

Topic: Setting Defaults in PowerPoint

Curating
Application Pipelines
Series



Welcome to Today's Lecture!

Today's Lecture

- PowerPoint wants you to make slides – not dataviz
- Two main ways I modify defaults:
 - Master
 - Design menu

A screenshot of a course page on a website. The header is red and contains the 'DP S DethWench Professional Services' logo on the left and navigation links 'ALL COURSES', 'MY DASHBOARD', and 'MONIKA W.' on the right. The main content area is dark grey and lists course chapters: 'Chapter 1: Introduction', 'Chapter 2: Configurations in PowerPoint' (with sub-items like 'Setting a Color Scheme', 'Configuring the Master', etc.), 'Chapter 3: Challenge - Reformat a PowerPoint Visualization', and 'Chapter 4: Conclusion'. On the right side, there is a preview image of a PowerPoint slide titled 'PowerPoint for Visualizations' and a grey box titled 'About this course' which lists details: '\$50.00', '18 lessons', '1 hour of video content', '2.5 hours of course activities', '6 video demonstrations', and '3 chapter quizzes & 1 final challenge'.

Take our online course, "PowerPoint for Visualizations": <https://monika-s-school-e295.thinkific.com/courses/powerpoint-for-visualizations>



Why Modify Defaults in PowerPoint for Dataviz?

- Defaults meant for slide presentations
- Default color palettes in PowerPoint don't provide the variety needed for visual communication
- Fonts are not ideal for dataviz
 - Prefer “true type” fonts
 - Prefer “sans serif” fonts (Arial family)
- Size of text a consideration – but it depends on how the visualization will be displayed

Settings in PowerPoint Resources

LinkedIn Learning Course: Data Curation Foundations:
<https://buff.ly/3310BI4>

Course: PowerPoint for Visualizations:
<https://monika-s-school-e295.thinkific.com/courses/powerpoint-for-visualizations>

Blog Posts:

Defaults in PowerPoint:
<https://buff.ly/46tWUKi>

Using Color for Communication:
<https://buff.ly/3RMrhYt>



Two Approaches

Master

- This controls the configurations for the default layouts of the slides
- This slide has two headings side by side, etc.
- Can adjust background graphics, font, other options.

Design Menu

- Provides access to other menus
- Fonts menu sets default fonts
 - Seems to listen to this one at different times than master
- Color menu sets color palettes

File **Slide Master** Home

Insert Slide Master Insert Layout Rename Preserve Master Layout Placeholder Title Footers Themes Edit Theme Colors Background Styles Hide Background Graphics Slide Size Close Master View Close

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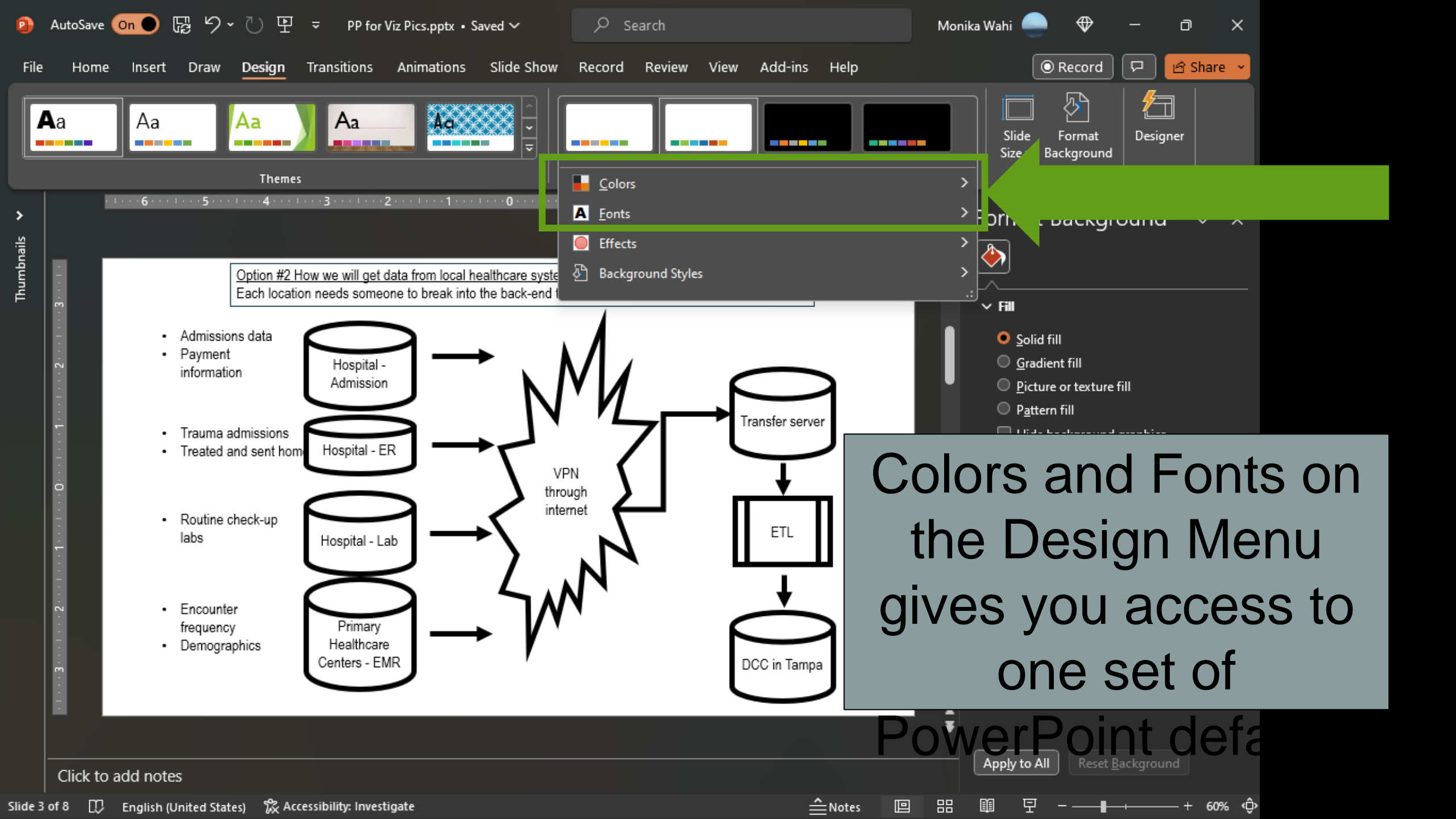


