

# Power Point presentation

Preparation Tips

Brand and Communication

August 2024



**NLB**

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# Introduction

Power Point templates are designed to present NLB consistently.

Arial font and NLB color scale are preset for all templates. We have a library of images to illustrate the chapters and content. Numbering is automatic.

We believe that simplified templates will help us with effective presentations and PitchBooks.

When preparing presentations, we should always keep in mind **less is more**. Texts and data in presentations are only points of reference for the speaker.

Such presentations are transparent and effective.



**Less  
is more.**

# About Power Point templates

We have several templates available:

- for preparing presentations for Teams meetings, LCD screens, projection:
  - Slovenian: blank.potx
  - English: NLB\_Prezentacija\_ang.potx
- PitchBook – a structured presentation with condensed text and images for reading on screen and sending in pdf format:
  - Slovenian: Pitchbook\_SLO.potx
  - English: Pitchbook\_ANG.potx

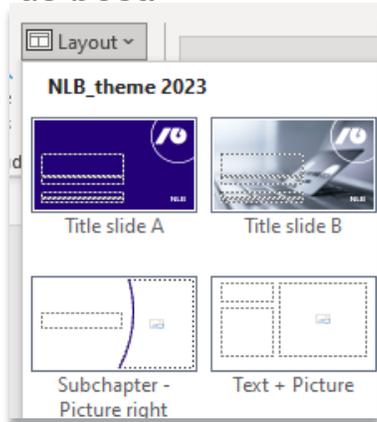
Among the educational programs, we also have training on how to use MS Power Point.



# Slides

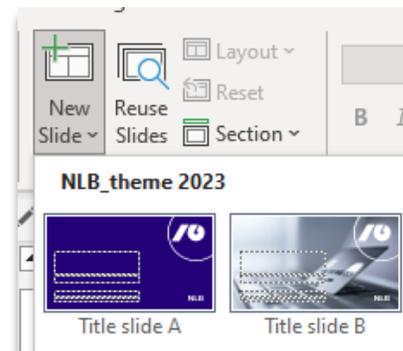
## How do we change the layout of a slide?

The fastest way to change the appearance of the slide is to select "layout" under the "home" tab and choose one of the offered slides that suits us best.



## How do we add a new slide?

Under the "home" tab, select "new slide" and select one of the offered slides, the structure of which suits us best.



## How do we transfer an existing presentation to a new PPT presentation format?

Open Power Point. Select the Reuse slides option.

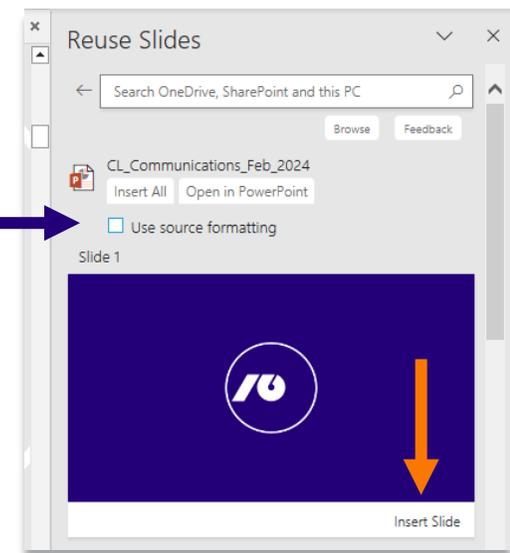
Choose an existing presentation.

Uncheck "Use source formatting".

Click on "Insert slide" on those slides that you want to transfer to a new presentation.

## Designer

The Design tab hides the Designer, which gives us additional options for the layout of the slide you've designed.



