PowerPoint 2016

CREATE LOOPING SLIDES, AND
GET FAMILIAR WITH SLIDE MASTER

Looping PowerPoint slides

If you want your audience to watch something before you start your presentation, create a looping slide show.

You need to create two custom shows;
1   A looping introduction
2   A main body – your presentation

We then need to link these two custom shows, using a hyperlink, so the presenter can easily exit the loop and begin the presentation when needed.

Open Exercise 1_Looping PP

Create the introduction slides

The introduction slides can be pictures or the theme of your presentation.

Create either 3-4 slides or as many as you wish.

Place the introduction slides at the end of the presentation. We want the first main presentation slide to be slide No. 1

Set timings for the loop

Once your intro slides are all ready, you then want to set each slide with a timer.

First create the "Transitions"
- Select all the intro slides; click the first slide and then press "Shift" key and select the rest, or you can do it one by one;
- Choose the "Transitions" tab on the tool menu;
- Select a transition effect from the gallery;
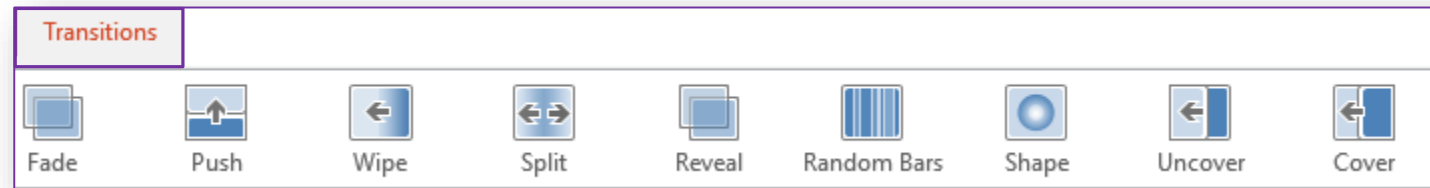
- In the "Timing" menu, uncheck the box for "On Mouse Click" and check box "After" and input the timer.
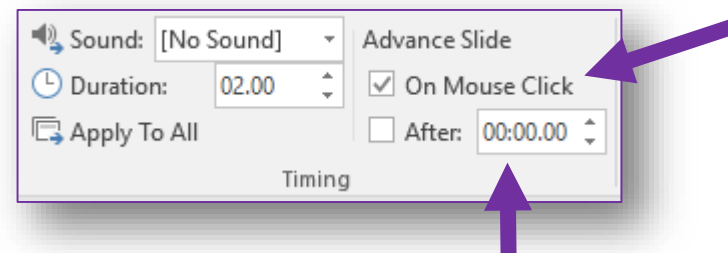
Create the Custom Shows

- Click the "Slide Show" on the menu, click "Custom Slide Show" and then choose "Custom Shows"
- The custom slide show dialog shows up, and then click the "New" button
- Write the name of your show (let's name it "Loop") in the "Slide Show name" and then select your slides and add them to the window on the right. Click OK

