

PowerPoint Template – Usage Instructions

Table of Contents

- Introduction
- Creating a New Presentation
- Classification Identification
- Opening & Closing Slides
- Fonts & Colors
- Copy & Paste Charts
- Using and Formatting Tables
 - Manually Enter Data
 - Copy & Paste Data
 - Re-Apply Blue Border to Tables
 - Size and Position of Tables
- Using and Formatting Charts
- Converting between Legacy (4:3) and Widescreen (16:9) Format
- PG&E Icons

Introduction

Why This is Important

Introduction to (company) Theme

The following pages explain the formatting and design elements (aka ‘*Look & Feel*’) of the new PowerPoint Theme. This will enable you to develop presentations with formatting that is consistent with the new (Company) standards.

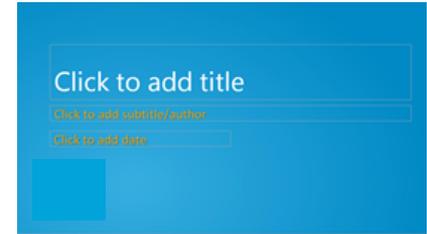
These instructions are intended to be used in conjunction with the ‘*PowerPoint Theme.thmx*’ and ‘*Samples and Appendix Slides.pptx*’ files, which includes the samples referenced in this deck.

The steps outlined here are required to maintain the Look & Feel of all PowerPoint presentations for the organization. The extra effort will ensure professional and consistent deliverables throughout the organization.

Creating a New Presentation

Creating a New Presentation

To create a new presentation with the '*PowerPoint Theme_2017.thmx*' file (once it has been saved to a location on your system) double-click on the file. This will open a new, unnamed presentation, and will automatically create the cover page.

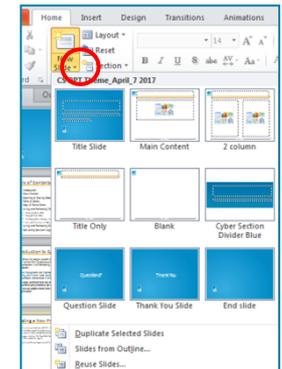


To add pages, click on the 'New Slide' button. This will add one page, in the default 'Main Content' layout.



Or, if you prefer a different layout, click the down-arrow at the bottom of the 'New Slide' button, and select the desired layout.

(You can also change the layout of any page, at any time, by selecting it from the 'Layout' drop-down, just to the right of the 'New Slide' button.)



Classification Identification

Classification Identification in Footer

Change footer if necessary to indicate appropriate classification of information:
Public, Internal, Confidential, Restricted

To change:

Go to 'View' Tab



Select 'Slide Master'



Be sure you are on the Main Master (#1)



Edit text as necessary

Click on the 'Close Master View' button
to return to edit mode



Opening & Closing Slides

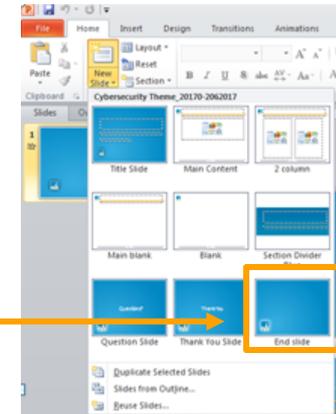
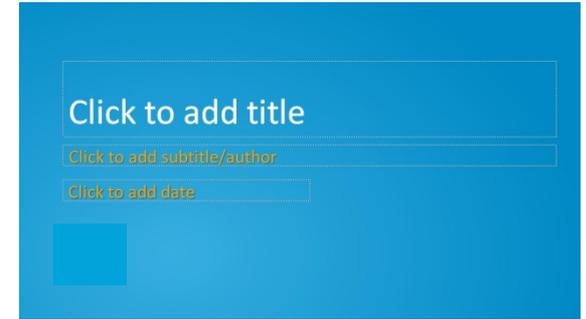
Opening and Closing Slides

The *PowerPoint Theme.thmx* includes a blue-background opening slide (which gets created automatically as the first page when you double-click on the *theme* file to start a new presentation).

The *theme* file also includes a plain blue closing slide. You should add this slide as the final slide in your presentations.

