

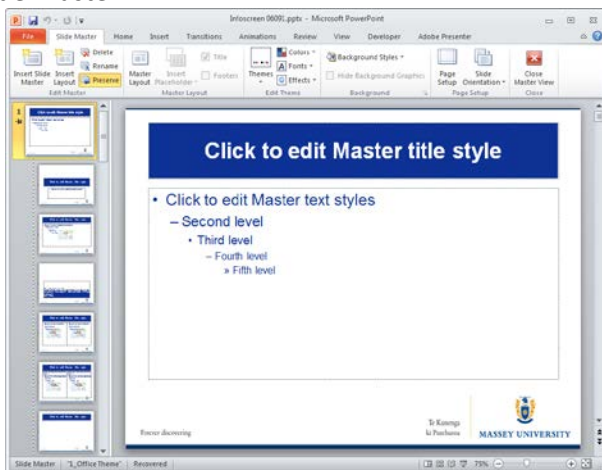
Working with the slide master

Before starting a slide show it can help save time if you edit the slide mater. The slide master is a design template that controls how all of your slides appear. The format of your new slide will automatically be inserted, for example, the font size, colour, style, background, bullet points and slide number. You don't need to change the format for every new slide.

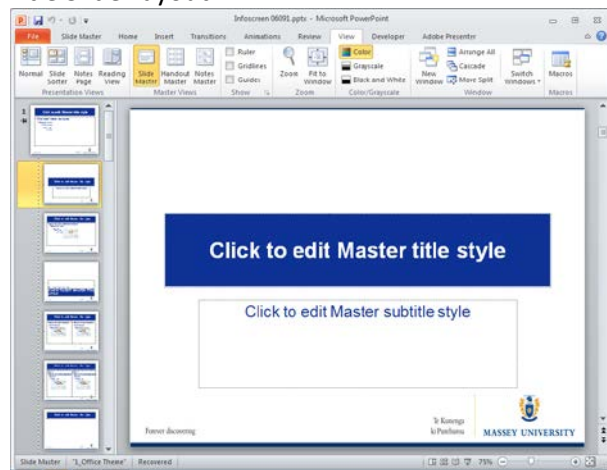
When you change the format of the slide master, it will show up on every slide. Using a slide master is a quick and efficient way to set up your presentation slides. You may also edit the slide master after you have finished your presentation to quickly change some of the formatting i.e. font and bullet styles

There are 4 different types of slide masters.

