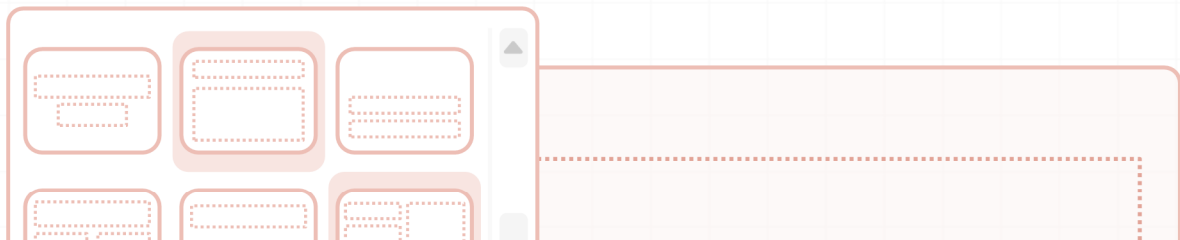
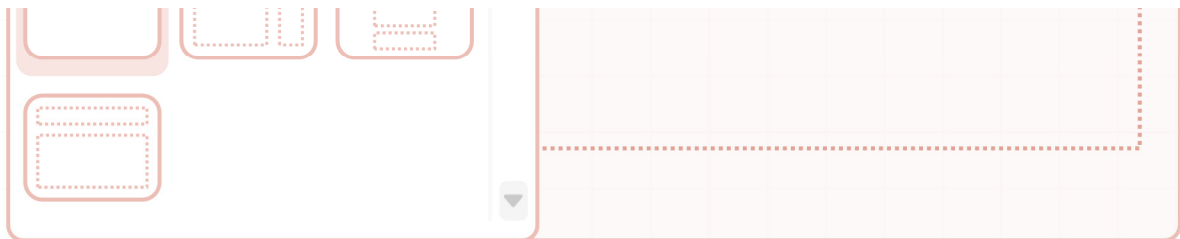




## Slides & Slide Master

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## Aspect Ratio or Slide Size

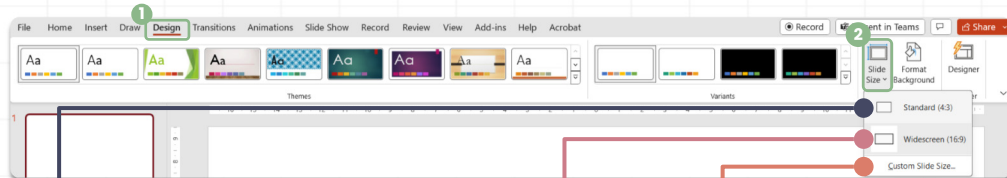
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## Aspect Ratio

Proportion of the width and height of the slide

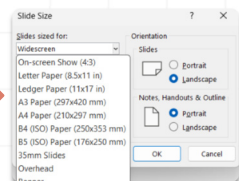
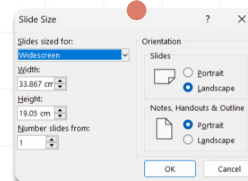


**Affects how your slides appear on different screens or devices**



**Standard (4:3)**  
Most common aspect ratio and projectors typically operate at this ratio

**Widescreen (16:9)**  
More common with video production, but increasingly used for business presentations



## Slide Size

Changing the slide size can help you create presentations that **fit your audience's needs and expectations**



What **device or screen** is this going to be **presented on/using**?

