



Teach For All
A Global Network



GoTeach

WORKING WITH THE PPT TEMPLATES

Table of Contents

Introduction	2
Adjusting the slide decks	3
Creating an entirely new set of slides	3
Available layouts (categories).....	4
Inserting slides (in an existing slide deck)	5
Changing the layout for an existing slide	5
Changing the partner logos on the Start and Thank You pages.....	7
How to add an image to a specific slide	9

Introduction

This document contains information on how to use the PowerPoint templates.

In principle the training materials for a certain topic are available in a standard setup. This means that changes are not necessary. However, it can be that you want to add slides on specific topics or you may want to use a different background (layout) for a specific (set of) slides. For example, to adjust the graphics of the slides for an audience in a different part of the world (Africa, Asia, South America, EU/North America).

This document describes how to make those changes without compromising the look & feel of the existing slides.

Adjusting the slide decks

It is not advisable to adjust the slide deck by removing or adding slides. The current slide deck is recognized as the standard slide deck. Any changes will dis-align the slide deck and the slide numbering in the facilitator / volunteer notes document. However, if deemed necessary it is possible of course.

Creating an entirely new set of slides

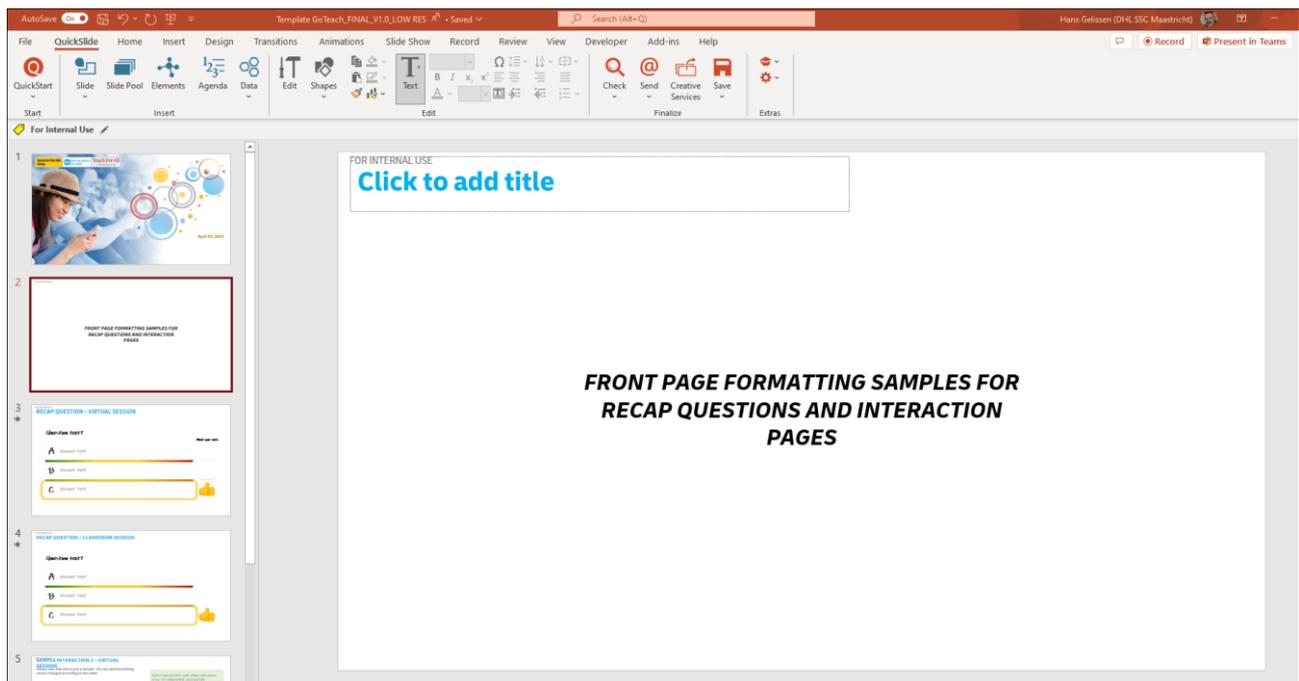
For creating an entirely new set of slides in PowerPoint, it is best to start from an empty template. For that, do not work directly in the actual template document(s) but instead:

- Mae a copy of the template
- Rename the copy you made
- Work in the copy

This avoid over writing the existing PowerPoint template and ensures that there is always an empty ready to use template available for everyone.