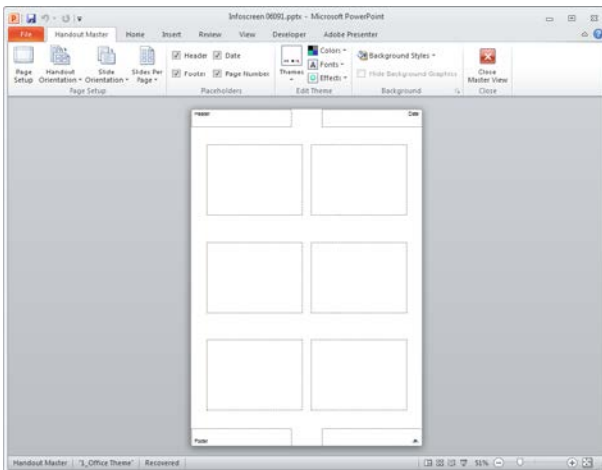
Slide Master



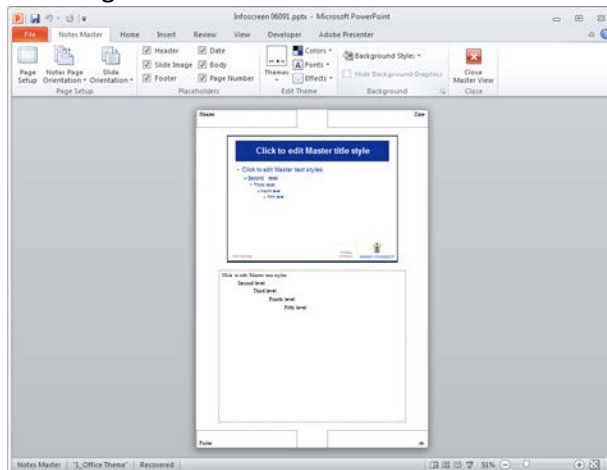
Title Slide Layout



Handout Master



Note Page Master

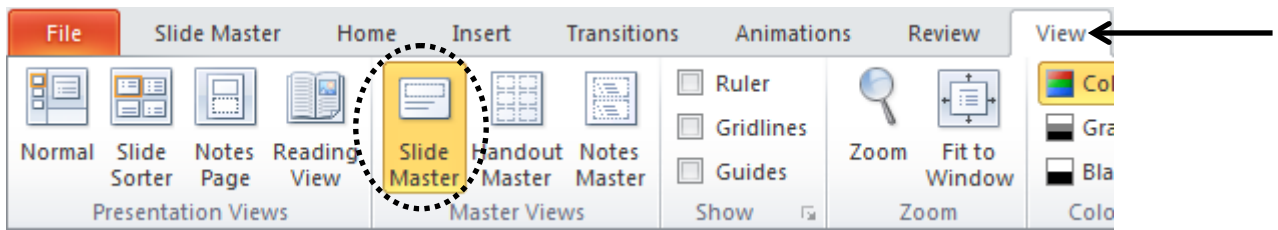


Note:

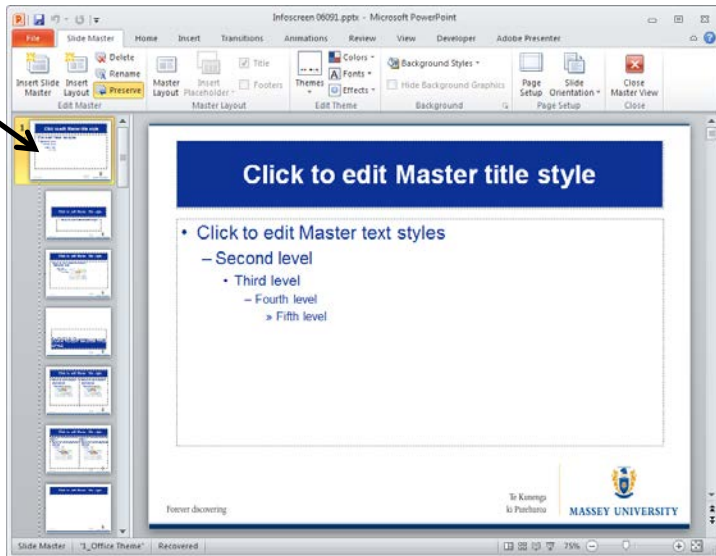
If you first choose a slide design then you can change the Slide Master for that design.

Viewing the slide master

1. **View > Slide Master**



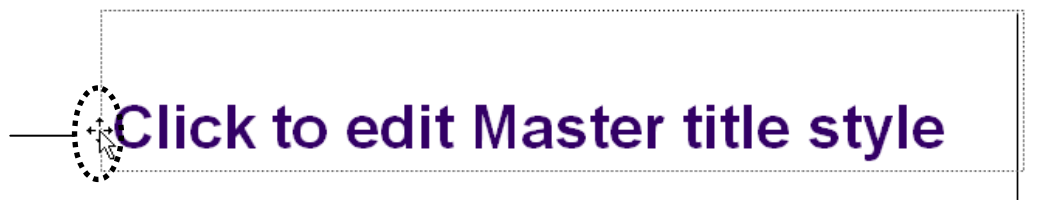
2. Click on the slide at the top of the left hand pane, a slide master appears. You can now customise your slide format here.



