

Presensational Content Template Slides

Quick-start guide

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You don't need Flash or some other multimedia tool to create presentations and training that move, sing, and ask questions of the audience. All you need is PowerPoint® and the **Presensational Content Template Slides**. These well-designed, animated template slides will help you visually communicate complex information and actively engage learners.

ACCEPTABLE USE

What can you do with these templates? In case you skipped over the legal agreement, or just don't remember the details, let's review. You can use these templates to build slide presentations. You can then show those presentations as often as you like. You do not have to credit our templates, though we would not object. You can let other people show your presentations. Only the person creating and editing the slides needs to buy a copy of our templates.

Only the person who bought these template slides can use them to create content. You cannot give these templates away to others. Nor can you resell them either as is or part of your own template package.

EXPLORE THE TEMPLATE SLIDES

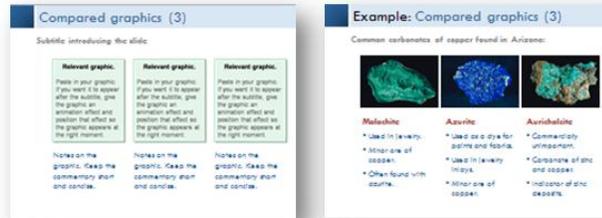
These template slides are packed with hidden delights that we do not want you to miss. Most of the slides are highly animated. Be sure to view the slides in Slide Show view to see the animation effects. To do so, from the PowerPoint menu, select the **View** tab and then the **Slide Show** button in the Presentation Views section of the ribbon. Or, click the Slide Show button at the bottom-right of the PowerPoint window. Press **Esc** when you are ready to return to editing view.

The slides have detailed instructions in the Notes field of each slide. To see the notes while you work on a slide, click the **View** tab, and then select **Normal**. (Or, click the **Normal** button at the bottom-right of the window.) Instructions appear in the notes area below the image of the slide. To see more of the notes, you can drag the bar at the top of the notes area upward. Or, if you are not currently editing a slide, select **View** and then **Notes Page**. This will display the whole notes page, just as it would appear when printed.

Speaking of printing, if you want to print out a "user's guide" containing all the slides and their notes, here's how: First, realize that there are a lot of slides and notes pages to print one to a page. So, make sure your printer has enough paper (at least 340 sheets). Then click *horton_content_template2010.potx* to start PowerPoint. A new presentation will open displaying all the slides in the template file. Now click the Office Button. Then choose **Print** in the menu and **Print** in the submenu. On the Print dialog box, set **Print what** to **Notes Pages** and then click **OK**.

EXAMINE THE EXAMPLES

Along with many of the template slides is a companion example showing how the template might be customized. In the notes field of each of these examples are instructions explaining how the template slide was edited. If you like the example better than the template, then use it as your starting point.



GETTING STARTED

There are two ways to use these templates: as the basis for a new presentation and as a source for slides to add to an existing presentation.

As a basis for a new presentation:

1. Create a new presentation based on the *horton_content_template.potx* template. Simply double-click *horton_content_template.potx*.
2. Save the new file. Click the **Office** button and choose **Save** from the menu. Pick the file name for your presentation. Be sure that **Save as type:** is set to either **Presentation (*.pptx)** or **PowerPoint Show (*.ppsx)**
3. Build your presentation using the slide templates. Simply go to Slide Sorter View  and drag the slides you wish to use to the beginning of the presentation.
4. When you are finished building your presentation, delete all the leftover template slides.

As a source for an existing presentation:

1. From within the existing file, click the **Home** tab.
2. Click the downward-pointing arrow next to the **New Slide** button in the Slides section of the Home ribbon.
3. Choose **Reuse Slides...** at the bottom of the dialog box.
4. In the Reuse Slides panel, click the **Browse** button and choose **Browse File...**
5. Navigate to *horton_content_template.pot*.
6. In the Select slides: area, click the slides you want to include in your presentation.
7. Check **Keep source formatting** if you want the inserted slides to keep their slide master. Uncheck the box if you want the inserted slides to take on the master of your presentation.
8. Adjust colors and reposition elements as necessary.