There are two PowerPoint templates available for creating a slide deck: a high resolution one and a low resolution one. It is best to use the low-resolution template as this will eventually have the lowest file size. The image quality is of good enough quality for presenting via a beamer.

When you open the template, it will display as follows:



Now you need to add slides and add the layouts of your preference to it. Once that has been done, you can add the actual content items to each of the slides.

Have a look at the next sections in this document that explain the available layouts you can use to create your slides.

NOTE: apart from the PowerPoint templates, there area also templates available for a Student Workbook (PowerPoint format) and for creating Facilitator Notes (Word format – one in landscape and another one in portrait).

Available layouts (categories)

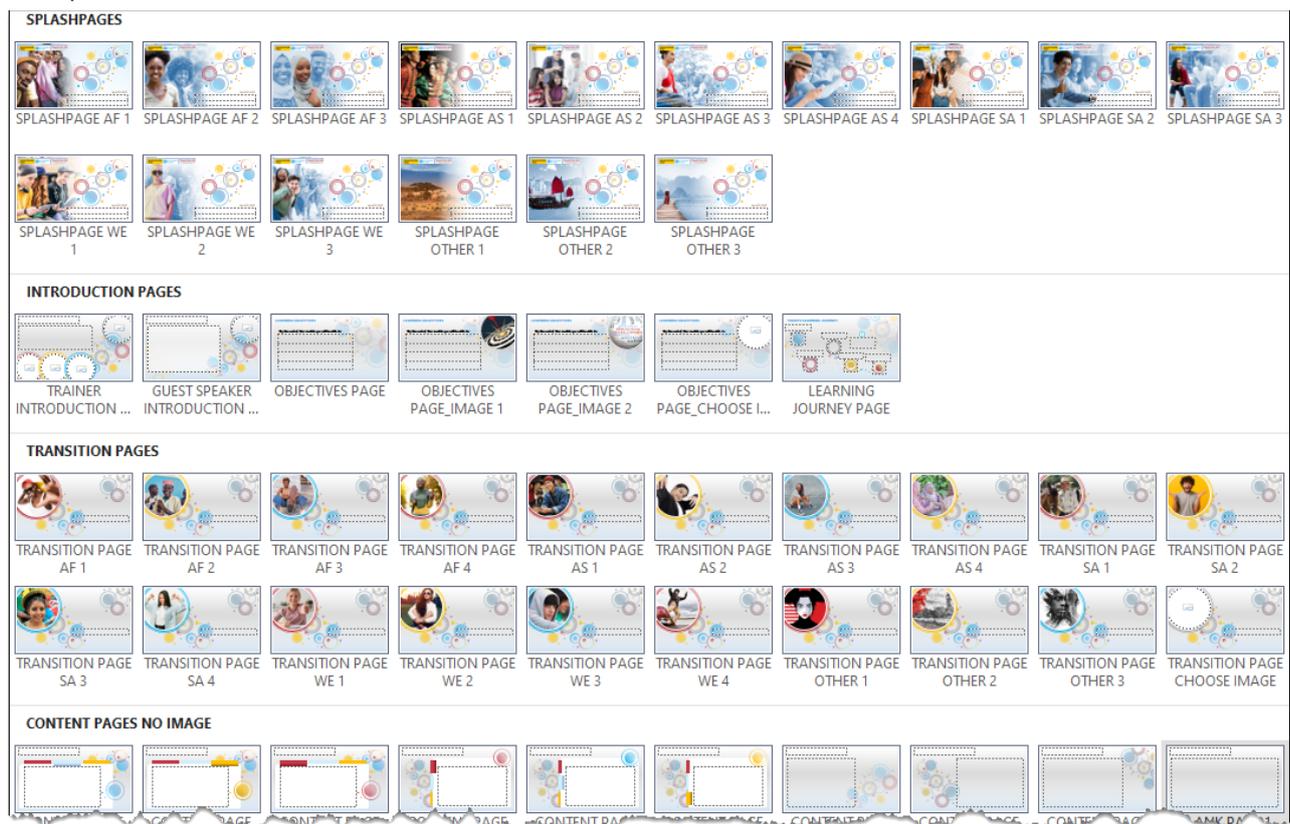
A layout is a predefined background that you can apply to a slide. The PowerPoint template consists of a selection of these layouts.