Changing the font

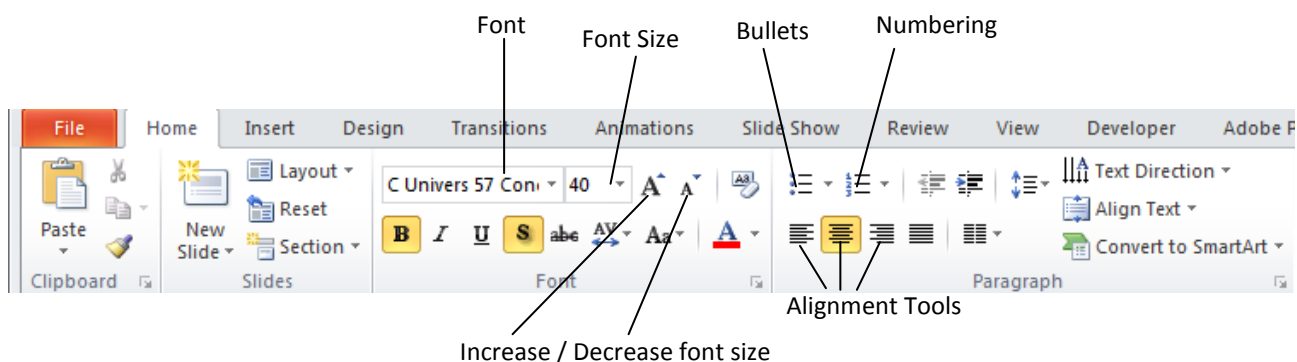
1. Click the placeholder or highlight the text, e.g., title area

e.g., Click on the borderline to select the title placeholder, the mouse pointer will change when you are over the right area.



• Click to edit Master text styles

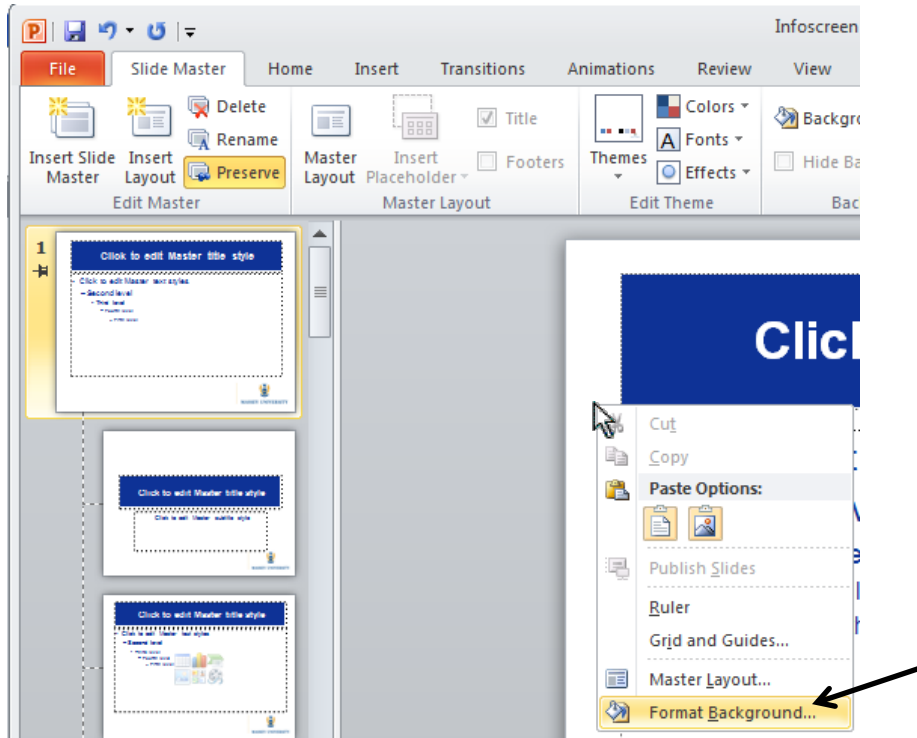
2. Apply formatting (Click on the **Home** tab). e.g., font style, font size, and font colour



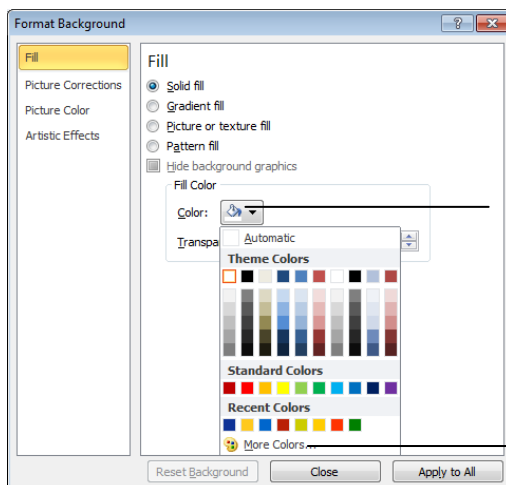
Changing slide master background

1. **RIGHT CLICK** on the white area outside of the placeholder > **Format Background...**, or **Slide Master > Background styles > Format Background...**