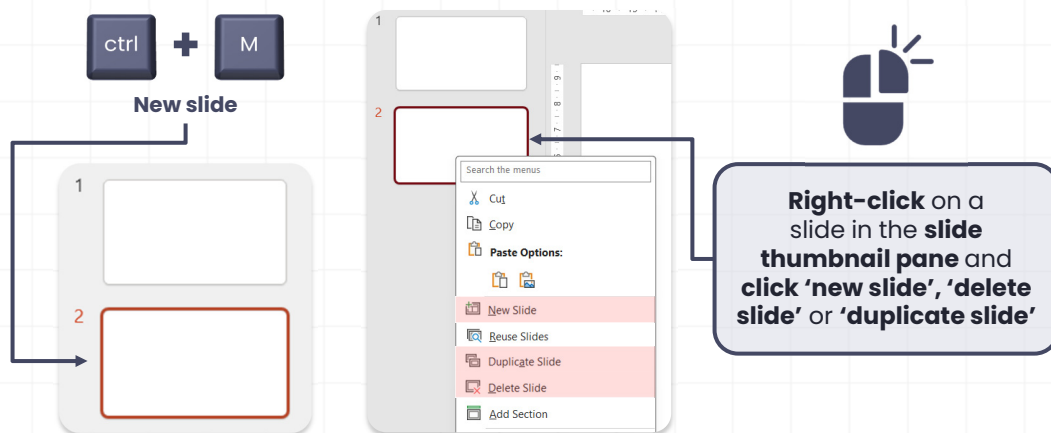


Gather as much information on the **projector or device** before building your presentation

## Adding Slides and Section Dividers

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### Adding a new slide

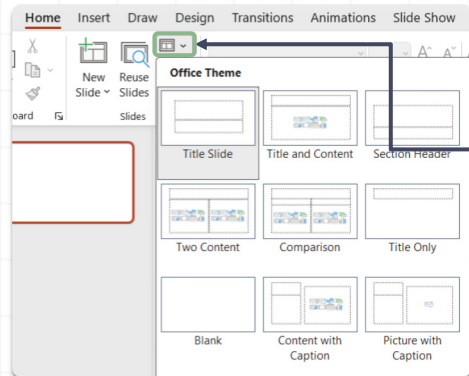
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## Default Layout Options

**Hierarchy** of information

**Consistency** of the **layout**



Review default layouts

Comparing content

Section headers

Pictures with content

And more!

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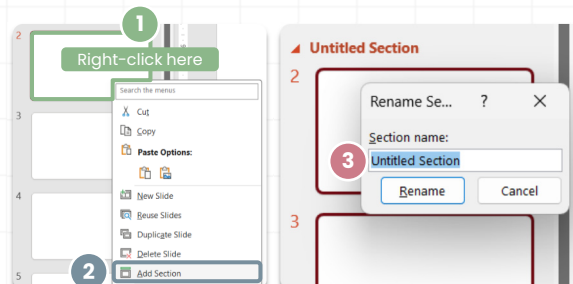


## Section Dividers

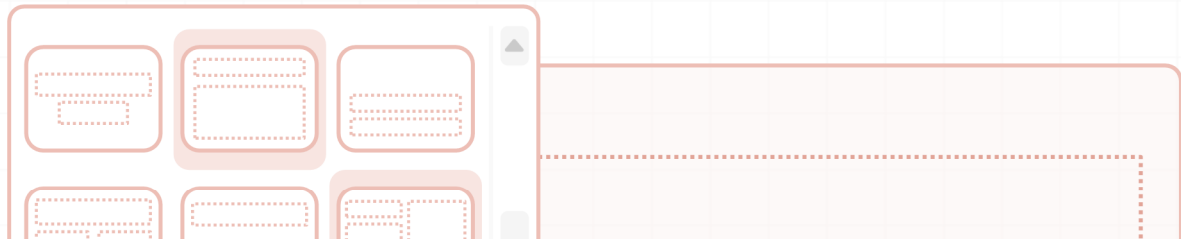
Mark the **beginning** or the **end of a section** in your presentation