A vertical sidebar on the left side of the screen displays five thumbnails of different slide master layouts. Each thumbnail shows a title box at the top and a content area below. The top thumbnail is selected and highlighted with a dashed border. The thumbnails represent various slide layouts available in the Slide Master view.



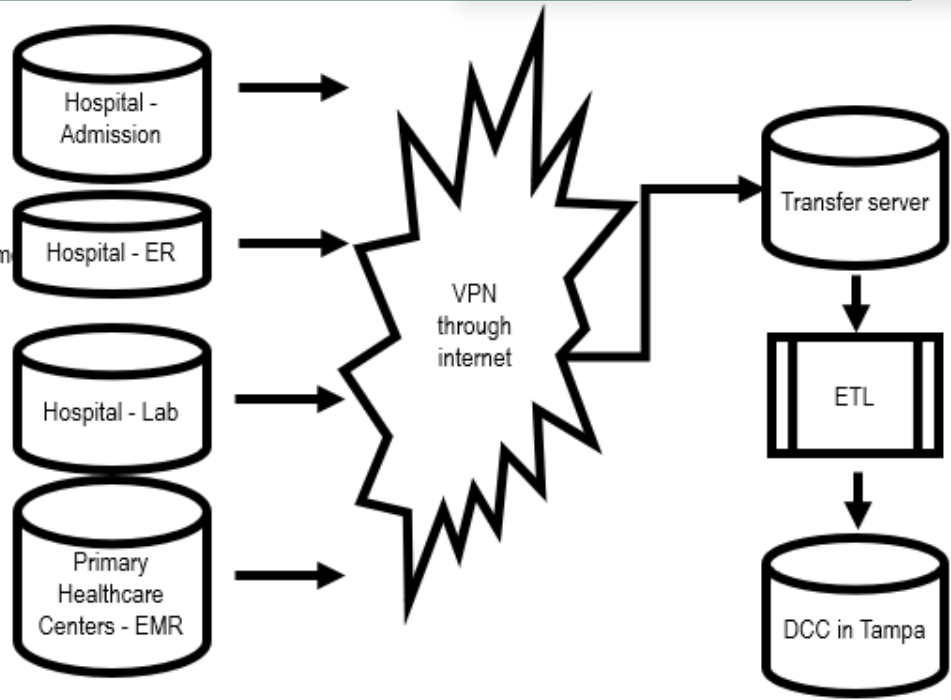
A large preview of a slide master layout is shown in the center. It features a title box at the top with the text "Click to edit Master title style". Below the title is a bulleted list of text styles: "Click to edit Master text styles", "Second level", "Third level", "Fourth level", and "Fifth level". At the bottom of the slide, there are three footer boxes: "9/30/2023", "Footer", and a small icon.

The Slide Master provides access to formatting defaults in the slide templates so you can modify them.



Option #2 How we will get data from local healthcare systems.
Each location needs someone to break into the back-end systems.

- Admissions data
- Payment information
- Trauma admissions
- Treated and sent home
- Routine check-up labs
- Encounter frequency
- Demographics



Colors and Fonts on the Design Menu gives you access to one set of

PowerPoint default colors and fonts

Apply to All Reset Background

Click to add notes



Questions?

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A screenshot of the DethWench Professional Services website. The header is red with the logo on the left and navigation links 'ALL COURSES', 'MY DASHBOARD', and 'MONIKA W.' on the right. The main content area is dark grey. On the left, a table of contents lists chapters: 'Chapter 1: Introduction', 'Chapter 2: Configurations in PowerPoint' (with sub-items like 'Setting a Color Scheme', 'Configuring the Master', etc.), 'Chapter 3: Challenge - Reformat a PowerPoint Visualization', and 'Chapter 4: Conclusion'. On the right, there is a preview image of a PowerPoint slide titled 'PowerPoint for Visualizations' and a box titled 'About this course' listing details: '\$50.00', '18 lessons', '1 hour of video content', '2.5 hours of course activities', '6 video demonstrations', and '3 chapter quizzes & 1 final challenge'.

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