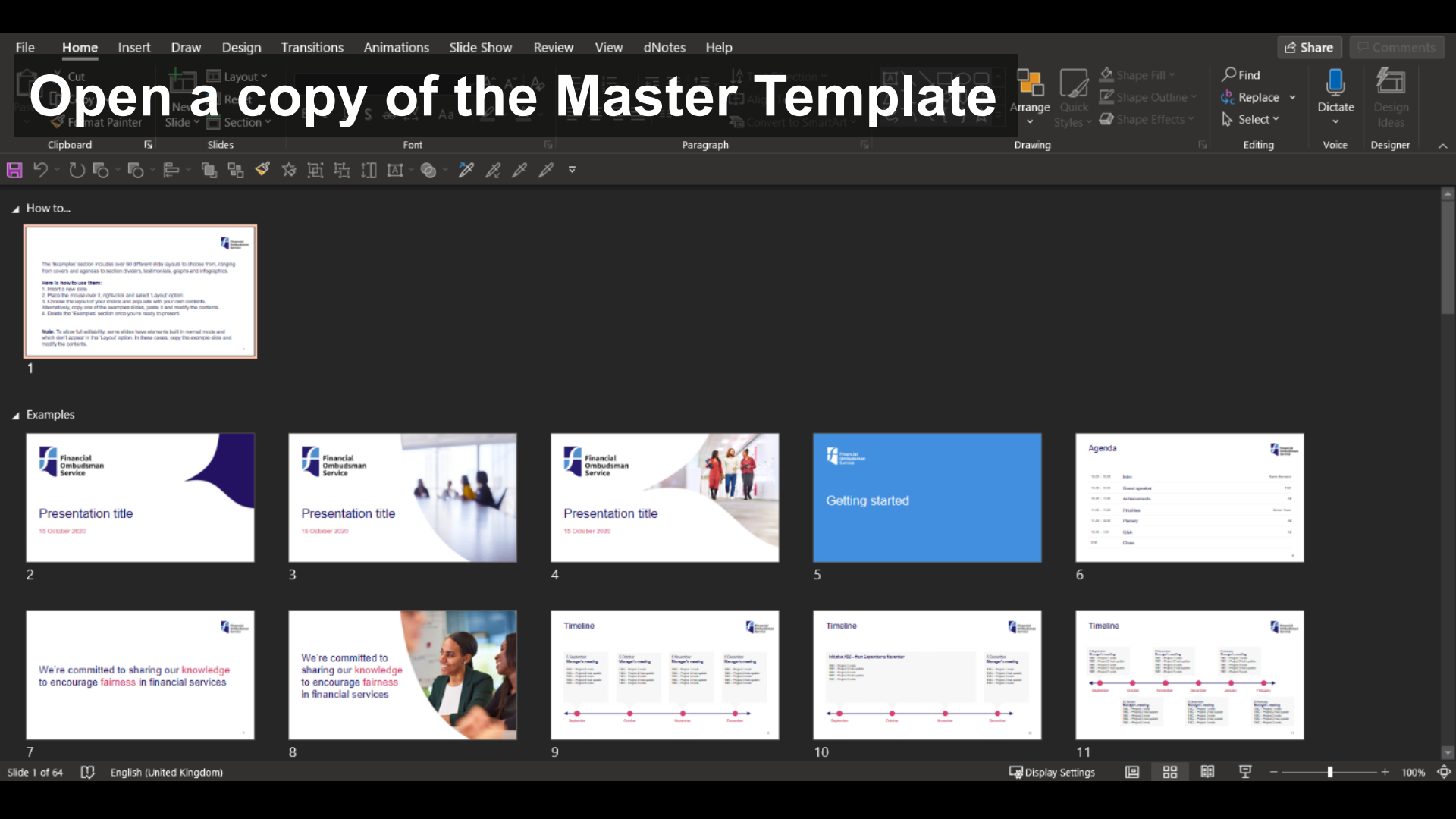
Financial Ombudsman Service

Getting started…
using example slides

Financial Ombudsman Service

Simple method 1: copy and paste

Open a copy of the Master Template



Hold down CTRL and click to select several example slides you wish to use. Then copy them, by pressing CTRL+c

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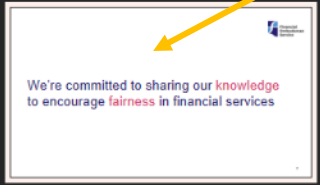

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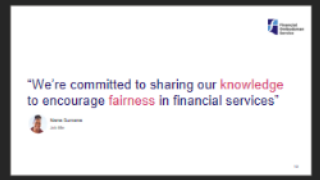

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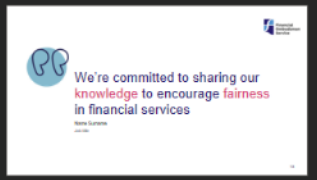

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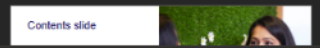
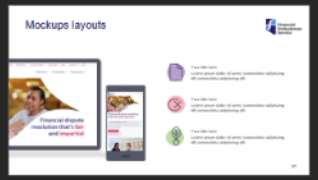


Scroll to the end of the slides, click after the last example slide…



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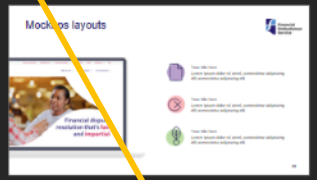

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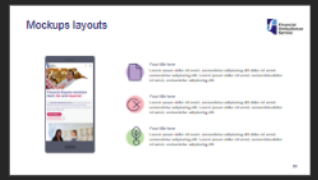

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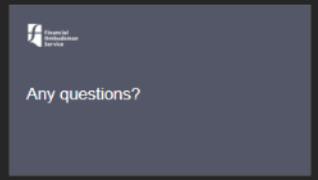

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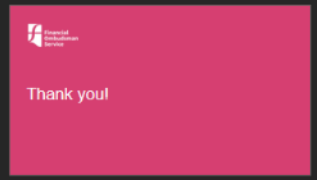

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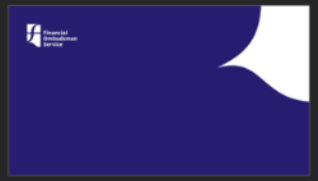
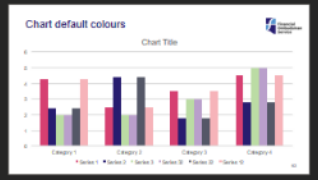


62

Default examples



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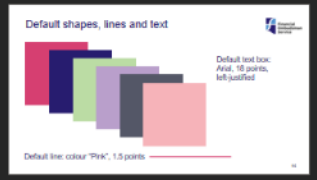
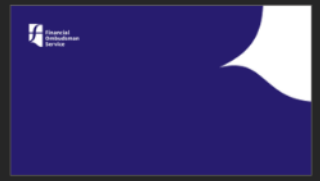


64

Slide 64 of 64 English (United Kingdom) Display Settings 100%

...and paste them in, press CTRL+v



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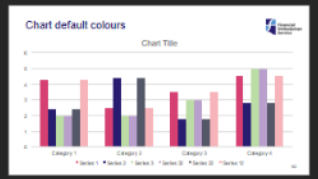
Default examples



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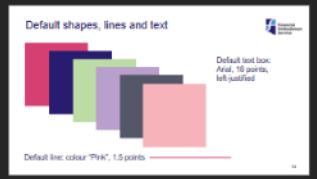

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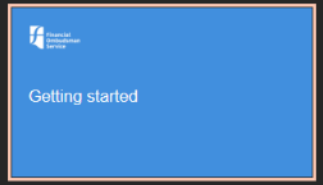

