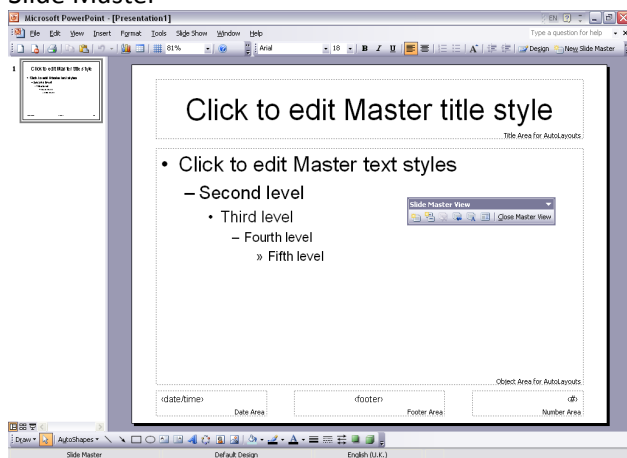# Slide master

Microsoft PowerPoint 2003

You should always start with the master slide before you create your slides. The slide master is a design template that controls how all of your slides appear. The format of your new slide will automatically be set from the slide master, for example, the font size, colour, style, background, bullet points and slide number. You don't need to change the format on every new slide.
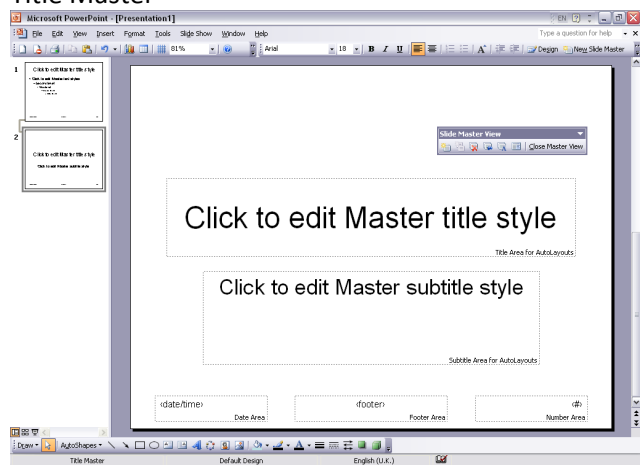
When you change the format of the slide master, it will show up on every slide. Using a slide master is a quick and efficient way to modify your presentation slides, especially after you create them.

There are 4 different Masters but for normal presentation, working on the slide master should be enough.
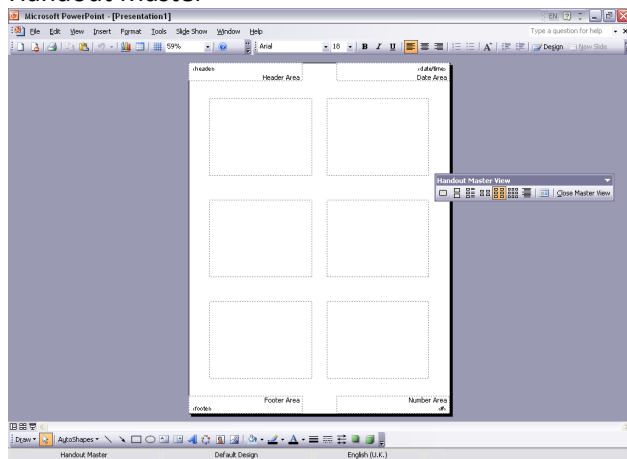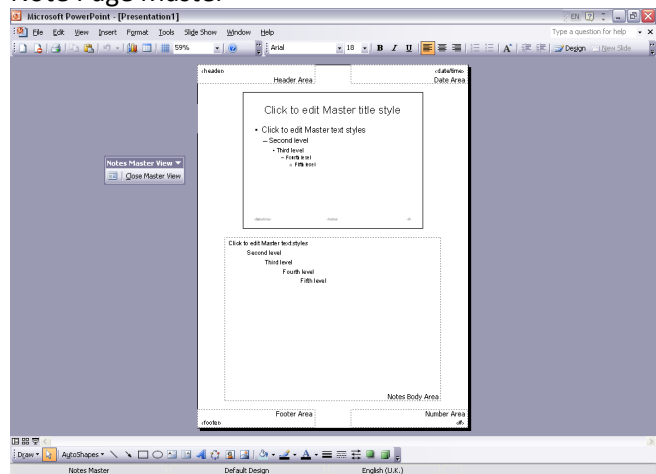
Slide Master
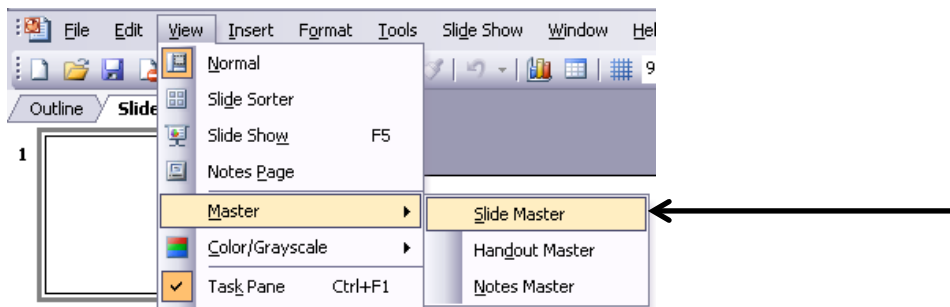

