Unit 4
Using Design Themes & Templates

4.1 Motivational Quotes
Using a Template

- Using Templates
- Reordering Slides

4.2 Oscars Trivia
Enhancing a Design Theme

- Applying a Design Theme
- Applying Variants to a Design Theme

4.3 Olympic Games
Formatting Slide Backgrounds

- Formatting a Slide Background with an Image
- Formatting a Slide Background with a Fill Color
- Using the Spelling Feature

Unit 4 Assessments
Performance and Written Assessments are located on the Instructor's Resource CD.

Unit 4: Using Design Themes & Templates

Motivational Quotes

Using a Template

New Skills:

- Using Templates
- Reordering Slides

Lesson Overview:

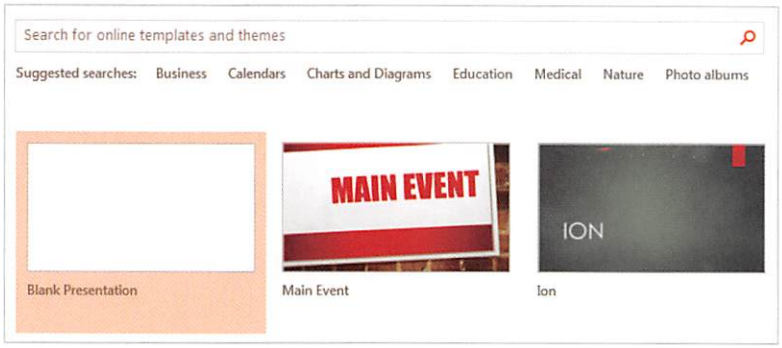
Up to this point, you have been using PowerPoint's generic slide layouts to create your presentations, adding text styles, colors, shapes, and other elements to add design-appeal to each slide. However, PowerPoint comes equipped with a host of pre-designed themes and templates that help deliver eye-catching presentations with little effort.

In this lesson, you will use one of PowerPoint's pre-designed templates to create a simple, yet very attractive presentation that showcases some popular motivational quotes and their authors.

Tools & Terms You'll Use:

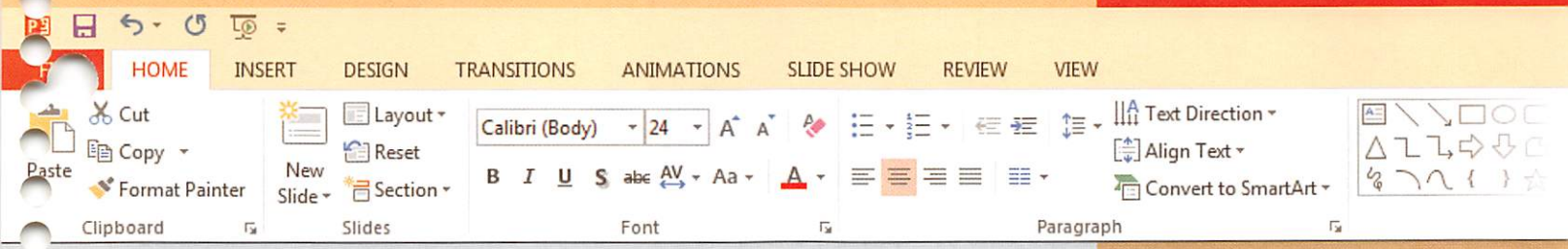
Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.

Templates:
PowerPoint includes a number of pre-designed themes and templates. Users only need to replace text to create an eye-catching presentation.



Using a Template

Lesson 4.1

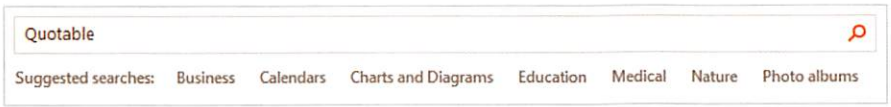


Instructions

1. Launch PowerPoint 2013.

2. From the PowerPoint Start screen, double-click the **Quotable** presentation thumbnail from the **Featured Templates and Themes**.

   Note: If the Quotable template is not visible, search for this template by keying [Quotable] in the search box (as shown below).



3. Save the file as *4.1 Motivational Quotes* in your **My PowerPoint Projects** folder.

4. Insert 5 new slides applying the slide layouts as indicated in **Figure 1**.

Using Figure 1 as a guide, format each slide as indicated below. Use the preset fonts provided with this theme.

SLIDE 1:

5. Key the title, and change the font size to 66.

6. Key the subtitle, and change the font size to 24.

SLIDES 2-6:

7. Key each quote and caption text as shown in **Figure 1, Slides 2-6**.

   Note: You will leave the content placeholder on the right empty.

