Microsoft PowerPoint 2010 - Level 1

4 – Slide layouts

CORPORATE **LEARNING & DEVELOPMENT**

SLIDE LAYOUTS

PowerPoint includes a range of **slide layouts**, complete with placeholders that allow you to quickly and easily insert text, headings and pictures and the like, onto a slide. Each slide layout is predesigned, and the gallery of available layouts should satisfy your slide design needs. But, if not, you can modify an existing layout or insert a blank slide and work from scratch.

### In this booklet we will show you how to:

- ✓ gain an overview of slide layouts
- ✓ insert a **Title** slide
- ✓ insert a title and content slide
- ✓ insert a section header slide
- ✓ insert a table
- ✓ insert a **Picture** with **Caption** slide
- ✓ insert a chart
- ✓ apply a different layout to a slide.

UNDERSTANDING SLIDE LAYOUTS

In PowerPoint, a **slide layout** is like a slide template, and contains formatting (such as applied **themes**) and **placeholders**. A placeholder is a container that holds text and graphics, such as pictures, clip art, tables, charts and more. Each placeholder is positioned in certain areas of the slide, such as a text placeholder for the heading.
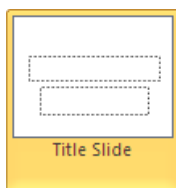
Title placeholder: click on **Click to add title** to type the slide heading

Click to add title
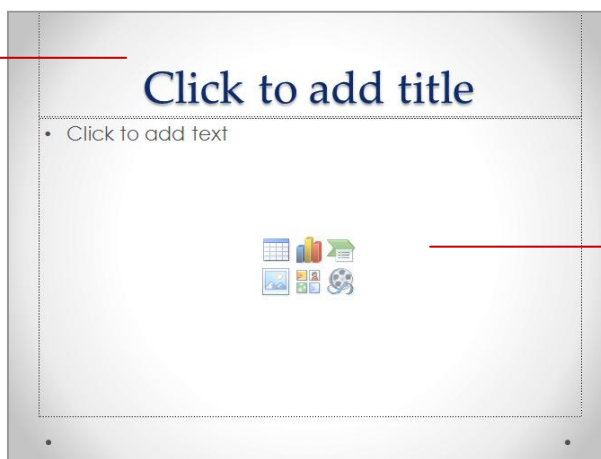
• Click to add text

Content placeholder: click on **Click to add text** to begin a bulleted list, or click on an object in the centre of the placeholder to insert that object
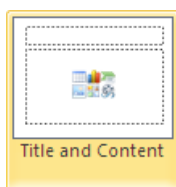
The Layouts Gallery

The following predesigned slide layouts are available in the **Layouts** gallery.

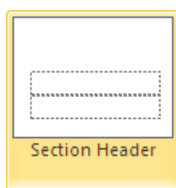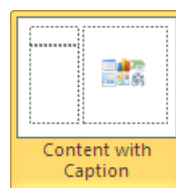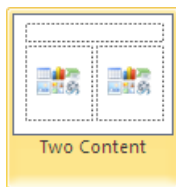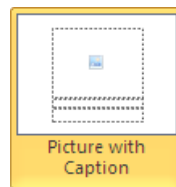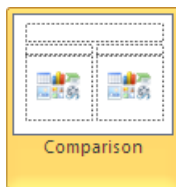|	
Title Slide	The **Title Slide** layout is the default layout when you open a blank presentation in PowerPoint. It comprises two text placeholders: the first for the presentation title and the second for a subtitle.
Title and Content	The **Title and Content** layout is the most commonly-used layout. It comprises a title placeholder and a content placeholder. Click on **Click to add text** to type a bulleted list.
Section Header	The **Section Header** layout is ideal for slides that introduce new sections within the presentation. It includes two placeholders: a title placeholder and a text placeholder.
Two Content	The **Two Content** layout has a title placeholder and two content placeholders that appear side-by-side.
Comparison	The **Comparison** layout has a title placeholder, two text placeholders and two content placeholders.