Note: If you want to change the background on only one slide, select the slide you wish to change (in normal view), **Right click > Format Background...** or **Design tab > Background Styles >Format Background...**, select the colour you wish to apply and click close (don't click apply to all)



2. Choose the background colour



Click the drop down list to select what colour you wish to use

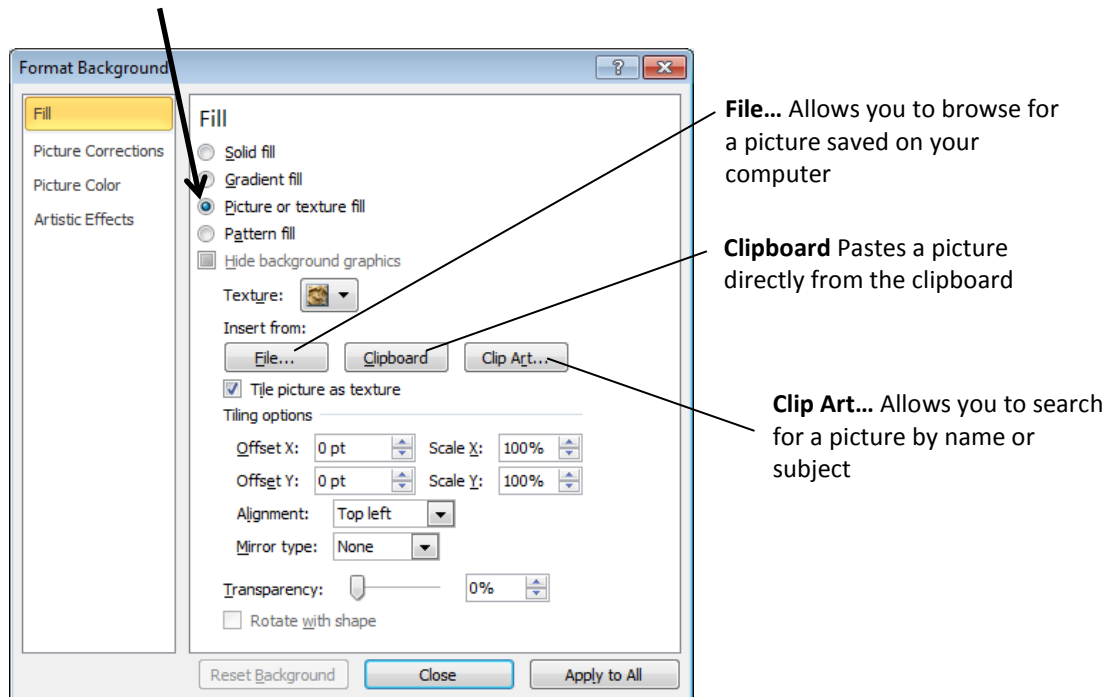
More Colours gives you a larger selection of colours (Another colour pallet window will pop up)

3. Click **Apply to All**

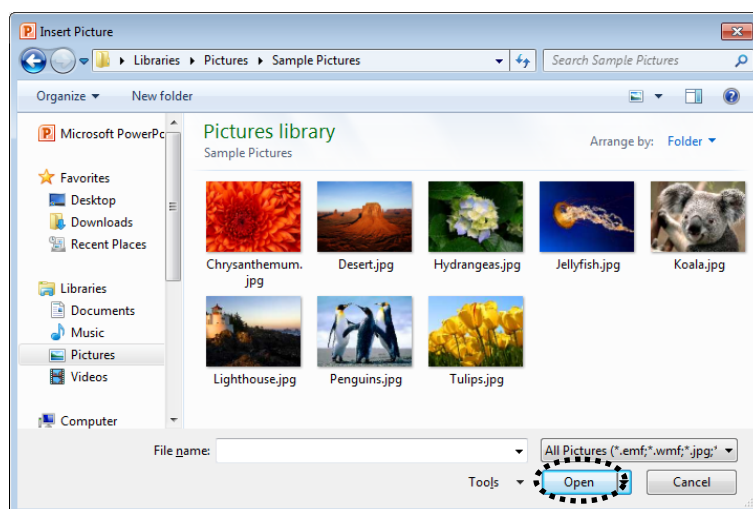
Inserting a picture for the slide master background

You may wish to insert a picture but do it after you finish formatting your text in the placeholder as the picture will sit on the top of the placeholders. Note the picture will automatically go behind your text once you close Master View.

