



# Computer Application

Third Stage

Lec2

**PowerPoint (Customizing slides)**

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## Adjusting placeholders:

1. To select a placeholder: Hover the mouse over the edge of the placeholder and click (you may need to click the text in the placeholder first to see the border). A selected placeholder will have a solid line instead of a dotted line.
2. To move a placeholder: Select the placeholder, then click and drag it to the desired location.
3. To resize a placeholder: Select the placeholder you want to resize. Sizing handles will appear. Click and drag the sizing handles until the placeholder is the desired size. You can use the corner sizing handles to change the placeholder's height and width at the same time.
4. To delete a placeholder: Select the placeholder you want to delete, then press the Delete or Backspace key on your keyboard.

## To add a text box:

Text can be inserted into both placeholders and text boxes. Inserting text boxes allows you to add to the slide layout. Unlike placeholders, text boxes always stay in the same place, even if you change theme.

1. From the Insert tab, select the Text Box command.
2. Click and drag to draw the text box on the slide.
3. The text box will appear. To add text, simply click the text box and begin typing.

## 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.

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

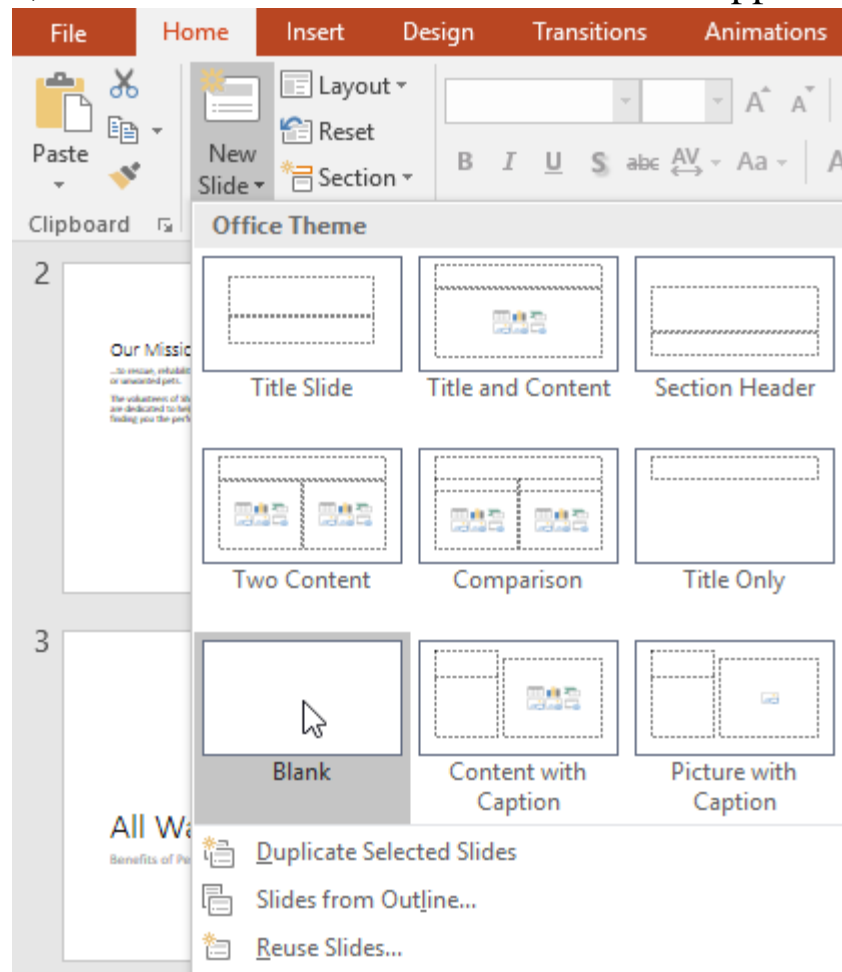


Figure 1 : blank slide

## Customizing slides:

### To change the slide size:

By default, all slides in PowerPoint 2019 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.

