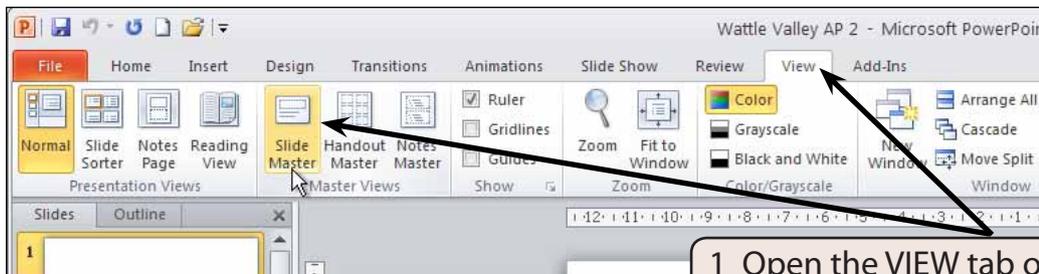# Slide Masters

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 settings set to the SLIDE MASTERS so a copy of the Wattle Park presentation has been prepared for you without any text formats.
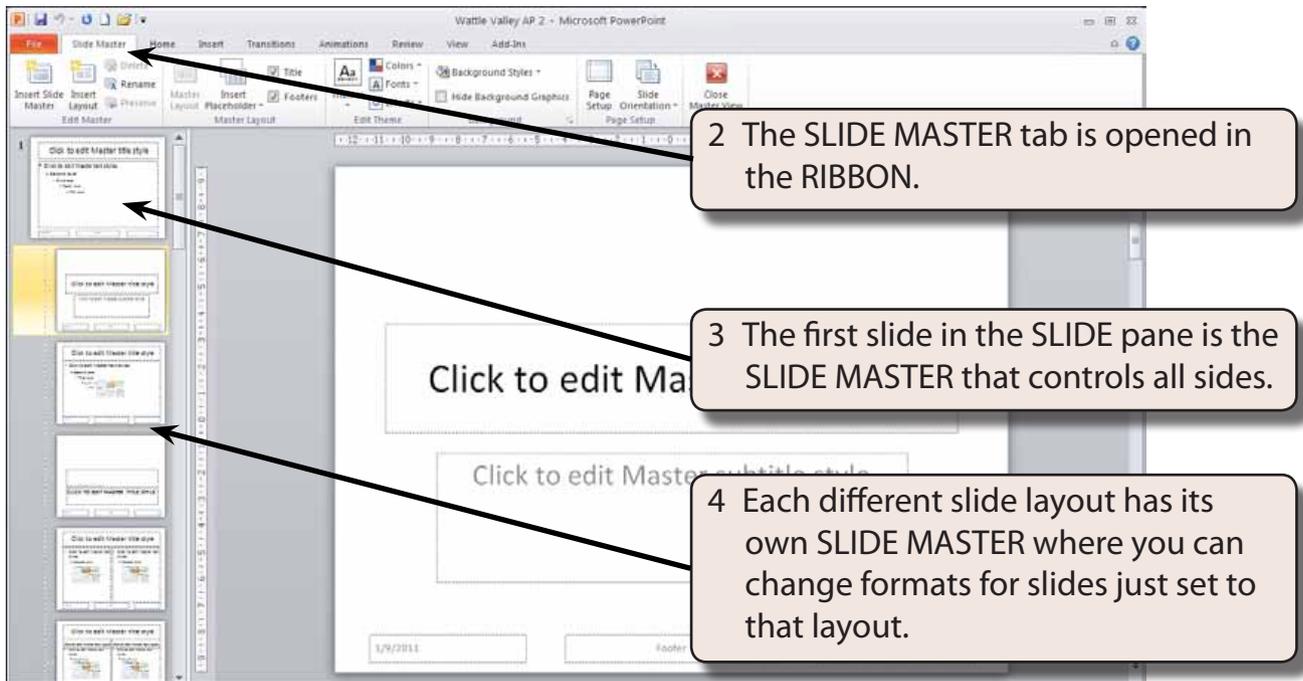
Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation.