For your convenience, there are more than 200 layouts (template pages) you can use. This means you can change the background for each slide. Amongst these layouts, there are a number in which you can add your own images.

There layouts are available for the following categories:

- Splash pages (the welcome page)
- Introduction pages
- Transition pages (to transition into a new chapter)
- Content pages with and without images
- Film page
- Activity pages (for activity introduction and description)
- Recap quiz pages (for quizzes and discussions)
- Thank you pages

Example:

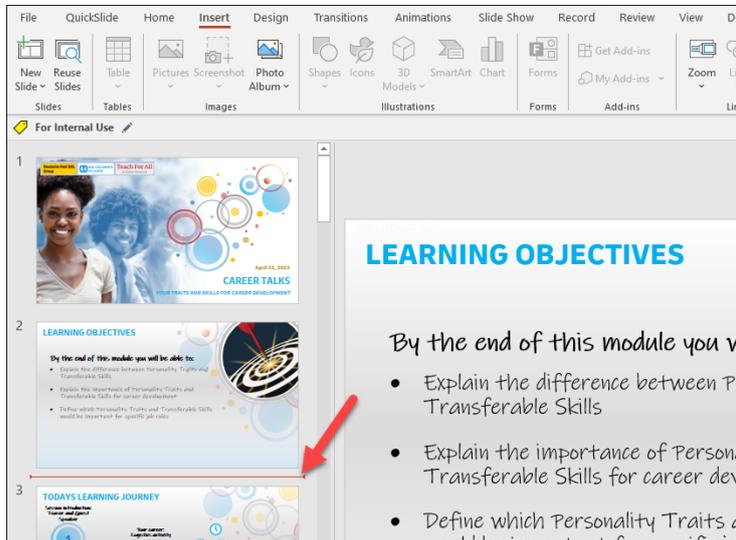


NOTE: Please keep in mind that the PowerPoint templates are available for Slides and for student Handouts. The template for the student Handouts is slightly different as it contains some 'handout' specific layouts.

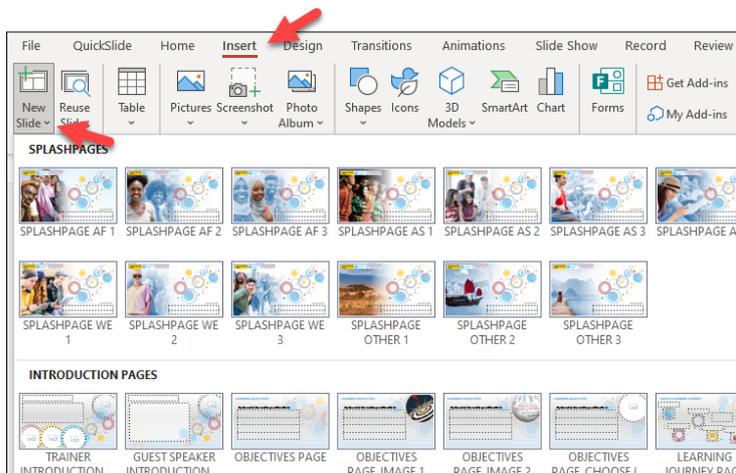
Inserting slides (in an existing slide deck)

To insert a slide in a newly created slide deck or in an existing slide deck, please proceed as follows:

1. In the slide deck, in the thumbnail view on the left hand side, click where you want to insert the new slide.



2. In the 'insert' tab in the ribbon, click the arrow from the 'new slide' menu. The available layouts will now appear.



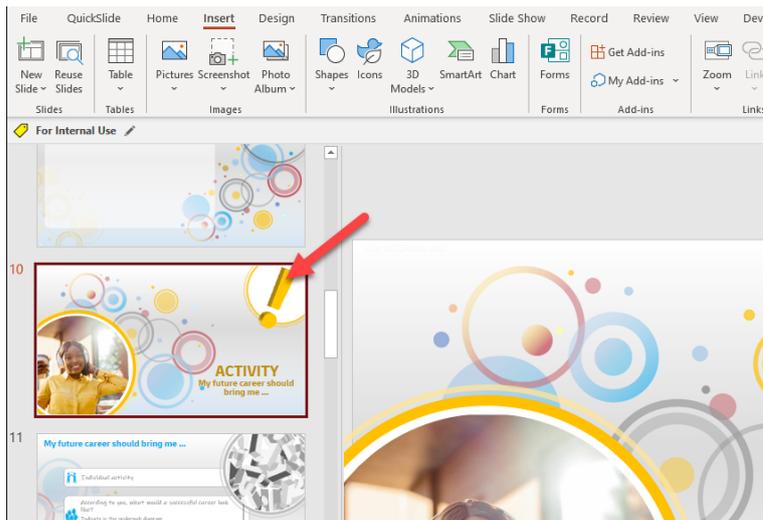
3. Now you can select the layout that you would like to insert.

Changing the layout for an existing slide

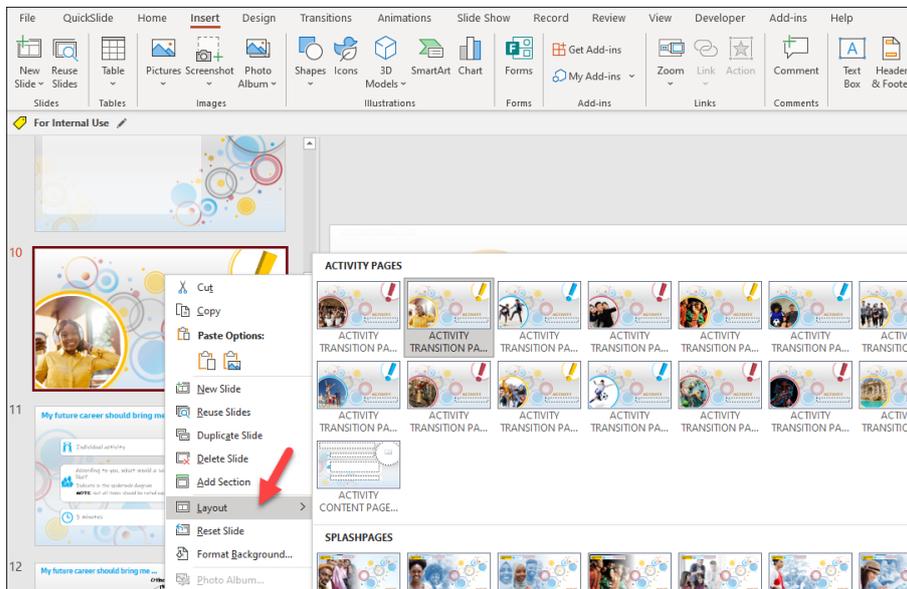
The backgrounds (layouts) of each slide can be amended easily. The layouts display a variety of images with people from all parts of the globe (Africa, Asia, South America, Europe) as well as number of layouts with more generic images.