Title Master

Handout Master


Note Page Master

What is a placeholder?

PowerPoint uses text boxes called placeholders. It's a box with dotted lines and contains text, objects and pictures etc. It outlines your slide. Unfortunately, you cannot insert a new placeholder. You can use a text box or copy the default one.

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Viewing the slide master

1. **View** > **Master** > **Slide Master**
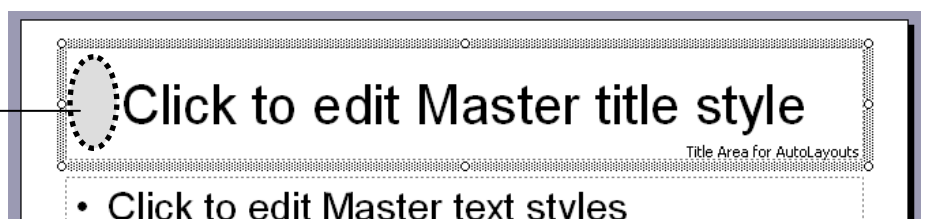

2. A slide master appears. You can now customise your slide format here. See additional steps below.
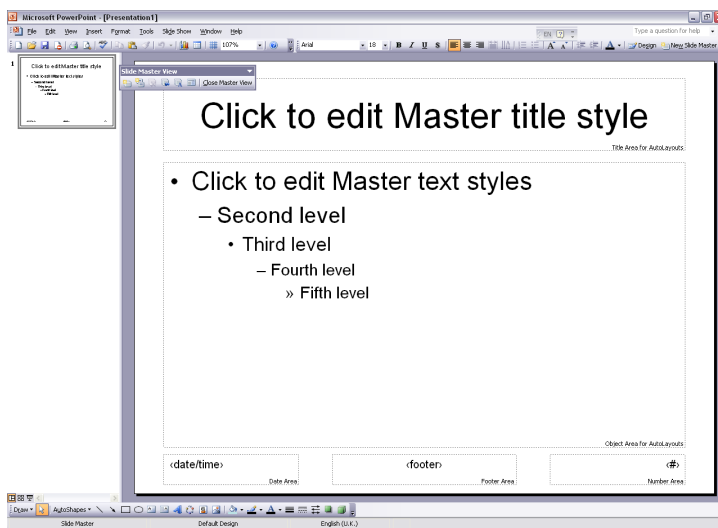
Changing the font

1. Click the placeholder or highlight the text, e.g., title area

e.g., click here to select the title placeholder. Click on white space – not on text or borderlines.

Tip: Selecting a placeholder

If you mouse over the placeholder, your mouse pointer should changes to four arrows. Click any plain space but within the placeholder that you wish to select. Or, click on the borderline of the place holder but do not click on the small white circle which is a resizing handle.

When the border line becomes a thick dotted line, it is selected. Eight small white circles (resizing handles) also appear.
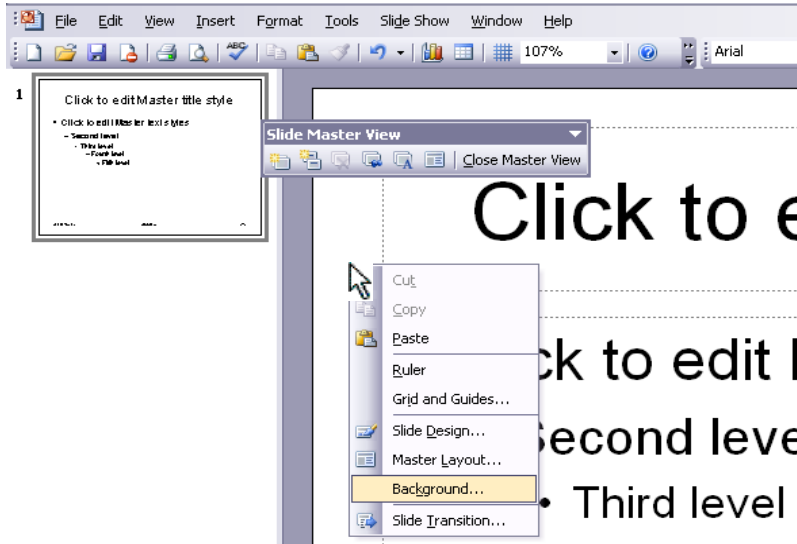
Note: When you wish to change for a single paragraph or line, drag to select text then change formatting rather than selecting the placeholder. Selecting the entire placeholder and formatting will apply all text within the selected placeholder.

