

How do I use this template?

The following slides are samples. They include notes on ways to use this template.

Have a look through—then delete these sample slides and create your own:

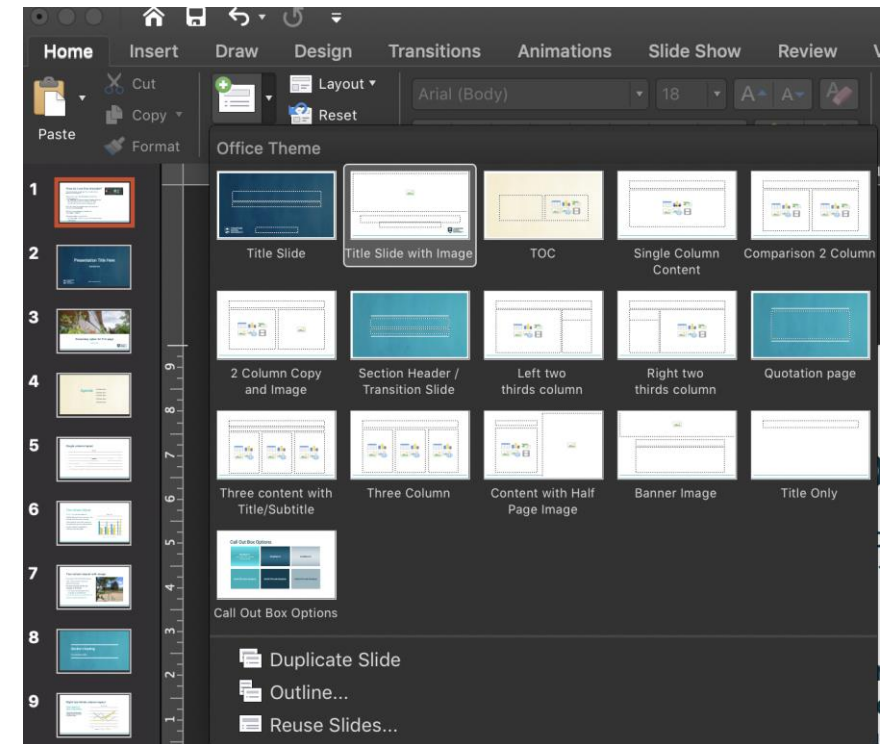
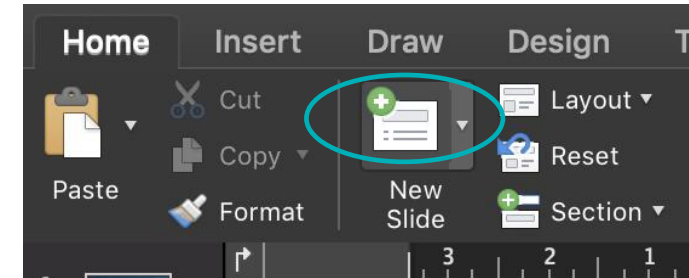
- Use **New Slide** and choose a layout. Choose a slide type. You might need a Title Slide, a Half and Half Slide, or a Left Two Thirds Column Slide. Help yourself!

NOTE: Don't apply a new layout style to an existing slide. Start fresh using **New Slide**.

PRO TIP: Change the layout on a blank slide using **Layout** if needed.

Don't forget to save your presentation.

- Go to **File: Save**. That will save your file as a presentation, not a template.



Presentation Title Here

Sub title here

Date, location here





Secondary option for Title page

Location | Date

Thompson Rivers University campuses are on the traditional lands of the Tk'emlúps te Secwépemc (Kamloops campus) and the T'exelc (Williams Lake campus) within Secwepemcúlucw, the traditional and unceded territory of the Secwépemc. The region TRU serves also extends into the territories of the St'át'imc, Nlaka'pamux, Nuxalk, Tâilhqot'in, Dakelh, and Syilx peoples.