To change the layout of an existing slide:

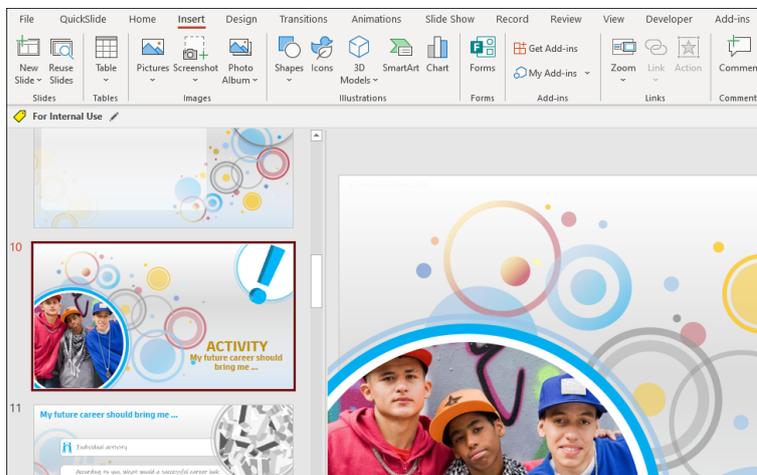
1. Select the slide for which you want another layout



2. Now right-click the selected slide and in the dropdown menu hover your mouse over 'layout'. The list with available layouts appears.



3. You can now scroll through the available layouts and select the layout of your preference.



Changing the partner logos on the Start and Thank You pages

The partner logos (DHL Group, SOS Children’s Villages and Teach for All) can be found solely on the Start page layouts and the Thank You page layouts. On all these layouts, all three logos are depicted. The layouts sit in the slide deck’s ‘slide master’.



Typically, the session(s) are run with DPDHL and one of the partners only which means that prior to the session you want to remove the partner logo that is not involved in the delivery of the session.

1. In the slide deck, click ‘view’ in the menu ribbon and then ‘slide master’. The slide master can now be accessed



2. On the layout of your choice, click the logos box (the three logos are grouped including the light blue background box)



3. Now click to select the undesired logo



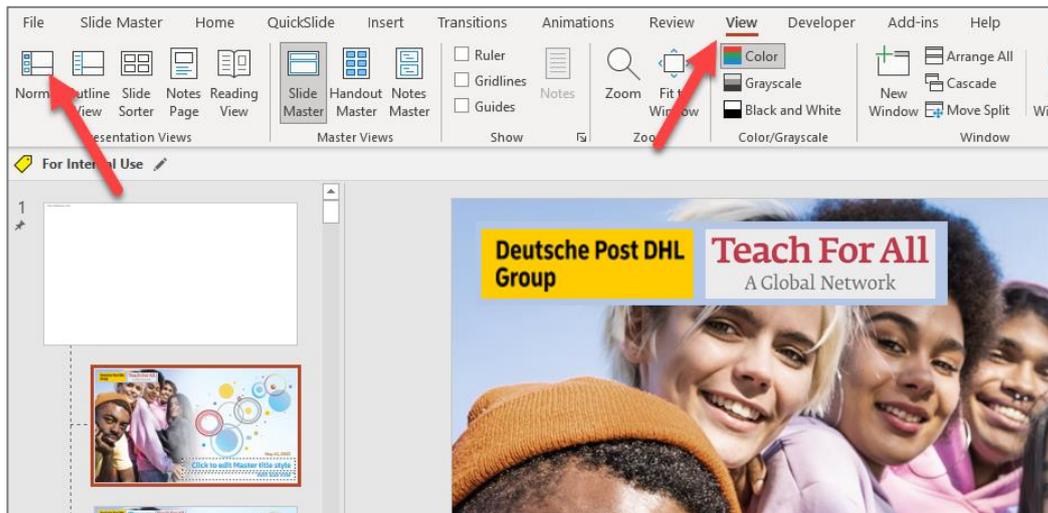
4. Now hit the 'delete' button on your keyboard to remove the logo and, if needed, select the remaining logo and move it into the correct position



