

MS PowerPoint - Lesson 5: Create a manual presentation slide

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Select Layout for the slide of the slideshow

Slide layout in PowerPoint is the placement of components in a slide interface. Each slide contains different components with different content and typefaces. A basic slide is separated into title (title) and basic content.

Reveal the Slide Layout (if closed)

1. From the **Format** menu, click on **Slide Layout**

Apply text layout to a slide

1. From the Slide Layout, *Text Layouts* section, click on the special layout you want
2. Text Layout usually contains only text. These layouts include: Text Slide (Text only), Title Only (Title only), Title and Text (Title and content), Title and 2-Column Text (Title and 2 internal columns) content), Title and Vertical Text (Vertical title and content), and Vertical Title and Text (Vertical title and text)

Apply content layout to a slide

1. From the Slide Layout section, *Content Layouts* section, click on the layout style you want
2. Content layouts include: Charts, Clip Art, Pictures, Tables, Diagrams or Organization Charts, or Media Clips

Apply content and text layout to a slide

1. From the Slide Layout section, in *Text and Content Layouts* click on the layout you want
2. Text and Content Layouts include text, in addition to blocking maps, tables . on the same slide.

Apply other layouts to a slide

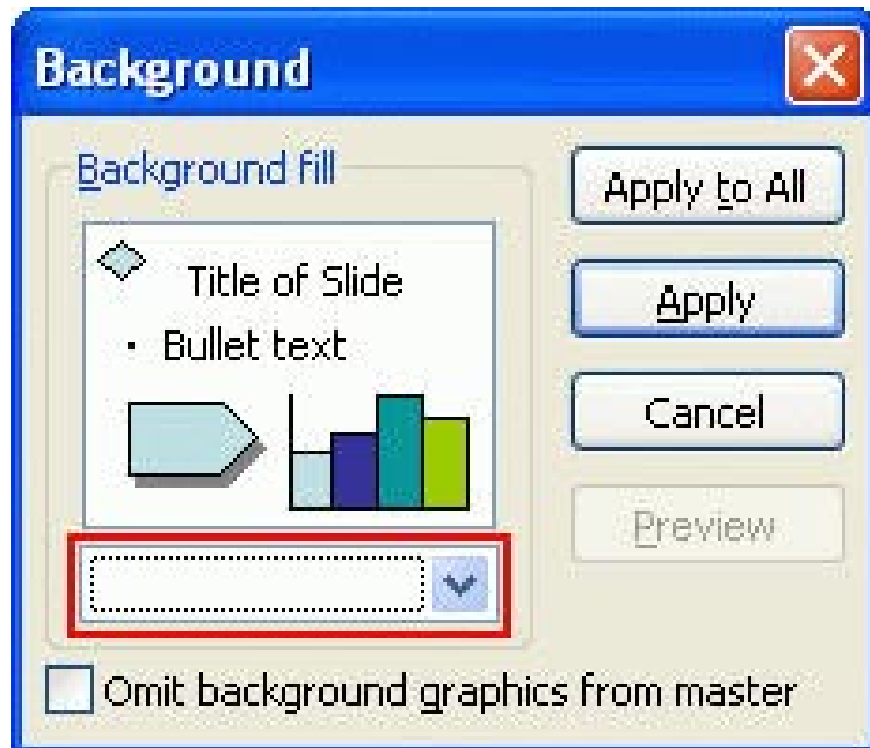
1. From the Slide Layout section, in *Other Layouts* click on the layout you want
2. Other Layouts are layouts other than text, content, and textual content.

Background format for the slideshow

Backgrounds can be applied to slides, notes, and announcements in PowerPoint. Background options (Background) can change colors, Gradient, Texture, Pattern, or Picture.