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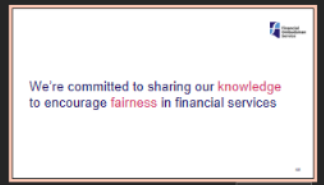
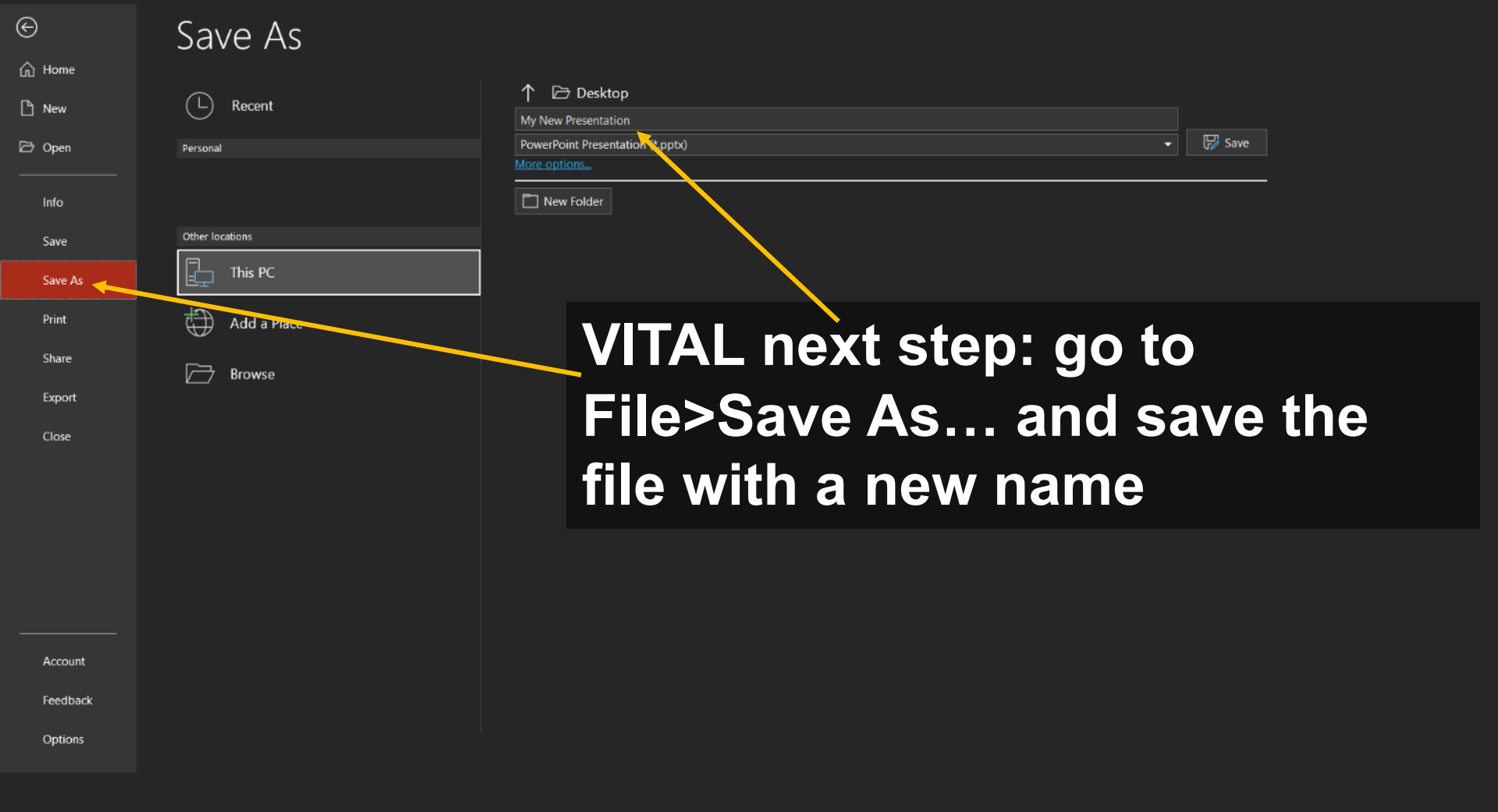


68 (Ctrl)

