



# PowerPoint 2010 Level 3

## Design themes and templates

### 3 hours

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#### Is this course for you?

You can create and run presentations in PowerPoint and now need to develop a departmental or corporate template incorporating fonts, colours and logos.

#### Pre-requisites

The course assumes that delegates are familiar with:  
topics covered in the PowerPoint Level 1 course including creating presentations, adding slides and running slide shows

#### Course duration

3 hours, including a 15 minute break

#### Course objectives

At the end of the course, you will understand the differences between themes and templates. You will be able to create a theme using company colours and fonts and apply this theme to PowerPoint, Word and Excel files. You will know how to develop a corporate template, incorporating company logos, and be able to create different slide layouts to match the requirements of template users.

*Please let me know if there are any corporate guidelines governing the use of colour, fonts and logos in corporate documents*

A handout covering the main course topics will be provided.

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#### Use Themes

- Understand the idea of a theme and how a theme differs from a template
- Apply a theme to a presentation
- Edit theme fonts and colours
- Take a theme from one presentation and apply it to another

#### Build a basic template

- Switch to Slide Master view
- Format backgrounds
- Add logos and other graphics
- Hide graphics on individual slides
- Save a design template
- Create a presentation using a template
- Apply a theme to an Excel workbook

#### Develop a template

- Understand the design hierarchy
- Edit a slide layout
- Create a slide layout
- Add placeholders to a layout

#### Create a Handouts Master

- Switch to Handouts Master view
- Add logos and other graphics
- Format headers and footers

#### Use Slide Footers

- Add and remove footers and page numbers
  - Format and rearrange footer boxes
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**This is a provisional course outline and may change.**