

This Lesson

- 1) **Slide Setup** – Different sizes, themes, etc. for slides
- 2) **Slide Master** – Use this to create templates for common slides **AND** to ensure formatting consistency!
 - **Jazz Pharma Presentation:** We display the fonts and font sizes for key areas, the box formatting, and text formatting off to the left-hand side
- 3) **Quick Access Toolbar** – Lets you build *faster* versions of cumbersome shortcuts or commands w/o shortcuts

Quick Access Toolbar

- 1) Criteria:** VERY common shortcut, somewhat long/cumbersome, and no existing Ctrl + shortcut
- 2) Order:** Use the 1-4 positions for the *most* frequently used commands; 5-9 and 01-09 for less common ones
- 3) Import/Export:** You can import/export your customized QAT as well... but PPT versions must match!
 - If your bank doesn't allow this, take a few minutes to customize your QAT in your PowerPoint

Your Exercise:

1) **Create** your own customized QAT!

- Align Objects
- <Separator>
- Font Color
- Shape Fill
- Change Outline Color
- More Options...
- Arrange
- Font Size
- <Separator>
- Rectangle
- Draw Horizontal Text Box
- Shapes
- Straight Connector
- Merge Shapes