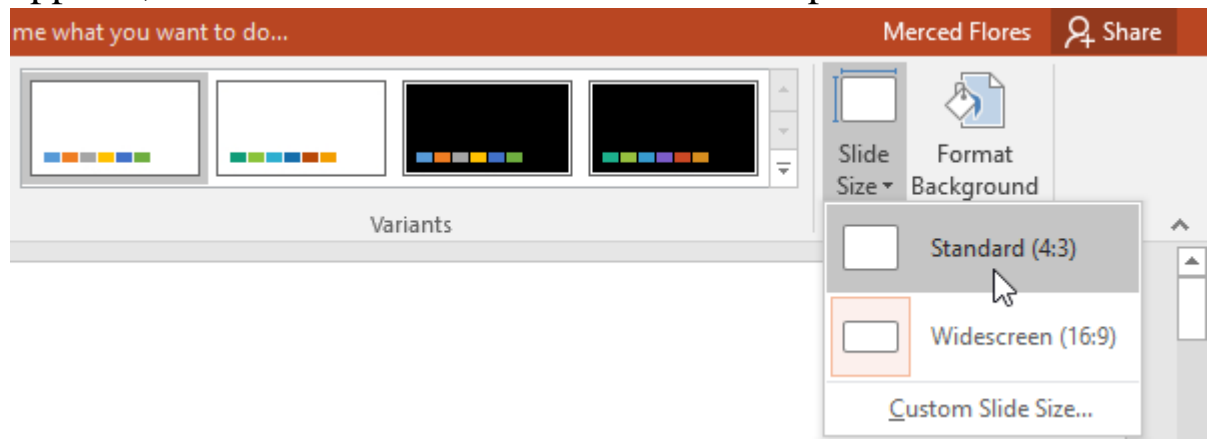


Figure 2 : slide size

### To format the slide background:

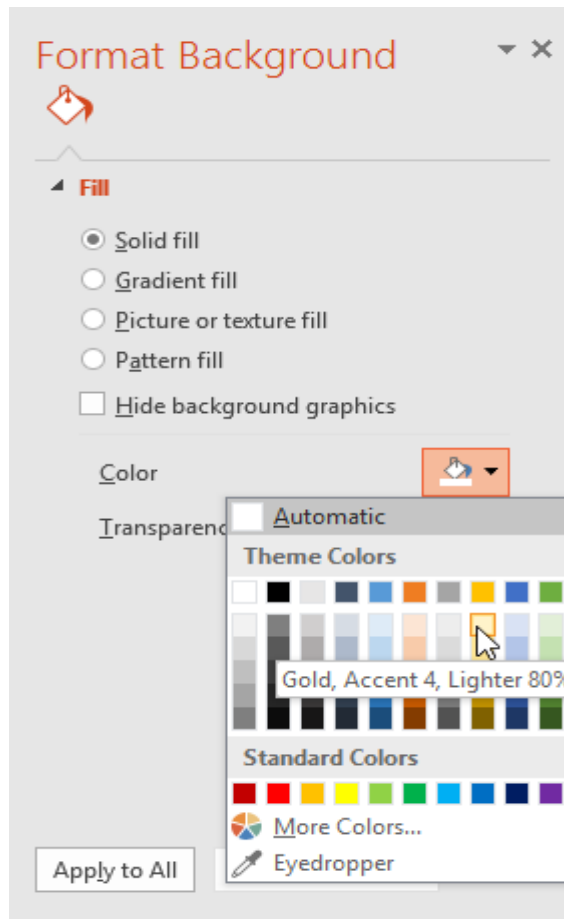
By default, all slides in your presentation use a white background. It's easy to change the background style for some or all of your slides. Backgrounds can have a solid, gradient, pattern, or picture fill.

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



**Figure 3 : slide background**

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.



**Figure 4 : slide background pane**

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.