REVIEW THE BASIC POWERPOINT SKILLS YOU WILL NEED

This section contains instructions for the tasks you will need to perform to get the most from these templates. This is not a tutorial on PowerPoint but just a quick reminder of some crucial procedures. These instructions are for **PowerPoint 2007**.

Delete unneeded objects

Select the object you want to delete, and then hit the **Delete** key. Alternatively, from the **Home** tab, select **Cut**.

Duplicate slide objects

You often must duplicate existing slide objects. To do so simply:

1. Select the object you want to duplicate.
2. Hold down the **Ctrl** key and press the **D** key. The copy will appear a little to the right and a little below the original object. And, it will be selected.

Group objects

You will often need to group a number of objects together so that they can be manipulated as one object. Here's how:

1. Select the first object you wish to group.
2. Hold down the **Shift** key and select the other objects you want to add to the group.
3. On the **Home** tab, click **Arrange** in the Drawing section of the Home ribbon
4. Select **Group**.

Even easier:

1. **Select** the items to group.
2. Right-click and choose **Group** in the context menu.
3. Then choose **Group** in the submenu.

For you power users out there, there is a **Selection and Visibility** pane that displays a list of all the objects on your slide. You can use it to check the items you want to select. This is useful if some of the items you want to select are behind other objects. It is available from the **Select** menu item on the **Home** ribbon.

Ungroup objects

This one is really easy. Just click on the group. Right-click, choose **Group**, then choose **Ungroup** in the submenu.

Tip: If you wish to group the items again, just select one of the items in the old group, right-click and choose **Group**, then **Regroup**.

Edit text in placeholders

Edit placeholder text or sample text as you would in Microsoft Word®.

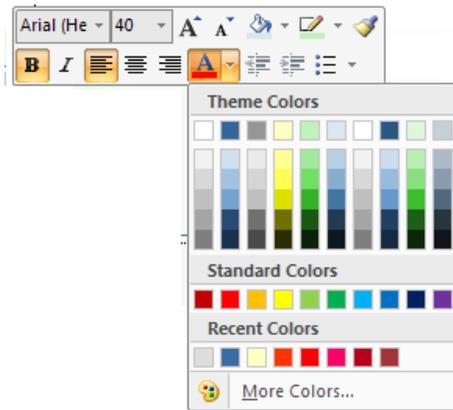
1. Place your cursor right before the first letter of the first word of the text you want to edit.
2. Hold down the **Shift** key.
3. Place the cursor after the last letter of the last word of the text you want to edit. (All the text should be highlighted.)
4. Edit the text.

Shortcut: Another way to select text is to double-click to select a whole word, Ctrl-click to select an entire sentence, or triple-click to select an entire paragraph.

Change text color

You can change the color of a letter, a word or group of words, or a text box. Simply select what you want to recolor, and then click the downward-pointing arrow next to the font color button in the floating formatting pallet.

Either select one of the colors shown or click **More Colors...** to choose another color.

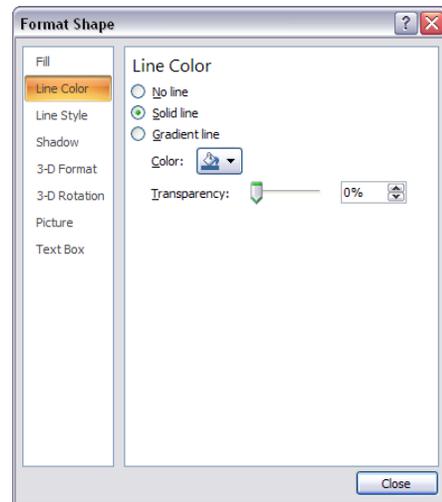
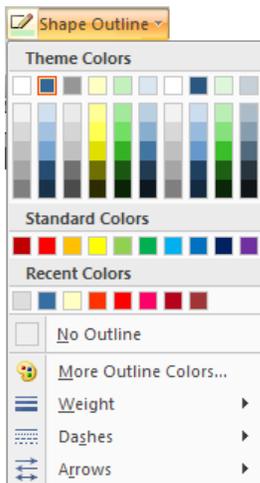


