



# Introduction to Intermittent Fasting

## Workshop Presentation Guide

This Workshop Presentation Guide accompanies the Wellness Workshops: Done for You Workshops. This guide contains information about how to edit the PowerPoint presentation, allowing you to incorporate your branding and customize the content for your business.

### Slide Master

This PowerPoint presentation utilizes the Slide Master feature. This feature serves as a template for your presentation – you can easily make a change on a master slide or a layout slide, and the change will be applied globally to all applicable slides within the PowerPoint presentation. This is useful for font selection, colors, bullet and numbering styles, header and footers, graphics, and much more.

- To access the Slide Master feature, open the PowerPoint presentation, click **View**, then click the **Slide Master** icon. Make the desired changes, and be sure to save your work.
- To close the Slide Master view, click **Slide Master**, then click the **Close Master View** icon.

For more information about the Slide Master feature, review the online help within PowerPoint. Depending on the PowerPoint version you are utilizing, functionality may vary.

### Company Information and Logo

To change the company information and logo that display at the bottom of each slide, do the following:

1. Access the Slide Master view.
2. Click the Slide Master side. This slide displays at the very top of the left navigation, above the layout master slides.
3. Click the item(s) to be changed, then make the desired changes.
4. Save your work. The changes will be applied to all slides in the presentation.