Note: Please be environmentally conscious

- *Don't print unless necessary*
- *When printing, specify pages / page range to avoid printing blank end-pages and other content-free pages*
- *Print in b/w if color is not required*



Fonts & Colors

Fonts - Slide Titles and Body Text

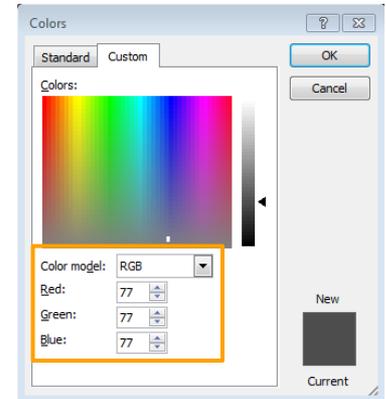
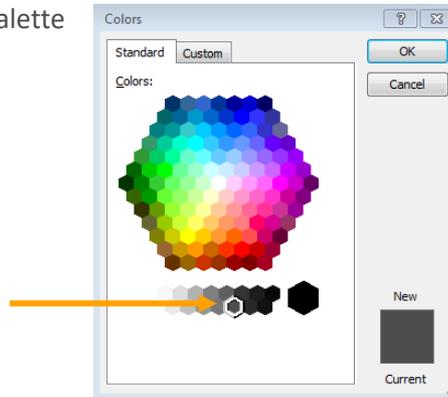
Slide Titles

- Calibri 32 Point (Limit to One Line)

Body text

- Calibri
- The first line of body text is non-bulleted
- Indented text has square bullets
 - Sub-bullet - font size decreases by two sizes with each indent
 - Color is dark gray (80%), found in the Colors palette

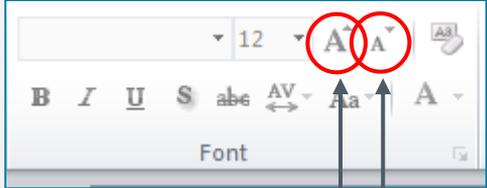
- Capitalize first letter of words longer than 2-3 characters ('to', 'and', etc. need not be capitalized)
- Use ampersand ('&') where you can



Body Text

First line – no bullet (default 26 pt.)

- First indent (24 pt.)
 - Second (22 pt.)
 - Third (20 pt.)
 - Fourth (18 pt.)

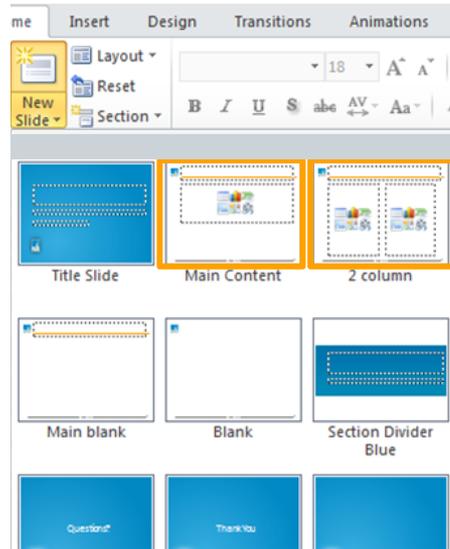


Font sizes should decrease by 2 pts. with each indent.

If you re-size text using the buttons for **'Increase Font Size'** or **'Decrease Font Size'**, PowerPoint may, or may not keep the correct font sizes. So please double-check and make any necessary adjustments

Body Text

To create properly formatted body text, select a layout (from the *New Slide* or *Layout* dropdown) that includes body text elements (“Main Content” or “2 Column” layout). These elements use this format by default.



Colors for Tables

Use the “Ice Blue” family of colors, which is part of the *Presentation color scheme* which is embedded into the *PowerPoint Theme.thmx*