Slide 65 of 68 English (United Kingdom) Display Settings 100%


Save As
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Add a Place
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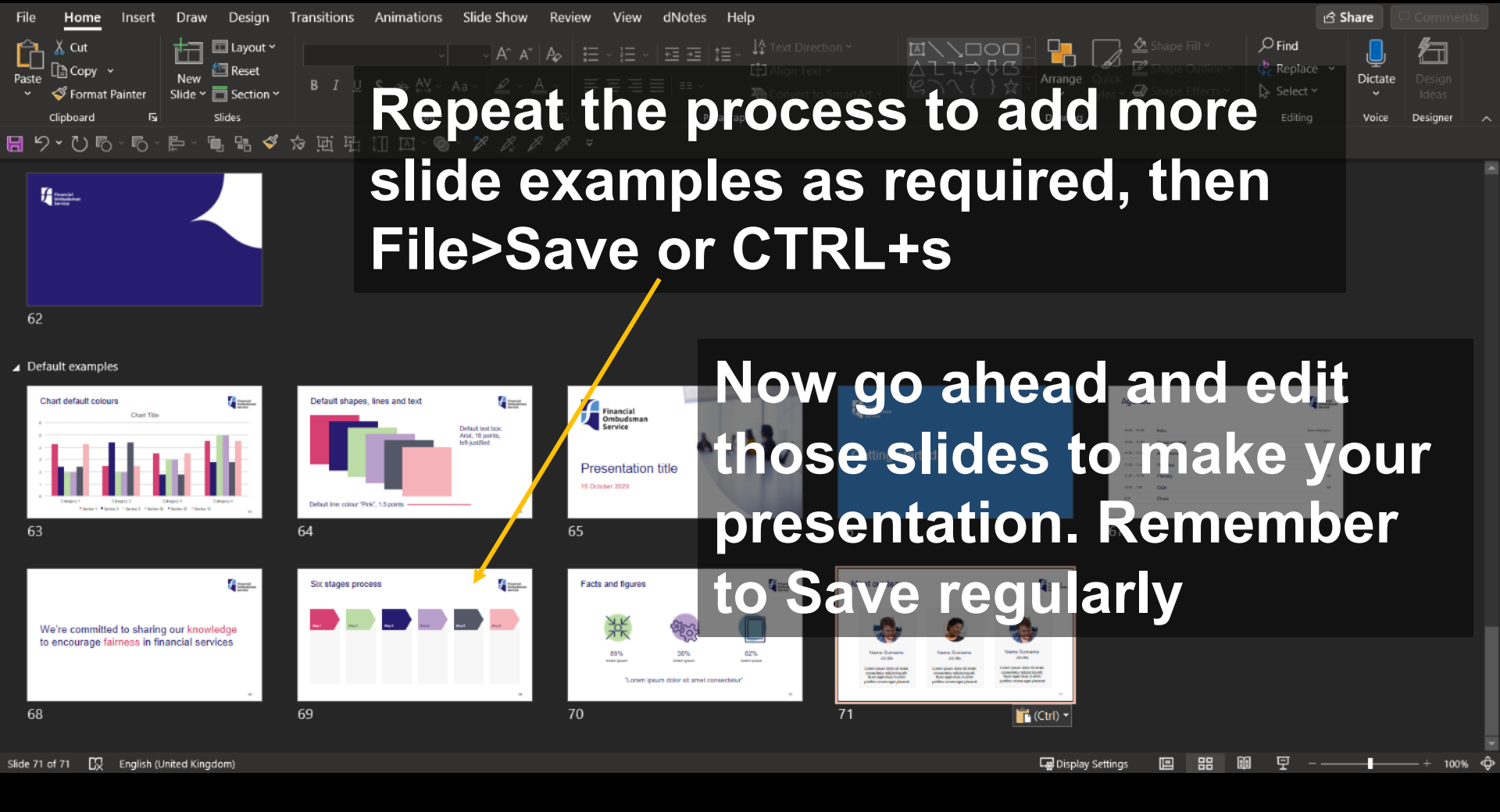
VITAL next step: go to File>Save As… and save the file with a new name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Convert to SmartArt
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Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Editing
Dictate
Voice
Design Ideas
Designer
Repeat the process to add more slide examples as required, then File>Save or CTRL+s
62
Default examples
Chart default colours
63
Default shapes, lines and text
64
Financial Ombudsman Service
Presentation title
65
We're committed to sharing our knowledge to encourage fairness in financial services
68
Six stages process
69
Facts and figures
70
71
(Ctrl)
Now go ahead and edit those slides to make your presentation. Remember to Save regularly
Slide 71 of 71
English (United Kingdom)
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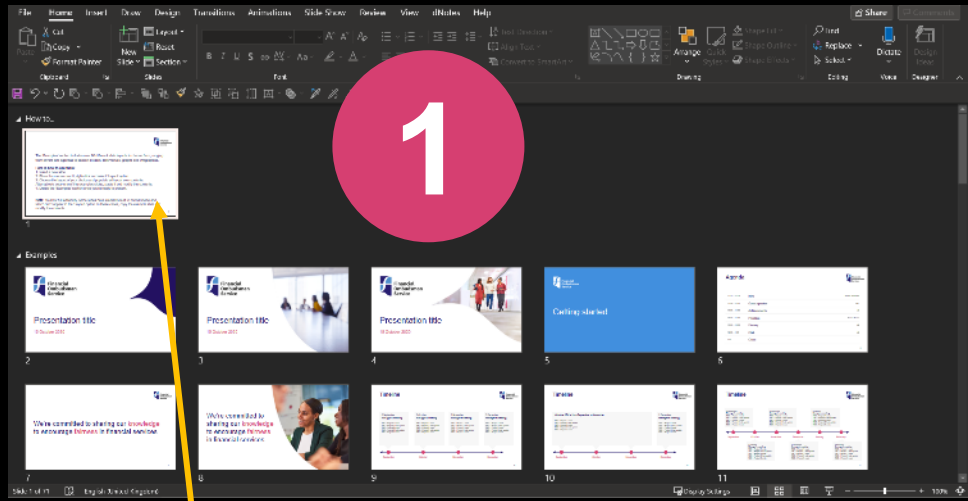
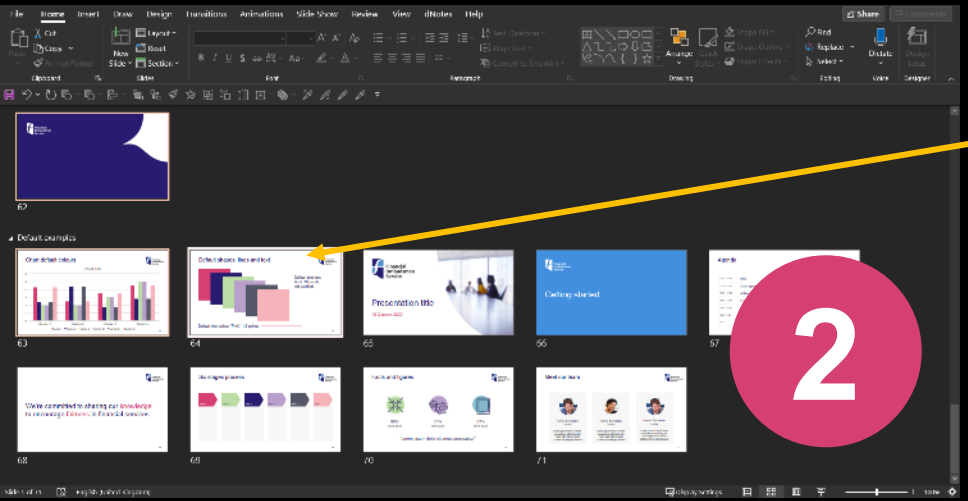
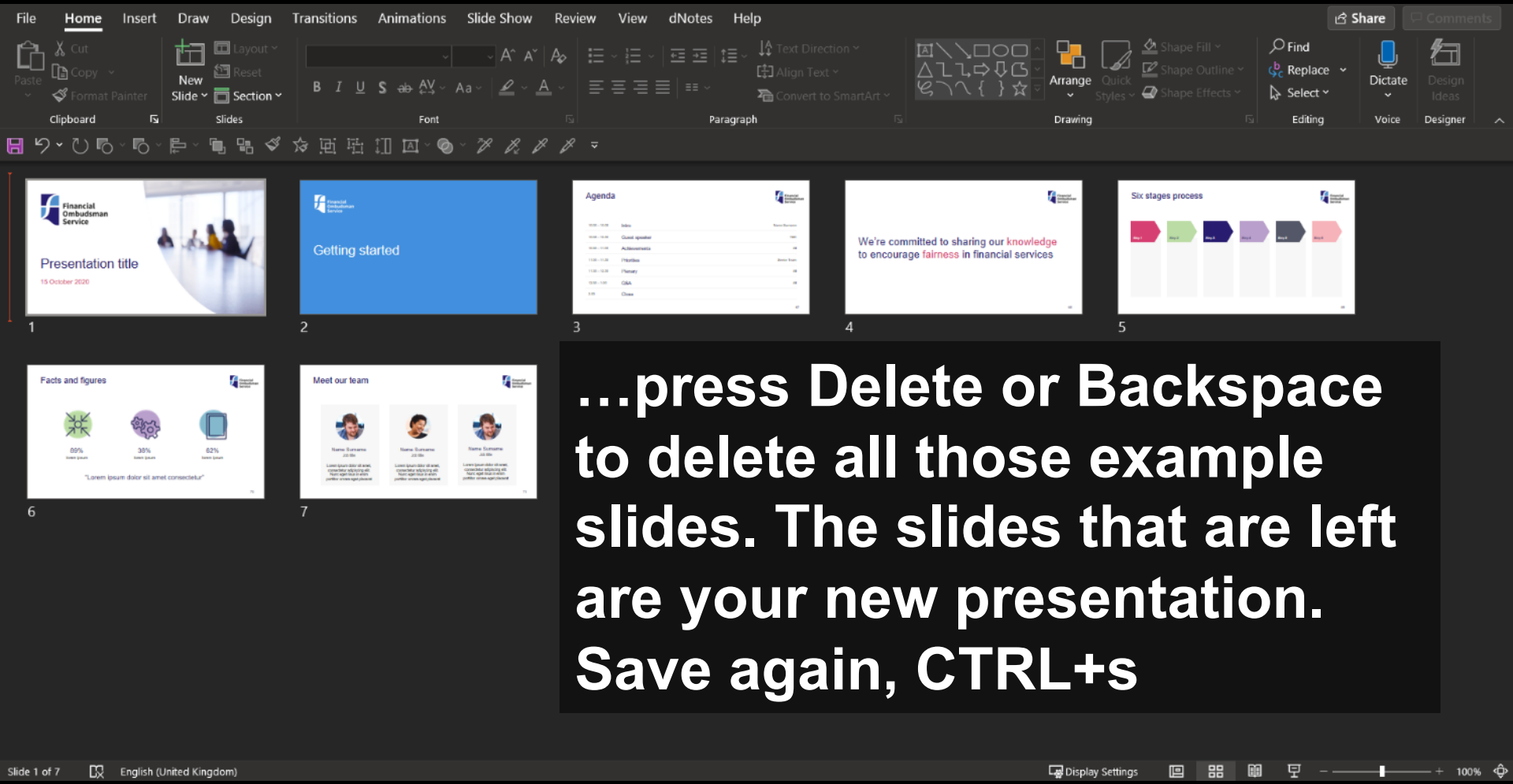
Now it’s time to delete all the original example slides…