Repeat the same steps to define custom show for – Main Presentation.
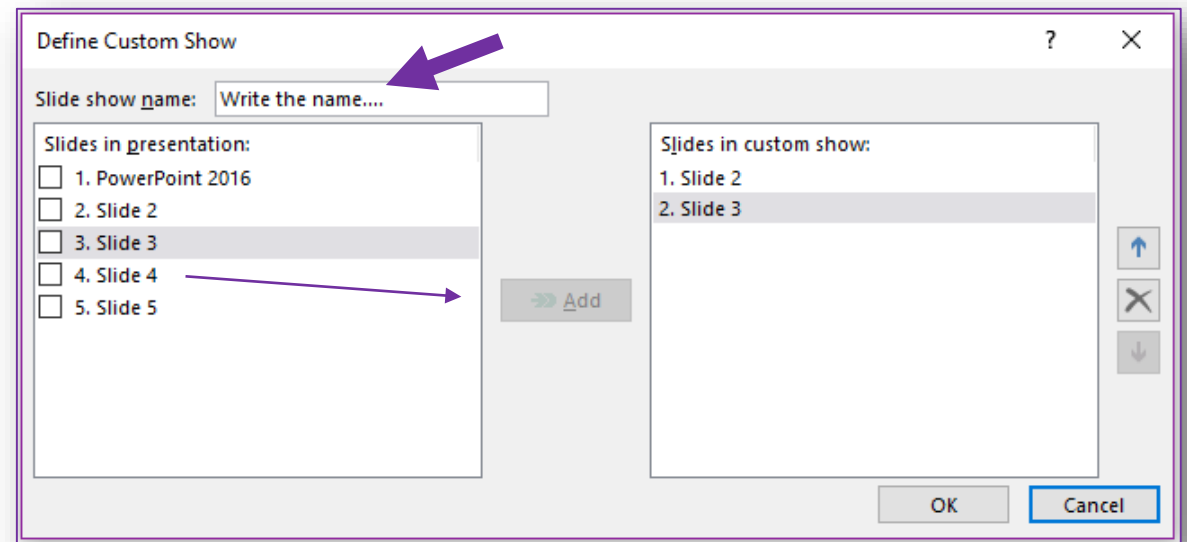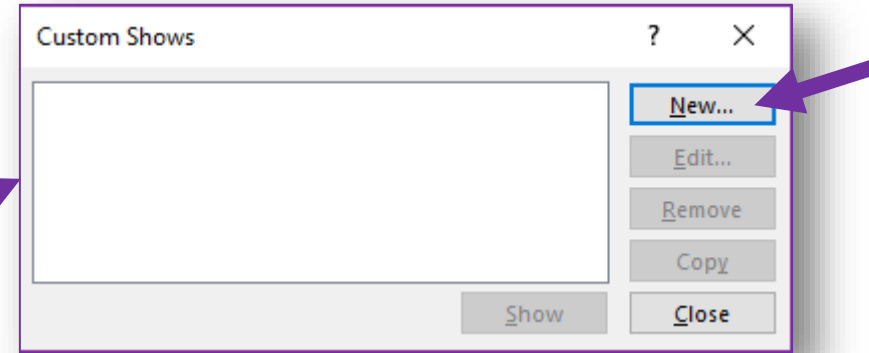
Create an exit loop when it's time to deliver the presentation