Colors for tables with 1 Header Row

| | |
|------------|---|
| Header Row | 2 |
| Body Rows | w |
| | 1 |

Outside border line:
Blue,
 $\frac{3}{4}$ point thickness

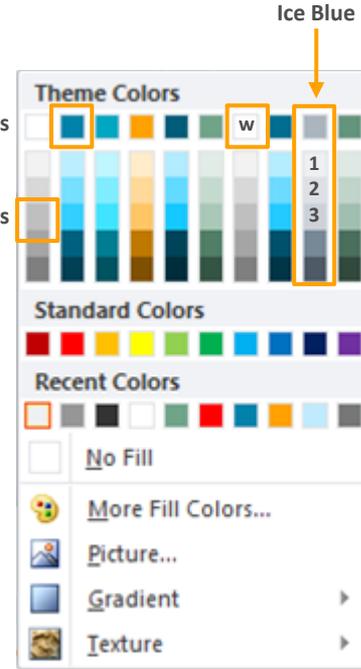
Colors for tables with 2 Header Rows

| | |
|-----------------|---|
| Main Header Row | 3 |
| Sub-Header Row | 2 |
| Body rows | w |
| | 1 |

Inside Lines:
Gray,
 $\frac{3}{4}$ point thickness

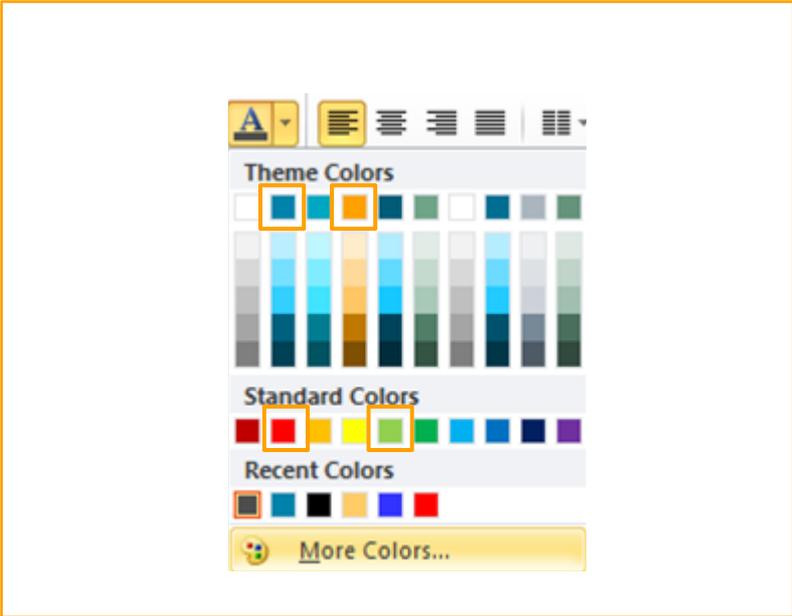
Outside Border Lines

Inside Lines



RGB Color Values (continued)

All 4 BRAG colors are available in the color palette under *Theme Colors* and *Standard Colors*



Click on the *Custom* tab to enter RGB values for colors

or

| Font | Blue | Red | Amber | Green |
|------|-------|-------|-------|-------|
| R 77 | R 0 | R 255 | R 255 | R 146 |
| G 77 | G 130 | G 0 | G 161 | G 208 |
| B 77 | B 170 | B 0 | B 0 | B 80 |

Formatting Tables

Using Sample Tables

Note: All tables in the [Samples and Appendix Slides.pptx](#) presentation have sample data in them

There are two general methods for using tables from the '[Samples and Appendix Slides.pptx](#)' deck:

1. Manually Enter Data (Simple)
 - 1) Copy & paste a table into your working document
 - 2) Manually change the data
2. Copy & Paste Data (Complex)
 - 1) Copy & paste a table into your working document
 - 2) Copy & paste data from an existing source document to replace sample data

Tables: Method 1 (Manually Enter Data)

This method is fairly straight forward:

1. From the *Sample Tables* section of the *Samples and Appendix Slides.pptx*, choose the table that meets your needs
2. Copy table and paste it into your working presentation
3. Add or remove rows and columns as required
 - Note: Be sure to apply the correct fill color to all new lines and/or columns that you add, as well as making sure the table is outlined in blue (see '*Colors for Tables and Charts*' and the '*Re-Apply Blue Border to Tables*' section, elsewhere in this deck).
4. Manually enter new data to replace existing data
 - Be sure to use correct font, font size, color, etc.

Tables: Method 2 (Copy & Paste Data)

The instructions on these pages describe how to copy & paste data from an existing source (such as an Excel spreadsheet) into a sample table, and make the necessary adjustments to ensure that your tables have the appropriate style – *Look & Feel* - throughout your presentation.