Select the background color for the slideshow

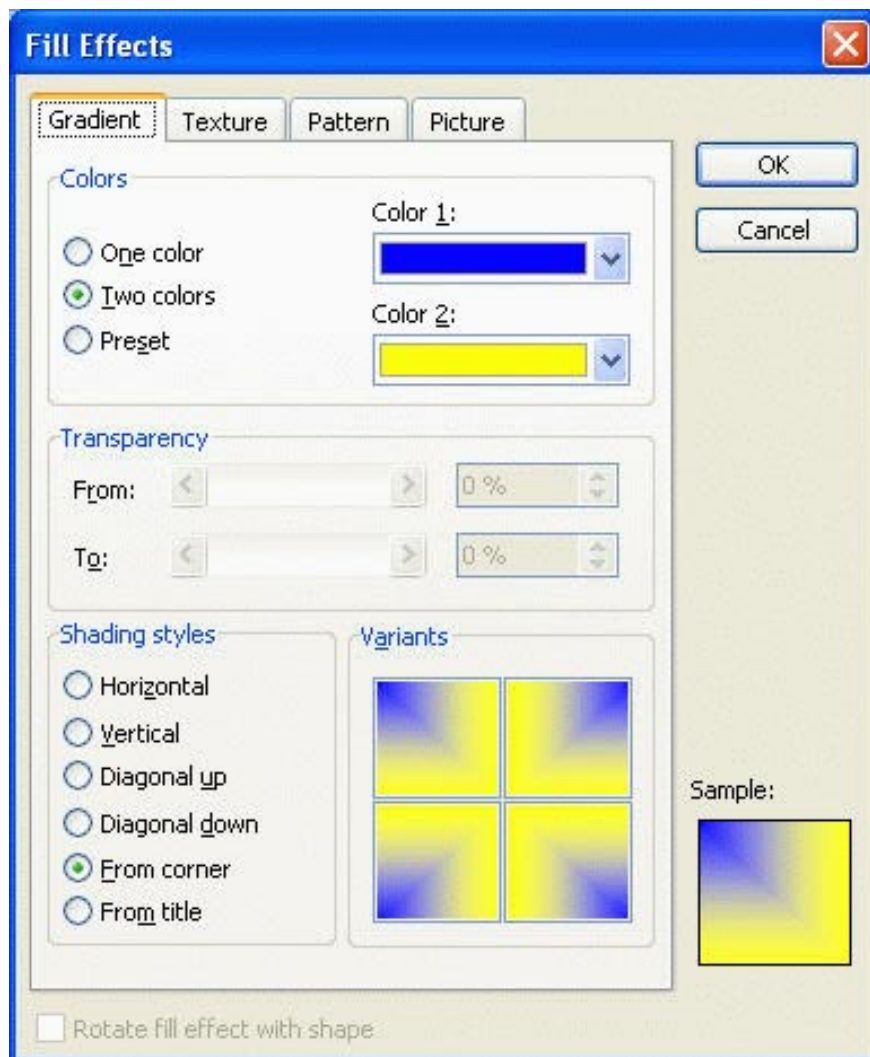
1. From the **Format** menu, click **Background**



1. Click the drop-down arrow and select the color you like, then click **Apply** .
2. Click **More Colors** to select more colors

Select background effect for the slideshow

1. From the **Format** menu, click **Background**
2. Click the down arrow and select **Fill Effects** . The Fill Effects dialog box appears
3. Select the *Gradient* , *Texture* , *Pattern* , or *Picture* tags to apply the effect. Choose the color you like.



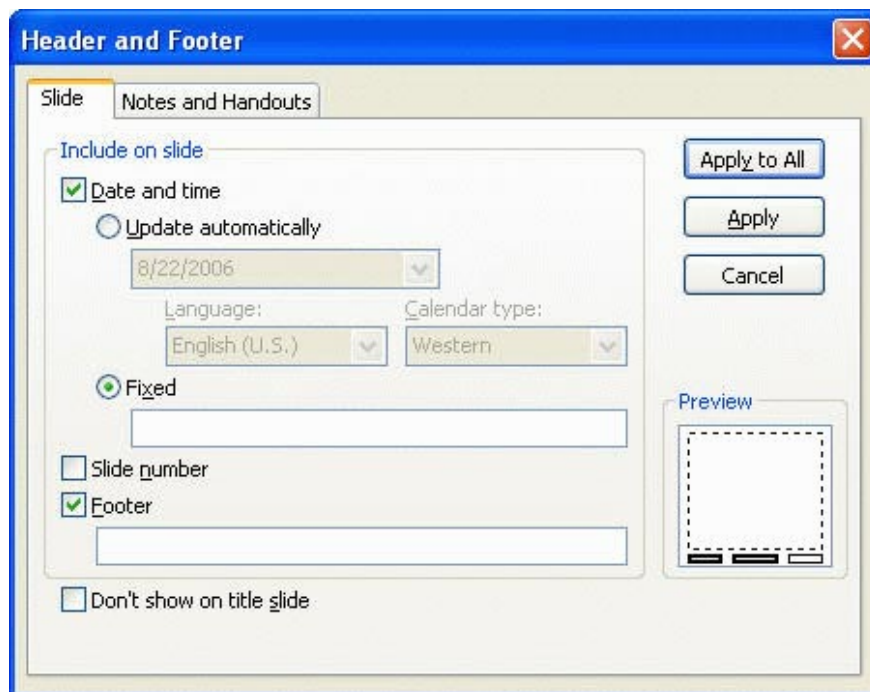
1. After you've selected the appropriate color, click **OK**
2. Back to the Background window, there are 4 buttons:
 1. **Apply to All** : Apply formatting to all browser versions
 2. **Apply** : Apply the background format to the current browser version
 3. **Cancel** : Skip the background format
 4. **Preview** : Preview the selected background color
3. Click on the button you need

Presentation header and footer

Headers (Footers) and Footers include text, slides, or page numbers, and the date you want to display above or below a slide page. You can use the header and footer on each slide individually or apply to the entire presentation.

Insert Headers and Footers

1. From the **View** menu, click **Header and Footer** . The Header and Footer dialog box appears



1. To insert a date and time, check the **Date and time** box
2. To number the page for the slide show, check the **Slide number** box
3. If you insert the footer, make sure the **Footer** section is selected and type the content.
4. Click **Apply** to apply to the current slide. Click **Apply to All** to apply to all slides.