Click on slide 1,
then scroll to the last example slide, hold down shift and click on it. This selects all the example slides prior to your new presentation slides…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Paragraph
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Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Dictate
Voice
Design Ideas
Designer
Financial Ombudsman Service
Presentation title
15 October 2020
1
Getting started
2
Agenda
3
We're committed to sharing our knowledge to encourage fairness in financial services
4
Six stages process
5
Facts and figures
6
Meet our team
7
…press Delete or Backspace to delete all those example slides. The slides that are left are your new presentation. Save again, CTRL+s
Slide 1 of 7
English (United Kingdom)
Display Settings
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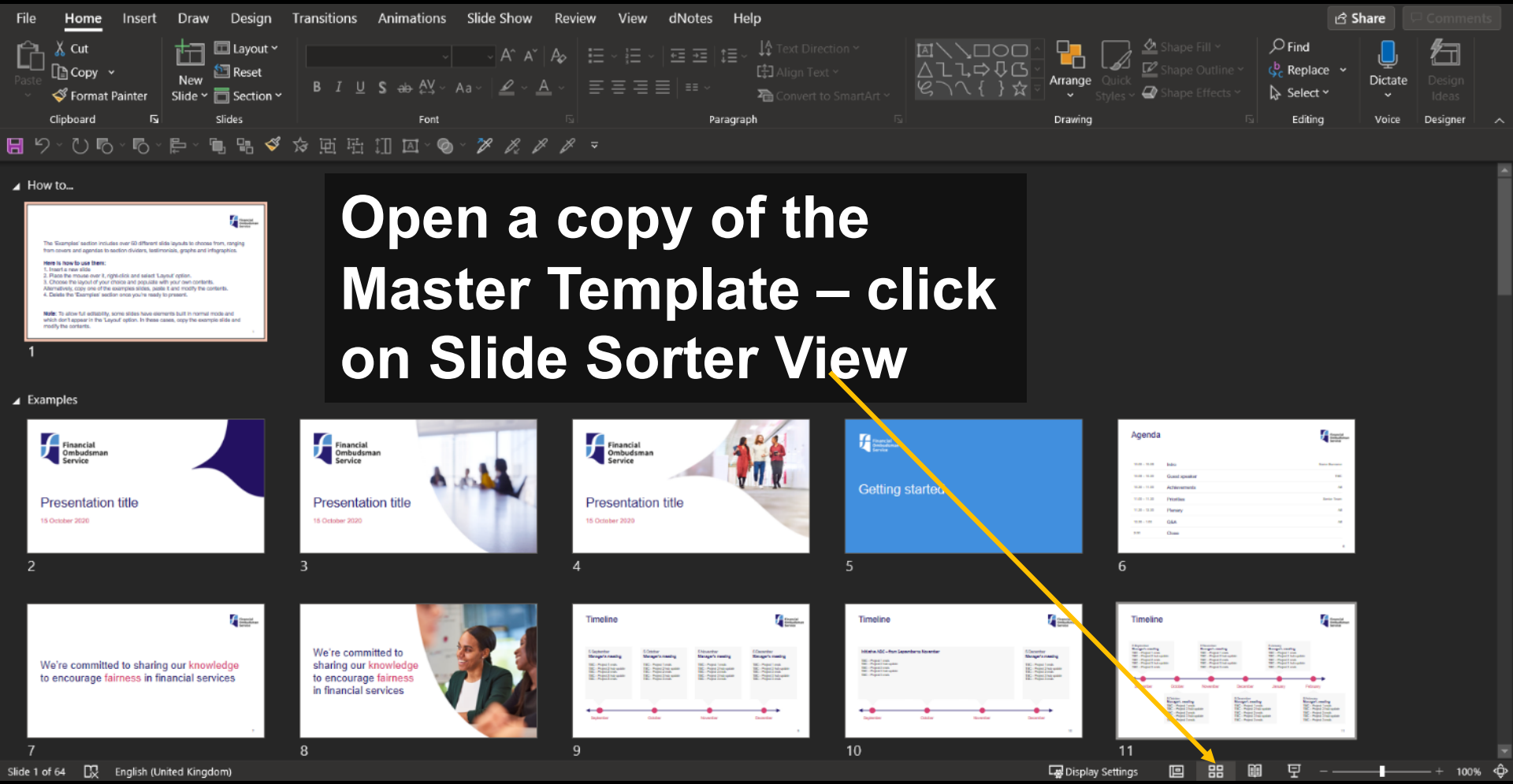
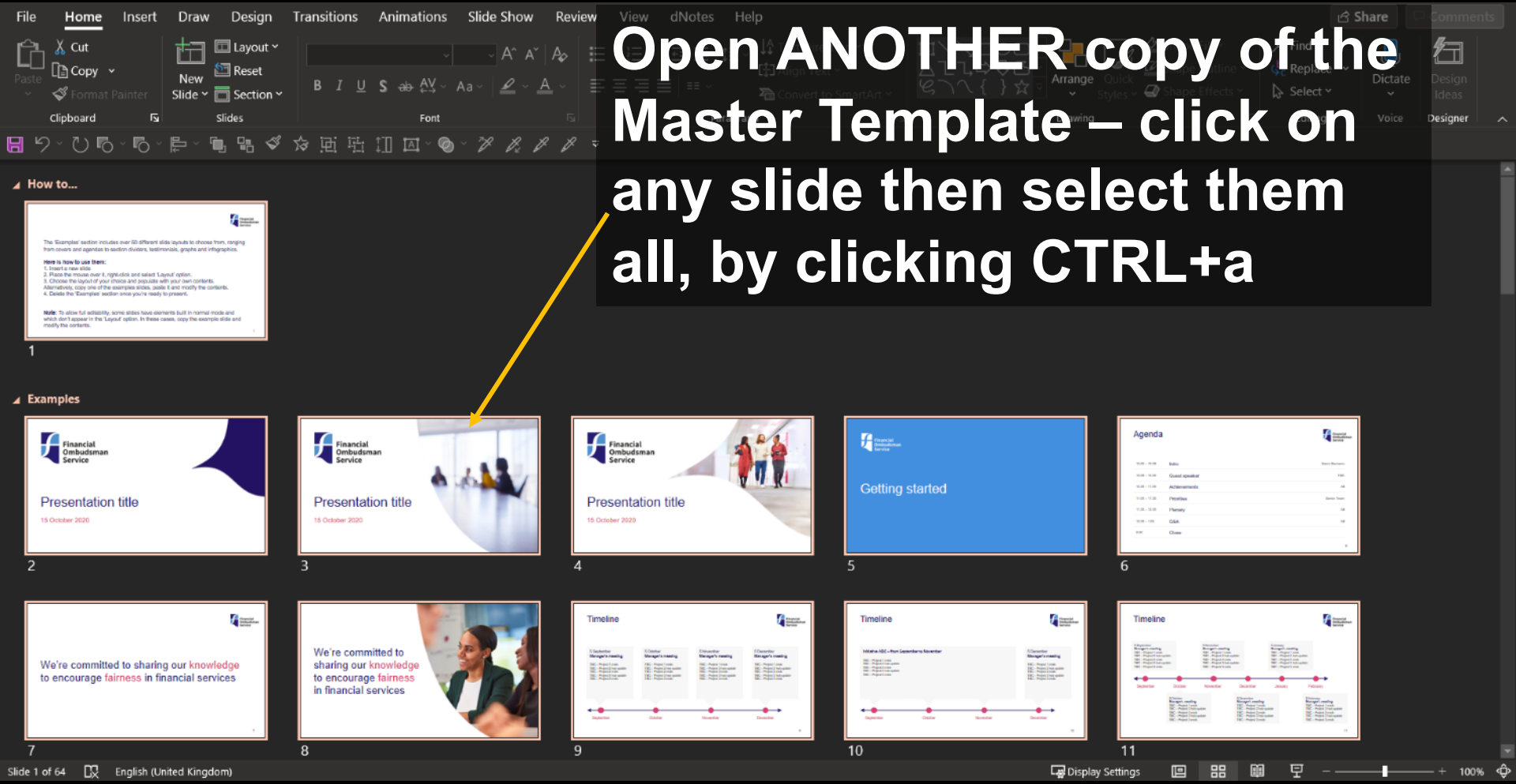
Financial Ombudsman Service