# Use of colors

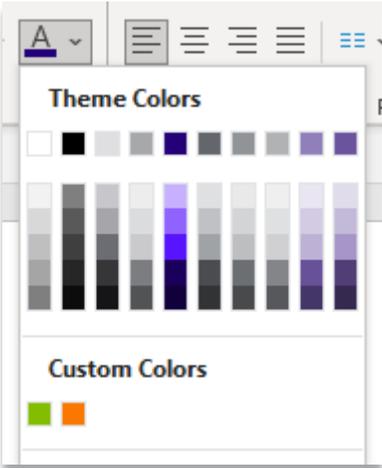
## NLB Colour Scale

In the templates, we always use colors from the NLB color scale. (Theme Colors – we choose NLB Theme).

The titles are indigo color.

The texts are dark gray.

Accents in the text are bold or indigo color.



< NLB Color Scale

< color for accents

## When do we use color accent/Custom colors?

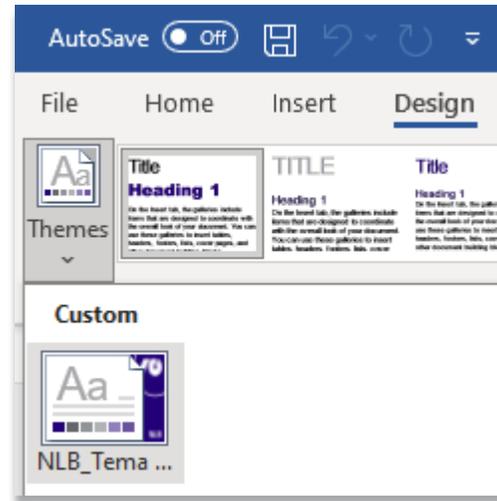
Green – communication with the general public

Orange – employer branding communication

Color accent is used sparingly (one word, part of a sentence, phrase).

## Custom colors in Word

they appear when we select Design/Themes/NLB Theme



# NLB Photo Library

We have an NLB photo library at our disposal to diversify the intermediate sets (chapters) and the content inside.