Automatic numbering (Bullets and Numbering)

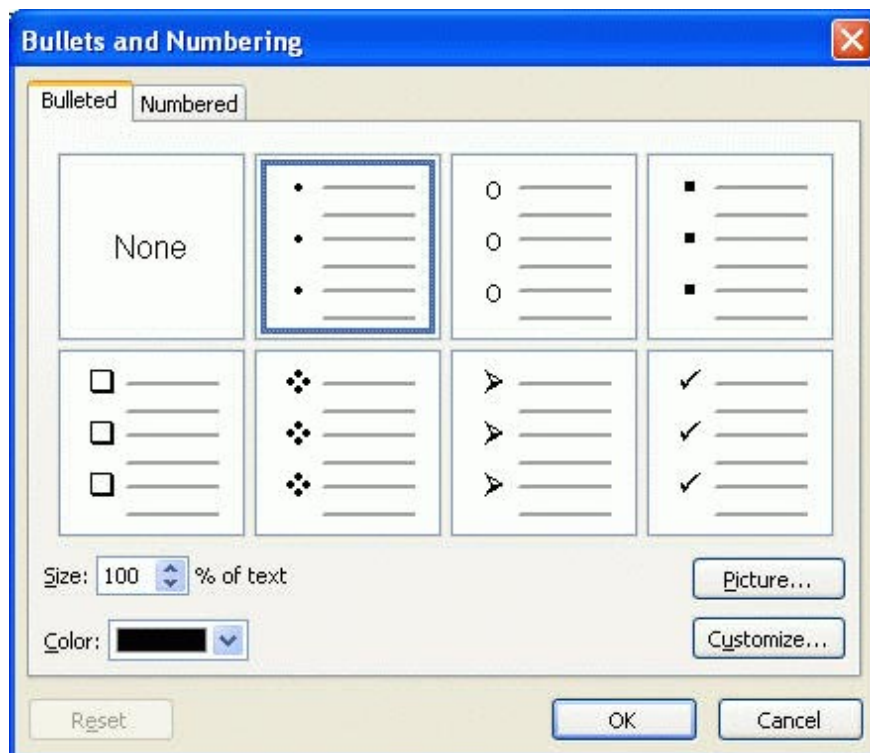
Bullets and Numbering is a tool for automatic numbering. Bullets and numbering let you choose different styles, sizes and colors that can be applied.

Add or unsubscribe

1. To highlight text, you may want to add or remove bullet headers
2. Click the **Bullets** icon on the *Formatting* toolbar

Change the line character style

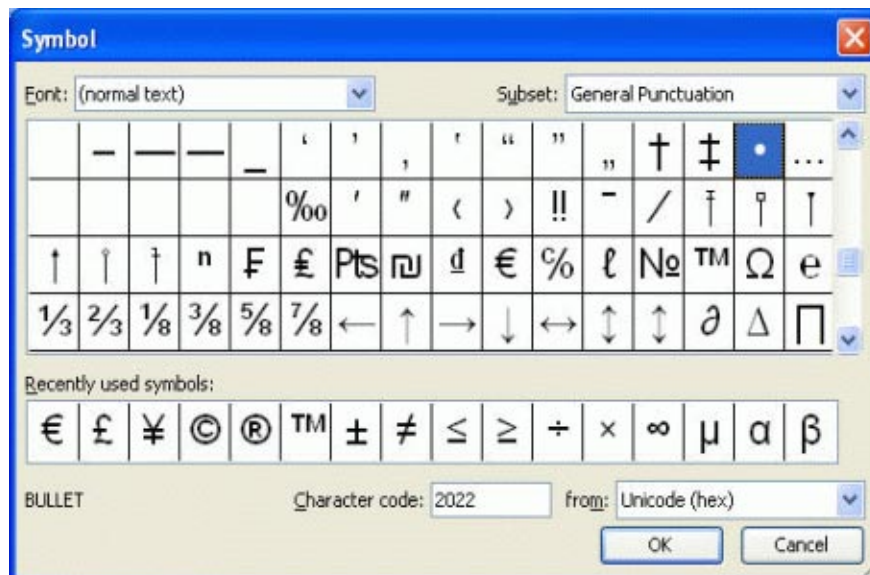
1. From the **Format** menu, click **Bullets and Numbering**



1. Click on the type you want.
2. Click **OK**

Create arbitrary bullets

1. From the **Format** menu, click **Bullets and Numbering**
2. From the Bullets and Numbering dialog box, click the **Customize** button to display the *Symbol* dialog box



1. Select an appropriate bullet type and click **OK**

Add or remove automatic numbers

1. To highlight text you may want to add or remove automatic numbers
2. Click the **Numbering** icon on the *Formatting* toolbar

Change the number type automatically

1. From the **Format** menu, click **Bullets and Numbering** .
2. Click **Numbered** . Select the type of automatic number you want.
3. Click **OK**

Change the headline or automatic character color

1. From the **Format** menu, click **Bullets and Numbering**
2. Click the down arrow to drop down the **Color** menu box.
3. Choose the color you like
4. Click **OK** .

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