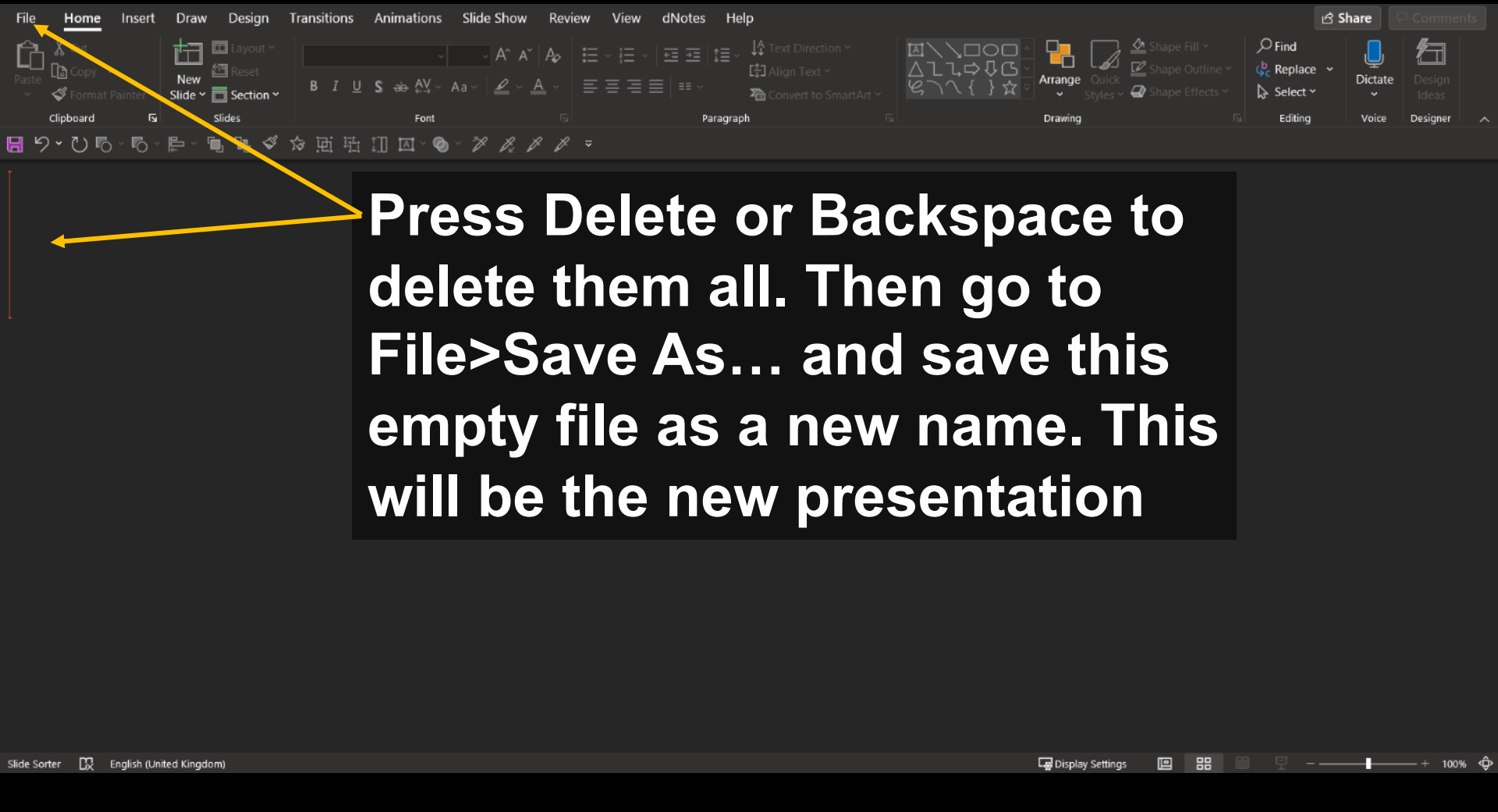
Simple method 2: drag and drop

Open a copy of the Master Template – click on Slide Sorter View



Open ANOTHER copy of the Master Template – click on any slide then select them all, by clicking CTRL+a