Located here: **NLB Pictures**

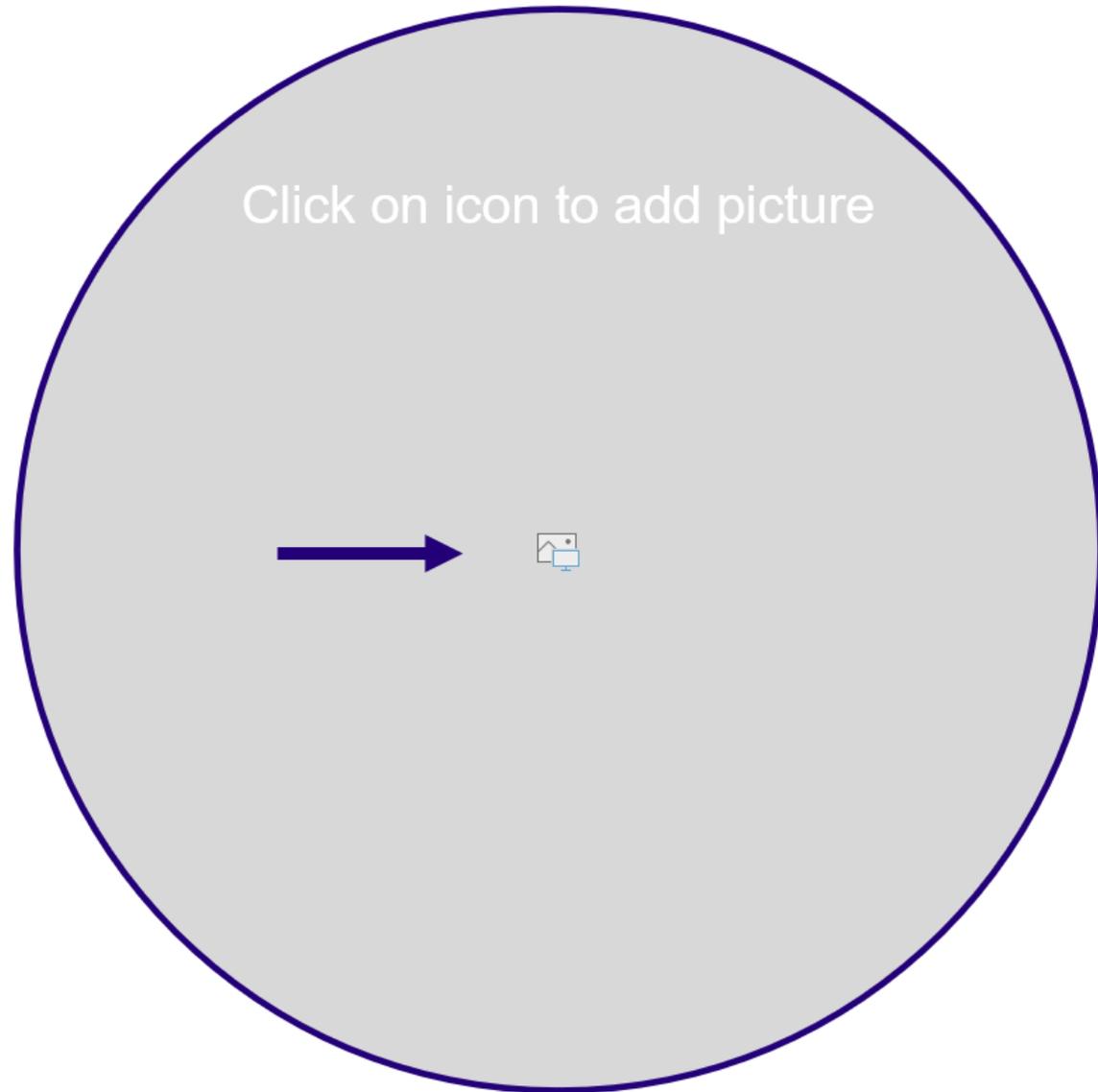
**(C:\NLB\Templates\NLB\_Pictures)**

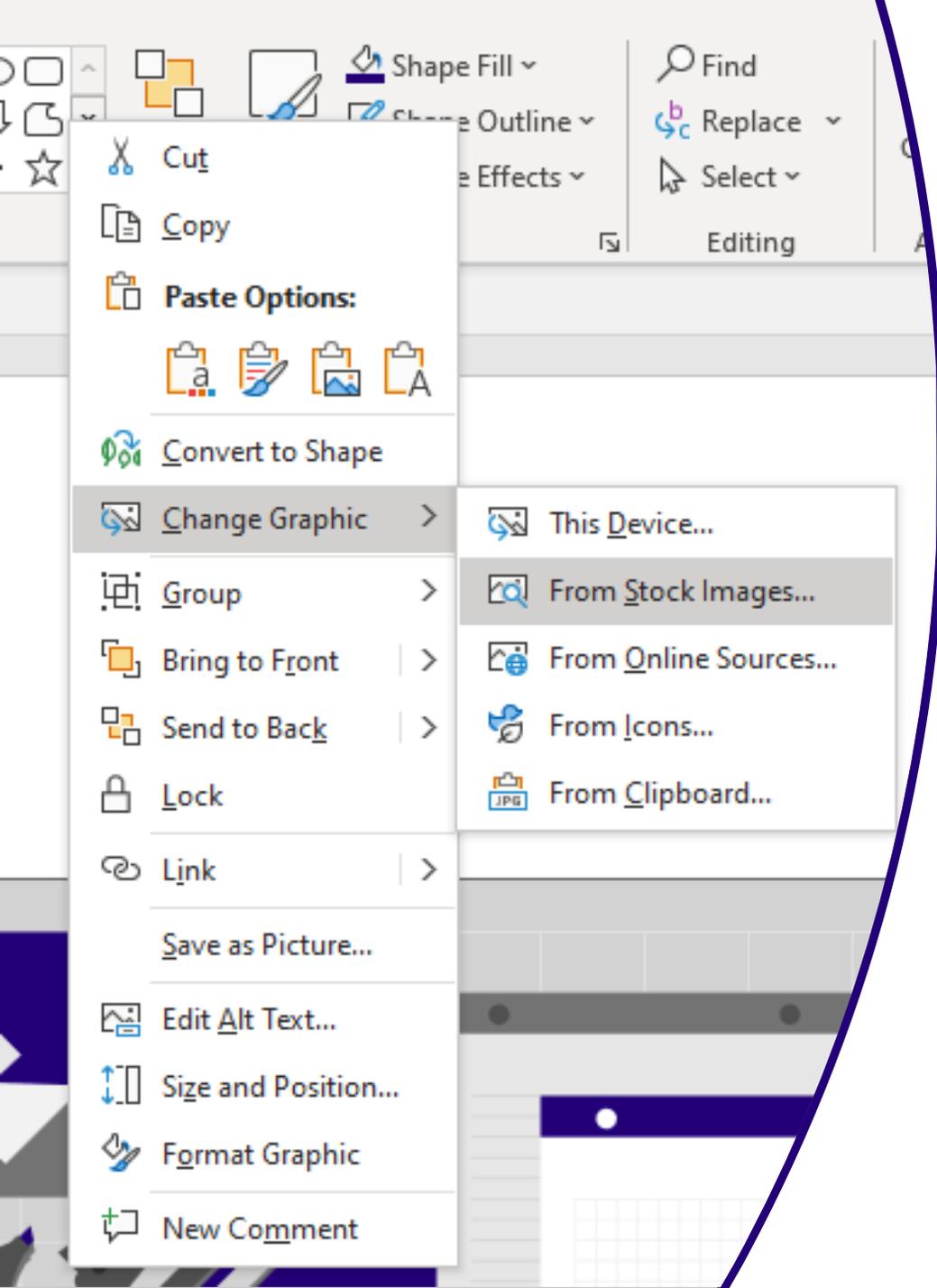
## How to add a photo?

Select „Insert“, „Pictures“, This Device“, „NLB\_Pictures“ (shortcut to the NLB photo library) and choose the appropriate photo.

## How to replace a photo?

Right-click on the photo, select the command "change graphic"/"this device", and choose the appropriate photo from the NLB photo library.





# Microsoft library of photos, icons, illustrations

Power Point itself has a rich library of photos, icons, illustrations.

They can be found in two ways:

1. Insert/pictures/stock images
2. Change graphic/from stock images

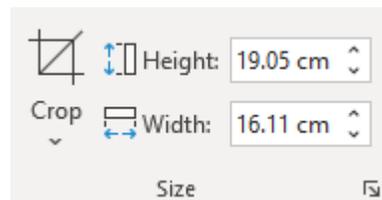
**Adjust the colors of icons and illustrations to the NLB color scale.**

# Cropping photos

Slides are made in such a way that the system automatically places the selected photo in the photo field and crops it to the intended shape.

To change the position or crop the photo, double-click on the photo. The "picture format" window will open with various formatting options.

The "crop" button allows you to change the crop and size of the photo.



# SmartArt graphic

By using SmartArt graphic, we can illustrate processes, organization, relationships ...

