**Russ College Power Point template instructions**

**Getting started**

Welcome to the new Russ College Power Point template in the 16:9 ratio, or widescreen format. To get started, open the template and save it with the unique name you would like to assign to it. It should be saved as a Presentation, with a .pptx filename extension; this is the default option when you click Save or Save As.

**Title slides**

The first page of the template when it opens is one of the Title Slide options. There are three total, including one with a non-photo background.

**Adding slides**

From the Home tab, click on New Slide to add a new slide to your presentation. You’ll see a gallery of slide options, including text slides, divider slides, and photo slides. Each type of slide has several different options, with descriptive names that will help you select the appropriate slide for your content.

**Fonts**

Please use Arial as the font.

**Tables and Charts**

Examples and guidelines for tables and chart use are provided in that guidelines document.

Before beginning your first presentation, please take a few moments to load the chart and graph templates we have created into your Microsoft Office library.

1. To do this, select the Insert tab once you have the template open and saved. Click the Chart option at the top of the frame.
2. In the bottom left corner of the dialog box, click Manage Templates. The folder will open and indicate that it’s empty.
3. Reduce the size of the window and move it to one side of your screen.
4. Open the location where you saved the charts-graphs templates.
5. Select all the files in the Chart-Graph Templates folder and drag them to the Manage Templates dialog box you left open previously.
6. Exit this window, and PowerPoint will retain these templates permanently, unless you remove them. The templates will be available for you to begin using immediately.

To insert a *new Table or Chart*, click on the Insert tab at the top of the window. Then, follow your preferred method for inserting the object and selecting the appropriate data for display. The template will automatically create the object in a default color scheme consistent with the Russ College color palette.

To select another color combination within the palette for your Chart or Table, make sure your object is selected and click on the Chart Tools or Table Tools tab. You can select your desired color scheme from the Chart Styles/Table Styles gallery in the navigation ribbon. To see all the color combination options, click on the down arrow to scroll through the gallery or click on the end arrow below that to expand the gallery. Then click on your selection.

To add an *existing Chart or Graph* from Excel or another PowerPoint presentation, the following are options:

1. For best results, paste in your chart or graph. It will take on a template color scheme and retain the source data, which you can view under the “Design” tab’s “Edit data” function. To change the colors, select from the Chart Styles under the Design tab. If a background fill or border appears, you can remove it by going to the Format tab and selecting “No fill” under “Shape fill” and “Shape outline.”

2. Or, insert a new chart/graph. Then, clear the contents of the sample spreadsheet data. Copy your spreadsheet data into it from Excel or manually. NOTE: The X axis data must be in the left column, and the Y axis data should run across in rows. Then, in PPT, choose “Select data” and then highlight your spreadsheet data, including the header row. Your chart in PPT should then update itself. To change the colors to another template color scheme, select an option in the Design tab.

3. Least preferable is to copy your chart or graph and paste it into PPT as an image. Use the Home tab and select the small arrow under the Paste button and select “Paste special,” choosing “jpeg.” Your chart or graph will be pasted in as an unchangeable image and will retain its original formatting.

**Closing slide**

The last slide choice in the new slide gallery is a closing slide, which features a full page Create for Good logo. Selecting this as your closing slide provides a visually consistent capstone for your presentation.

**Questions?**

Please contact Colleen Carow, carow@ohio.edu, for any questions or feedback about the template.