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Press Delete or Backspace to delete them all. Then go to File>Save As… and save this empty file as a new name. This will be the new presentation
Slide Sorter
English (United Kingdom)
Display Settings
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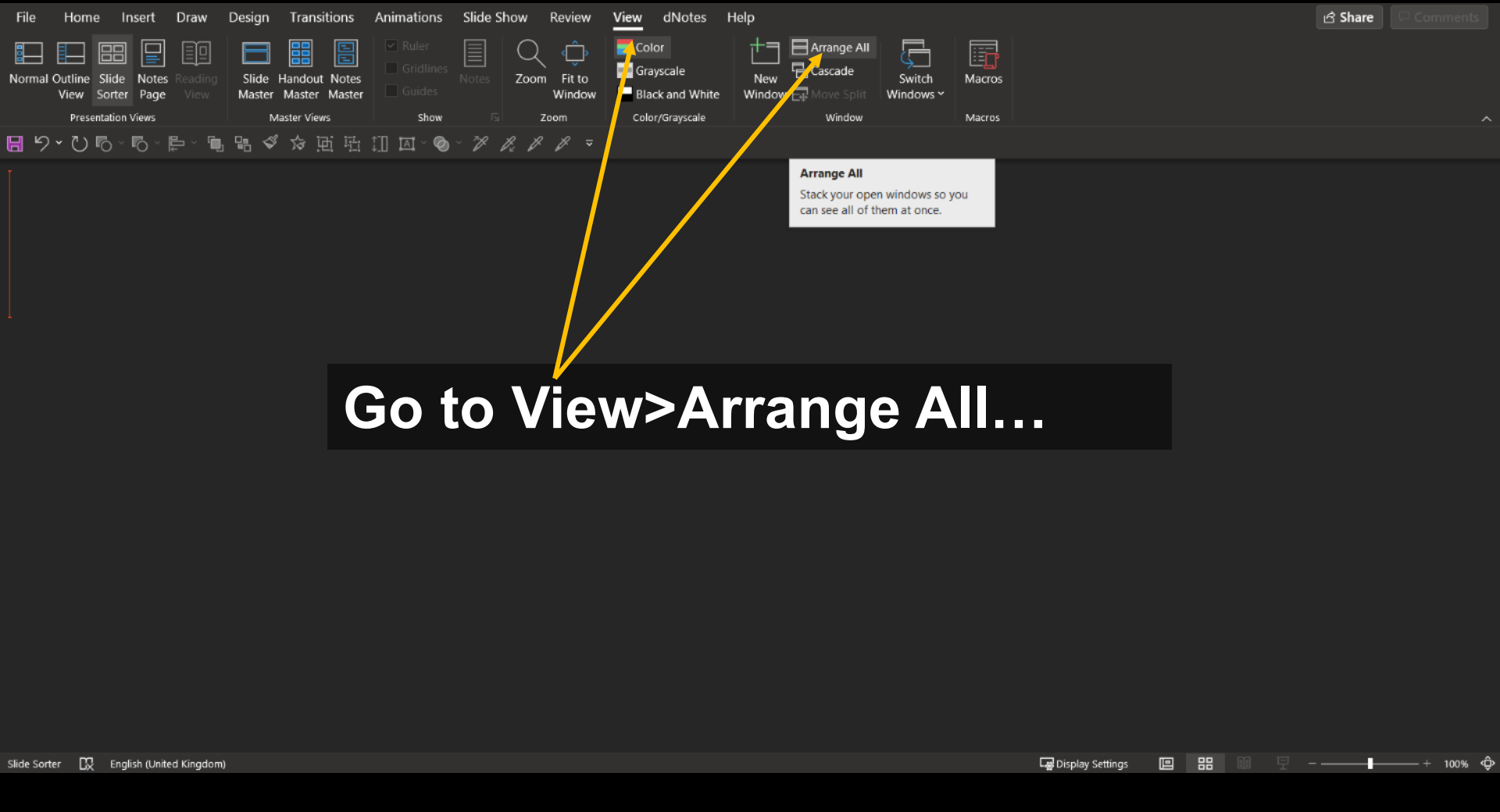
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Notes Page
Reading View
Slide Master
Handout Master
Notes Master
Ruler
Gridlines
Guides
Notes
Zoom
Fit to Window
Color
Grayscale
Black and White
New Window
Arrange All
Cascade
Move Split
Switch Windows
Macros
Presentation Views
Master Views
Show
Zoom
Color/Grayscale
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Arrange All
Stack your open windows so you can see all of them at once.