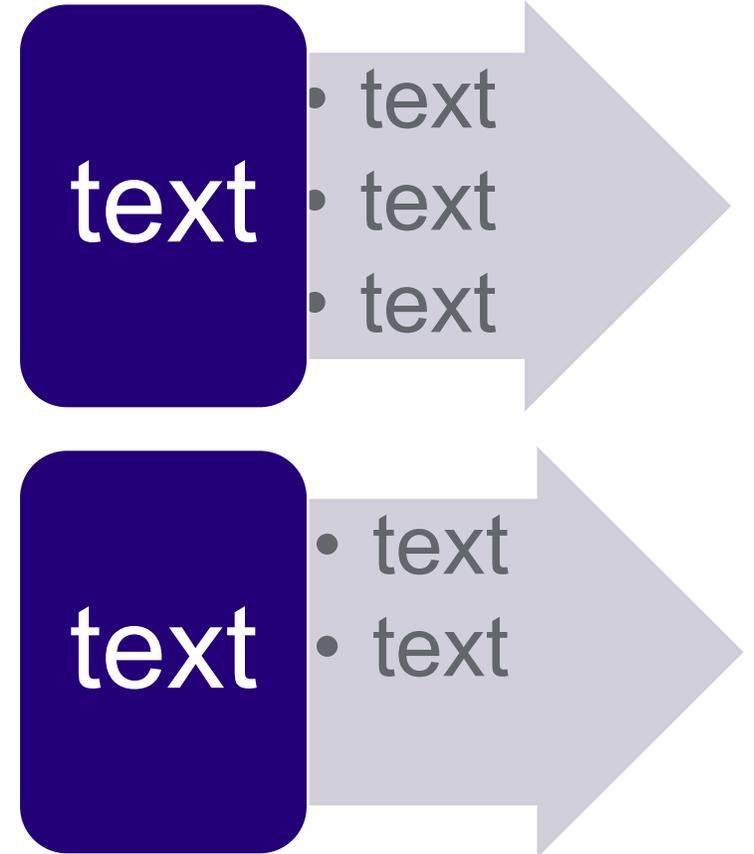
**We use 2D graphics.**

## How do I add a SmartArt graphic?

Under the "insert" tab, we select the "SmartArt" icon and select one of the offered structures.

## How do I change my SmartArt graphic?

By double-clicking on the SmartArt graphic, we can complete the graphic, change the colors and style of the graphic. If we click on "Change colors", a window will open with different color variants in the NLB color scale.

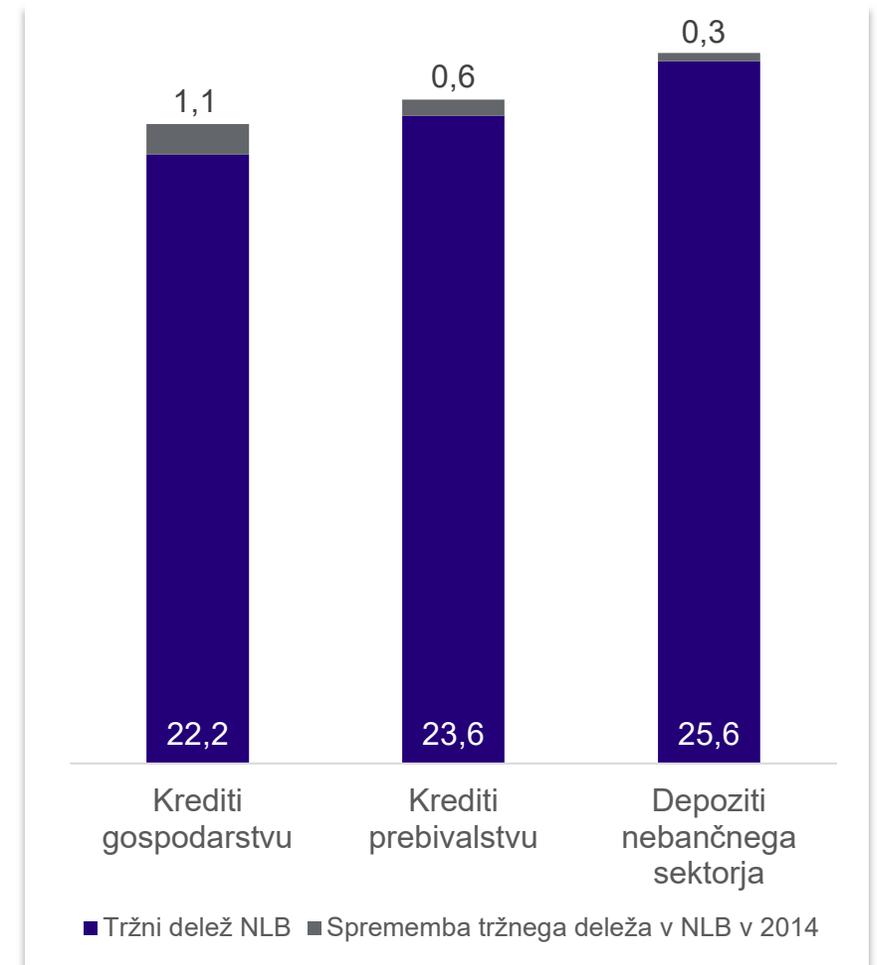
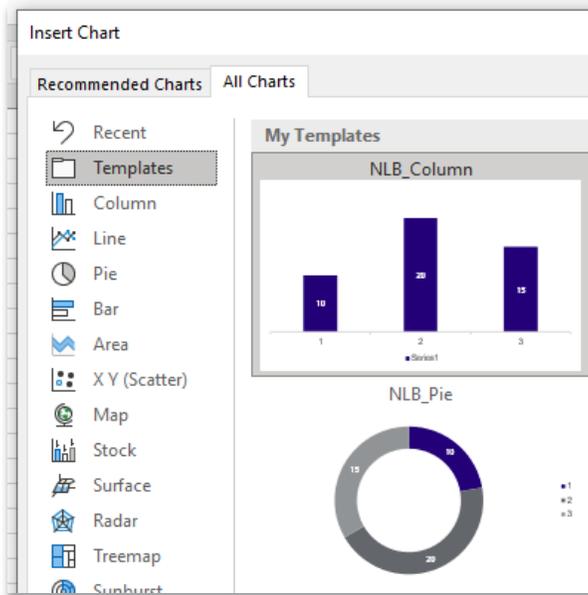


