

BRANDING WITH MICROSOFT OFFICE

Available Dates: **Call for Dates**

Class Length: **3 Hours day**

Cost: **\$125**

[Email Computer Visions about this class](#)

Class Outline:

Description:

Office 2013 themes make branding easy, and templates help Office users to implement your themes. This course shows how to create effective themes that can be distributed and used in every Office app. Start by creating a theme in PowerPoint: choosing your color palette, fonts, and effects. Then see how to apply the theme to a PowerPoint template and lock down the slide layout. Learn how to access your theme from Word and Excel templates, and distribute the templates to others.

Topics include:

- Creating themes for PowerPoint
- Modifying slide masters and slide layouts
- Adding placeholders and instructions to PowerPoint templates
- Creating and modifying Word styles
- Creating a custom header, footer, or Quick Part
- Saving building blocks in a Word template
- Creating Excel templates
- Adding instructions and protection in Excel sheets
- Sharing templates
- Branding in Outlook