

Slide Masters

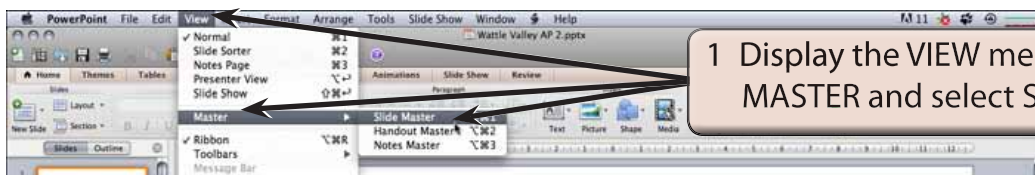
When you need to change the style of all the slides in a presentation you do not want to have to go to each slide and make those changes. PowerPoint lets you change the formats of all slides using the SLIDE MASTER VIEW. This also helps you ensure consistency throughout your presentation. For example, if you wish to include a company logo on each slide, the graphic can be inserted in the SLIDE MASTER VIEW and it will then be displayed on all the slides.

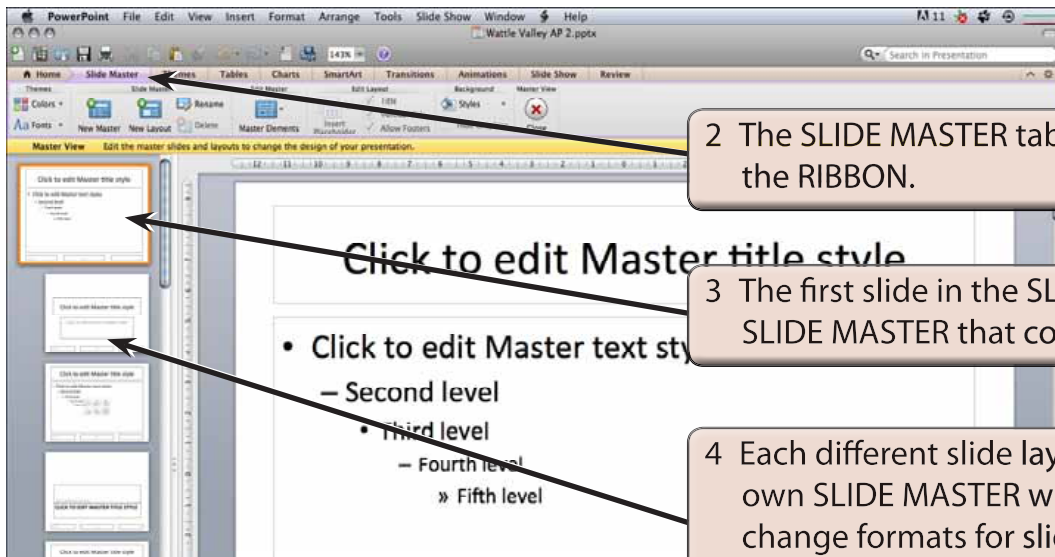
To see some of the many advantages of using the SLIDE MASTER VIEW you will adjust the title text, add an image and some footer items to a presentation on the Wattle Park Animal Park. When you format the content of slides they over-write the settings set to the SLIDE MASTERS so a copy of the Wattle Park presentation has been prepared for you without any formats.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Display the FILE menu and select OPEN.
- 3 Access the PP2011 SUPPORT FILES, open the CHAPTER 14 folder and open the WATTLE VALLEY AP 2 file.
- 4 Save the presentation in your STORAGE folder under the same name.

Opening the Slide Master View



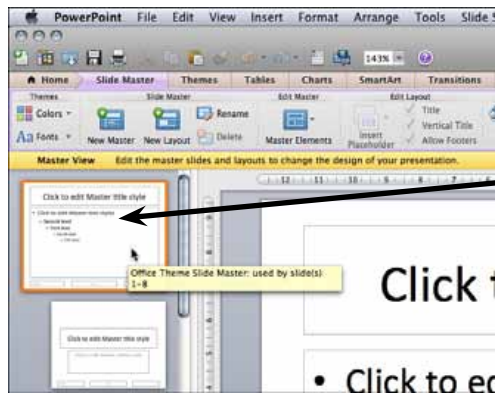


2 The SLIDE MASTER tab is opened in the RIBBON.

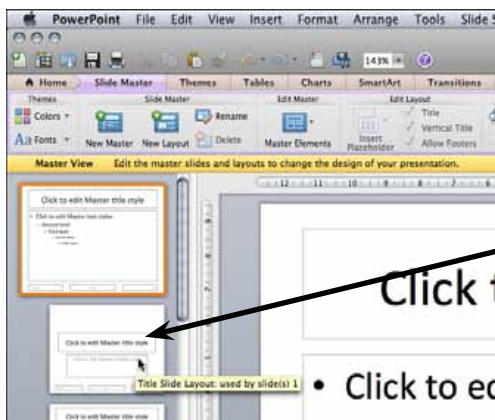
3 The first slide in the SLIDE pane is the SLIDE MASTER that controls all sides.