2   Click on the FILE tab and select OPEN.

3   Access the PP2010 SUPPORT FILES, open the CHAPTER 14 folder and open the WATTLE VALLEY AP 2 file.

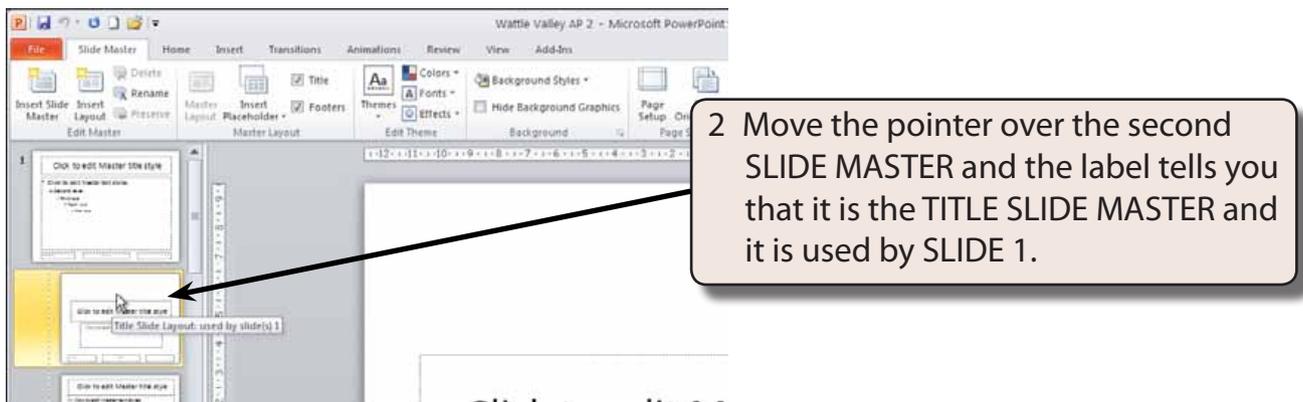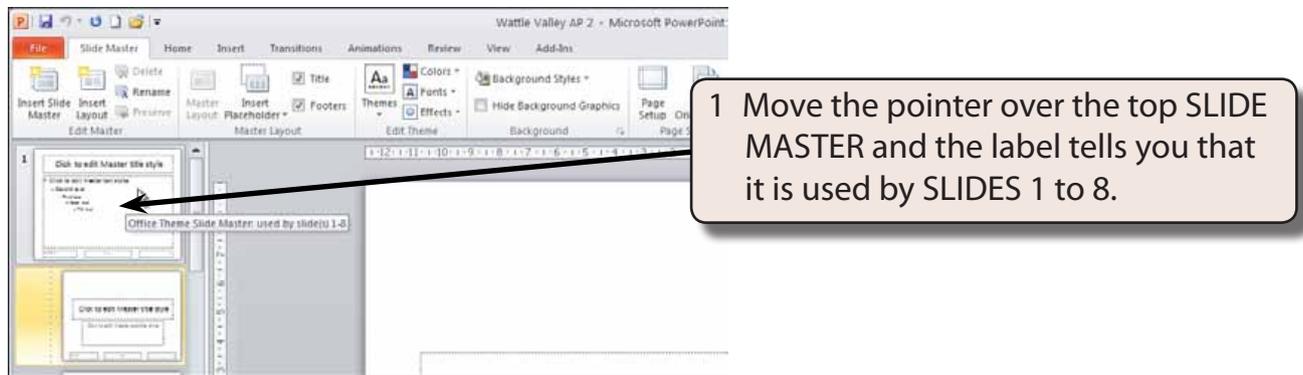4   Save the presentation in your STORAGE folder under the same name.
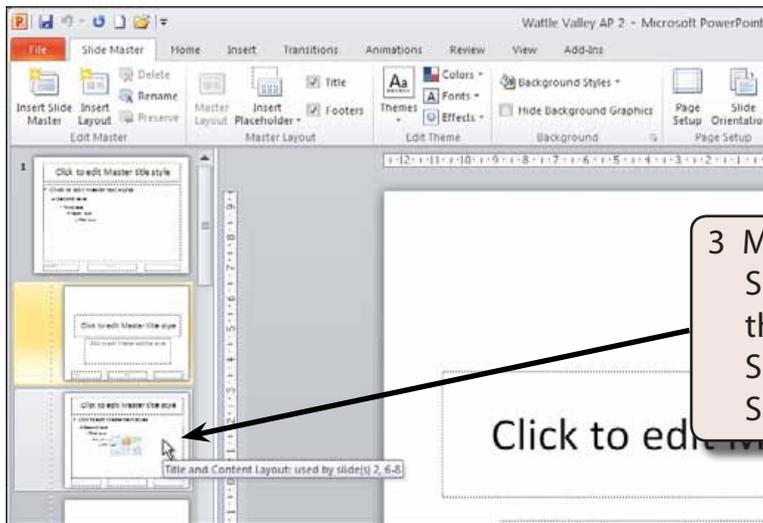
Opening the Slide Master View

1   Open the VIEW tab of the RIBBON and click on the SLIDE MASTER icon.

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 and the label tells you that it is used by SLIDES 1 to 8.