- Select the first intro slide;
- Click the "Insert" in the menu and select "Shapes";
- Choose the rectangle shape and click and drag a rectangle that covers the whole slide;
- With the shape still selected, click the "Action" button on the "Insert" tab;
- Select the "Hyperlink to" and select "Custom Show" from the list;
- Select the "Main Presentation" in the custom show dialog and click OK;
- With the shape still selected, in the "Format" tab, select "No Fill" in the "Shape Fill", and also select "No Outline" in the "Shape Outline";
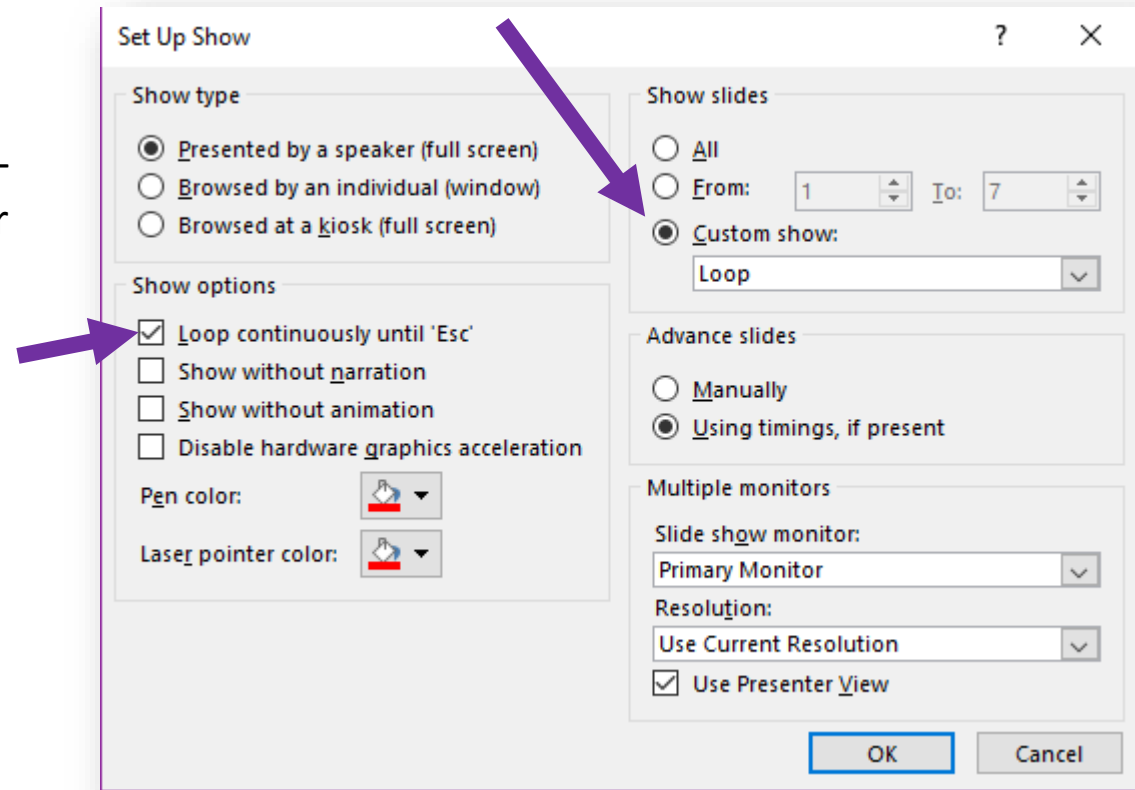- Lastly, copy and paste the shape onto other slides.
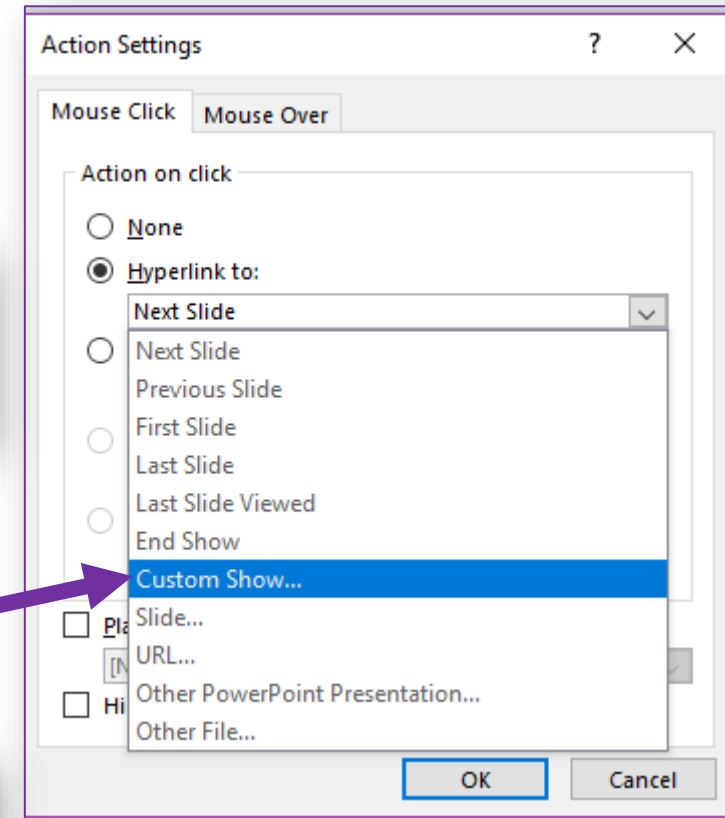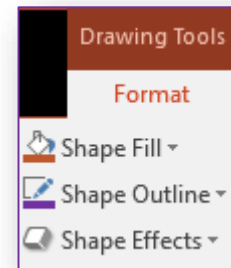
Set up your slide show