1

Choose the table that meets your needs from the *Sample Tables* section of the *Samples and Appendix Slides.pptx*. Copy & paste it into your working presentation.

Example

| Title | Title |
|-------------|-------|
| Text | 25 |
| Text | 30 |
| Text | 35 |
| Text | 40 |
| Text | 45 |
| Text | 50 |
| Text | 55 |
| Text | 60 |
| Grand Total | 340 |

2

Select and copy the source data (other table or Excel spreadsheet)

Example

| | A | B | C |
|----|-------------|-------------|---|
| 1 | Month | # of Emails | |
| 2 | January | 3,339 | |
| 3 | February | 4,749 | |
| 4 | March | 3,225 | |
| 5 | April | 3,369 | |
| 6 | May | 4,390 | |
| 7 | June | 3,389 | |
| 8 | July | 3,407 | |
| 9 | August | 3,425 | |
| 10 | September | 3,132 | |
| 11 | Grand Total | 32,425 | |

Tables: Method 2 (Copy & Paste Data)(cont.)

3



Important: In your working presentation, *before pasting data*, modify the number of rows and columns of the newly-pasted table, to match the number of rows and columns in the source data.

PowerPoint will not automatically create additional rows and/or columns to accommodate pasted data – any pasted data that does not fit into the current table will not be copied – it will be lost.

Note: if you remove rows or columns, be sure to see the 'Re-Apply Blue Border to Tables' section elsewhere in this deck

In the destination table, place your cursor in the top left cell, right-click, and from Paste Options, select **"Use Destination Styles"**. This will paste the data into the table, and will retain *some* table formatting attributes, such as row colors, but it **will probably not retain attributes such as font, font color, alignment, and others.**

Example

| Month | # of Emails |
|-------------|-------------|
| January | 3,339 |
| February | 4,749 |
| March | 3,225 |
| April | 3,369 |
| May | 4,390 |
| June | 3,389 |
| July | 3,407 |
| August | 3,425 |
| September | 3,132 |
| Grand Total | 32,425 |

When source data is pasted, table formatting will be retained, but fonts, font colors, etc., will need to be modified

4

Manually change all attributes such as font, font color, font size, alignment, cell padding, etc., to make the chart conform to the required style.

Note: You may be able to save some formatting time and effort if you can change the formatting of your source document to match the destination formatting – if you modify your source document with the correct font, font size, color, etc., before the Copy & Paste operation, those attributes should then be retained when pasted into the new table, limiting the amount of re-formatting necessary in the destination table.

Example

| Month | # of Emails |
|-------------|-------------|
| January | 3,339 |
| February | 4,749 |
| March | 3,225 |
| April | 3,369 |
| May | 4,309 |
| June | 3,389 |
| July | 3,407 |
| August | 3,425 |
| September | 3,132 |
| Grand Total | 32,344 |

When completed, table should look like source table (fonts, row colors, blue outline, etc.)

Re-Apply Blue Border to Tables

Re-Apply Blue Border to Tables

Re-apply the blue border

(This is a high-level overview, details are on the following pages)

If you remove rows or columns, and have to **re-apply the blue border**:

1. Click on edge of table to select the entire table (be sure you've selected the entire table, not just a cell within it)
2. With the table selected, go to the "Table Tools" in the ribbon, and click on the 'Design' tab
3. Make these settings:
 - 1) Set border style as solid
 - 2) Set Pen Weight to $\frac{3}{4}$ pt
 - 3) Set "Pen Color" to "Turquoise, Text 1"

With parameters set, and table selected:

- 1) Click on the 'Borders' selection drop-down arrow
- 2) Choose "Outside Borders" to apply the settings to the outside border of the table