## Themes:

In PowerPoint, themes give you a quick and easy way to change the design of your presentation. They control your primary color palette, basic fonts, slide layout, and other important elements. All of the elements of a theme will work well together, which means you won't have to spend as much time formatting your presentation. Each theme uses its own set of slide layouts. These layouts control the way your content is arranged, so the effect can be dramatic. In the examples below, you can see that the placeholders, fonts, and colors are different.

Every PowerPoint theme including the default Office theme has its own theme elements.

## These elements include:

1. Theme Colors: There are range of theme colors, along with darker and lighter variations, available from every Color menu.
2. Theme Fonts: There are two theme fonts available at the top of the Font menu under Theme Fonts.
3. Theme Effects: These affect the preset shape styles. You can find shape styles on the Format tab whenever you select a shape or SmartArt graphic.

## Applying themes:

All themes included in PowerPoint are located in the Themes group on the Design tab. Themes can be applied or changed at any time.

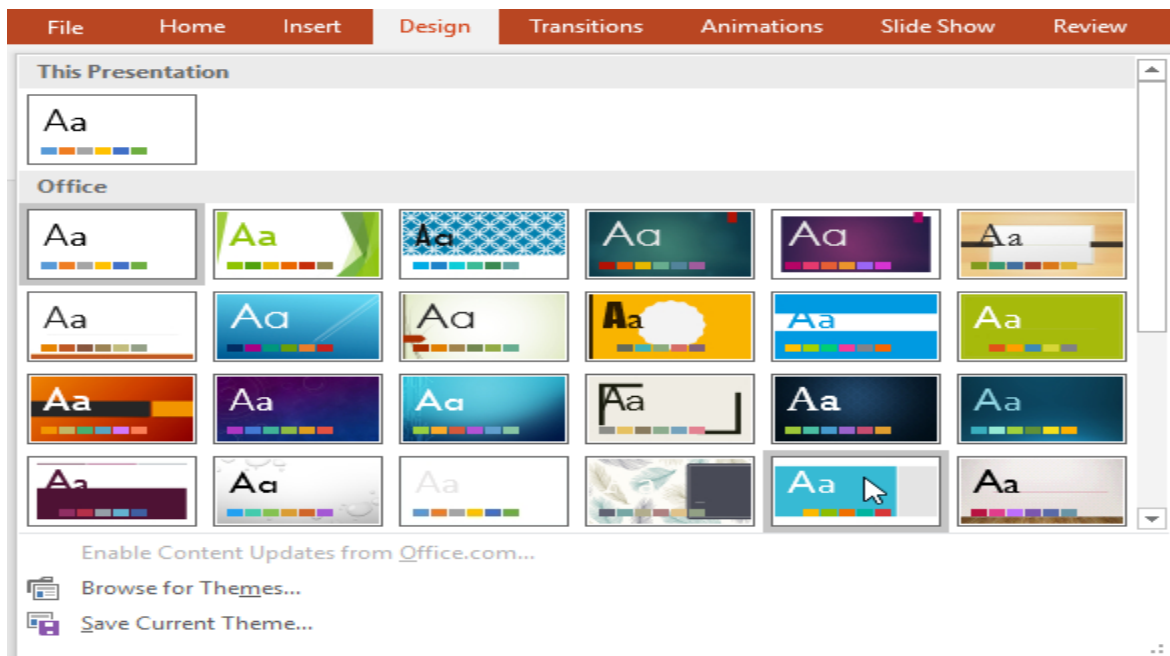
## To apply a theme:

1. Select the Design tab on the Ribbon, then locate the Themes group. Each image represents a theme.



**Figure 5 : themes apply dropdown**

2. Click the More drop-down arrow to see all available themes.
3. Select the desired theme.



**Figure 6 : themes apply menu**

4. The theme will be applied to the entire presentation. To apply a different theme, simply select it from the Design tab.
  - Once you've applied a theme, you can select a variant for the theme from the Variants group. Variants use different theme colors while preserving a theme's overall look.