

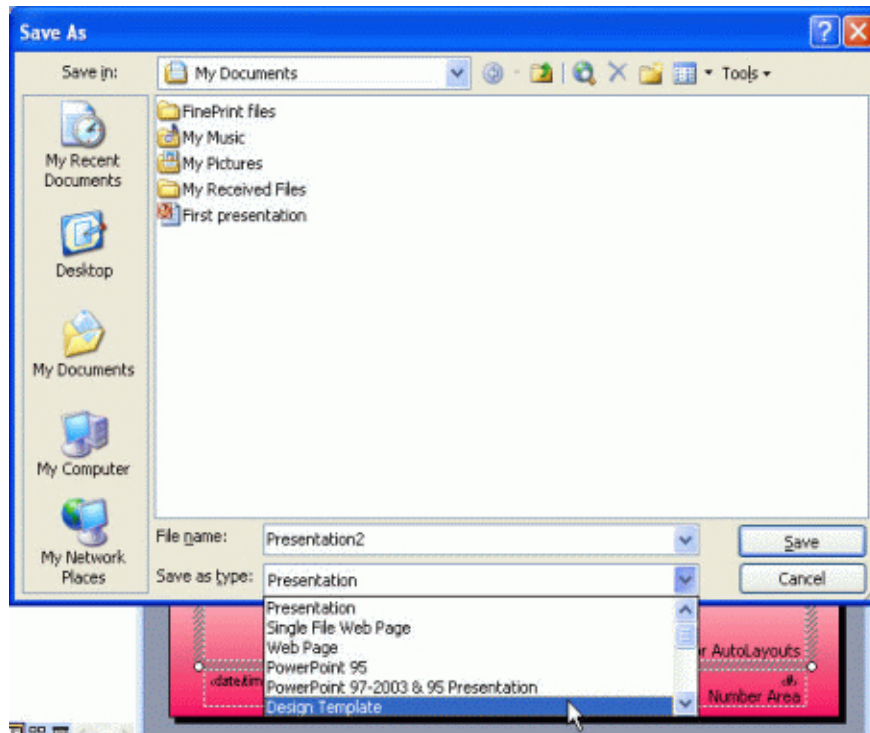
MS PowerPoint - Lesson 7: PowerPoint design template

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Create your own designs

- On the **Standard** toolbar, click the **New** icon
- From the **View** menu, select **Master** and click **Slide Master** .
- Here are a few ways you can make the main slide:
 1. To change the font format, click the text or the area containing the text. On the **Format** menu, click **Font** and then edit your selection in the Font dialog box. Click **OK** .
 2. To change the background color, on the menu **Format** , click **Background** , select the appropriate options in the dialog box, and then click **Apply**.
 3. To insert a picture, text or image into a slide, use the buttons on the **Drawing** toolbar
 4. To move a text area, click it and point to the text border. When the cursor changes to a 4-way arrow, hold down the left mouse button and drag the frame to the new position. You can also resize the text areas
- After performing the alignment, format the sample slide show, from the **File** menu, click **Save As**
- From the **Save As** dialog box, in the **File name** section : type the name of the template, then in the **Save as type section**: click the down arrow and select **Design Template**
- Click **Save**



Note : This template will automatically be saved to the *Templates* folder. After you close and restart PowerPoint, the created template will be displayed in the **Slide Design** section, arranged in alphabetical order, under the **Available For Use** section .

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