Re-Apply Blue Border to Tables (Details)

| Title | | |
|---------|---------|---------|
| content | content | content |



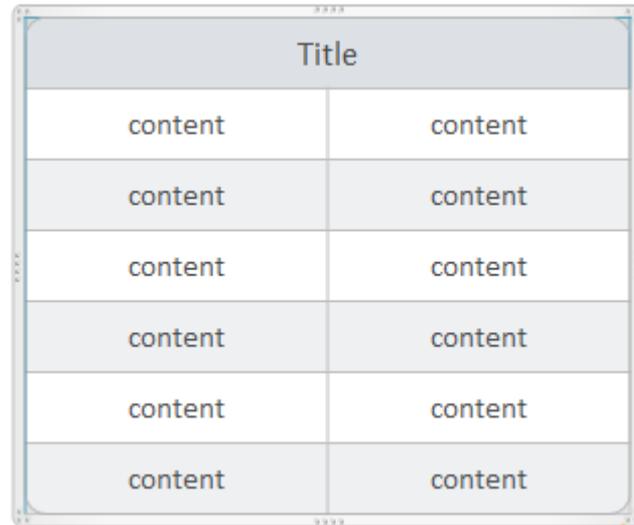
| Title | |
|---------|---------|
| content | content |

A dashed gray box outlines the original 10x3 table structure, showing that the bottom two rows and the rightmost column have been removed. Two yellow callout boxes with orange borders point to the right edge of the table, indicating the loss of the blue border.

If you delete rows or columns, you will 'lose' the blue border around the outer edge

Re-Apply Blue Border to Tables (Detail) (cont.)

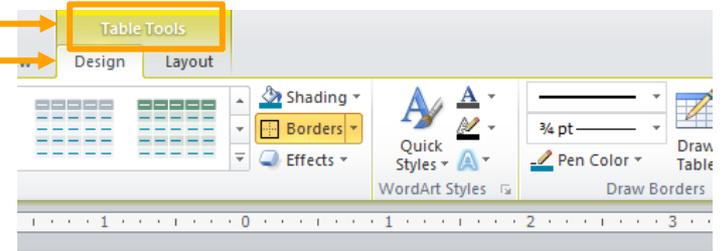
- Click on edge of table to select the entire table (you will see a thick selection border around the table) (Be sure you've selected the entire table, not just a cell within it)



| Title | |
|---------|---------|
| content | content |

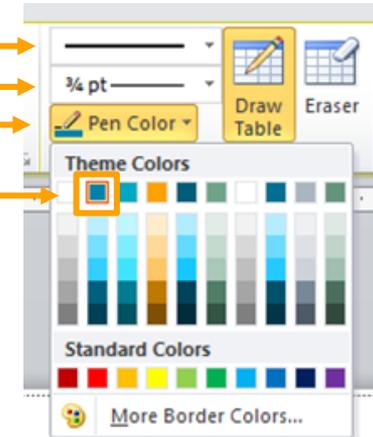
Set Table Border Parameters

1. With the table selected, go to the “Table Tools” in the ribbon, and click on the ‘Design’ tab.



2. Make these settings:

1. Set border style as solid
2. Click on Pen Weight and set to $\frac{3}{4}$ pt
3. Click on “Pen Color”, and select “Turquoise, Text 1” as the color (You will notice that this is the same ‘blue’ color that we are using in our BRAG status colors)



Apply Table Border

With parameters set, and table selected:

1. Click on the 'Borders' selection drop-down arrow,
2. Choose "Outside Borders",
to apply the settings to the
outside border of the table

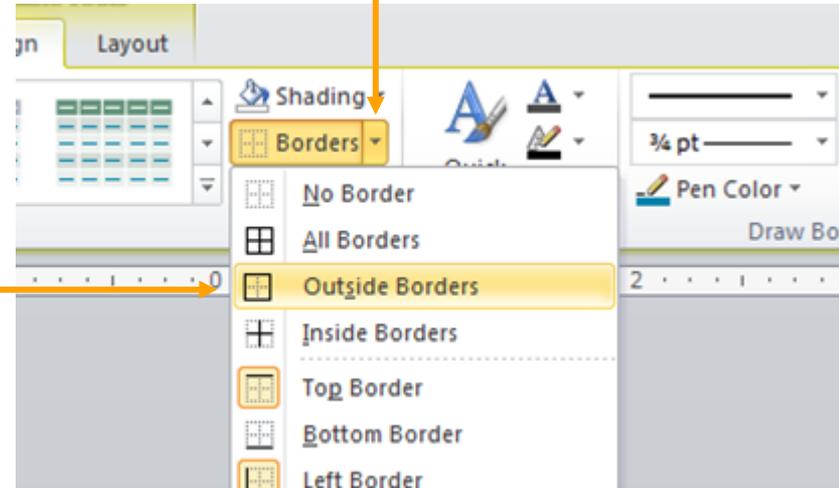


Table Border - Complete

Your table border should look like this:

| Title | |
|---------|---------|
| content | content |

Size and Position of Tables

Size and Position for Full-Width Tables

See next page for details on size and position of a full-size table like this one