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Agenda

List item here

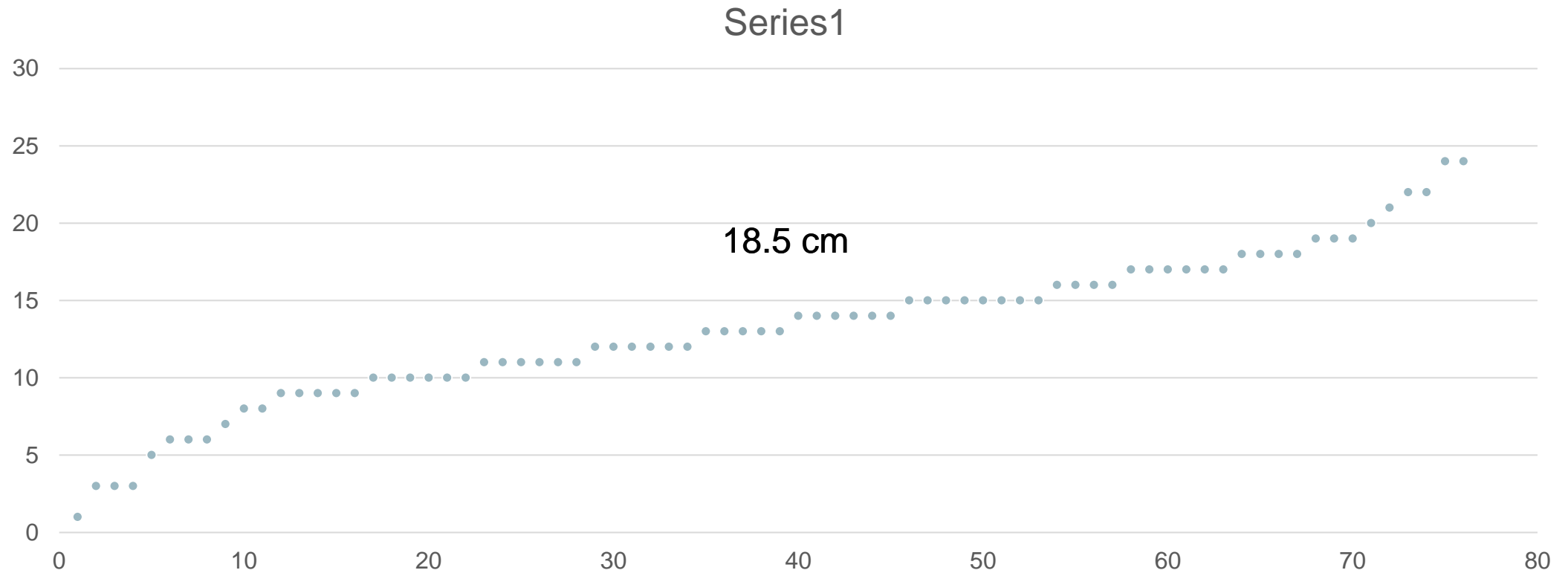
List item here

List item here

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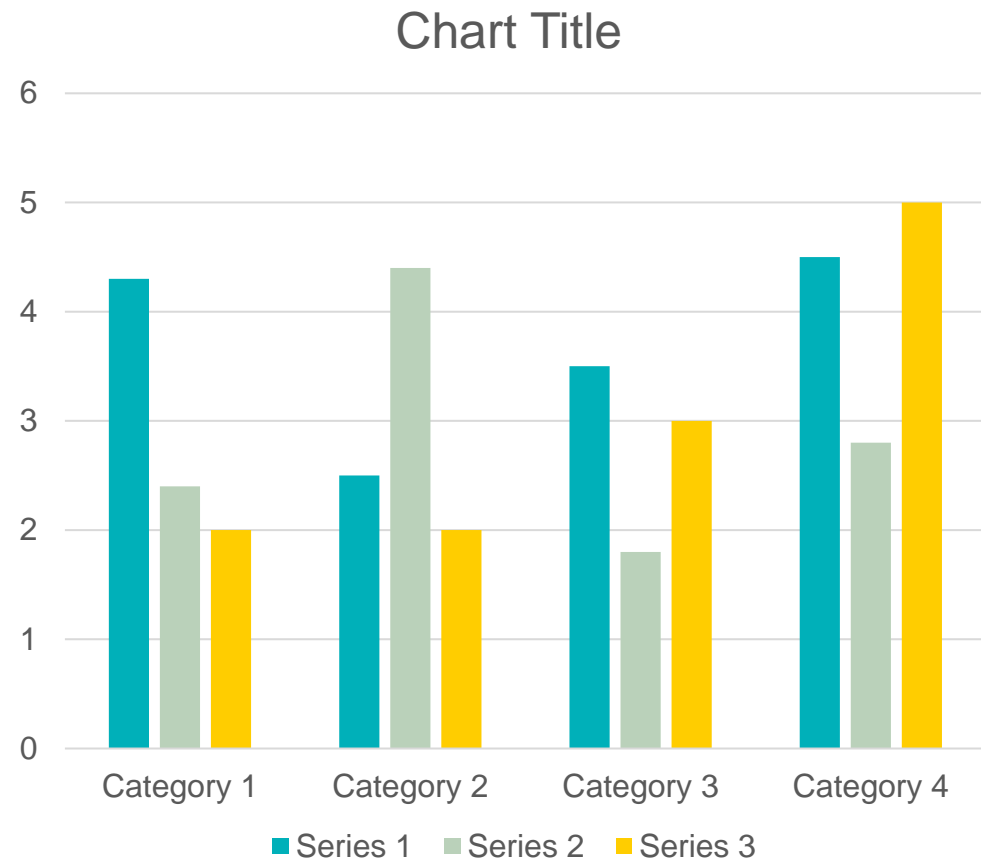
Single column layout