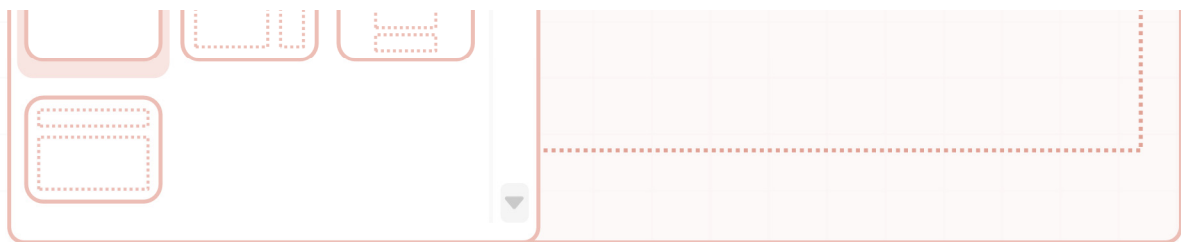
Sections are **logical groups** of slides that have a common theme or topic



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# Slide Master Introduction

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## Slide Master

Contains the **layout**, **theme**, and **placeholders** for your presentation

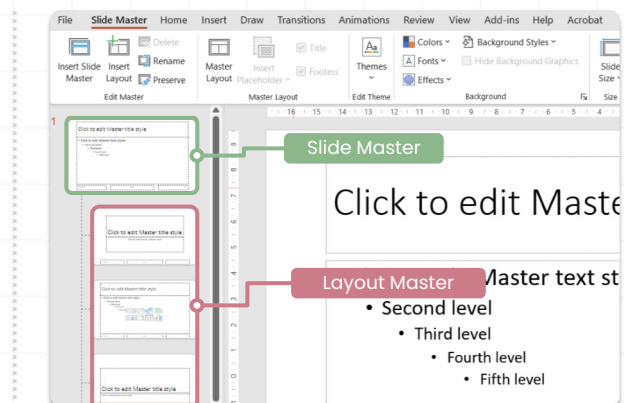


View slide master

OR



Click on the 'View' tab and then 'Slide Master'

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## Slide Master

Contains the **layout, theme, and placeholders** for your presentation



**Controls the appearance and formatting of the slides**



Font



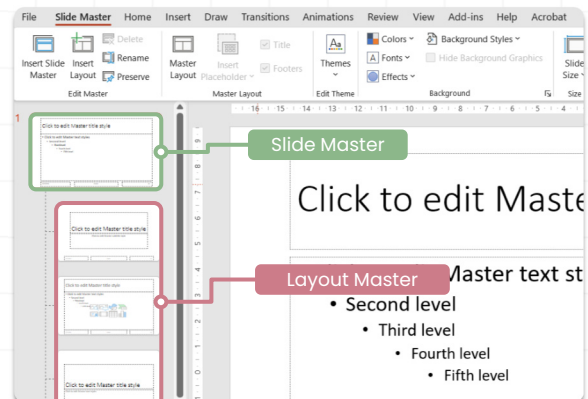
Color



Background & Logos



Footer



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## Slide Master

Contains the **layout, theme, and placeholders** for your presentation



**Global changes to your presentation**



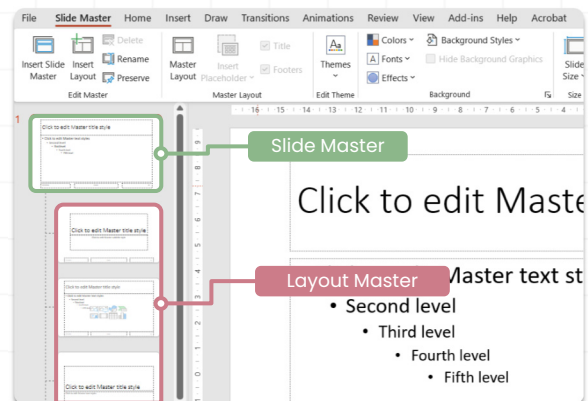
Adding a watermark



Changing the alignment



Applying a new theme



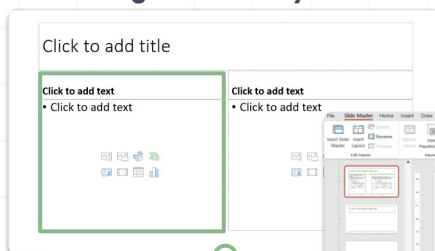
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# Slide Master – Editing Layouts