In the "Slide Show" menu, select "Set Up Slide Show"

Check the following boxes:
- Custom Show – Choose "Loop" in the drop-down menu (or what you have named your loop intro)
- Loop continuously until 'Esc'

Play your introduction slides

Select the first picture and then click the play slides button on the left top menu or the one on the right lower bottom. Your introduction will start to loop.
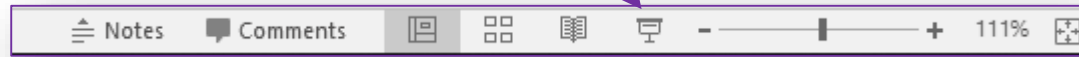
To exit and start your presentation, click on the slide with your mouse and your first presentation slide will show.

Next: Slide Master Tutorial

Creating slide masters

Launch a new blank PowerPoint document.

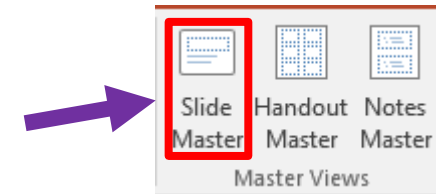You find the Slide Master in the "View" ribbon.

Master slides control the look of your presentation, like colors, fonts, backgrounds, effects, and more.
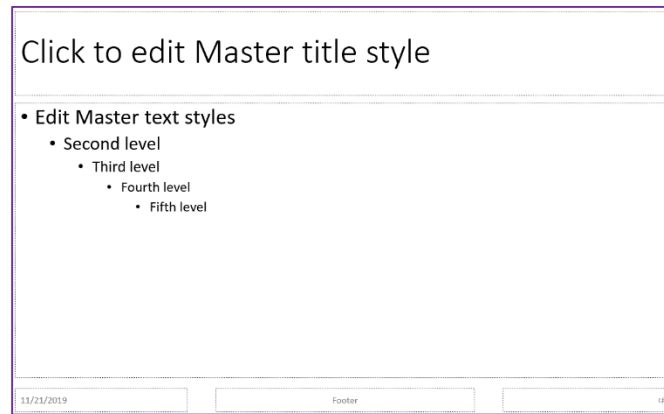
You can insert a shape, logo or a picture and it will show up on all your slides or just one selected slide.

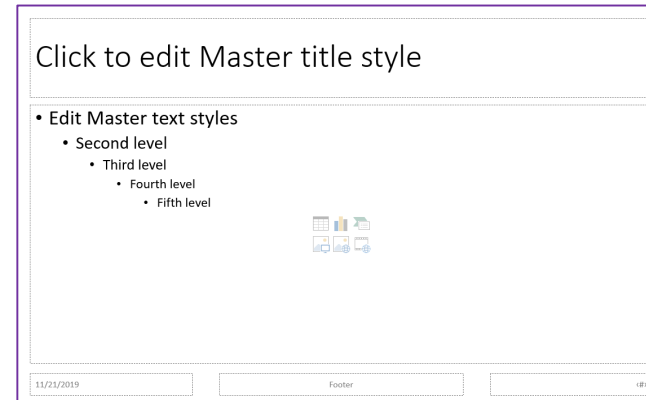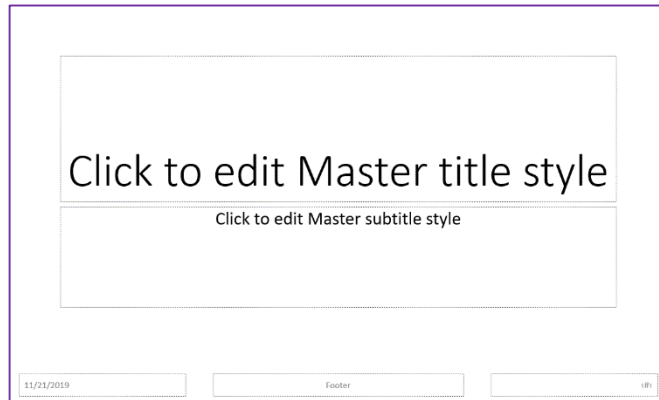In the View tab, in the Master Views ribbon, click Slide Master.

