



Microsoft Office Virtual Learning

Slide Basics with Microsoft

PowerPoint & Google Slides (Part 2)

April 15, 2020



Lesson: April 15, 2020

Objective/Learning Target:

Students will understand how to insert, change the layout and arrange slides in Microsoft PowerPoint and Google Slides



Let's Get Started:

**If you are using a computer with Microsoft Office,
[click here](#) (Go to slide 4)**

**If you are using a computer without Microsoft Office,
[click here](#) (Go to slide 13)**



Slide Basics with Microsoft Office PowerPoint

Watch Video: [Slide Basics](#)

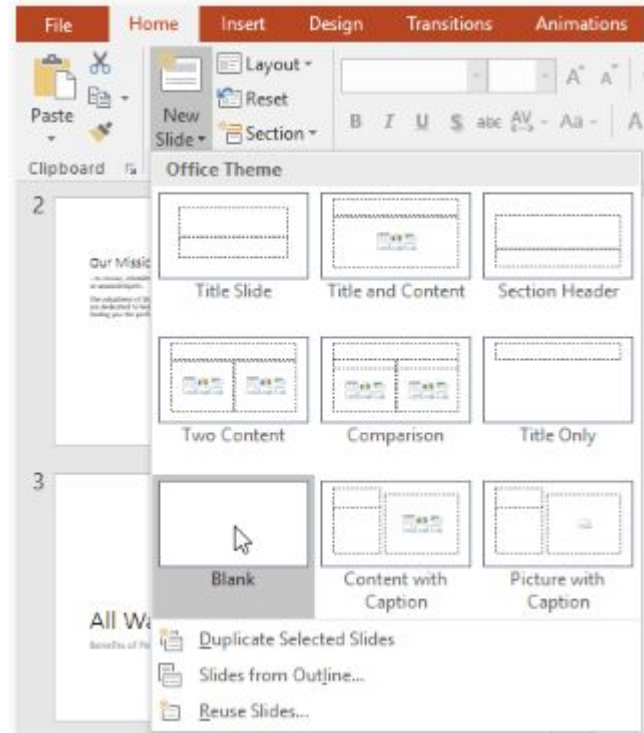


MS Office: Using Blank Slides

If you want even more control over your content, you may prefer to use a **blank slide**, which contains no placeholders. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.

MS Office: Using Blank Slides

To insert a blank slide, click the bottom half of the **New Slide** command, then choose **Blank** from the menu that appears.



Customizing Slides

Change the Slide Size:

By default, all slides in PowerPoint 2013 use a **16-by-9**—or **widescreen**—aspect ratio. You might know that widescreen TVs also use the 16-by-9 aspect ratio. Widescreen slides will work best with widescreen monitors and projectors. However, if you need your presentation to fit a **4-by-3** screen, it's easy to change the slide size to fit.

- To change the slide size, select the **Design** tab, then click the **Slide Size** command. Choose the desired slide size from the menu that appears, or click **Custom Slide Size** for more options.



Customizing Slides

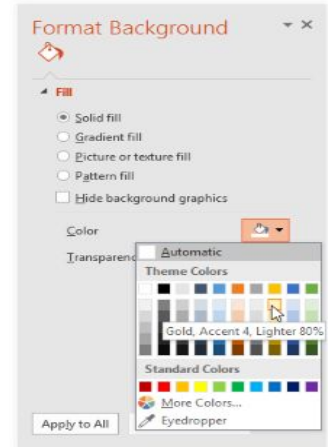
Format the Slide Background:

By default, all slides in your presentation use a **white background**. It's easy to change the background style for some or all of your slides. Backgrounds can have a **solid**, **gradient**, **pattern**, or **picture** fill.

1. Select the **Design** tab, then click the **Format Background** command.



2. The **Format Background** pane will appear on the right. Select the desired fill options. In our example, we'll use a **Solid fill** with a **light gold** color.