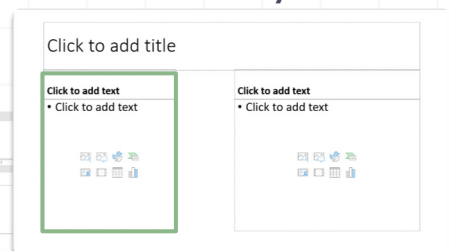


## Editing Slide Master Layouts

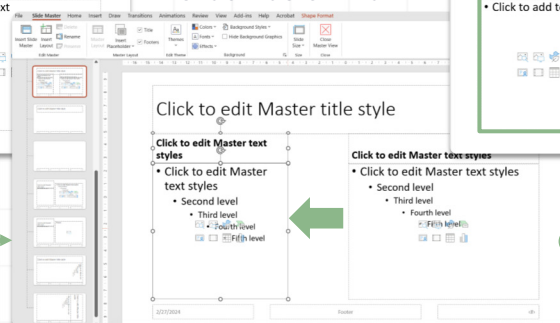
Original Slide Layout



New Slide Layout



Slide Master – Edit

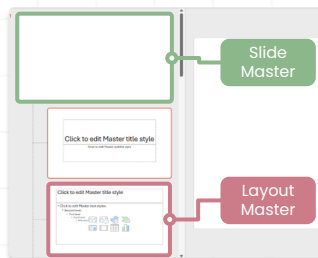




## Adding Visuals to Slide Layouts

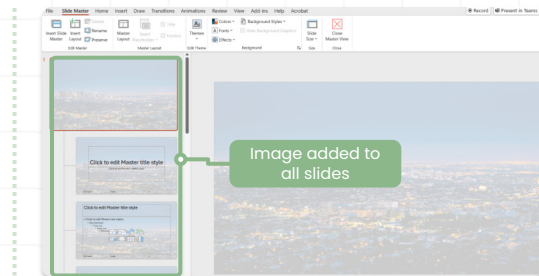
1

Select either the 'slide master' or a 'layout master'



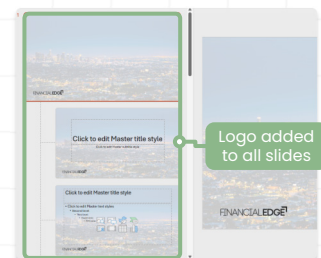
2

Add your image to the slide



3

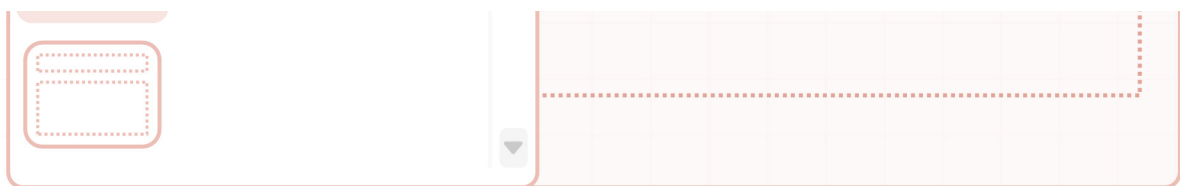
Add your logo to the slide



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## Slide Master – Editing Fonts and Colours



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# Fonts and Colors

## Customize Colors

Hex code refers to a very specific color

Edit features in the presentation (accent, hyperlink, background etc.)