Change line color

Just as you can change font color, you can also change the line color of text and drawing objects. Simply select what you want to recolor and then right-click and choose

Format Shape. In the Format Shape dialog box, make the changes you wish. Notice how many characteristics you can control from this one dialog box!

You can also change line color by clicking the **Shape Outline** button tab in the Drawing section of the Home ribbon.



Change fill color, fill effect, and transparency

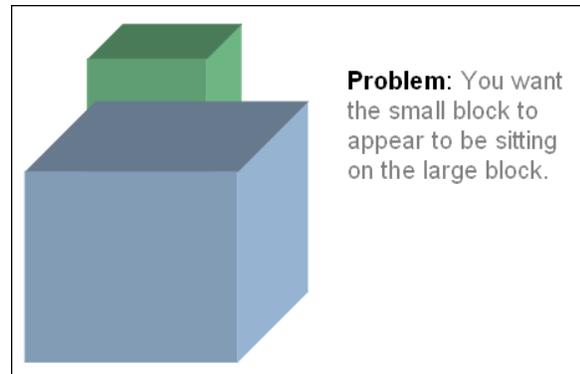
You can easily change the fill color for text and drawing objects. Just select what you want to recolor, right-click, and choose Format Shape. In the Format Shape dialog box, you can change the fill color, fill effects, and fill transparency.

Experiment with these options to see how they work.

Arrange objects

As you add objects on a slide, you will often need to change their front-to-back order. That is, you must control which object appears in front of or behind other objects. This is an easy process.

1. Select the object you want to change. In this example, we want to move the small block out from behind the large block—that is, bring the small block to the front.
2. Select the small block and right-click.
3. Choose **Bring to Front** from the context menu.
4. Then, choose **Bring to Front** from the submenu.
5. Adjust the position of the small block and you're done.

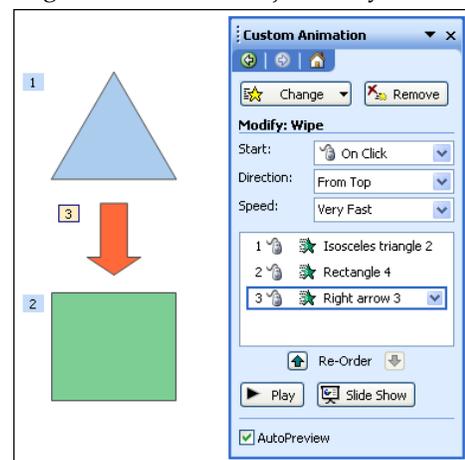


Adjust animation order

As you modify the template slides, you will often have to change in what order objects on your slide animate. *Animation* refers to how objects first appear, disappear, move, or change characteristic on a slide.

Take a look at the example to the right. The bottom block wipes on before the arrow. We need to change the animation order of the arrow:

1. Click the **Animations** tab.
2. Select **Animation Pane** in the Advanced Animation section of the ribbon to display the Animation Pane docked to the right side of the PowerPoint window.
3. On the slide, select the object whose animation order you want to change—in this case the arrow.
4. Select the highlighted object in the Custom Animation panel. Notice that it is now bordered in blue.

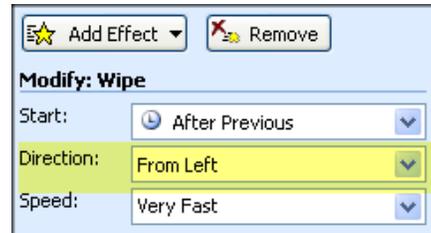


- Using the **Re-Order** arrows near the bottom of the Custom Animation panel, move the selected object up or down into the desired order—in this case we will move the arrow (labeled Right arrow 3) up just before the bottom block (labeled Rectangle 4).