4 Each different slide layout has its own SLIDE MASTER where you can change formats for slides just set to that layout.

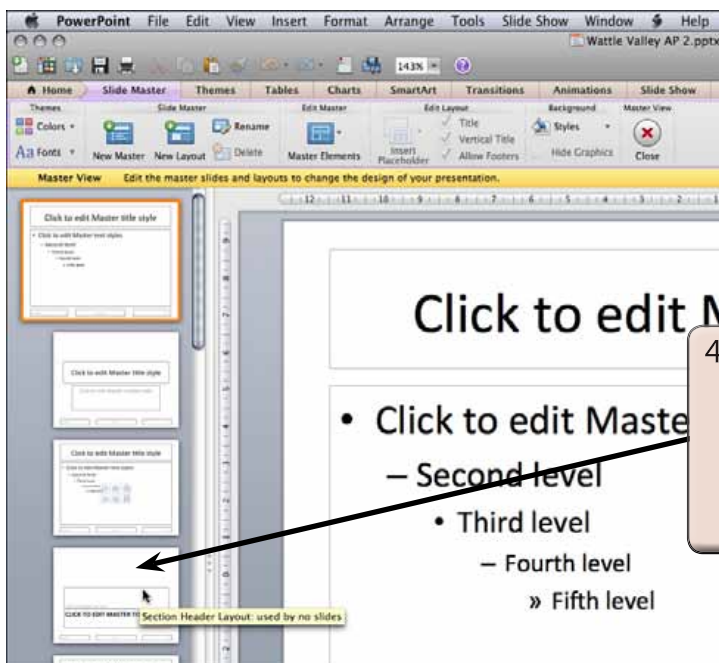
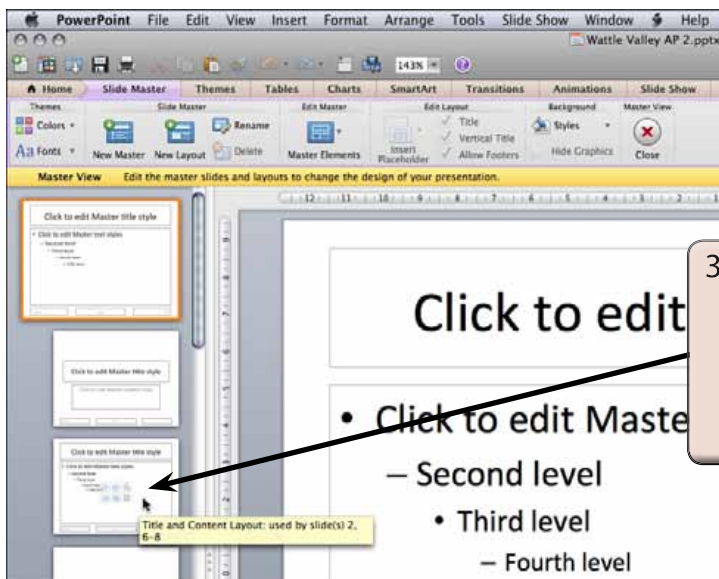
Looking at the Slide Masters



1 Move the pointer over the top SLIDE MASTER thumbnail in the SLIDES pane and the label tells you that it is used by SLIDES 1 to 8.



2 Move the pointer over the second SLIDE MASTER thumbnail and the label tells you that it is the TITLE SLIDE MASTER and it is used by SLIDE 1.



5 Move the pointer over the other SLIDE MASTERS and see which slides they control.

Applying a Background

A background and colour scheme can be applied to all the slides.



- NOTE:**
- i You can use the **COLOURS** and **FONTS** icons in the **THEMES** group of the **SLIDE MASTER** tab to apply colour and font themes to the slides if you wish.
 - ii You can open the **THEMES** tab of the **RIBBON** and apply a theme to the slides if you want a more fancy background.

Altering the Formats of Each Slide

Let's alter the format of the text on each slide so that it is consistent throughout the presentation.

A The Title Text