Title Only	The **Title Only** layout is the same as a **Title Slide** except that it doesn't have a subtitle placeholder.
Blank	The **Blank** layout is just that – blank.
Content with Caption	The **Content with Caption** layout has a title and caption placeholder on the left and a content placeholder on the right.
Picture with Caption	The **Picture with Caption** layout has a title placeholder, a caption placeholder and a placeholder for images.

INSERTING A TITLE SLIDE

Microsoft assumes that the first slide in your presentation will be for the title, so when you create a new presentation, a *Title* slide will be inserted by default. A title slide contains two *text* placeholders.

The upper placeholder is formatted with a large font to display the title of your presentation. The lower placeholder is formatted with a smaller font to add a subtitle, for example.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file P805 Slide Layouts_1.pptx...

1 In the *Slides* pane, click on slide *4* titled *Freight*

2 Click on the *Home* tab, then click on the bottom half of *New Slide* in the *Slides* group to display the *Layout* gallery

3 Click on *Title Slide* to insert a new title slide at the end of the presentation

4 Click in the *title* placeholder in the *Slide* window and type **Transport**

5 Click in the *subtitle* placeholder and type **A New Direction**, then click outside the placeholder to see the result

3

4

5
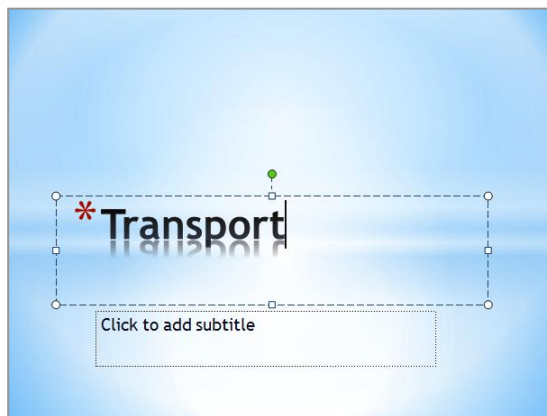
For Your Reference...

To *insert* a *Title* slide:
1. Select the slide that will precede the *Title* slide that you want to insert
2. Click on the bottom half of *New Slide* in the *Slides* group on the *Home* tab
3. Click on *Title Slide*

Handy to Know...

- As shown in this exercise, *Title* slides can be inserted at the end of the presentation with closing text, for example, 'The End', to indicate that the presentation is finished.

- If a slide already has the layout that you need, right-click on the slide and select **Duplicate Slide** to copy the slide.


INSERTING A TITLE AND CONTENT SLIDE

The **Title and Content** slide layout is the most commonly-used layout, and as such can be put to all sorts of good use. Using this layout you can simply add a title and then type some text in a bulleted list, as we will do in this exercise. You can also insert **objects** into the content placeholder, such as pictures, tables, charts, clip art and other media.
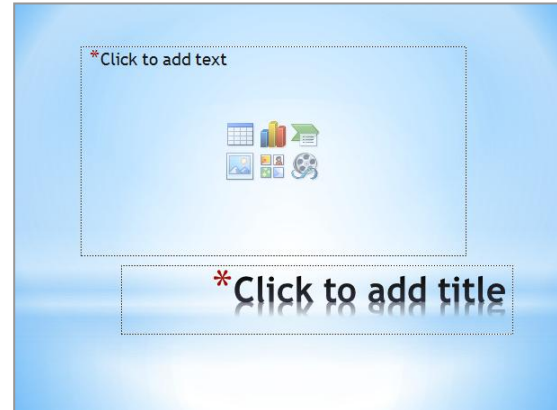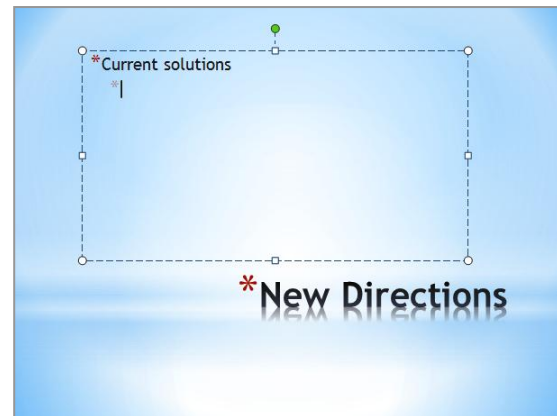
Try This Yourself:

Same File — *Continue using the previous file with this exercise, or open the file P805 Slide Layouts_2.pptx...*

1. In the **Slides** pane, click on slide **1** titled **Transport**

2. Click on the bottom half of **New Slide** 🔲▾ in the **Slides** group to display the **Layout** gallery

3. Click on **Title and Content** to insert a new slide with two placeholders

4. Type **New Directions** in the **title** placeholder

5. Click on **Click to add text** and type **Current Solutions**

6. Press Enter, then click on the **Home** tab and click on **Increase List Level** 🔲 in the **Paragraph** group or press Tab to create a second-level bulleted list

7. Type the text as shown, and press **Decrease List Level** 🔲 to in the **Paragraph** group or press Shift + Tab to create the second first-level bullet

   As you type the last bulleted list entry, you may notice that the space between each line is reduced to enable the text to fit the placeholder
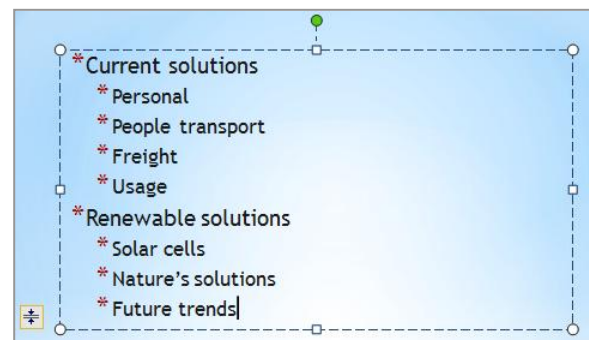
3

*Click to add text

*Click to add title

6

*Current solutions
*|

*New Directions

7

*Current solutions
  *Personal
  *People transport
  *Freight
  *Usage
*Renewable solutions
  *Solar cells
 *Nature's solutions
  *Future trends|

For Your Reference...

To **insert** a **Title and Content** slide:
1. Click on the slide that will precede the **Title and Content** slide
2. Click on the bottom half of **New Slide** 🔲▾ in the **Slides** group on the **Home** tab
3. Click on **Title and Content**

Handy to Know...

- Instead of using **Increase List Level** 🔲 and **Decrease List Level** 🔲 to change bulleted list levels, you can press Tab to indent a bulleted list entry and Shift + Tab to outdent a bulleted list entry.


INSERTING A SECTION HEADER SLIDE

A **Section Header** slide is similar to a **Title** slide, except that it is usually used to separate the major topics in your presentation into **sections**. For example, if you create a presentation for a one-day training course, you might use section header slides to indicate scheduled breaks such as morning tea, lunchtime and afternoon tea.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P805 Slide Layouts_3.pptx...

1 In the **Slides** pane, click on slide **2** titled **New Directions**

2 Click on the bottom half of **New Slide** in the **Slides** group to display the **Layout** gallery

3 Click on **Section Header** to insert a new slide with two placeholders

4 Type **Current Solutions** in the **title** placeholder

We don't need the text placeholder...

5 Hover over the border of the **text** placeholder until the pointer changes to a four-headed arrow, then click to select the placeholder

6 Press Del to delete the placeholder

7 Repeat the above steps to insert another **Section Header** slide after slide **6** (**Freight**) titled **Renewable Solutions**

We'll force the title onto one line…

8 Click in the title, then move the pointer to the middle handle on the left border of the placeholder, and when the pointer changes to a double-headed arrow, click and drag to the left until the title is on one line, release the mouse button
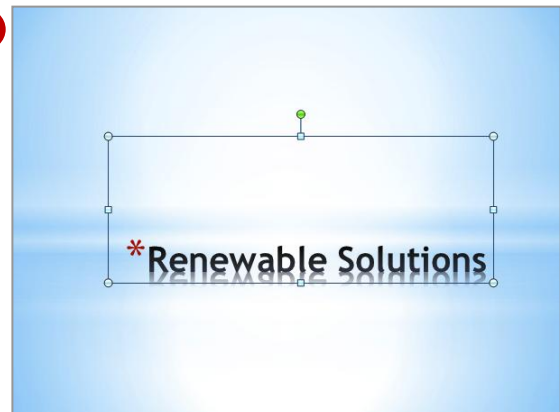

For Your Reference…

To **insert** a **Section Header** slide:
1. Click on the slide that will precede the **Section Header** slide
2. On the **Home** tab, click on the bottom half of **New Slide** in the **Slides** group
3. Click on **Section Header**

Handy to Know…

- **Section header** slides can give a logical break in the information you are presenting. They help to inform the audience that they have finished one section or phase and are about to start another. They can also help to give the presenter a logical place for a break or pause.