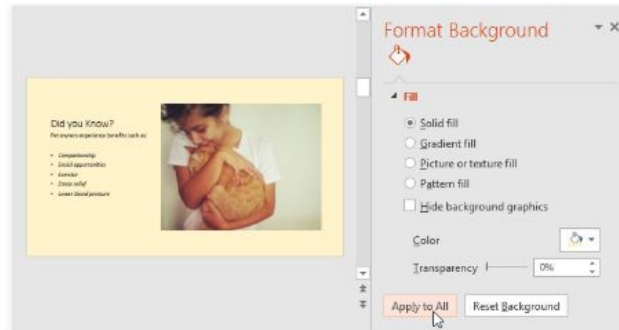


Customizing Slides

Format the Slide Background:

3. The background style of the selected slide will update.

4. If you want, you can click **Apply to All** to apply the same background style to all slides in your presentation.



Customizing Slides

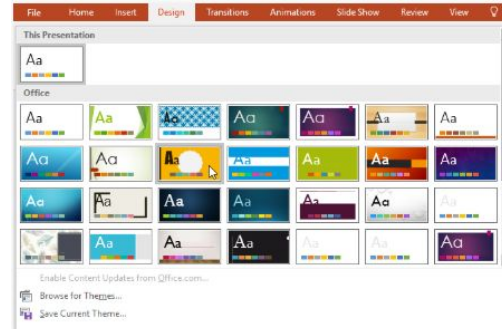
Apply a Theme:

A theme is a **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also use different **slide layouts**, which can change the arrangement of your existing placeholders.

1. Select the **Design** tab on the Ribbon, then click the **More** drop-down arrow to see all of the available themes.



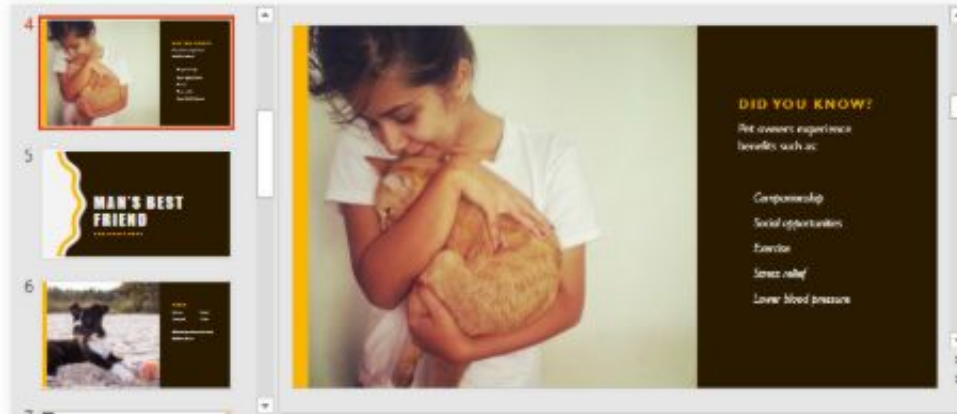
2. Select the **desired theme**.



Customizing Slides

Apply a Theme:

3. The theme will be applied to your **entire presentation.**





CHALLENGE!

1. Open a blank PowerPoint Presentation
2. Change the **theme** of the presentation.
3. Add a new slide with the **Title and Content** layout to the end of the presentation.
4. In the **Title** placeholder, type **Adoption Event Dates**.
5. Select the **Content** placeholder and delete it.
6. **Insert** a text box and type **July 17, 2017**, inside it.
7. Change the slide size to **Standard (4:3)**. A dialog box will appear asking if you want to maximize or ensure fit. Choose **Ensure Fit**.



Slide Basics with Google Slides

Watch Video: [Slide Basics with Google Slides](#)