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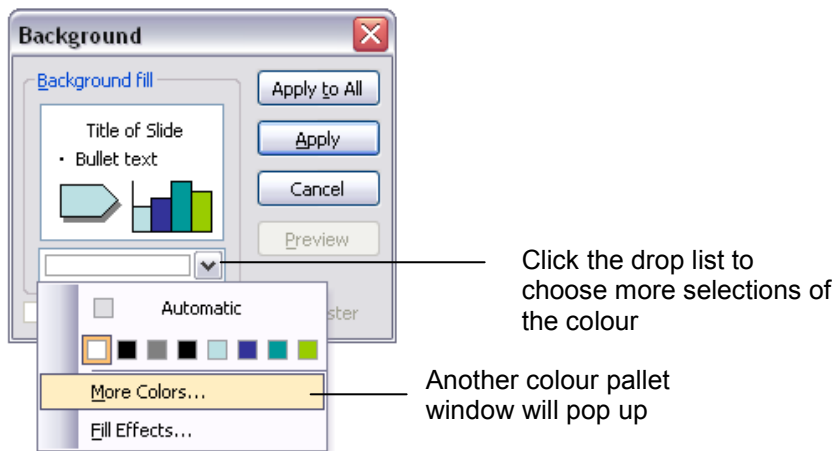Apply formatting. e.g., font style, font size, and font colour

Changing background

1. **RIGHT** click on a white space area outside of the placeholder > **Background**, or **Format** > **Background**

2. Choose the background colour

Click the drop list to choose more selections of the colour

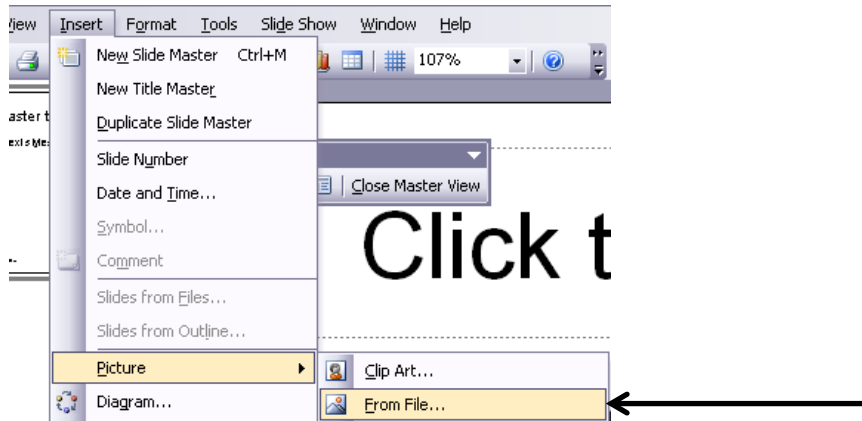Another colour pallet window will pop up
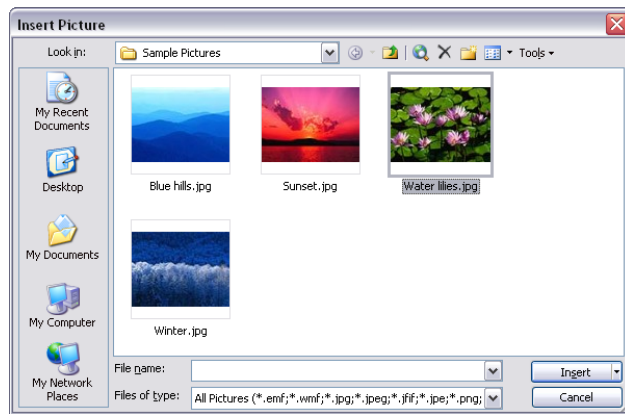
3. Click **Apply to All**

