



**STUDYDADDY**

# Get Homework Help From Expert Tutor

[Get Help](#)

# PowerPoint Presentations

CPS 1032 Unit 2

## WELCOME BACK!

Let's begin our journey through Unit 2 which is one of my favorite chapters in Microsoft PowerPoint because many people know the basics about this application, but this chapter definitely takes it to the next level. First, let's start with a **template** which is a file that includes the formatting elements like a background, a theme with a color scheme, font selections for titles, text boxes, and slide layouts that position content placeholders. Now, I am a bit old school and I didn't really like initially using templates. I think what I didn't really like about using a template is that your work would look too similar to others who used the same template and I am always looking for my work to stand out. The trick to using a template is add your own style to it to give it an added flare. Many people will just type their text into a template and they will be done. I have watched thousands of presentations through the years and it takes a lot to grab my attention. You will notice as you work through the exercises involving templates that using a template makes it super easy to create a presentation, but you can modify a template to add a unique appearance to the presentation. You can change the font style or size, move or delete placeholders, and/or move an object on the slide.



**STUDYDADDY**

**Get Homework Help  
From Expert Tutor**

**Get Help**