# Fonts and Colors

## Customize Fonts

The place to come to action global changes

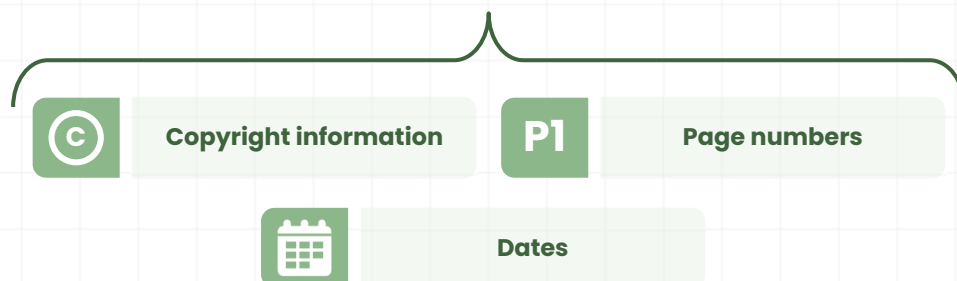
# Slide Master

## – Editing the Footer



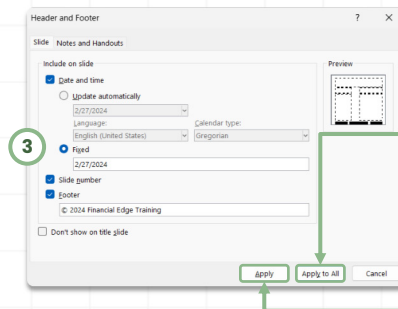
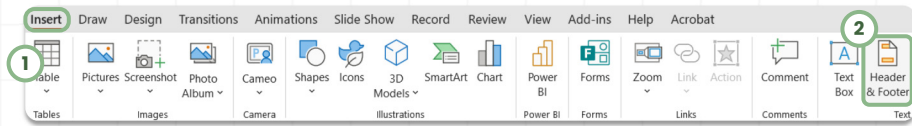
### Footer

**Embedding information** in the footer such as:





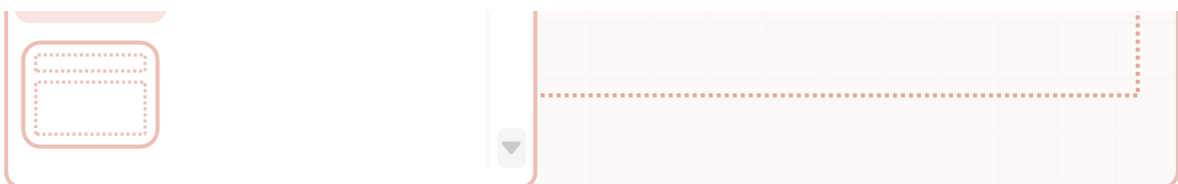
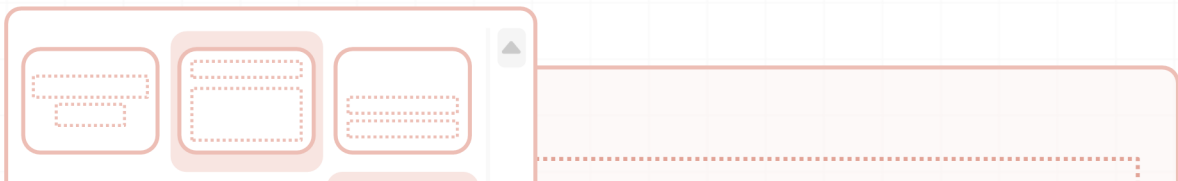
## Footer