Two-column layout

Quick Tips: Use this space to highlight key points on your topic. Try to keep the information concise.

Charts default to the first colours in the palette but you can change them to add a different highlight by clicking inside the graph.



Two-column layout with image

If you type in this field titled you get Arial. This is used for lists and general body copy.

Hit return and tab and the text changes to Arial bold.

- Hit return and tab again and it changes to a bulleted list

A fourth tab sequence is an italic serif

A fifth is a regular style serif



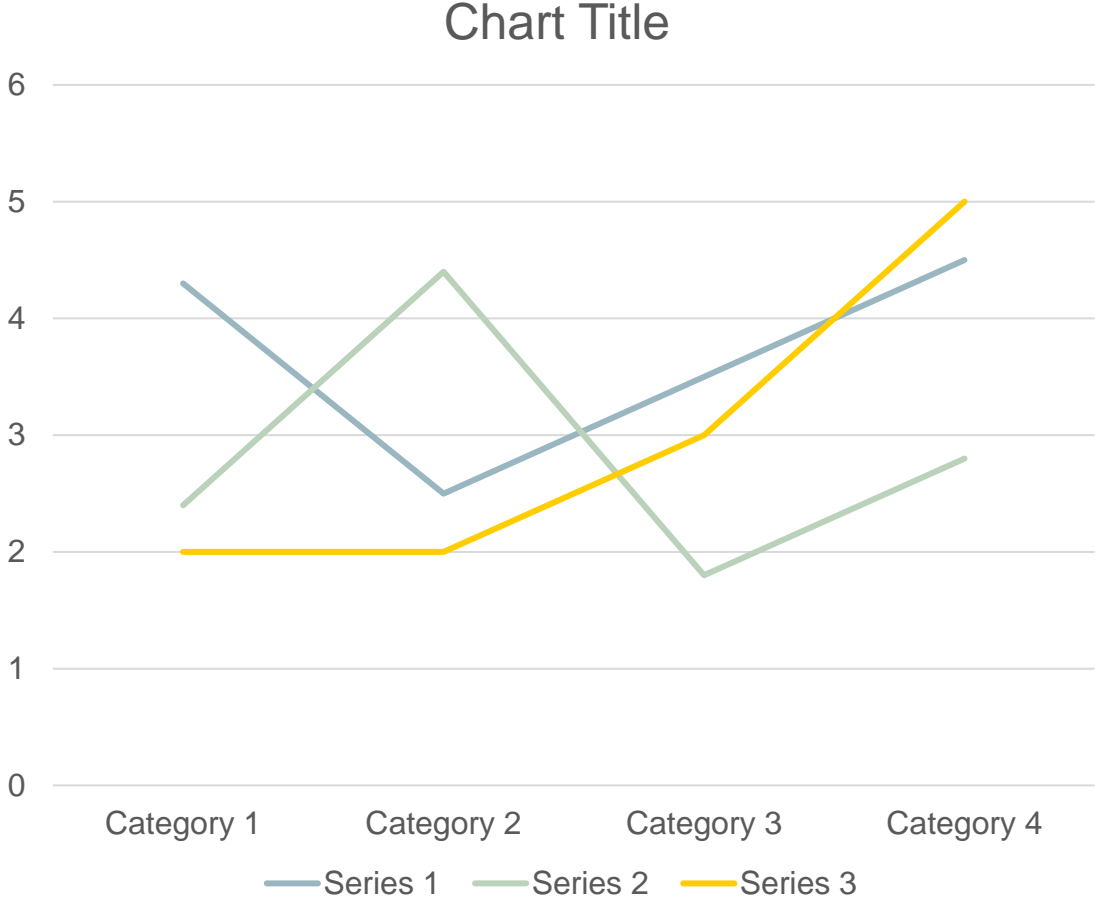
Section Heading

Or a transition slide

Right two-thirds column layout

Chart, tables or other information

This section could be used to highlight specific information on a chart or table.



Left two-thirds column layout

If you want to create a block similar to this one see slide XX for alternate colour options.