INSERTING A TABLE

Tables are a great way to present rows and columns of otherwise boring data. Tables add a graphical element to your slides, and can be formatted using the many tools on the contextual **Table:**

Design tab. You can insert a table into any of the content placeholders of the various slide layouts. Alternatively, you can create a new table from scratch and insert it anywhere you like.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P805 Slide Layouts_4.pptx...

1 In the **Slides** pane, click on slide **6** titled **Freight**

2 Click on the bottom half of **New Slide** in the **Slides** group, then select **Title and Content** to insert a new slide

3 Type **Current Usage** in the **Title** placeholder

4 Click on **Insert Table** in the content placeholder to open the **Insert Table** dialog box

5 Type **2** in **Number of columns**, press `Tab` and type **4** in **Number of rows**, then click on **[OK]** to insert the table

Notice that the table is formatted using the applied theme colours...

6 Type the following data into the table, pressing `Tab` after each entry to move to the next cell:

Category	Percentage
Personal	25
Public	40
Freight	35

7 Click outside the table to deselect the placeholder

4

5

6

Category	Percentage
Personal	25
Public	40
Freight	35

7

Category	Percentage
Personal	25
Public	40
Freight	35

*Current Usage
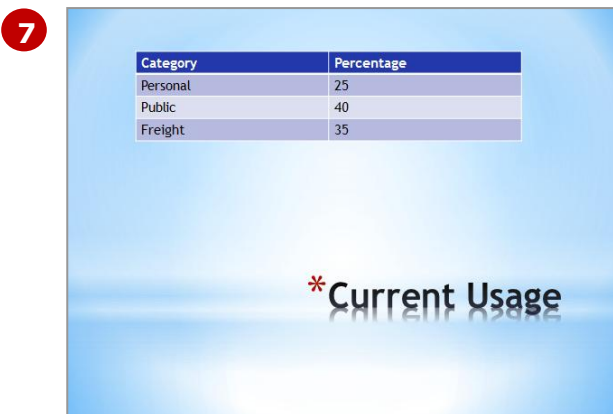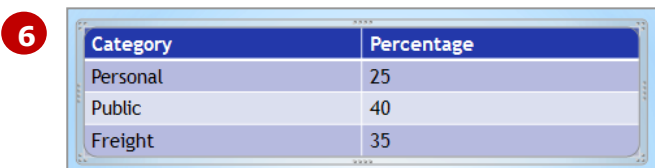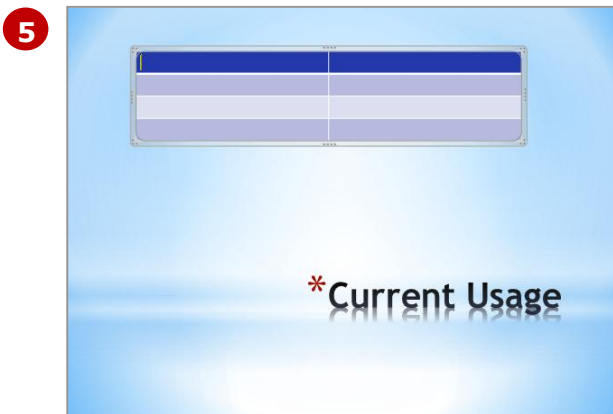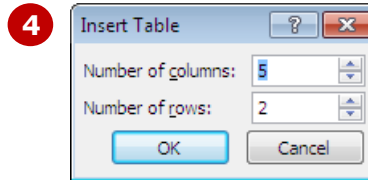
For Your Reference…

To **insert** a **table**:
1. Click on **Insert Table** in the content placeholder
2. Type the **Number of columns** and **Number of rows**, then click on **[OK]**
3. Enter the table data

Handy to Know…

- Once you've created a table, you can easily move it by dragging the table border to the new location. You can also use the borders to resize the table.
- Use the **Table Tools: Design** and **Layout** tabs to add extra rows and columns or to format the table.