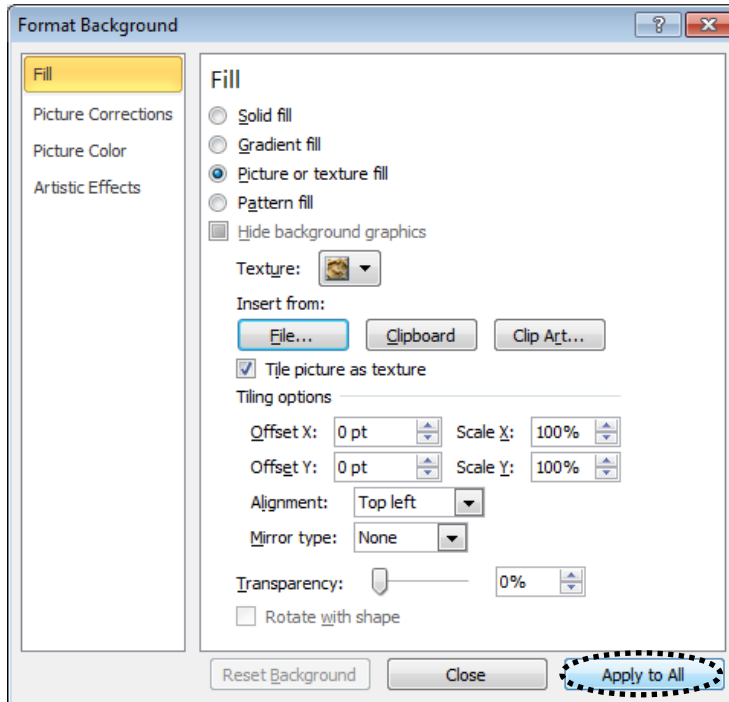
1. **Slide Master > Background Styles > Format Background...** for a picture you have saved on your computer or network drive
Or **Right click > Format Background**
2. Choose **Picture or texture fill**



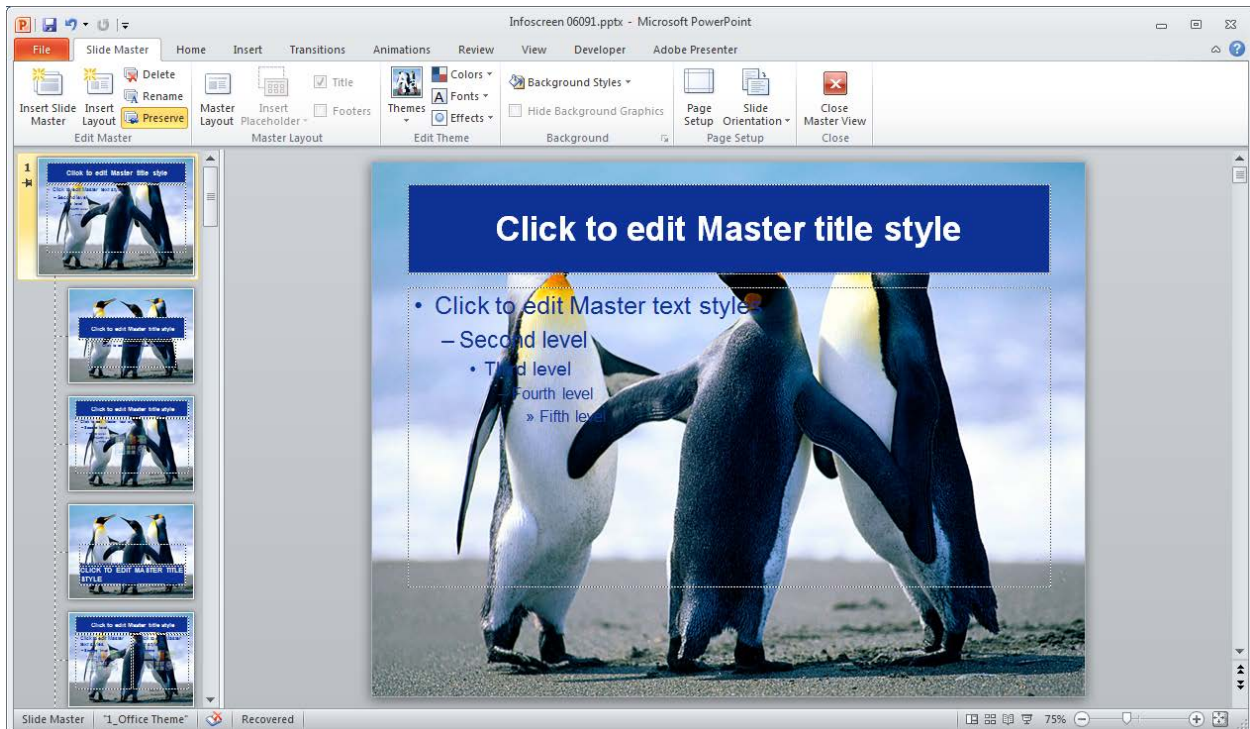
3. Click on **File**
4. Browse and select the picture you wish to use, Click on **Insert**