You will see a Slide Master and different Slide Layouts underneath it.

Every change you made in the slide master will automatically apply to all slide layouts, while changes in a slide layout will only stay in the current layout page.

Click to edit Master title style

- Edit Master text styles
  - Second level
    - Third level
      - Fourth level
        - Fifth level

11/21/2019   Footer   ‹#›

This is a Slide Master and is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, like background, color, fonts, effects and etc…

Click to edit Master title style

Click to edit Master subtitle style

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Click to edit Master title style

- Edit Master text styles
  - Second level
    - Third level
      - Fourth level
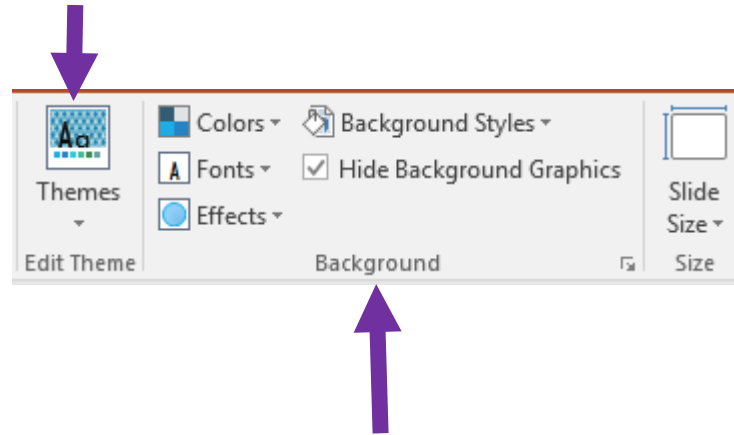   - Fifth level

11/21/2019   Footer   ‹#›

These are Slide Layouts

The key benefit to modifying and using slide masters is that you can make universal style changes to every slide in your presentation, including ones added later to the presentation.

Create and edit a theme

In the Slide Master tab, click Themes and find the theme you like to add to the slide master.


Once you have found the theme you like, next you can edit each slide with the color, fonts, effects, and background style of your choice. You find the tools to do that in the "Background" ribbon.

Editing and inserting placeholders.
Under the slide master view, click on Insert Placeholder, and choose the type you want to add.
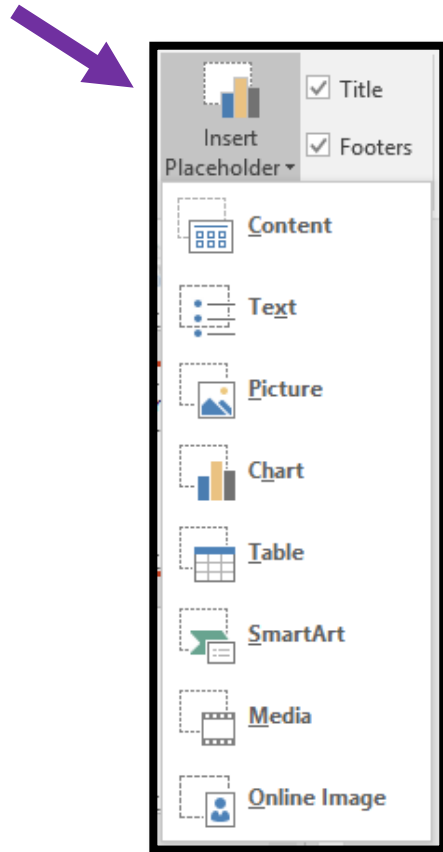
Once you are done with your slide master, switch back to normal view using close Master slide view or click on the "Normal" view button in the right bottom corner in PowerPoint.
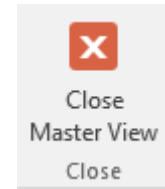
To save your slide master, click File, save as, and name your file.