

# 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. 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 slides in the presentation (except on the TITLE slide if need be).

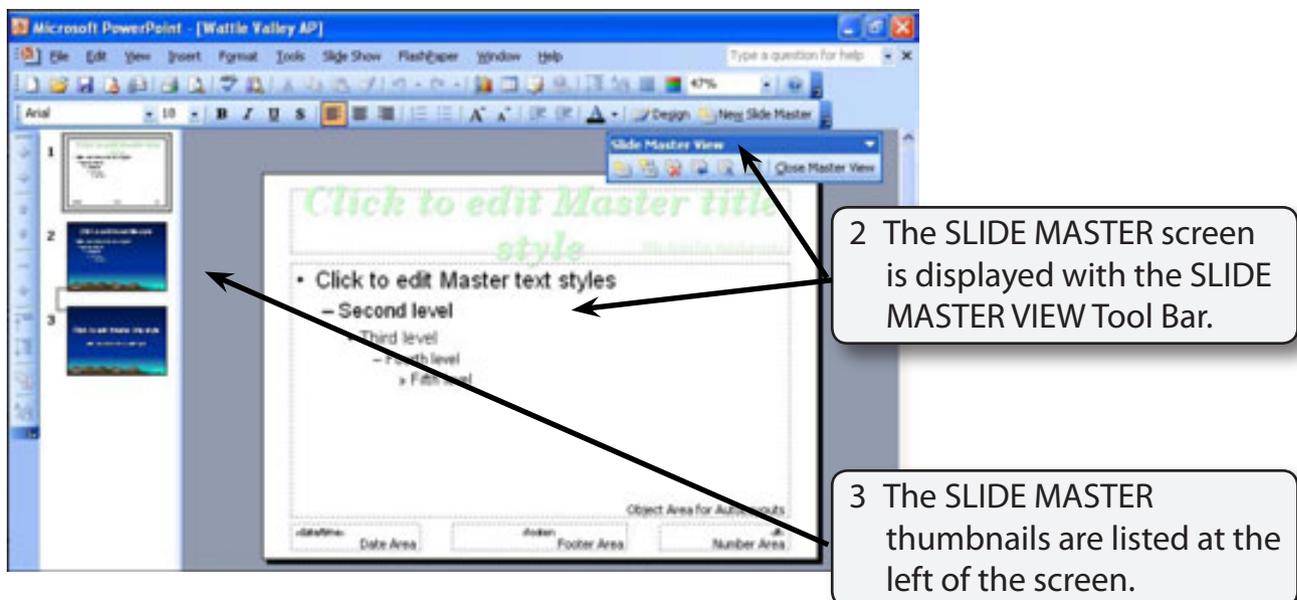
By applying one of the DESIGN TEMPLATES you are actually setting slide master and the SLIDE MASTER VIEW allows you to make adjustments to that template. To see some of the many advantages of using the SLIDE MASTER VIEW you will adjust the title text, add some navigation buttons and some footer items to your Wattle Park Animal Park presentation.

## Loading the Presentation

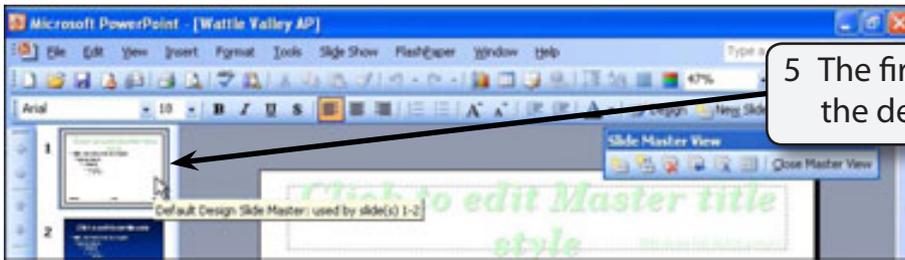
- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Display the FILE menu and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

## Looking at the Slide Master View

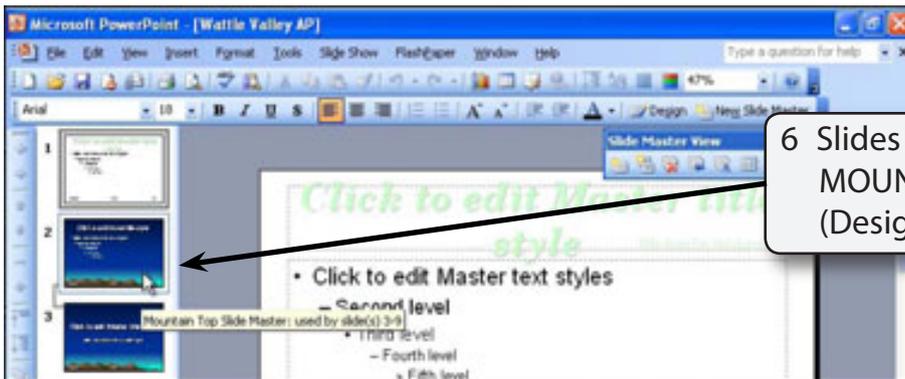
- 1 Display the VIEW menu, highlight MASTERS and select SLIDE MASTER.



