❖ Align Text ❖ Change Fonts
❖ Change Slide Design (Template)
❖ Change Slide Layout ❖ Use Slide Master

Notes

You can adjust the appearance of your presentation slides at any time. In this exercise, you practice changing text in a single location, changing the design for the entire presentation, and changing the layout for a slide.

Vocabulary

presentation template (design)   slide master   footer

Directions

1. Open the PG10 presentation file.
2. Save the file as HOMEBANK.
3. Insert a new title slide.
4. Enter **HomeBank, Inc.** as the title and **Service Overview** as the subtitle.
5. Make sure the title slide is the first slide in the presentation. The presentation should now look like the slides on the following page.
6. Choose a new **presentation template (design)**.
7. Center the title and subtitle on slide 1, if they aren't already centered. Change the slide title to use a different font than the subtitle. Italicize the subtitle text.
8. Display slide 6.

9. Change the slide to the layout that includes placeholders for both a bulleted list and clip art graphic.
   - √ *If you choose a slide layout that removes the placeholder for text, a chart, or clip art image you've added to a slide, the presentation graphics program may delete that material altogether or move it to an unexpected location.*
10. Enter the following list, then select an appropriate clip art image:
    - **New accounts: 888-555-1212**
    - **Existing accounts: 888-555-1213**
    - **New check orders: 888-555-1214**
11. Center and bold the text in the bulleted list.
12. Display the **slide master** view.

13. Make the following changes on the slide master:

- Center the title.
- Enter **FDIC Insured** in the **footer** area. Center the text if it doesn't center automatically. Change the text to Baskerville Old Face font (or another font with serifs) in 20-point size.
- Draw a medallion or star shape in the upper-left corner. Fill it with the color and pattern of your choice.
- Add a page number in the lower-right corner.

√ *You may have to turn on the slide (page) numbering feature using a menu command. Otherwise, even though the slide or page number appears on the master, it won't print. The menu command also may give you the option of turning on features like page numbering for the title slide.*

14. Display the presentation in small slide view. The slides should now look like those shown on the next two pages.
15. Return to the single slide view.
16. Spell check and then print the presentation.
17. Save your changes to the presentation.
18. Close the presentation.

Slide 1

HomeBank, Inc.

Service Overview

1

Slide 2

Account Types

* Basic Checking
* Checks Plus
* Basic Savings
* Check-Save Combo
* 3-, 6-, and 12-month CDs
* Small Business

2

Slide 3

Checking Comparison

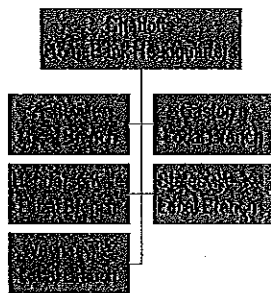| Basic Checking	Checks Plus
$12.95 monthly fee	No fee
No minimum balance	$5,000 minimum balance
Free ATM transactions	Free ATM transactions
No interest	1.5% interest

3

Slide 4

Savings Comparison

Basic Savings	Check-Save Combo
No minimum balance	$10,000 minimum balance
Up to 20 ATM transactions monthly	Unlimited ATM transactions
3.5% interest	3.5% interest
No checking	Free checking

4

Slide 5

Branch Locations

5

Slide 6

Customer Service

6

HomeBank, Inc.

Service Overview

7

Account Types

- Basic Checking
- Checks Plus
- Basic Savings
- Check-Save Combo
- 3-, 6-, and 12-month CDs
- Small Business

FDIC Insured   2

8

Checking Comparison

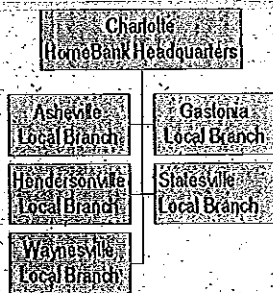| Basic Checking	Checks Plus
$12.95 monthly fee	No fee
No minimum balance	$5,000 minimum balance
Free ATM transactions	Free ATM transactions
No interest	1.5% interest

FDIC Insured   3

9

Savings Comparison

Basic Savings	Check-Save Combo
No minimum balance	$10,000 minimum balance
Up to 20 ATM transactions monthly	Unlimited ATM transactions
3.5% interest	3.5% interest
No checking	Free checking

FDIC Insured   4

10

Branch Locations

Charlotte HomeBank Headquarters

Asheville Local Branch

Gastonia Local Branch

Hendersonville Local Branch
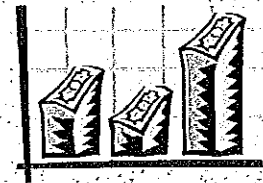
Statesville Local Branch

Waynesville Local Branch

FDIC Insured   5

11

Customer Service

- New accounts: 888-555-1212
- Existing accounts: 888-555-1213
- New check orders: 888-555-1214

FDIC Insured   6

12