5. Click on **Apply to all**, Then click on **Close**



6. Done!

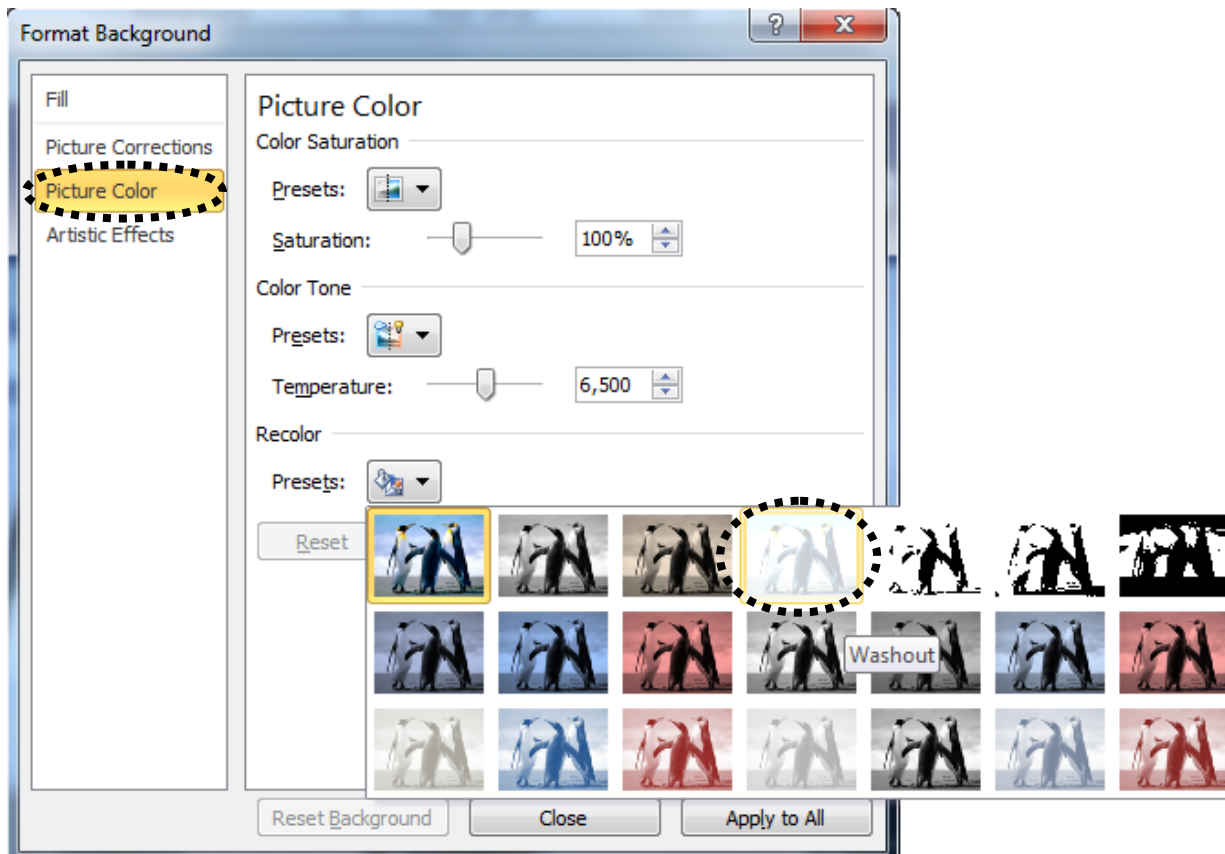


Tip: Picture washout

This is not an essential step but it may look 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.

