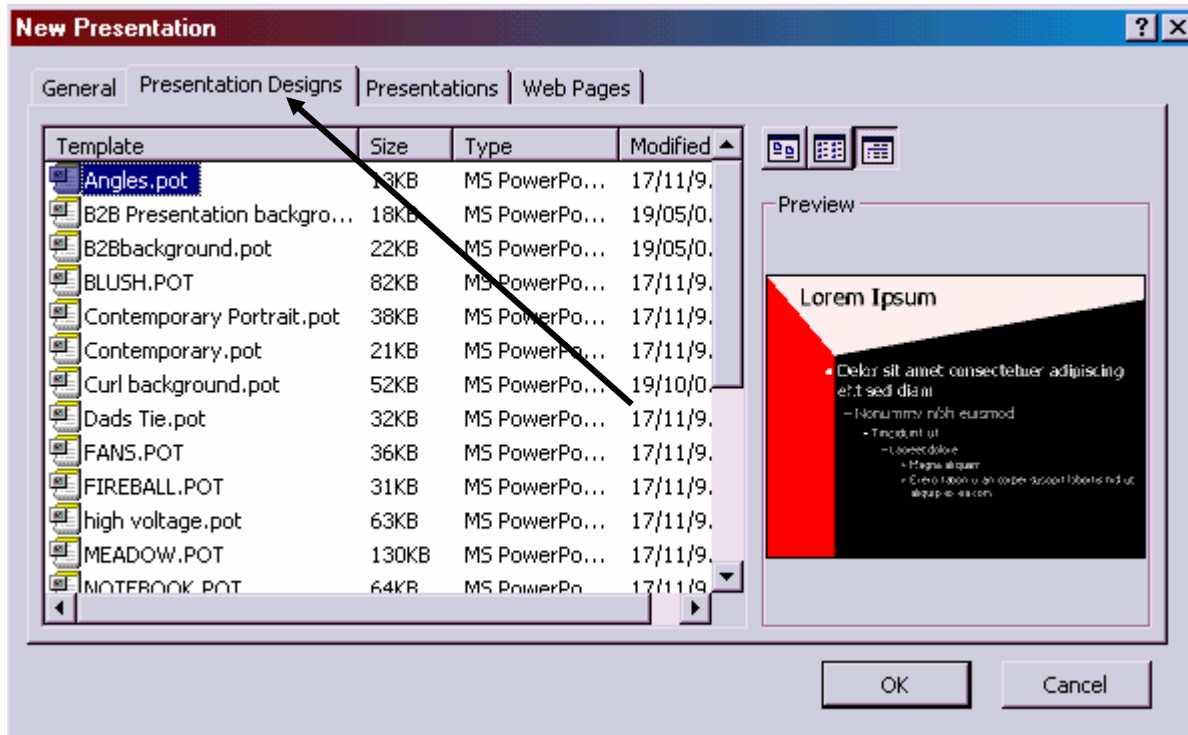


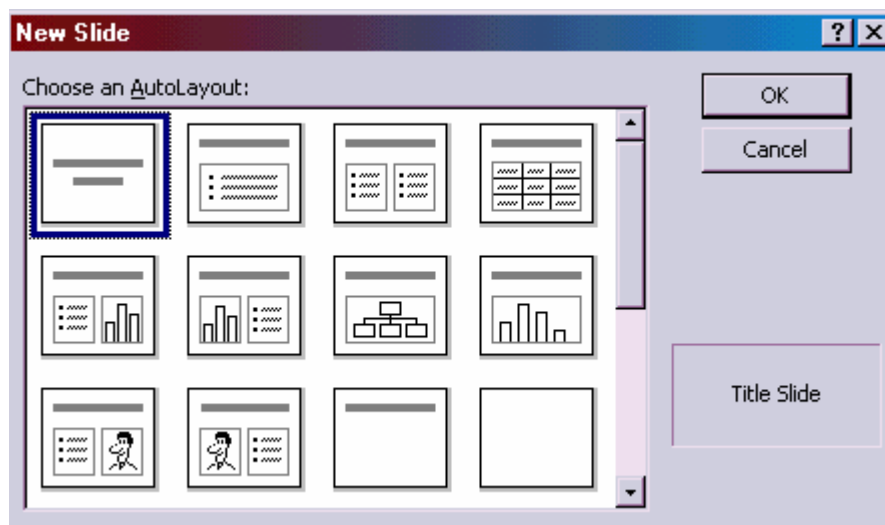
Using a Design Template

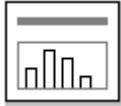


Power Point 2000 has a number of pre –designed coloured backgrounds that can be used to customise your presentation.

These are found on the tab indicated by the arrow

Notice that on the right of the box a preview of the background is shown, to





To display a full size chart

Clip Art & Text



We can include pictures and text in this slide, again there are two slides with the choice of left or right pictures

Title Only Slide



Title only limited use.

How the Slide Master can help

If we are to produce a very large slide show it could be useful to have a Master that will organise the format of all the slides. This is exactly the way the Slide Master works.

In order to gain access to the Master we need to go to **View> Master**

The diagram illustrates the Slide Master layout. It features a large dashed box at the top containing the text "Click to edit Master title style" in a large serif font, with "Title Area for AutoLayouts" written in a smaller font below it. Below this is another large dashed box containing a bulleted list: "Click to edit Master text styles", followed by "– Second level", "• Third level", "– Fourth level", and "» Fifth level". At the bottom right of this list area is the text "Object Area for AutoLayouts". At the very bottom, there are three smaller dashed boxes: the first contains "<date/time>" above "Date Area", the second contains "<footer>" above "Footer Area", and the third contains "#>" above "Number Area".

We now have a choice to use the Slide Master Handout Master or Notes Master. We will look at the Slide Master first.