Use this space for a call-out. Any text that you want to amplify as important could go in a colored text block like this one.

“

Quotation here.....

”

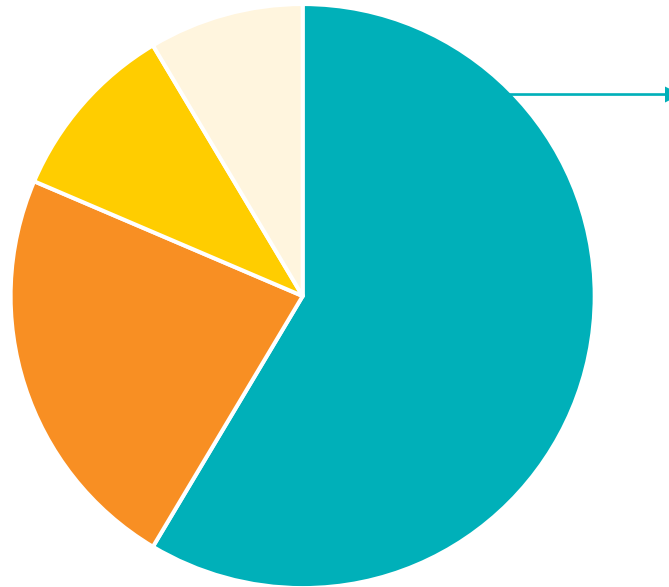
Three-column layout with subhead

This slide is best used for key points or comparisons

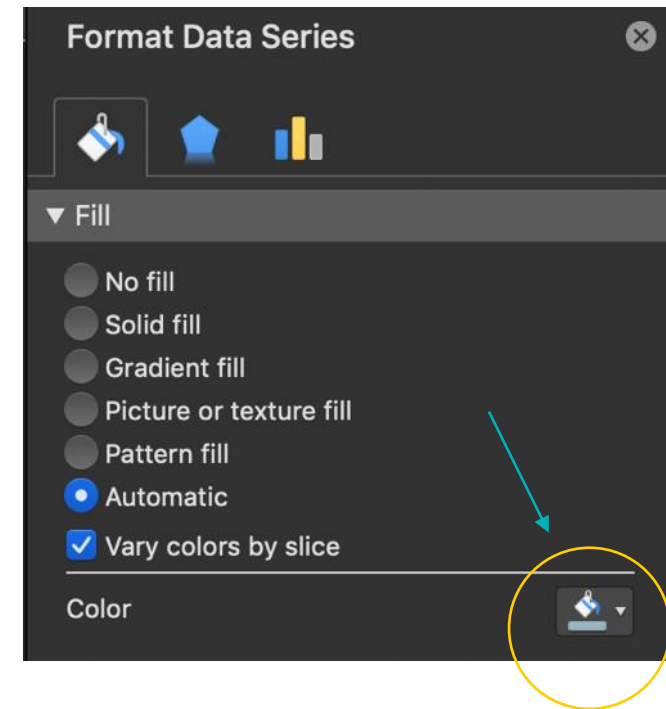
Three-column layout

This slide is best used for key points or comparisons. You can use charts, images or copy. If you want to change the style of chart (right click > change series chart type) or change highlight colours by clicking a section and choosing a new fill.

Key info here



■ 1st Qtr ■ 2nd Qtr ■ 3rd Qtr ■ 4th Qtr



Fill colour

Half and half layout





Banner image with single column

Call Out Box Options

Gradient 1

Gradient 2

Gradient 3

Solid Fill with Shadow

Solid Fill with Shadow

Solid Fill with Shadow