5. Then select the background box and drag this to adjust to the correct size



6. Now click 'view' in the ribbon menu and select 'normal' to return to the slideshow view



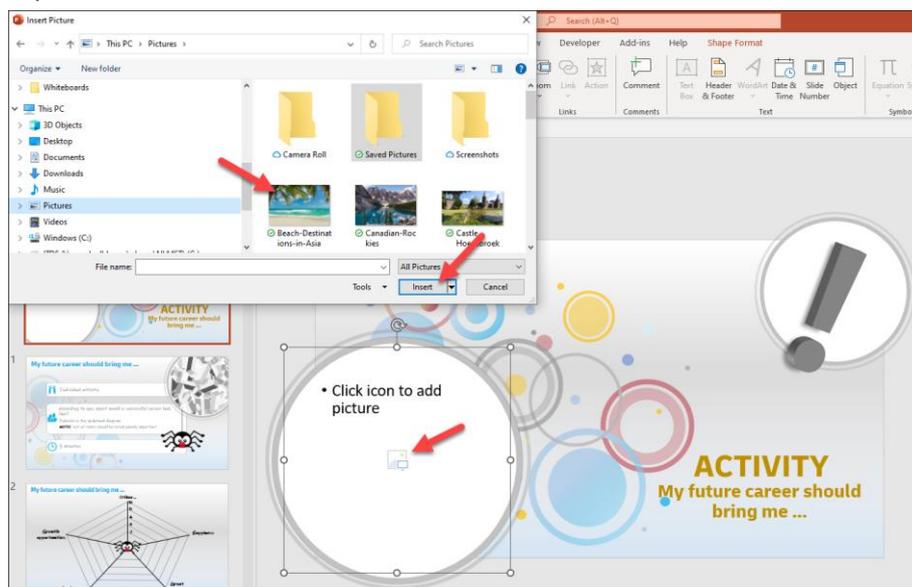
NOTE: keep in mind that, once a logo is removed from one layout, it remains on the other layouts. If you then decide to choose a different layout for a Start and/or Thank You page it will again feature all three logos! You have to remove the undesired logo from the newly chosen layouts as well.

NOTE: once you return to the normal slide view, you may need to re-apply the layout to the page to make the changes visible.

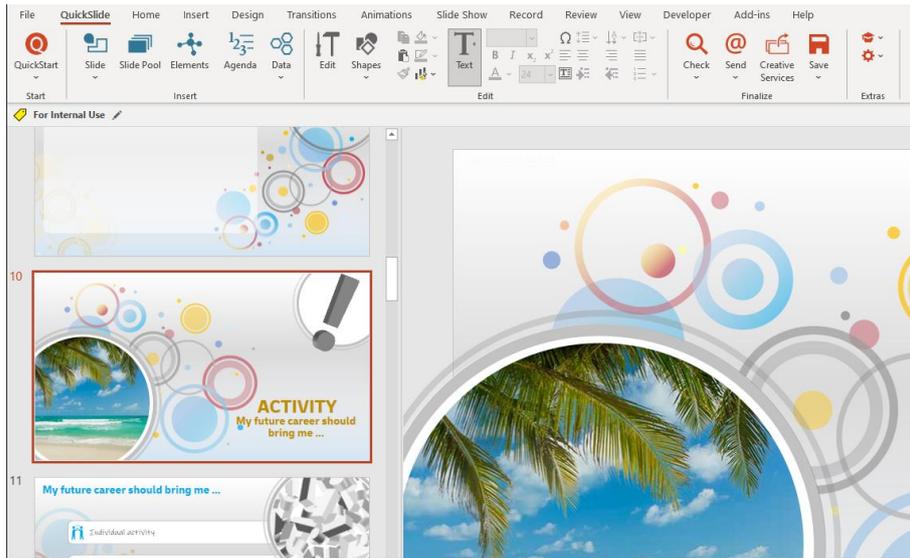
How to add an image to a specific slide

The layout categories that contain a pre-defined image in a circular frame, also contain a layout with a circular frame only. These are the layouts where you can add your own images easily.

1. Select a layout with a circular frame that does not contain a pre-defined image (as described above). These type of layouts allow for adding images.
2. Click on the icon in the middle of the frame. Select an image from the available images on your laptop and click 'Insert'.



3. The image will now be inserted and automatically zooms as a circular image in the frame.



NOTE: apart from adding images as described above (in a circular frame), you can also add regular images. An important note here is to be aware of copyrights on images.

IMPORTANT NOTE: changing the layout does not change or re-position the actual slide content. This means that the content on the page may need to be re-positioned manually depending on the layout you choose.