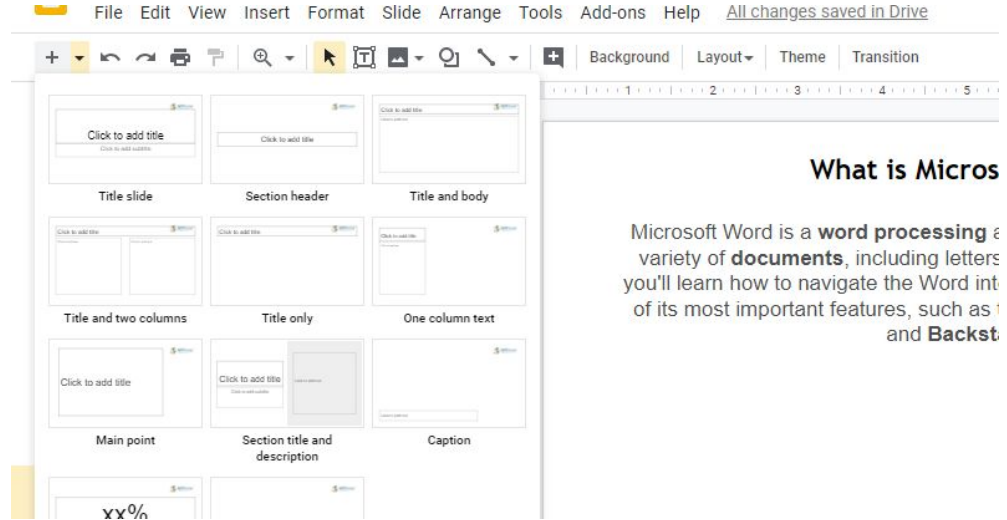


Google Slides: Using Blank Slides

If you want even more control over your content, you may prefer to use a **blank slide**, which contains no placeholders. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.

Google Slides: Using Blank Slides

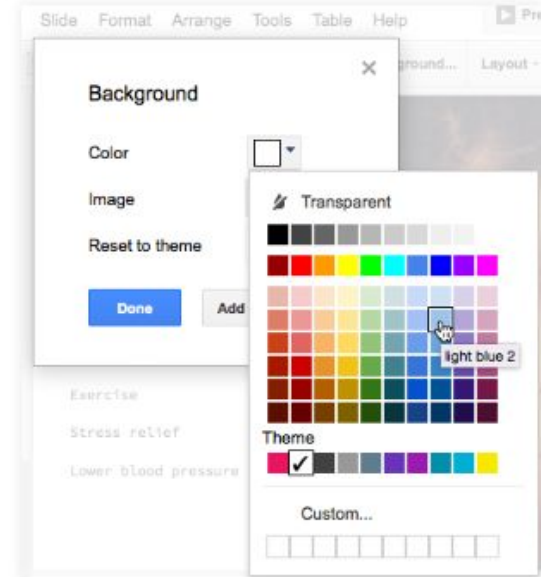
To insert a blank slide, click the arrow on the **New Slide** command, then choose **Blank** from the menu that appears.



Customizing Slides

Format the Slide Background:

To select a different background color for your slides, open the **Slide** menu and click **Change background**, then select a new color. If you select a color from the Theme palette, it will change when you select a different theme. The other colors will remain the same in any theme.

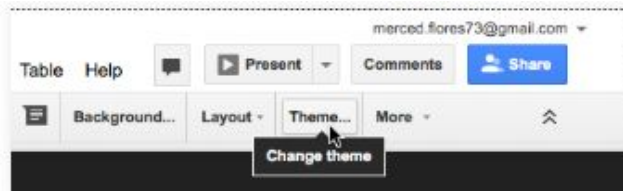


Customizing Slides

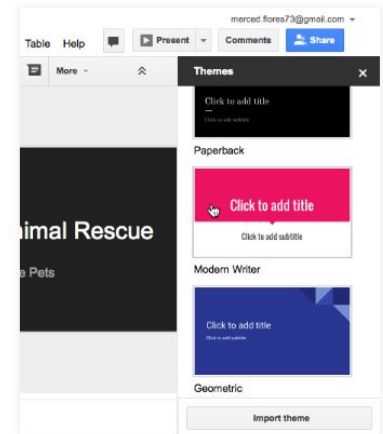
Apply a Theme:

You can quickly alter the layout and color palette of all of your slides by **changing the theme** of the presentation. The theme can be changed at any time.

1. Click the **Theme** command on the **shortcut toolbar**.



2. The Themes pane will appear. Select the desired theme.



Customizing Slides

Apply a Theme:

3. The theme will be applied to your **entire presentation.**





CHALLENGE!

1. Open a blank Google Slide Presentation
2. Change the **theme** of the presentation.
3. Add a new slide with the **Title and Content** layout to the end of the presentation.
4. In the **Title** placeholder, type **Adoption Event Dates**.
5. Select the **Content** placeholder and delete it.
6. **Insert** a text box and type **July 17, 2017**, inside it.

For More Resources:

Google Slides:

<https://edu.gcfglobal.org/en/googleslides/slide-basics/1/>

Microsoft PowerPoint:

<https://edu.gcfglobal.org/en/powerpoint2016/slide-basics/1/>