Caution: Some objects may have multiple animations. When you select them on the slide, more than one item will highlight in the Custom Animation panel. Make sure you select just the item you want to reorder before making any changes.

Adjust animation direction

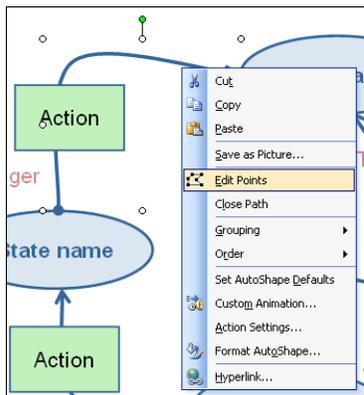
As you customize these template slides, you will need to change the direction of an animation effect. For instance, if you use arrows to show how a process flows left to right, you want to make sure that the arrows all wipe left to right. In PowerPoint parlance, left-to-right is called “From Left.”



- On the slide, select the item whose animation direction you want to change.
- Display the **Custom Animation** panel.
- Next to **Direction:**, click the downward-pointing arrow to see the direction choices you have.
- Select the appropriate direction.

Note: Not all animation effects have directions.

Edit points in free-form lines



A number of the content template slides use free-form lines. They can sometimes be challenging to edit.

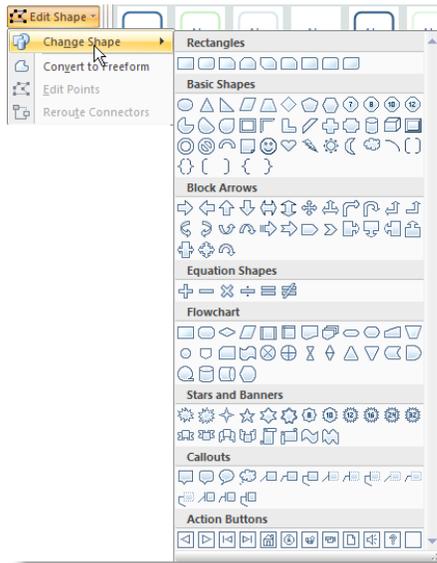
Say you want to change the path of one of the arrows. You would:

- Select the arrow.
- Right-click to display the context menu.
- Select **Edit Points**.

You can now adjust the points that control the shape of the curve. You can drag points to new locations. You can also add and delete points. You can change the way points affect the shape of the curve. For instructions, search Help for “Change

the shape of a freeform or curve”.

Change AutoShapes



All through the templates there are pre-defined shapes, such as rectangles, ovals, triangles, etc. These shapes are called AutoShapes. You can easily change their shapes; say change a rectangle to an oval.

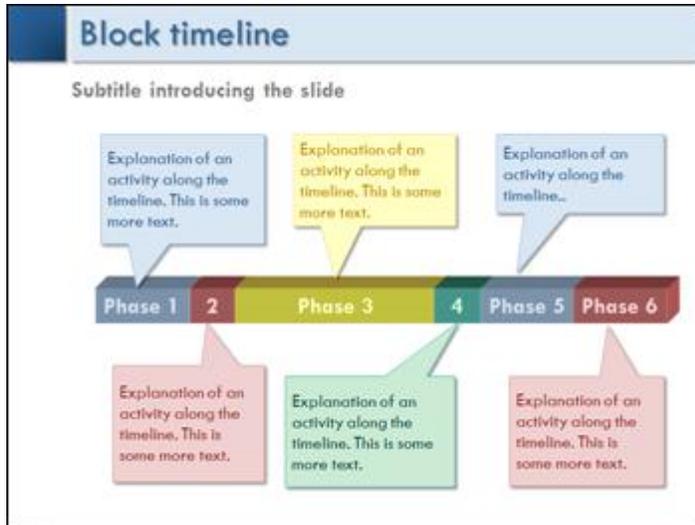
1. Select the shape you want to change.
2. Under Drawing Tools, on the Format tab, in the Insert Shapes group, click **Edit Shape**.
3. Choose **Change Shape** from the menu.
4. Select the new shape from the visual menu that appears.