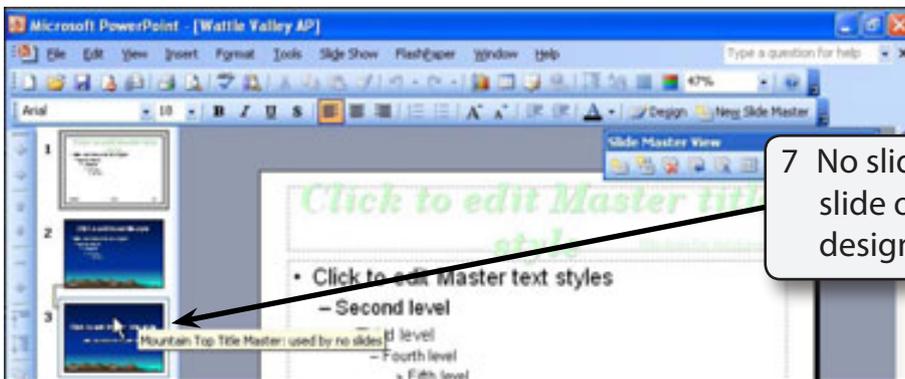
4 Two different SLIDE MASTERS have been used in the presentation.



5 The first two slides were set to the default master page.



6 Slides 3 to 9 were set to the MOUNTAIN TOP master page (Design Template).



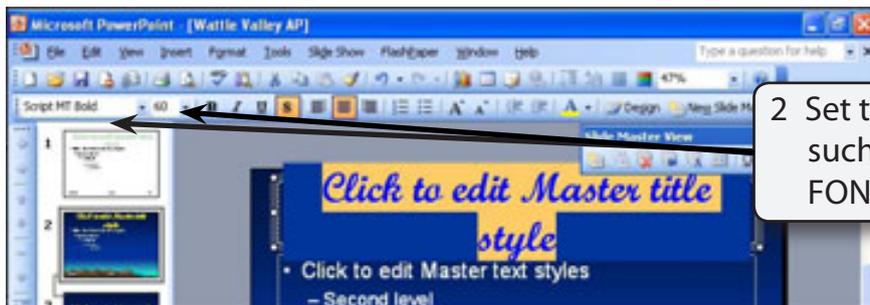
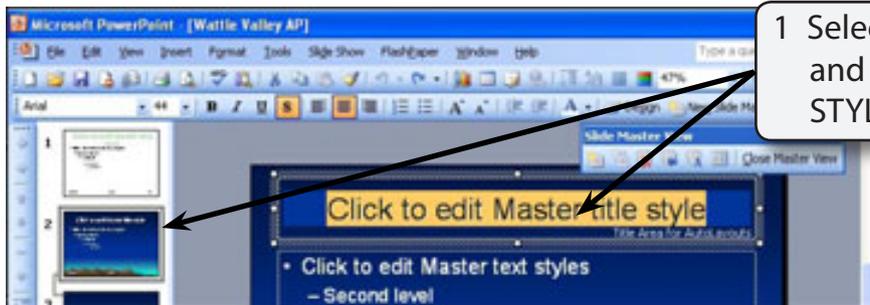
7 No slides were set to the TITLE slide of the MOUNTAIN TOP design template.

**NOTE:** Design Templates have two master slides associated with them. One slide for the TITLE (usually the first slide) and a second for all the other slides. Notice that there is a LINK connected to the thumbnails to indicate that they are a MASTER GROUP. You can set up multiple master groups.

## Modifying Slide Masters

Let's modify some parts of slides 3 to 9 using their slide master.

### A The Title Text

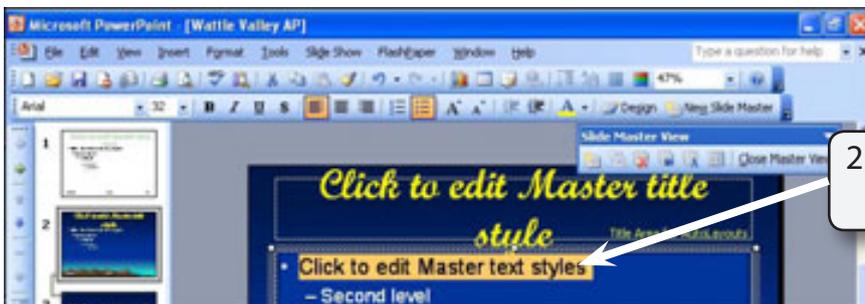


**NOTE:** The font may not have changed on some systems, but the size will have. Setting the font manually for each slide can override the SLIDE MASTER SETTINGS. We would need to set the font on each slide back to the default font (Arial) to be able to alter it in SLIDE MASTER VIEW.

## B Text Frames

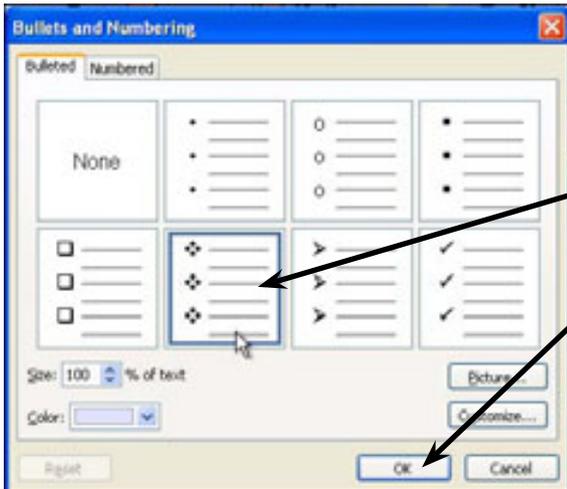
Each text frame can be altered. Let's change the bullets.

- 1 Return the screen to SLIDE MASTER VIEW. You can use the VIEW menu - MASTER - SLIDE MASTER or hold down the SHIFT key and click on the NORMAL VIEW button at the bottom left of the screen.



2 Click on the first bullet text line.

- 3 Display the FORMAT menu and select BULLETS AND NUMBERING.



4 Select the PAW PRINT bullet and click on OK.



5 Turn on the RULER (VIEW menu) and move the lower left triangle to the right to about 2 cm to increase space between the bullet and its text.