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

1. On the **Slide Master** tab go to > **Background styles > Format Background** or **Right click on picture > Format Background**
2. Choose the **Picture Color** button then click the **Presets** option, Select the desired effect from the drop down box



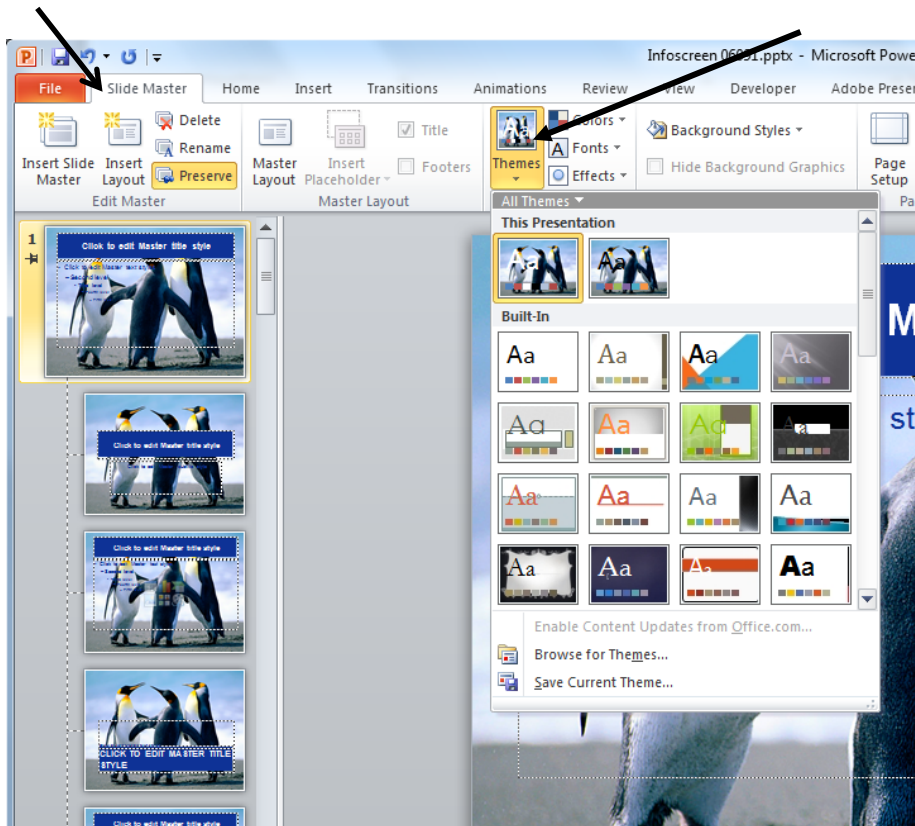
3. Click **Close** to return to the master slide. (You can click Preview to view before you click on the OK button.)

Applying slide designs

(In slide master view)

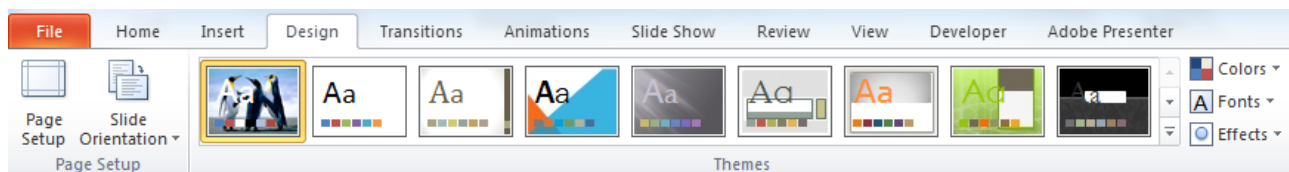
MS PowerPoint provides you with a quick and easy way of setting the background, font style, font colour and font size etc.

1. **Slide Master Tab > Themes**, Select the design you wish to use



(In normal view)

1. **Design Tab > Themes**, Select the design you wish to use



Note: You can right click in the Themes pane (Normal View) and select **Apply to All Slides**