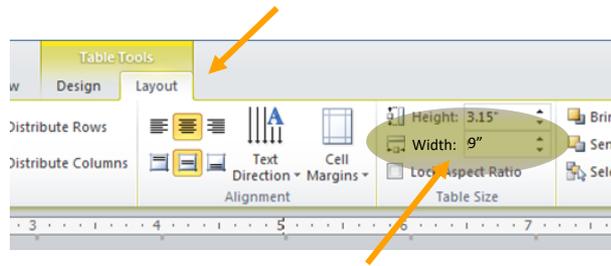
| Title | | | | | |
|---------|---------|---------|---------|---------|---------|
| content | content | content | content | content | content |
| content | content | content | content | content | content |
| content | content | content | content | content | content |
| content | content | content | content | content | content |
| content | content | content | content | content | content |
| content | content | content | content | content | content |
| content | content | content | content | content | content |
| content | content | content | content | content | content |

Set Size and Position

1. Click on the table to select it (you will see a thick gray outline, indicating that the table is selected)

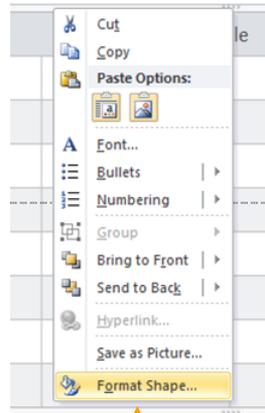


2. Click on the 'Layout' tab under 'Table Tools'

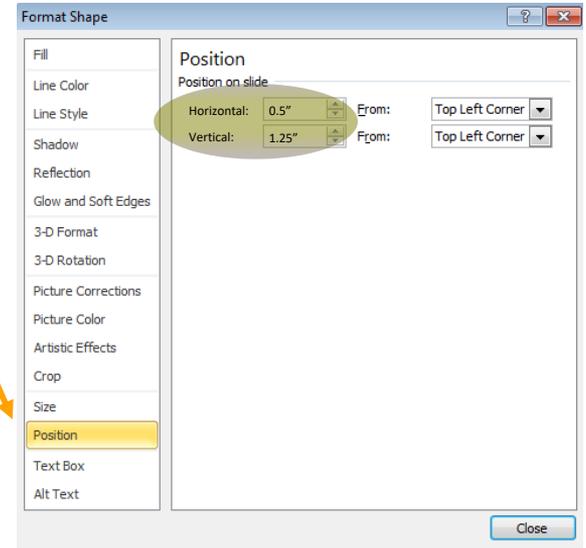


3. In the "Width" dialog box, set the width to 9"

4. Right-click on the table, and select "Format Shape..."



5. Click on the 'Position' tab
6. Set Horizontal to 0.5" from top left corner
7. Set Vertical to 1.25 from Top Left Corner



Formatting Charts

Using Sample Charts

Note: All charts in the [Samples and Appendix Slides.pptx](#) presentation have sample data in them

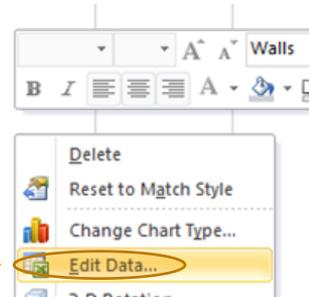
There are two general methods for using charts from the '[Samples and Appendix Slides.pptx](#)' deck:

1. Manually Enter Data (Simple)
 - 1) Copy & paste a chart into your working document
 - 2) Manually change the data
2. Copy & Paste Data (Complex)
 - 1) Copy & paste a chart into your working document
 - 2) Copy & paste data from an existing source document to replace sample data

Charts: Method 1 (Manually Enter Data)

Note: All charts in the *Samples and Appendix Slides.pptx* presentation have sample data in them

