

SUNDAY ♦ 3:00pm
OPTIONAL CRASH COURSE

Templates and Layouts and Themes...Oh My!

Designing and constructing a successful template

Sunday

3:00pm



ECHO SWINFORD & JULIE TERBERG

Upgrading from PowerPoint 2003 to 2007 or 2010 can be daunting. Slide masters, slide layouts, color themes, font themes, effects themes, custom placeholders, footers...how do you keep it all straight? What's the right way to put it all together? Where do you begin?

This session will show you the steps to a workable, successful PowerPoint template. You'll learn about themes and what role they play in a template. Learn about formatting decisions you can make to help avoid common user pitfalls. We will demonstrate the template design and formatting process from start to finish. Topics to include:

- Design considerations, branding elements and corporate guidelines
- Elements to gather and prepare before you begin
- Understanding theme files, slide layouts, and templates
- Step-by-step template formatting
- Developing example slides
- Template testing and proofing

In this intensive and comprehensive session, you will learn exactly how to bring more control, power, and efficiency to your company's PowerPoint templates.