# Graphs

By clicking on the "Insert Chart" icon on the slide, the "Insert Chart" window will open. We select „Templates“, where we find graphs and pies in the NLB color scale.

## Preparation of graphs and pies in Excel/Word:

Under the „Insert" tab, select „Templates“, where we find NLB graphs and pies.



# Table

## How do we add a table?

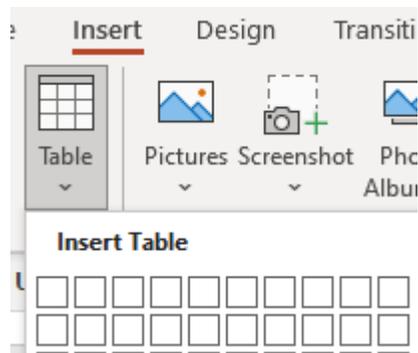
Q1 – Clicking the "Insert Table" icon opens the "Insert Table" window on the slide.

V2 – In the "add content" window, click on the table icon.

Enter the number of rows and columns needed, then enter the contents of the table. We can add rows and columns later.

## Use the NLB color scale.

The table should be simple, white, with gray horizontal lines, gray text, indigo header text.



# Useful tips

## Headings and texts

In the title, telegraphically summarize the essence of the slide. Texts are only points of reference for the speaker. Be brief, precise, avoid subjective expressions (very, essential ...), auxiliary verbs (is, are ...), use commas. Write in the present tense. Write in active. Use only familiar abbreviations, acronyms.

## Decoration

Use clean and simple forms. The best form is one that communicates information clearly. Remove borders, patterns, 3D effects, and shading. Use simple pictograms.

## Graphs

Use simple chart types. Remove the background and borders of the chart. Avoid 3D effects and shading. Use no more than one color accent. Keep the data outside the graph.

## Table

Use white, simple table. Delete vertical lines/borders. Use only light gray lines for horizontal lines. Minimize colors. The color accent should be meaningful.

**Corporate reporting guidelines are available to Power BI users.**

**Thank you for your attention.**

For whatever may come.