Go to View>Arrange All…
Slide Sorter
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Display Settings
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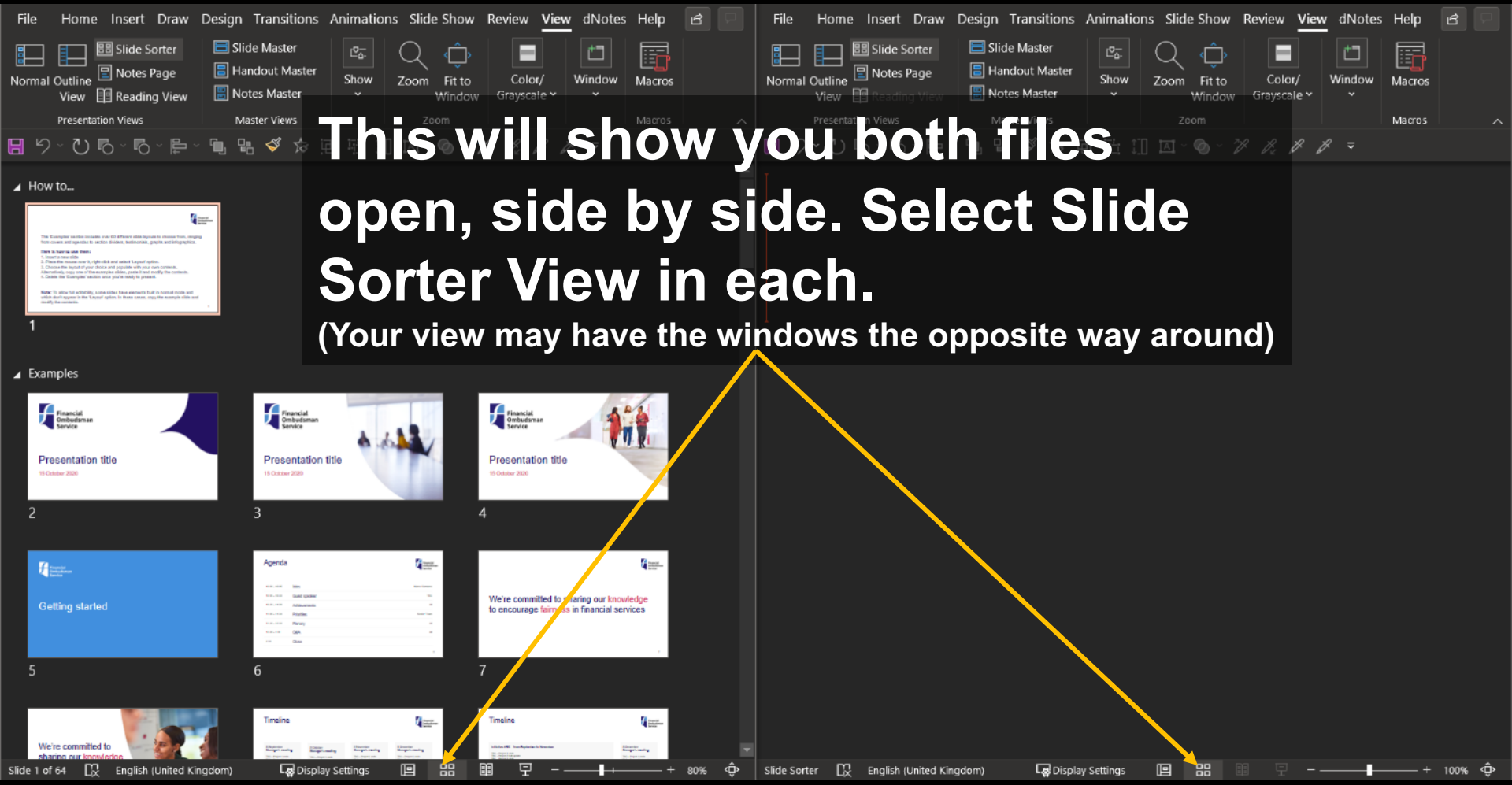
This will show you both files open, side by side. Select Slide Sorter View in each.
(Your view may have the windows the opposite way around)
File Home Insert Draw Design Transitions Animations Slide Show Review View dNotes Help
Slide Sorter
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How to...
Examples
Presentation title
Getting started
Agenda
Timeline
Slide 1 of 64
English (United Kingdom)
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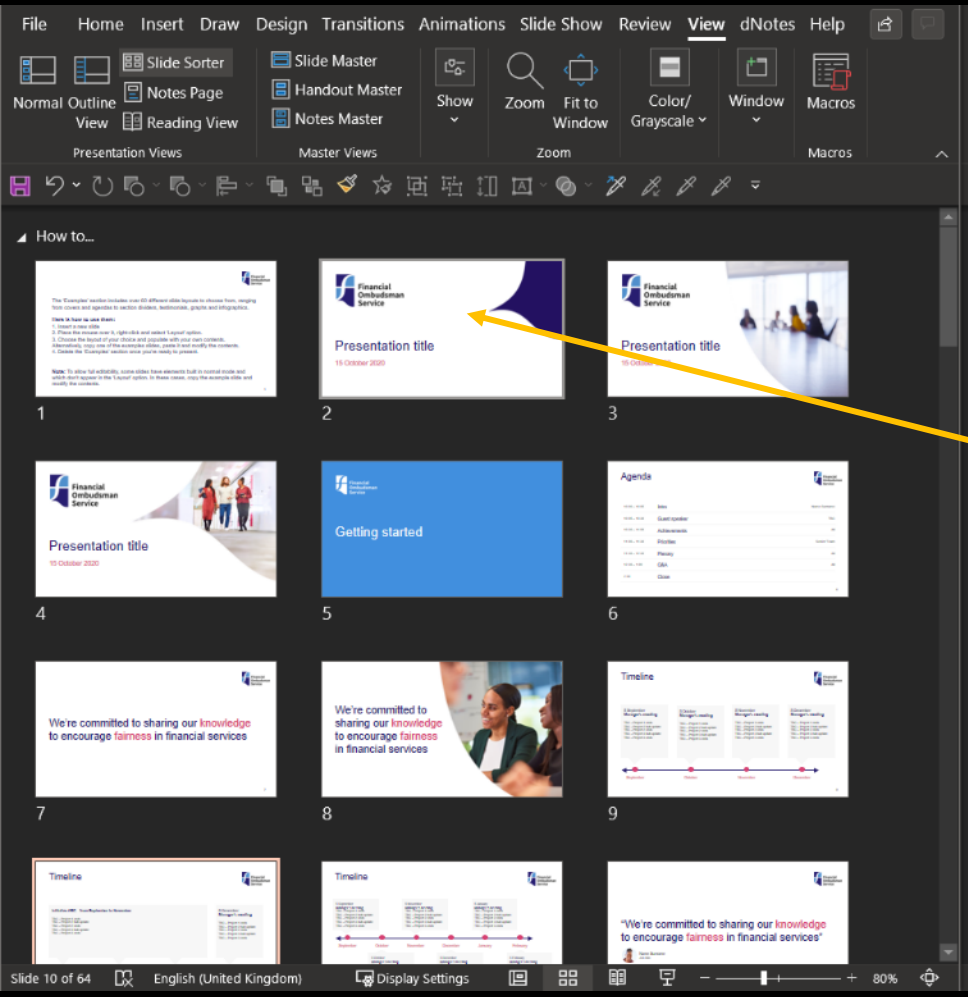
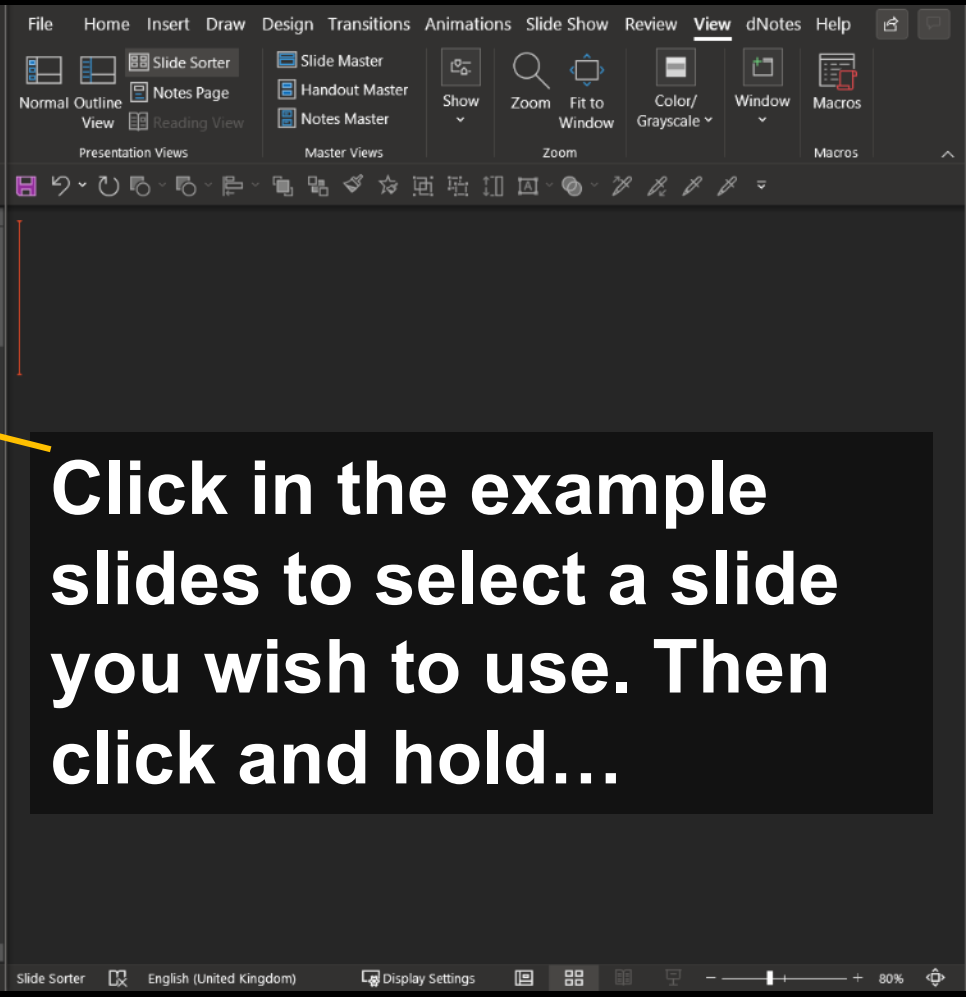
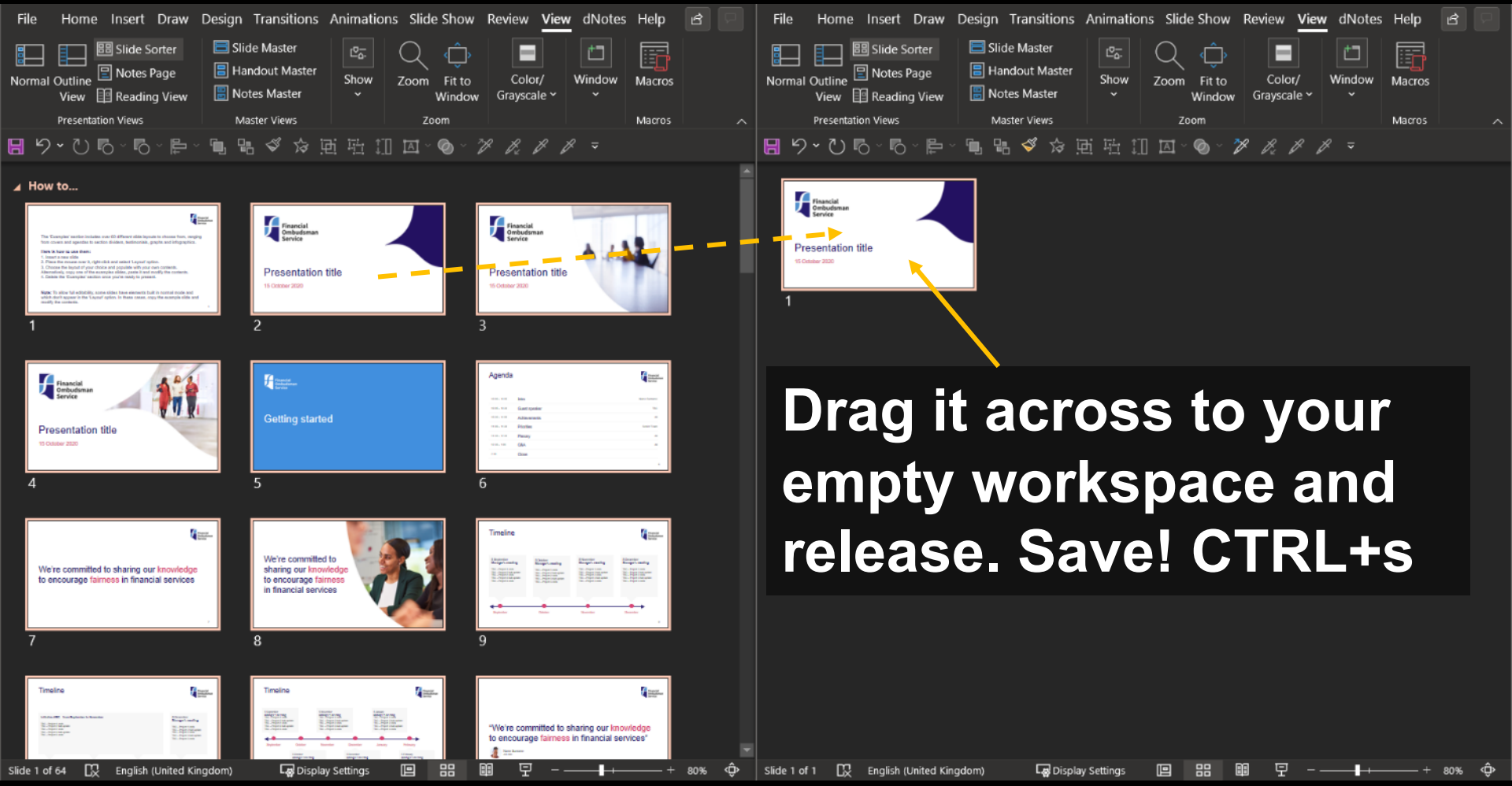