Inserting a picture for the background

You may want to insert a picture after you finish formatting your text in the placeholder, because the picture will sit on the top of the placeholder.
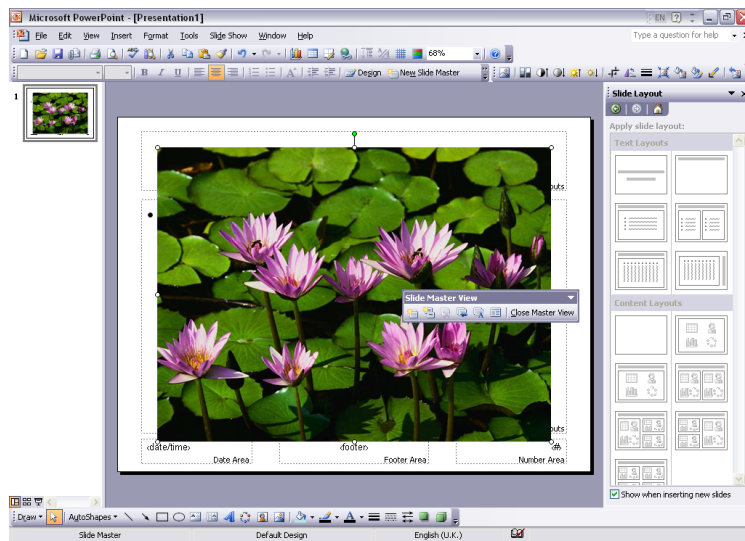
1. **Insert** > **Picture** > **From file**

2. Choose your picture from the Insert Picture dialog box > **Insert**

3. Done.

Tip: Picture washout

This is not an essential step but it looks better when you use a picture as the background. The original picture may stand out too much when you are in the normal slide mode. Its colour is too bright and would make your text hard to read. The picture can be made transparent.

Perform the following steps after inserting the picture. (This is still in the master slide view mode.)

1. **Double click** on the picture

2. Click the **Colour** drop list under the **Image control** option in the **Picture** tab
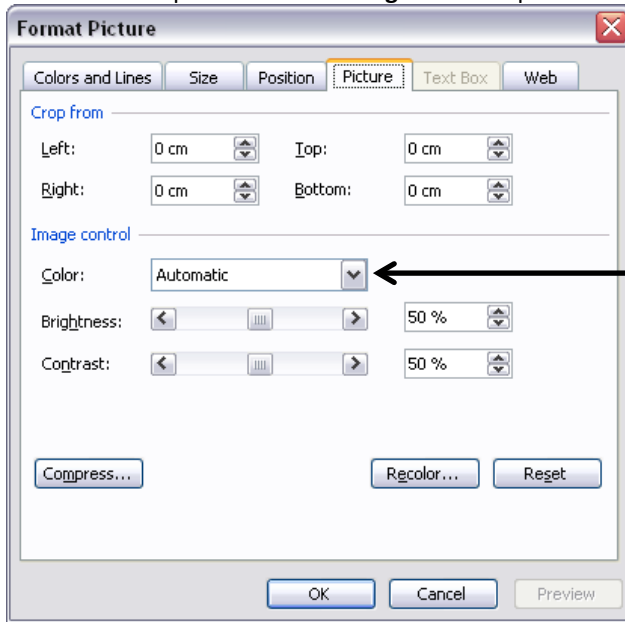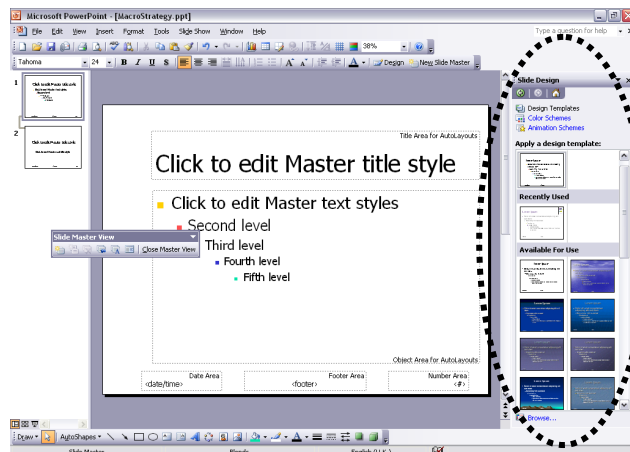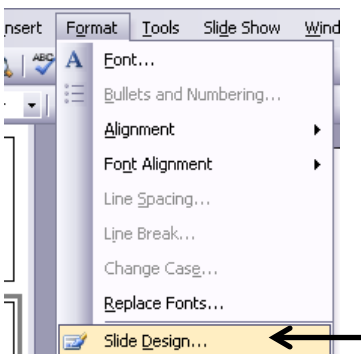

3. Choose **Washout**

4. Click OK to return to the master slide. (You can click Preview to view the preview before you click on the OK button.)

Applying slide design

MS PowerPoint provides you with a quick and easy way of setting the background, font style, font colour and font size etc.

1. **Format** > **Slide design** or choose **Slide Design** from the task pane located right hand side

Note: If you don't see the task pane, **View** > **Task pane**

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2. Click the design template that you wish to apply

3. You can change font style and colour as you wish.

Closing master view

Click **Close Master View** on the **Slide Master View** tool bar. It should be floating somewhere on the slide master.