Impact **all slides**

Impact the **slide currently marked**

## Gridlines, Guidelines and Smart Guides



# Gridlines

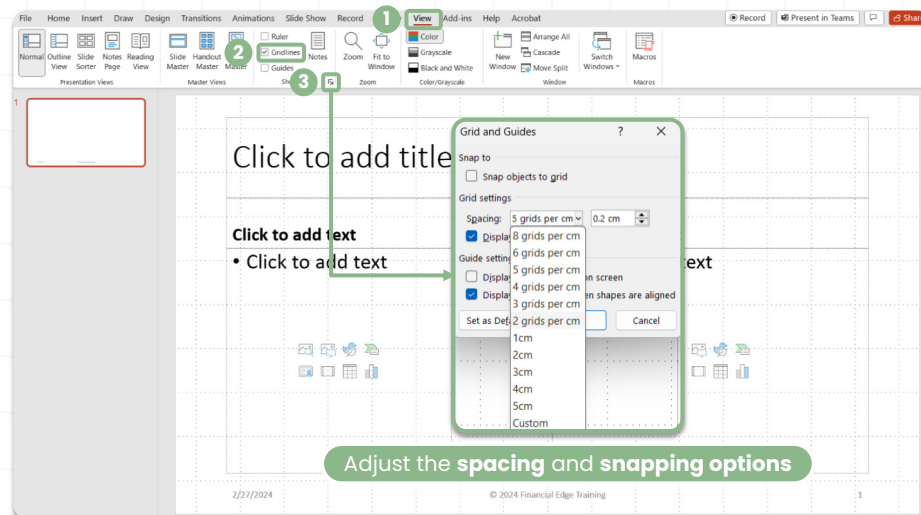
Guides for placing and aligning objects

Click  
'View' tab

Tick  
'Gridlines'

Customize gridlines

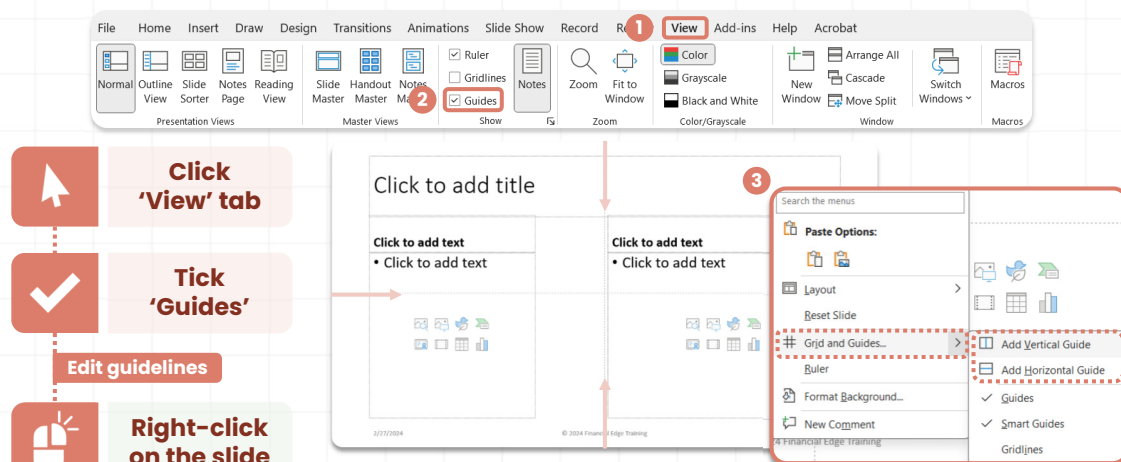
Click 'Grid  
Settings'

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# Guidelines

Manually added

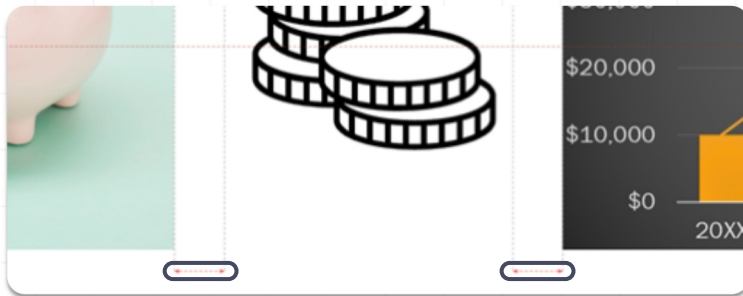
Dashed lines to align objects with each other or with the slide edges

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## Smart Guides

Automatically added

Lines that appear on the slide when you **drag, rotate, or resize an object**



Smart guides can help you **snap objects to other objects**



Turn on or off by pressing the **alt key** while moving or resizing an object

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