STRATEGIES FOR USING THE CONTENT TEMPLATE SLIDES

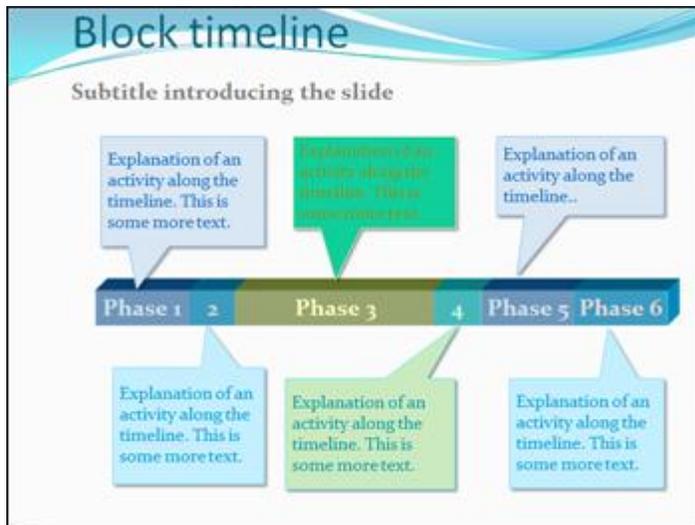
You have purchased our template slides. Now you need to make them your own. We suggest you do several things: Customize the appearance of the template slides to reflect your organization's style guidelines, and then select those content slides that you will use most often and save them as a new template file.

Customize the appearance of the template slides

- ▶ **Change the copyright notice for the slides, notes, and handouts.** From the **Insert** tab, select **Header & Footer...** Edit the footer information on the **Slide** tab and on the **Notes and Handouts** tab.
- ▶ **Add your organization's logo, if necessary.** Before adding logos and other identifiers, consider how much space they will take away from the content. Also visualize where these slides will appear. If they appear within a live presentation, the logos and other identifiers will have already been shown on the title slide. If the slides appear within a course for the Web, the logos and identifiers will probably already be visible within the interface. If you are concerned viewers will have forgotten who owns this information, the copyright notice should tell them—not a plethora of irrelevant graphics.
- ▶ **Change the theme of the template slides.** To do that, from the **Design** tab choose a new theme from the visual menu. You can preview how the new theme will look by simply hovering your cursor over each of the themes, For example, here is the original slide:



This is the same slide with a new theme:



After changing the theme, you will need to adjust the position of text boxes and other graphical elements.

Note: The colors used in the graphics are not tied to the color scheme. This is because there are not enough scheme colors to adequately render the graphical elements.

- ▶ **Change just the color and text scheme of the template slides.** To do that, from the **Design** tab change the current color pallet, fonts, and effects. To learn more about how to choose and modify themes, go to <http://office.microsoft.com>. Navigate to the PowerPoint area of the site and then search using the term "PowerPoint themes." Choose one of the demos to show you how to get started with themes.

Note: The Black text used for the slide titles is defined in the slide and title master slides.

Create a new template slide file containing often-used slides

These template slides cover a wide range of disciplines — not all of which will be applicable to your organization. We suggest that you prune the *Presensational* Content Template Slides so that it contains only those content slides you are likely to use, and then save the pruned file as a new PowerPoint template file (.potx).

After creating the new template file, consider how you will use these content slides. For instance, if you are planning to convert these slides for Web delivery, go ahead and convert this template file using your chosen conversion method. Critically review the results.

The most common issues you may need to address include the positioning of elements on the slide and whether the animation effects are faithfully reproduced. Edit these elements as necessary and convert again.