8. Change the font size of each caption to 24.

9. Slide 5 and 6 are out of order. To reorder these slides, do the following:

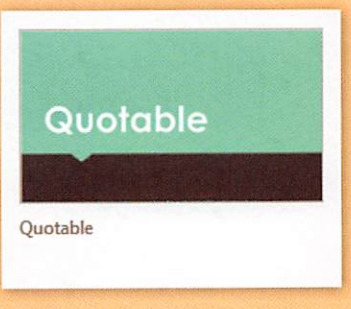
   a. Select the thumbnail for Slide 6, then click and drag the thumbnail so that it is above Slide 5.

   Note: Notice how the slides are now renumbered.

10. Proofread your presentation for accuracy and format, then resave the file.

11. Preview your presentation from the beginning.

2.



9a.

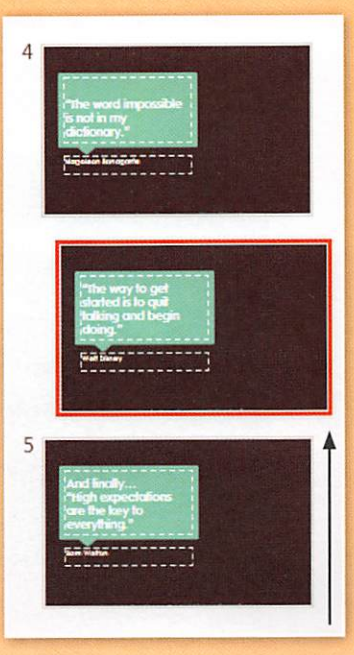
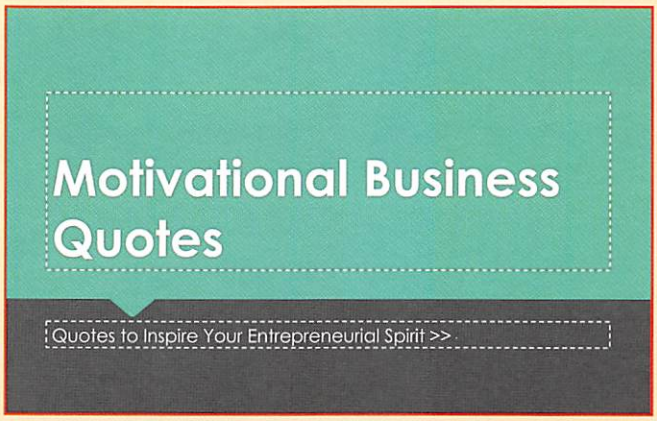
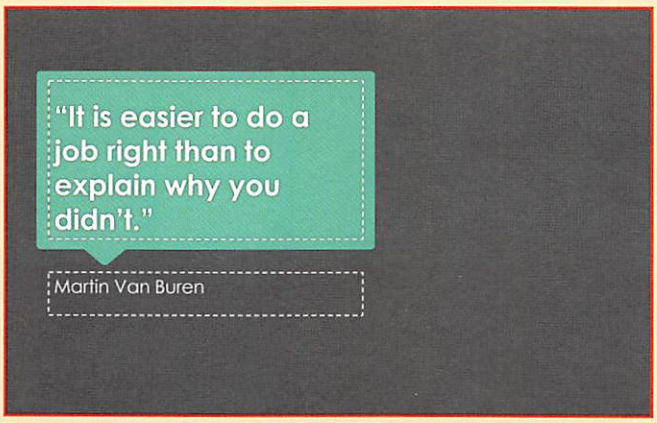