Click in the example slides to select a slide you wish to use. Then click and hold…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Presentation Views
Master Views
Zoom
Macros
How to...
Presentation title
Getting started
Agenda
We're committed to sharing our knowledge to encourage fairness in financial services
Timeline
Drag it across to your empty workspace and release. Save! CTRL+s
Slide 1 of 64
English (United Kingdom)
Display Settings
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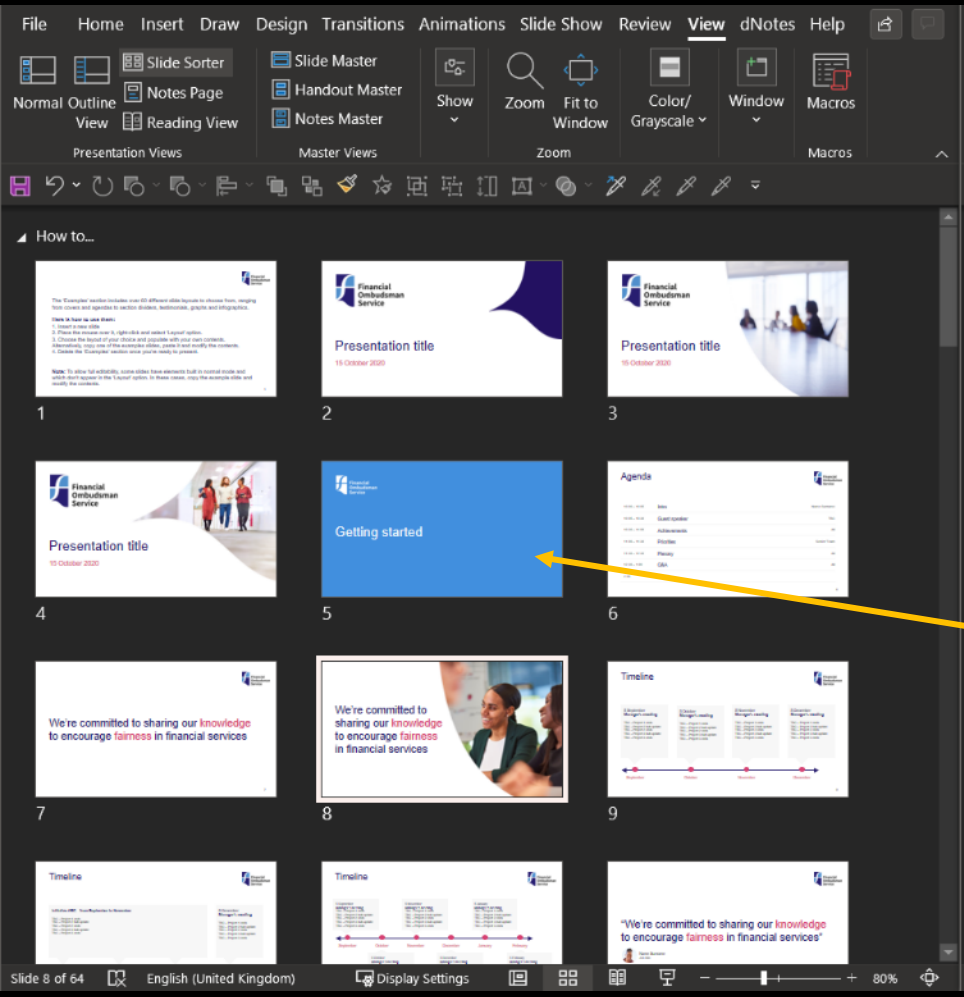
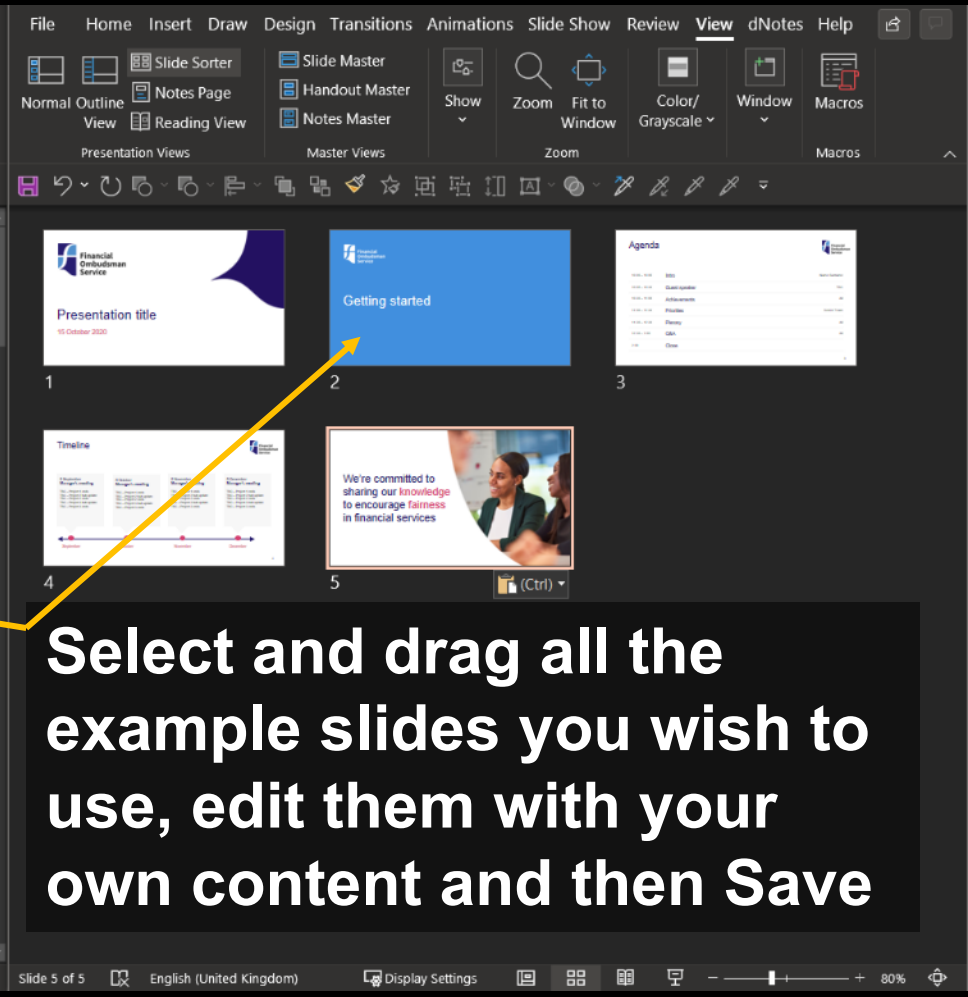
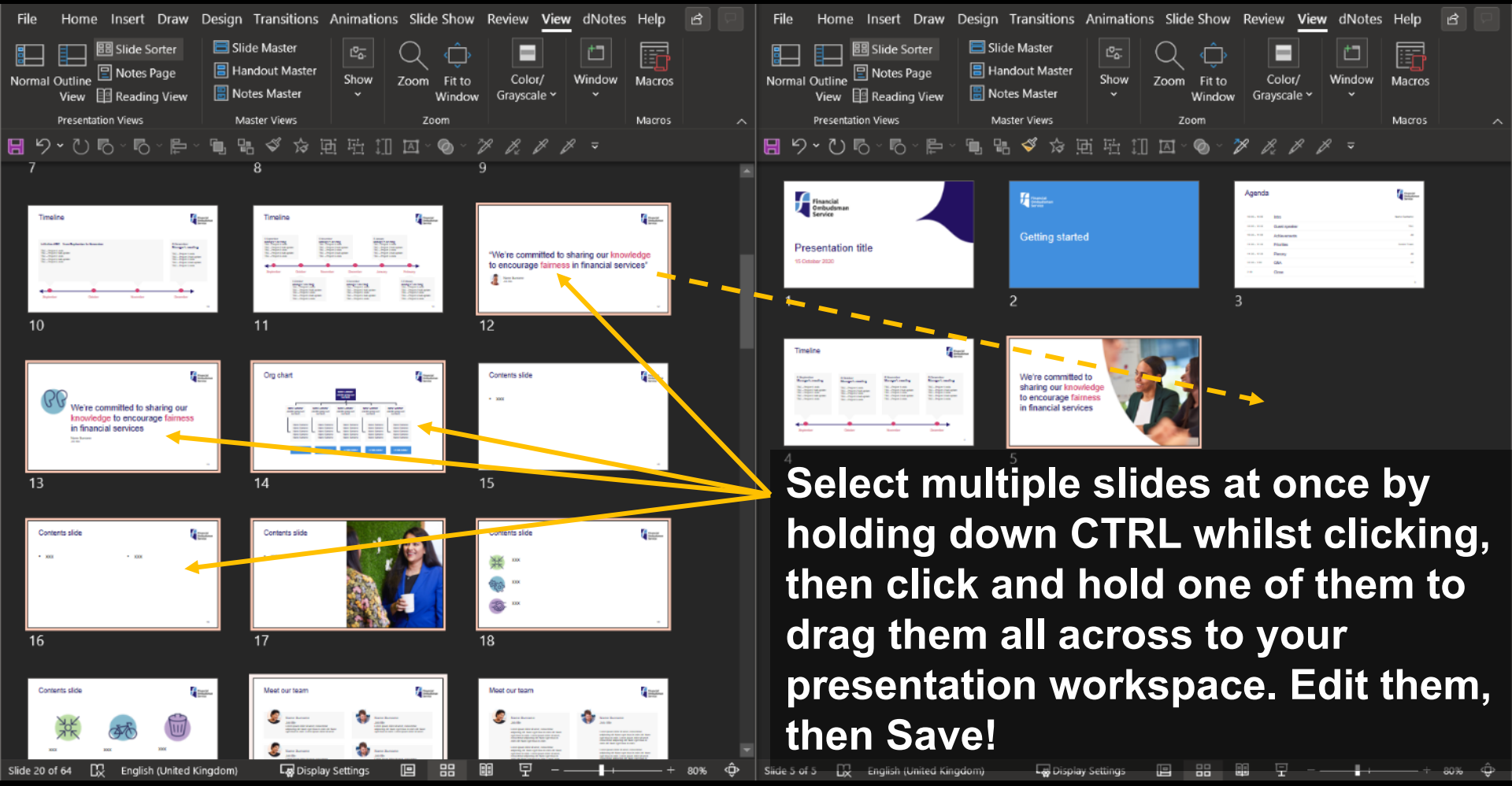
Slide 1 of 1





Select and drag all the example slides you wish to use, edit them with your own content and then Save


File Home Insert Draw Design Transitions Animations Slide Show Review View dNotes Help
Normal Outline View
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Color/ Grayscale
Window
Macros
Presentation Views
Master Views
Zoom
Macros
Financial Ombudsman Service
Presentation title
Getting started
Agenda
Timeline
"We're committed to sharing our knowledge to encourage fairness in financial services"
We're committed to sharing our knowledge to encourage fairness in financial services
Org chart
Contents slide
Meet our team
1
2
3
4
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18
Select multiple slides at once by holding down CTRL whilst clicking, then click and hold one of them to drag them all across to your presentation workspace. Edit them, then Save!

Financial Ombudsman Service

Further guidance & resources

Go to:
My Development>Course Listings Tab and search for “PowerPoint”

Financial Ombudsman Service

Thank you!