1. From the *Samples and Appendix Slides.pptx* presentation, choose the chart that meets your needs and select “Copy”
2. Paste it into your working presentation by **right-clicking, and under “Paste Options”, select “Use Destination Theme, & Embed Workbook”**
3. Right-click on the newly-pasted chart, then select ‘Edit Data...’
 - This will launch the Excel spreadsheet that contains the data for the chart
 - The data may be within a blue bounding box...
 - ... however, you may only see a small blue ‘corner’, representing the lower-right corner of the bounding box
4. Manually enter data to replace the existing data in the spreadsheet
5. If necessary, drag the small blue ‘corner’ to encompass only the data you wish to display in the chart. You can then close the spreadsheet.
6. In the presentation, adjust/re-format table elements as necessary, such as manually moving, re-sizing or changing color of data labels and other elements

A screenshot of an Excel spreadsheet. The data is as follows:

| | A | B | C | D |
|---|------------|----------|----------|----------|
| 1 | | Series 1 | Series 2 | Series 3 |
| 2 | Category 1 | 4.3 | 2.4 | 2 |
| 3 | Category 2 | 2.5 | 4.4 | 2 |
| 4 | Category 3 | 3.5 | 1.8 | 3 |
| 5 | Category 4 | 4.5 | 2.8 | 5 |
| 6 | | | | |

An orange arrow points from the text 'The data may be within a blue bounding box...' to the blue border around the data cells in this table.A screenshot of an Excel spreadsheet. The data is as follows:

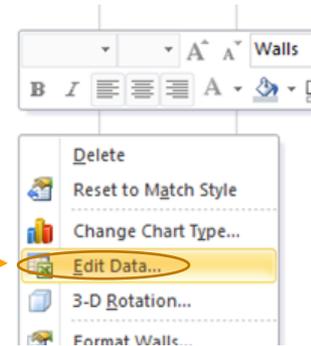
| | A | B | C |
|---|----------------------------------|----------------|-------|
| 1 | | Source - Total | Other |
| 2 | Customer Care | | 1731 |
| 3 | Elec Transmission & Distribution | | 1349 |
| 4 | Information Technology | | 359 |
| 5 | Safety and Shared Services | | 178 |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |

A blue dashed bounding box surrounds the data cells from row 1 to 5 and column A to C. A small blue square handle is visible at the bottom-right corner of the bounding box, with a blue arrow pointing to it from a yellow circle containing a blue arrow.

Charts: Method 2 (Copy & Paste Data)

Note: All charts in the [Samples and Appendix Slides.pptx](#) presentation have sample data in them

1. From the [Samples and Appendix Slides.pptx](#) presentation, choose the chart that meets your needs, copy chart and paste it into your working presentation
2. Access the source data (Excel spreadsheet) you wish to use for your chart – select and copy the desired data
3. In your working presentation, right-click on the newly-pasted chart, then select ‘Edit Data...’
 - This will launch the Excel spreadsheet that contains the data for the chart
 - The data *may* be within a blue bounding box...
 - ... however, you may only see a small blue ‘corner’, representing the lower-right corner of the bounding box
4. Delete the existing data, and paste your source data into the spreadsheet
5. If necessary, drag the small blue ‘corner’ to encompass only the data you wish to display in the chart
 - Note that this should only be necessary if you paste *less* data (fewer lines and/or columns) than the chart’s sample data. If you paste *more* data (*more lines and/or columns of data*) the bounding box will automatically expand to encompass all the newly-pasted data.
6. Close the spreadsheet
7. In the presentation, adjust/re-format table elements as necessary, such as manually moving, re-sizing or changing color of data labels and other elements



| | A | B | C | D |
|---|------------|----------|----------|----------|
| 1 | | Series 1 | Series 2 | Series 3 |
| 2 | Category 1 | 4.3 | 2.4 | 2 |
| 3 | Category 2 | 2.5 | 4.4 | 2 |
| 4 | Category 3 | 3.5 | 1.8 | 3 |
| 5 | Category 4 | 4.5 | 2.8 | 5 |
| 6 | | | | |

| | A | B | C |
|---|----------------------------------|----------------|-------|
| 1 | | Source - Total | Other |
| 2 | Customer Care | 1731 | |
| 3 | Elec Transmission & Distribution | 1349 | |
| 4 | Information Technology | 359 | |
| 5 | Safety and Shared Services | 178 | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |