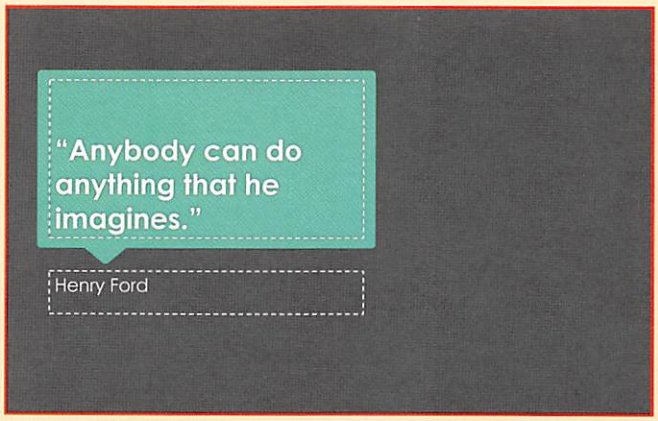
Figure 1



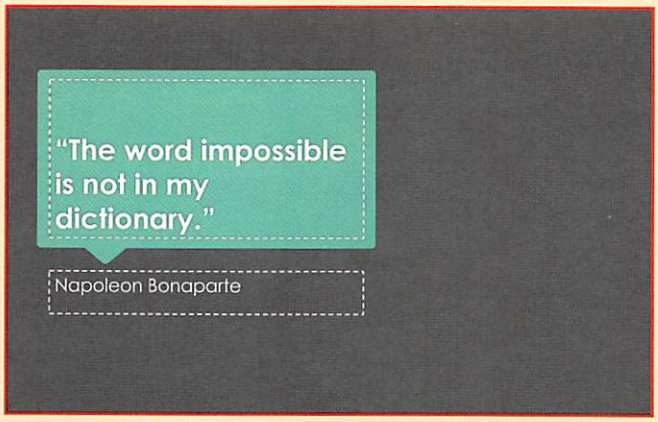
Slide 1 | Layout: Title Slide



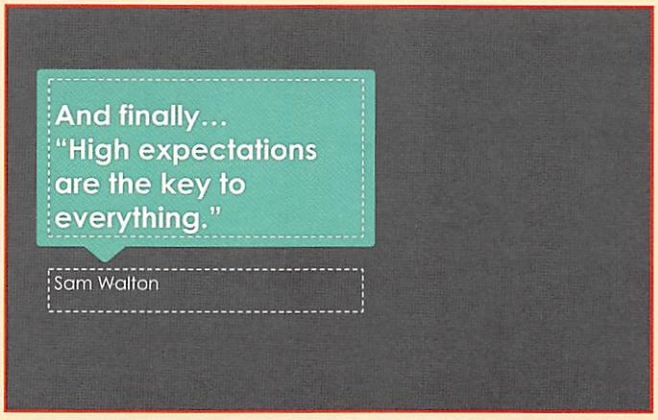
Slide 2 | Layout: Quote with Caption



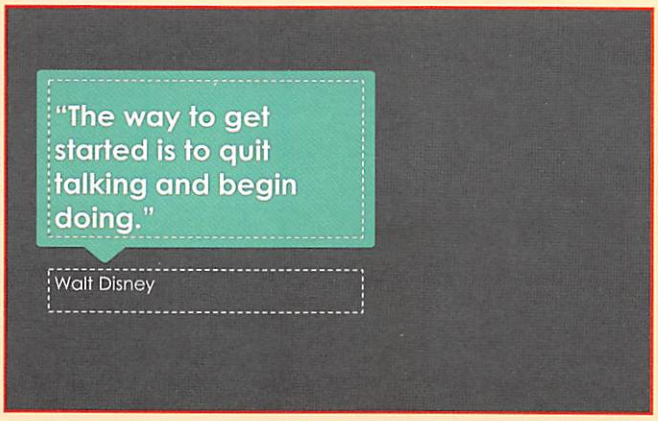
Slide 3 | Layout: Quote with Caption



Slide 4 | Layout: Quote with Caption



Slide 5 | Layout: Quote with Caption



Slide 6 | Layout: Quote with Caption

Unit 4: Using Design Themes & Templates

Oscars Trivia

Enhancing a Design Theme

New Skills:

- Applying a Design Theme
- Applying Variants to a Design Theme

Lesson Overview:

In the previous lesson, you learned how to use PowerPoint's pre-designed Templates. In this lesson, you will expand on using themes and templates. At the conclusion of this lesson, you will apply a variant to the theme which allows you to quickly change its color scheme with the click of a mouse.

The theme used in this lesson was carefully selected to help illustrate the topic and content of the presentation, Oscars Trivia.

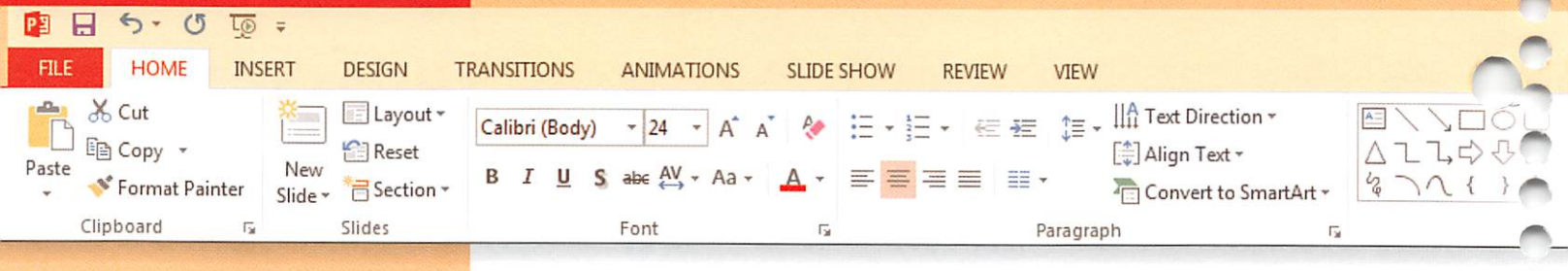
Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.