INSERTING A PICTURE WITH CAPTION SLIDE

Pictures, such as photos and images, can add life and interest to otherwise dull text-based slides. There are several ways to insert pictures onto your slides. You can insert a picture anywhere on a slide using *Insert Picture from File* 🖼 on the *Insert* tab. Or, you can insert a picture into a content placeholder by clicking on *Insert Picture from File* in the content placeholder.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P805 Slide Layouts_5.pptx...

1 In the *Slides* pane, click on slide **8** titled *Renewable Solutions*

We'll insert a layout that will allow us to add text and an image...

2 Click on the bottom half of *New Slide* 🔽 in the *Slides* group, then select *Picture with Caption* to insert a new slide

3 Type **Future Trends** in the *title* placeholder

4 In the content placeholder, click on *Insert Picture from File* 🖼 to open the *Insert Picture* dialog box, then navigate to the course files folder

5 Click on *P805 Slide Layouts.jpg*, then click on [Insert]

6 Click in the *text* placeholder and type the following, pressing [Enter] after the first two points

**Hybridisation
Solid oxide technology
Power plant alternatives**
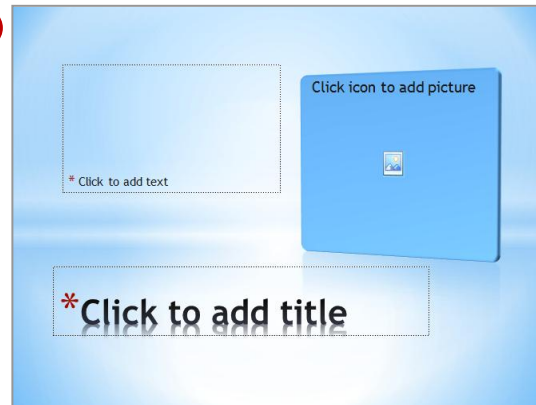
For Your Reference…

To *insert* a *Picture with Caption* slide:

1. Click on the slide that will precede the *Picture with Caption* slide
2. Click on the bottom half of *New Slide* 🔽 in the *Slides* group on the *Home* tab
3. Click on *Picture with Caption*

Handy to Know…

- As the picture and caption are held in separate placeholders they will move independently. However, you can *group* them to keep them together and treat them as a single object. To do this, use [Shift] and click to select the placeholders to group, then click on *Group* on the *Format* tab.

INSERTING A CHART

Charts allow you to represent statistical data and the like graphically, and as such can enhance the look of a slide as well as providing information. Once you insert a chart, you then enter the data and the chart will update as the data is entered. You can use **Insert Chart** 📊 on the **Insert** tab to insert a chart, or you can click on **Insert Chart** in any of the content placeholders.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P805 Slide Layouts_6.pptx...

1 In the **Slides** pane, click on slide **7**

We'll replace the table with a pie chart...

2 Click in the table, then click on the border of the table placeholder to select the table, then press Del

The content placeholder returns ready for you to insert content...

3 In the content placeholder, click on **Insert Chart** 📊 to open the **Insert Chart** dialog box

4 Click on **Pie**, then click on **[OK]** to open a **Microsoft Excel** window

5 Enter the data as shown, pressing Tab and Enter to move between cells, then drag the lower right corner of the blue box up until the blue line excludes the data in row **5**

