



How to Create Bathroom Floor Plans in Microsoft PowerPoint

Instructions for creating a floor plan using Microsoft PowerPoint

Before you Start

- Read “Functions and Short-cuts Cheat Sheet” and understand all basic terminology, short-cuts, and layer functions before starting.
- Download the power point plans template – PowerPoint template file
- Have your hand drawn layout and measurements draft in front of you ready to reference.

Step 1: Plan details

At the top of your template, you will see a table with details you can fill out.

1. Plan number: Create a number (e.g B1 for Bathroom 1)
2. Name the room (Bathroom)
3. Update your property address
4. Note the ceiling height
5. Today's date
6. Leave the scale, as this is the scale we will use (1:20 = for every 1 box, equals 20cm)
7. Write your name as the author (so that your contractors know you created this)

Step 2: Create your existing floor plan shape

On a page you can create your existing layout on the left, and proposed layout on the right. In this step, focus on creating the left “existing layout” and work on your proposed layout in the next step.

To get our rooms shape dimensions correct, use arrows and text boxes to mark out your measurements first (length & width of the room)

1. Drag your scale over half your screen so that we can use it to measure shapes.
2. Insert > Shapes > Select ‘double arrow’ (or copy from our ready-made shapes on the template)
3. Draw the arrow to the length of your room using the grid.
4. Insert > text box > draw a text box and note the length measurement, centre the text, and move and rotate it to the left side.
5. Insert > Shapes > Select ‘rectangle’ (or copy from our ready-made shapes on the template) and match the shape length.
6. Copy and paste the first arrow and repeat for your next measurement
7. Copy and paste the first text box.
8. Rotate it, and place it on your width line.
9. Now you can drag your box shape to match the width measurements
10. Now you can format your own shape and colours if you like, or you can copy our format shapes:
 - a. Go to slide 3 and copy any floor plan shape
 - b. Paste it onto your plan slide

- c. Make sure it is selected and then click > Format painter.
- d. Then click on your shape to copy the colours across
(This will copy across of the formatted colours and lines of this shape)

Step 3: Add in doors and windows

1. Add in your doors, you can copy our pre-set shapes and paste a door onto your plan (you can flip or rotate it if you need and even scale the approx. width of the door if you like).
2. Add in your windows, same again you can copy our pre-set windows, scale, and measure them out.

Step 4: Add in all plumbing, fixtures, and fitting locations

1. Copy our pre-set shapes to create the layout of your room
2. Try to scale and note measurements of your vanity and shower areas
3. Insert items to an approx. location, they do not have to be exact
4. Use red outlines on shapes that represent electrical items

Step 5: Wall elevations

1. On a new slide, create your wall elevations by scaling the length and height of a wall.
2. Add another arrow to measure out your ceiling height.
3. Repeat the process for all walls in your room, its good to keep 2 x wall elevations per page (unless all 4 walls fit)
4. Add in your doors and windows, you can even scale their shapes to the right size and note their measurements.
5. Add in all plumbing, fixtures, and fitting locations
6. Add in electrical locations (in red)
7. Finish off with your marked notes and instructions to communicate what is happening in the renovation.
8. Once you have completed all your pages, you can save & convert your file to a PDF!

THE BATHROOM guide.

These materials contain information that is owned by The Bathroom Guide ABN 83 642 602 649 and is protected by all intellectual property and copyright laws recognised throughout the world, including the *Copyright Act 1968 (Cth)* and the *Digital Millennium Copyright Act 1998 (USA)* whether existing under statute, at common law or in equity, now or hereafter in force (**Materials**). You are prohibited from altering, copying, distributing, sharing and/or transferring the Materials to any third party or using them for any commercial or other purpose other than intended, without express written permission from the owners.

The Materials are provided in good faith for general information and educational purposes only and are not intended to be a substitute for professional legal, financial, or building and construction advice. The content of the Materials is derived from reliable sources that The Bathroom Guide believe to be accurate and up to date at the date of publication. The Bathroom Guide does not represent that the information is comprehensive or wholly correct at all times and makes no warranties that the Materials are appropriate or will be effective for you, nor provides any guarantee of specific results or outcomes from the use of the Materials. It is the responsibility of the consumer to seek independent, professional or specific advice, and under no circumstances whatsoever will The Bathroom Guide assume liability for any losses, damages, or costs in connection with the use of the Materials.