Themes:
For a professional look, choose a theme that coordinates colors, background, fonts, and effects. Themes can also be applied to tables, SmartArt graphics, shapes, or charts.

Variants:
Theme family variants give you pre-made variations in color, font, effects, and background styles that you can apply to a particular theme.

Lesson 4.2 Enhancing a Design Theme



Instructions

1. Launch PowerPoint 2013.
2. From the PowerPoint Start screen, double-click the **Main Event** presentation thumbnail from the **Featured Templates and Themes**.

   Note: If the Main Event template is not visible, search for this template by keying [Main Event] in the search box.
3. Save the file as *4.2 Oscars Trivia* in your **My PowerPoint Projects** folder.
4. Insert 5 new slides, applying the slide layouts as indicated in **Figure 1**.

Using Figure 1 as a guide, format each slide as indicated below. Unless otherwise noted, use the preset fonts and sizes provided with this theme. Note: Images will vary.

SLIDE 1:

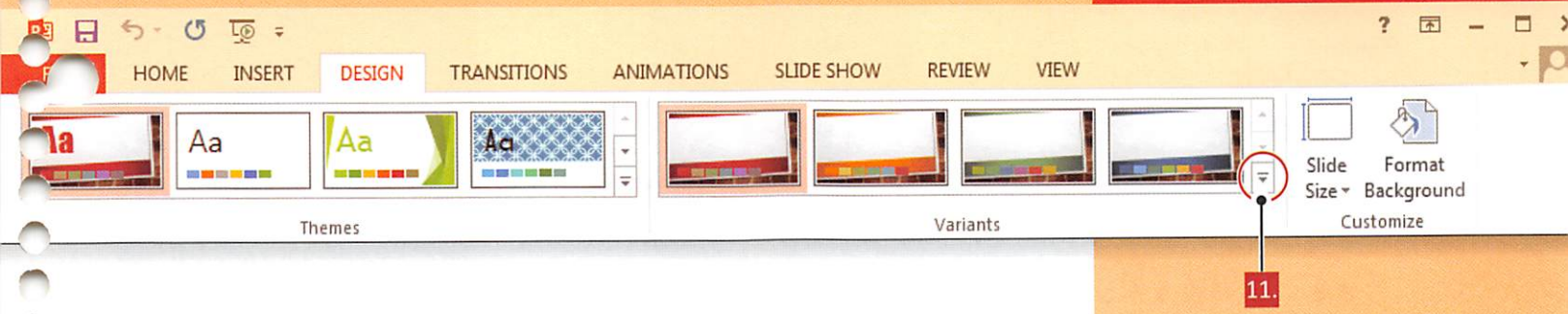
5. Key the title and subtitle, and do the following:
   a. Change the font size of the subtitle to 60 and the font color to black
   b. Insert an image that will help illustrate the content of this slide
   c. Resize and position the image on the slide so that it projects a professional appearance

SLIDE 2:

6. Key the title and text, and do the following:
   a. Change the font size of the bulleted list to 32

SLIDE 3:

7. Key the title and text, and do the following:
   a. Change the font size of the bulleted list to 32
   b. Insert an image that will help illustrate the content of this slide
   c. Resize and position the image on the slide so that it projects a professional appearance



SLIDE 4:

8. Key the title and text, and do the following:
   a. Change the font size of the bulleted list to 24

SLIDE 5:

9. Key the title, and do the following:
   a. Insert a table with 7 rows and 3 columns
   b. Position the table as shown in **Figure 1, Slide 5**
   c. Key the data in the table as shown in **Figure 1, Slide 5**
   d. Select all of the text in the table and change the font size to 28
   e. Resize the column widths of the table as shown in **Figure 1, Slide 5**

SLIDE 6:

10. Key the title and text, and do the following:
    a. Change the font size of the column headings and bulleted lists to 32

11. We are now going to apply a new color theme to the entire slide show. To do so, from the DESIGN tab, Variants group, do the following:
    a. Click the Variants drop-down menu, choose Colors, then select the Blue Warm option

11. Proofread your presentation for accuracy and format, then resave the file.

12. Preview your presentation from the beginning. Your presentation should look similar to **Figure 2.**

11a.

