Discover Workiva Presentations

Overview

In this lab, experience using Workiva Presentations in your own Workspace environment. Practice what you have learned in the course, validate your work and by the end of the lab, confirm accurate completion.

Pre-Requisites

✓ Must be a workplace owner or editor to import file for lab

✓ Must use included zip file from the Learning Hub to complete this lab

Procedures

Step 1: Create Slide Layouts

Using Slide Layouts provide a consistent look and feel across presentations. Multiple layouts can be created for introductions and conclusions. If any elements in the slide layouts are changed, slides based on that slide layout will be automatically updated. Begin by creating your own.

1. *Select* Layouts from the View tab

2. *Click* at the top left of the outline to add a new layout

3. **Rename** the new slide layout to **Title Master**

4. Click Properties ▼ from the File tab

5. *Select* Slide Properties

6. *Update* the following items:

   a. *Change* Slide Size to **US Letter (8.50" x 11.00")**

   b. *Change* Color to ■

7. From the File tab, *click* to add a Text Box

8. *Create* a text box in the center and *enter* your company name

9. *Change* to text size **56,** color to **white** in **bold**

10. *Click* **Back** at the top left of the slide

You should now see a Title Master option in the add slide dropdown.

Step 2: Alignment Tools

Once content has been added, create a more visually dynamic presentation by utilizing alignment tools.

1. *Click* [icon] to create a new slide

2. From [Properties ▾], *change* the slide color to ■

3. From the Edit tab, *click* [Shape ▾] and *add* three different shapes anywhere on the slide

   When you begin to move the shapes you will notice snap lines appear to help you align shapes. You can also group and align by selecting all objects and using the Alignment [icon] icon from the Edit toolbar.