the template is the key to working smarter and faster so that you can focus on your content, rather than layout, colours, fonts, etc. Learn the skills to use an existing corporate template, or custom variation, and discover how easy it is to modify an entire presentation with a few clicks. Learn the technique to use when reusing existing content from old presentations, or from Microsoft Word documents. Delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User.

Topics:

Working with an existing template

Saving a custom template

How to set a custom templates location

Modifying an existing template

Creating layouts in a template

How to create a template from a built-in theme

Changing colours in an existing template

Changing fonts in an existing template

Reusing old slides in a new presentation

Applying a new template to an old presentation

Importing slides from Microsoft Word content

Working with Design Ideas

Working with Design Variants

Turning Off Office Intelligent Services

Best Practices for Presentation Creation

Should You Attend This Module?

Working with PowerPoint should be all about adding the content to a well-designed template, so if you're spending too much time on layouts and formatting, you need to be at this session. No previous experience with PowerPoint is necessary however we won't be spending too much time on the basics of adding text, images, and other objects. If you want some control of the template when you reuse old content then you will appreciate that topic too.

Schedule

13:30 – 14:30

14:45 – 16:30

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