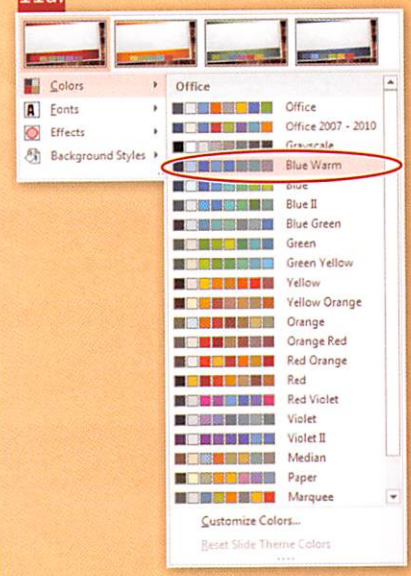
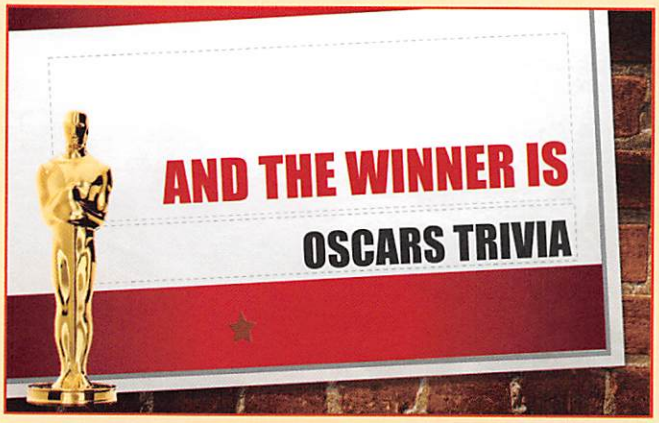


Figure 1

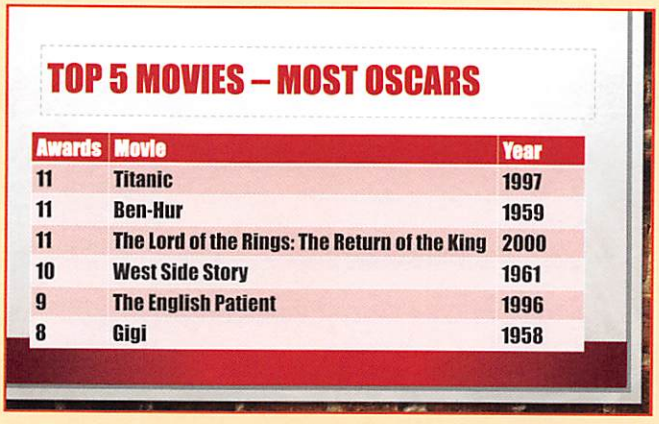


Slide 1 | Layout: Title Slide

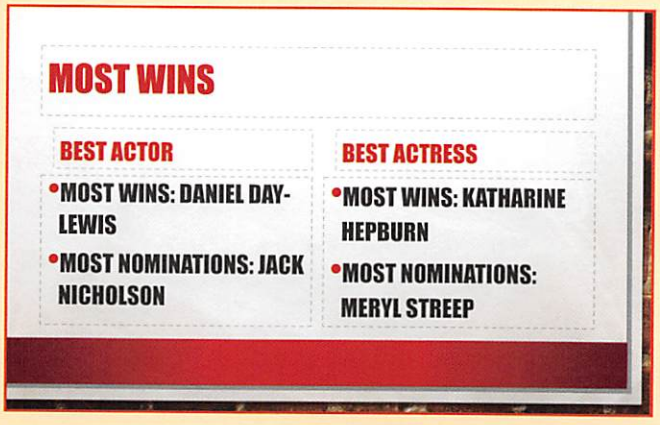
Slide 2 | Layout: Title and Content

Slide 3 | Layout: Title and Content

Slide 4 | Layout: Two Content

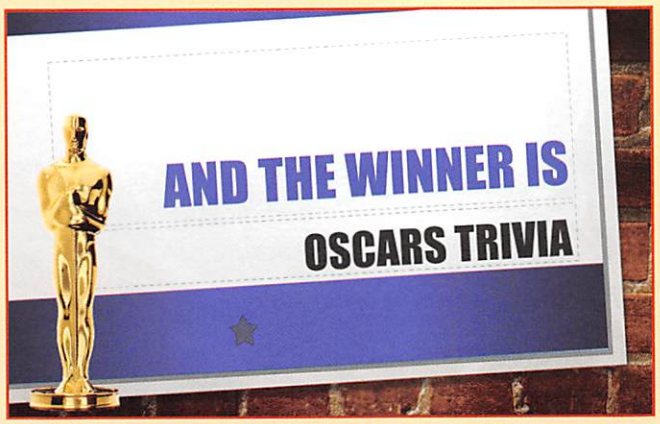


Slide 5 | Layout: Title Only

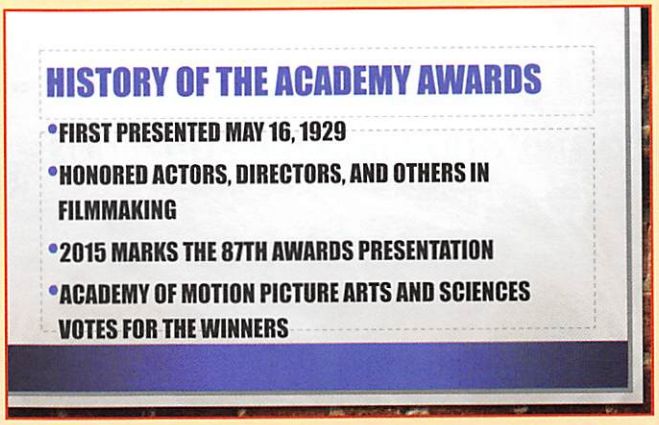


Slide 6 | Layout: Comparison

Figure 2



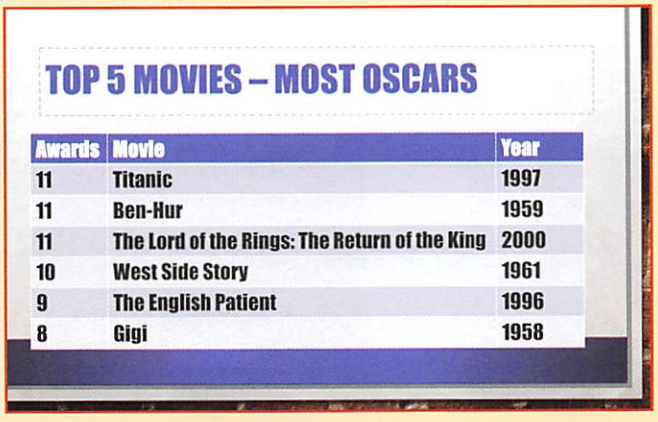
Slide 1



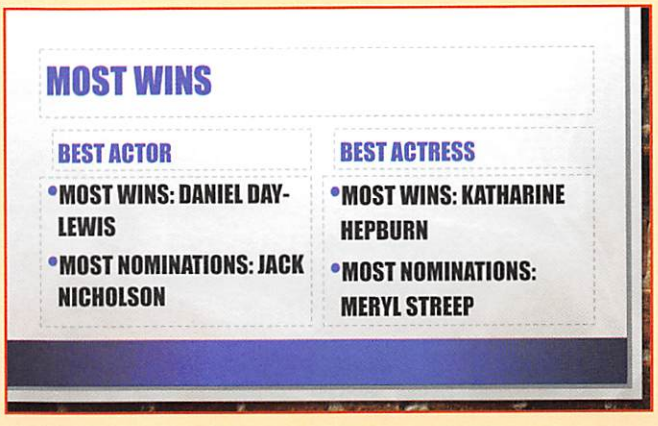
Slide 2

Slide 3

Slide 4



Slide 5



Slide 6

Unit 4: Using Design Themes & Templates

Olympic Games

Formatting Slide Backgrounds

New Skills:

- Formatting a Slide Background with an Image
- Formatting a Slide Background with a Fill Color
- Using the Spelling Feature

Lesson Overview:

As you have learned, when visual elements such as shapes and images are used appropriately, they make the content of slides come to life. Using the topic of "Olympic Games," this lesson will teach you how to format the background of slides using images and colors. You will also be introduced to PowerPoint's *Spelling* feature, which will allow you to check the accuracy of the content of your slides for potential spelling errors.

Note: When proofreading your slides, be careful not to rely solely on the spelling feature. For example, the words "There" and "Their" are spelled correctly, but have different meanings.

Tools & Terms You'll Use:

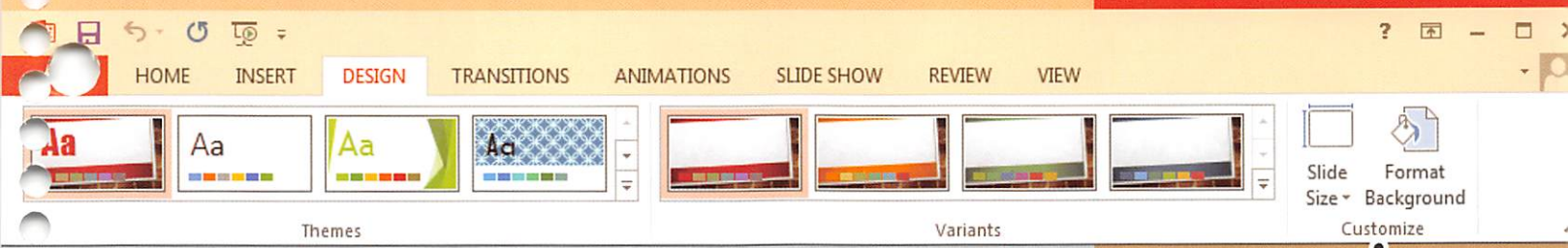
Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.

Format Background:
Use this icon to apply color, gradient, image, or pattern to the background of your slide.

Spelling:
Use this icon to check for spelling errors in your presentation.

Formatting Slide Backgrounds

Lesson 4.3



Instructions

1. Launch PowerPoint 2013.
2. From the PowerPoint Start screen, select Blank Presentation.
3. Save the file as *4.3 Olympic Games* in your **My PowerPoint Projects** folder.
4. Insert 5 new slides, applying the slide layouts as indicated in **Figure 1**.

Using Figure 1 as a guide, format each slide as indicated below. Unless otherwise noted, use the default fonts and sizes provided with each slide layout.

SLIDE 1:

5. From the **DESIGN** tab, **Customize** group, do the following:

   a. Click the **Format Background** icon

   Note: You will now see the Format Background panel appear.

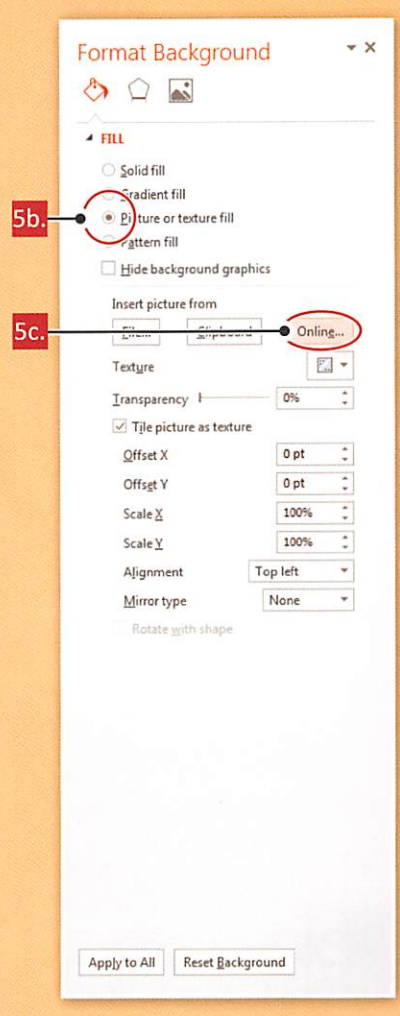
   b. Choose the **Picture or texture fill** option

   c. From the **Insert picture from** option, click **Online**

   d. Insert an image that helps illustrate the Olympics theme and will work well as a background image

   Note: Do not close the Format Background panel.

6. Key the title and subtitle.
7. Reposition the text on the slide and change the font color (if necessary) so that it is readable and projects a professional appearance.



SLIDE 2:

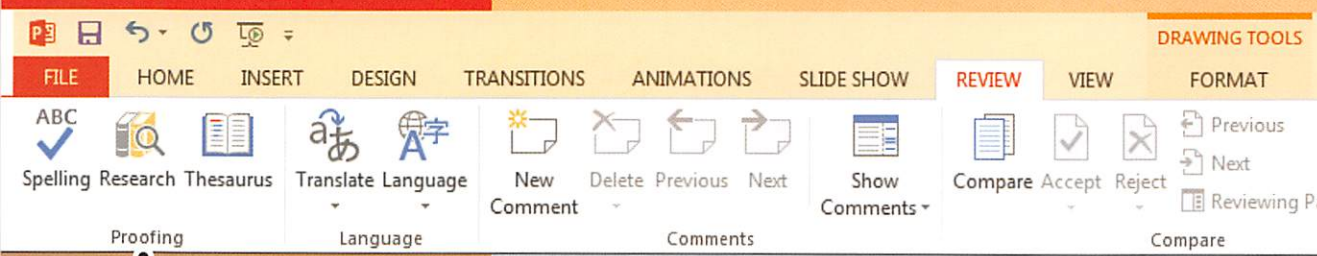
8. Key the title and text, and do the following:

   a. Change the font size of the title to 60

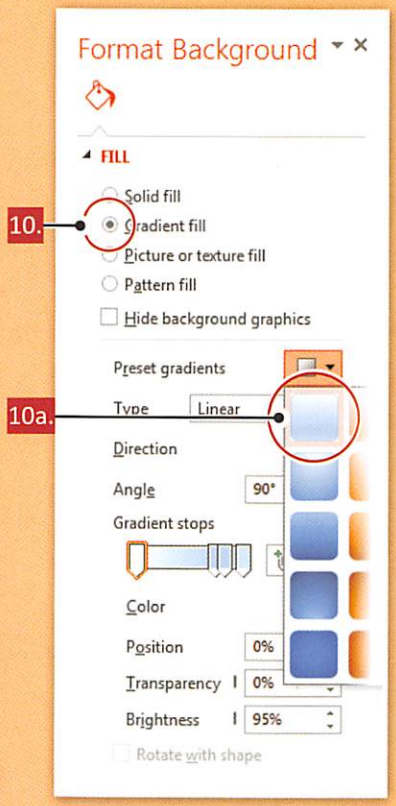
   b. Change the font size of the bulleted list to 32

9. Insert an image that helps illustrate the content of the slide.

   a. Resize and arrange the image as needed

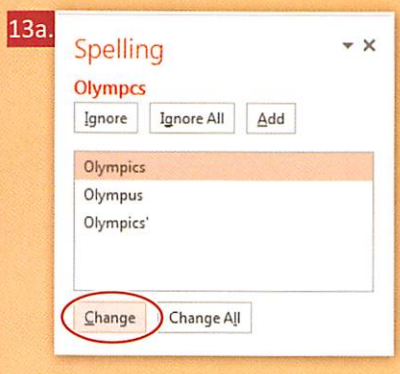


13.



10.

10a.



13a.

10. With the **Format Background Panel** still open, select the **Gradient fill** option.

    a. Click the **Preset gradients** drop-down menu, then select the **Light Gradient – Accent 1** in the color blue

SLIDES 3-6:

11. Key the title and text, and follow the same instructions provided for Slide 2.

12. Optional: Add additional elements and/or images to enhance the appearance of these slides.

13. Return to Slide 1. From the **REVIEW** Tab, **Proofing** group, click the **Spelling** icon and do the following:

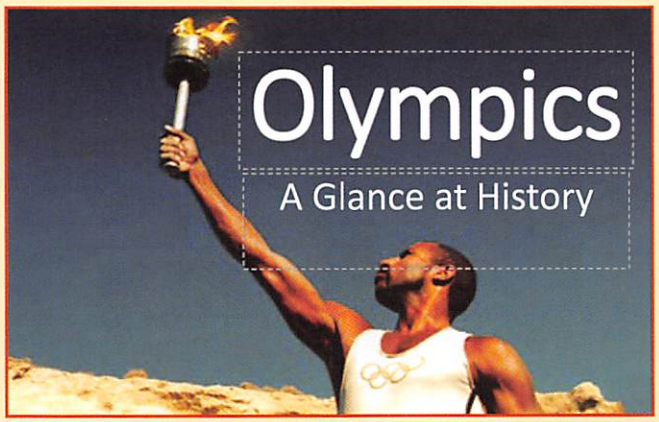
    a. Make any necessary changes

    b. Click OK when spell check is complete

14. Proofread your presentation for accuracy and format, then resave the file.

15. Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.

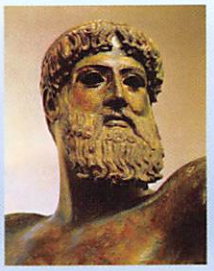
Figure 1



Slide 1 | Layout: Title Slide

The Ancient Games

- Held in Ancient Greece until 4th Century AD
- Held every four years near Mt. Olympus
- Held in honor of the god, Zeus
- Victors received olive leaf crowns



Slide 2 | Layout: Two Content

Fun Facts

- Each Olympic game has a different medal design
- Olympic flame represents purity and quest for perfection
- Honor of hosting the games to a city; rather than a country
- Olympic flag created in 1914

Slide 3 | Layout: Title and Content

The Modern Games

- First held in 1896 in Athens with 280 participants from 13 nations
- Creation of International Olympic Committee in 1894
- American, James Connolly, became first Olympic champion in 1896
- First opening ceremony was held during the 1908 London games

Slide 4 | Layout: Title and Content

Some Memorable Moments

- 1936: Jesse Owens won 4 gold medals at the Berlin games
- 1972: Mark Spitz won 7 gold medals at the Munich games
- 1980: USA Men's Hockey Team - "Miracle on Ice"
- 1984: Mary Lou Retton won first U.S. gold medal in women's gymnastics
- 1988: Debi Thomas became first African American medalist in figure skating

Slide 5 | Layout: Title and Content

Final Event: The Marathon

- First Olympic run in Athens in 1896
- Commemorates the Greek messenger who ran 25 miles from the battlefield in Marathon to announce victory
- Last event of the Summer games is the men's marathon

Slide 6 | Layout: Title and Content