6 Release the mouse button

7 Click on **Close** ✖ to close **Excel** and return to **PowerPoint**
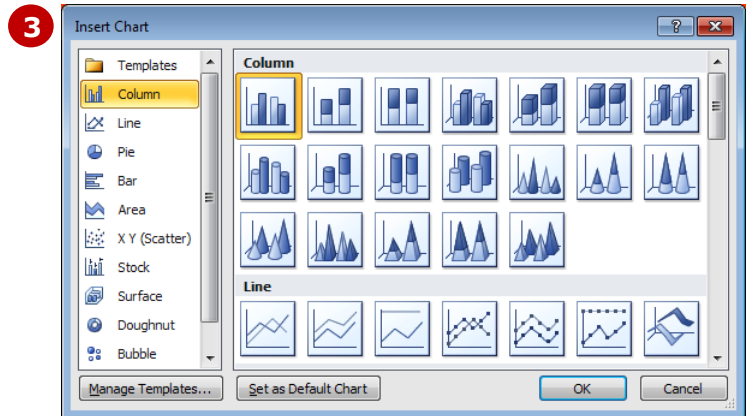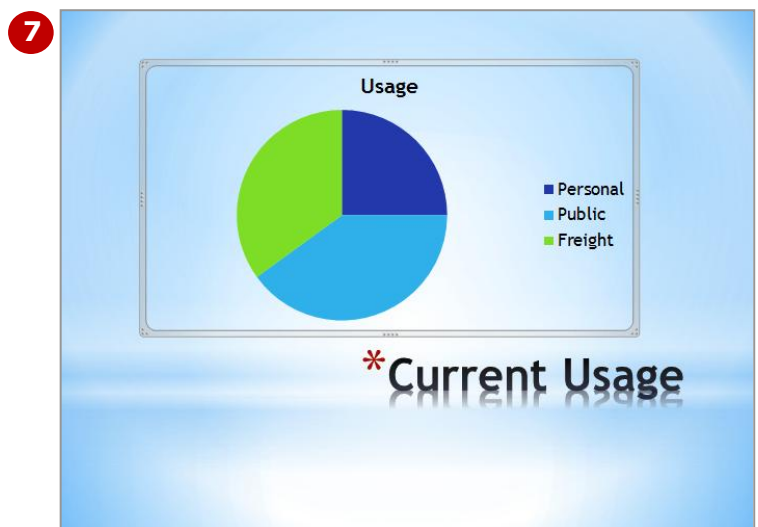
For Your Reference...

To *insert* a *chart*:

1. Insert a new slide with a content placeholder
2. Click on **Insert Chart** 📊
3. Select the required graph type
4. Enter the required data
5. Close **Excel**

Handy to Know...

- To change the chart data, click on the chart, click on the **Design** tab, then click on **Edit Data** 📊 in the **Data** group to re-open **Excel**. Replace or add data as required then close Excel.

APPLYING A DIFFERENT LAYOUT TO A SLIDE

All slide layouts (except for the **Blank** layout) contain **placeholders** to help control the position of objects on a slide. Placeholders can hold clip art, pictures, charts, text and more. Slide **layouts** provide a range of placeholder combinations to suit most situations. But once a layout has been applied to a slide, it is not fixed. You can easily apply a different slide layout.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P805 Slide Layouts_7.pptx...

1 In the **Slides** pane, click on slide **9** titled **Future Trends**

Currently this slide has the Picture with Caption layout applied...

2 Click on **Layout** 📊 in the **Slides** group to display the **Layout** gallery

3 Click on **Two Content** to apply this layout to the slide

The content is rearranged in line with the positions of the placeholders in this layout. We'll tidy up the layout a little…

4 Click on any of the text (bulleted list entries) to display the placeholder border, then move the pointer to the border, and when it changes to a four-headed arrow, click on the border to select the placeholder

5 Press ↓ several times to move the placeholder down until the first bullet point lines up with the top of the image, as shown

6 Save and then close the presentation

3

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For Your Reference…

To **apply** a **different slide layout**:

1. Display the slide
2. Click on the **Home** tab, then click on **Layout** 📊 in the **Slides** group
3. Select the layout
4. Reposition the placeholders as required

Handy to Know…

- Placeholders are positioned to create **balance** and **contrast** between each object on the slide. When moving placeholders, remember to keep related objects close together, as well as to create white space around those objects that you want the audience to be drawn to in particular.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Slide layouts** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.

- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet

- read computer magazines - there are often useful articles about specific techniques

- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt

- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others

- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way

- and of course, there are also more courses and booklets for you to work through

- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**