2 Move the pointer over the second SLIDE MASTER and the label tells you that it is the TITLE SLIDE MASTER and it is used by SLIDE 1.
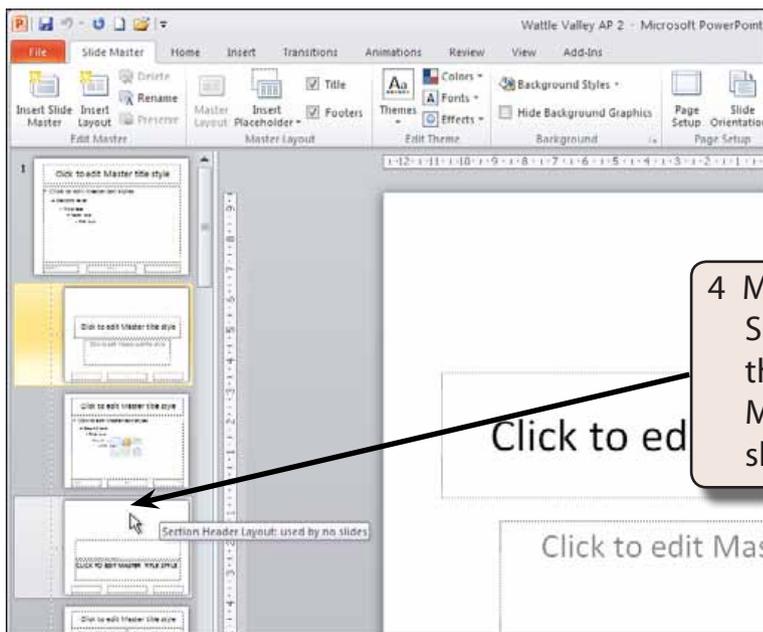
3 Move the pointer over the third SLIDE MASTER and the label tells you that it is the TITLE AND CONTENT SLIDE MASTER and it is used by SLIDES 2, 6, 7, and 8.
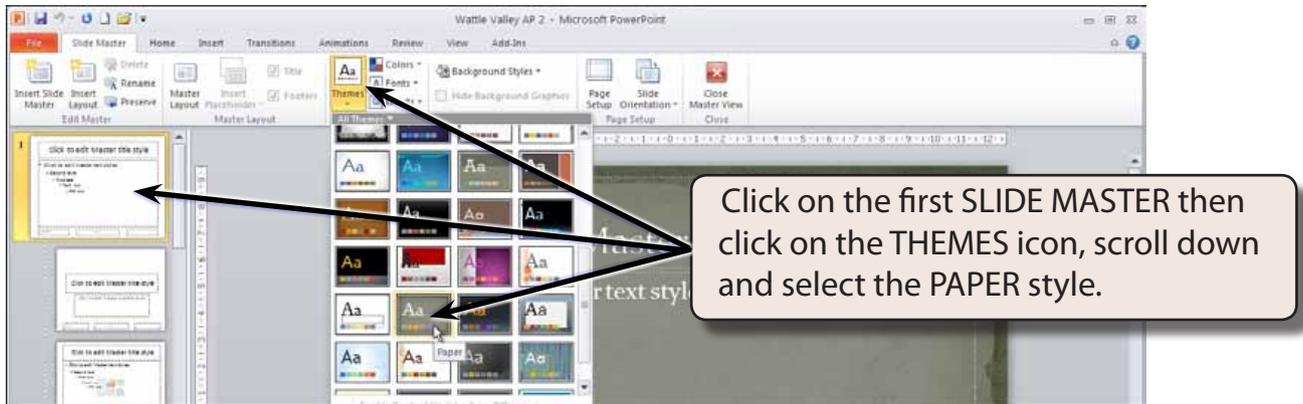

4 Move the pointer over the fourth SLIDE MASTER and the label tells you that it is the SECTION HEADER SLIDE MASTER and it is not used by any slides.

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

Applying a Theme

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

Click on the first SLIDE MASTER then click on the THEMES icon, scroll down and select the PAPER style.

> **NOTE:** You can use the COLOURS and FONTS icons in the EDIT THEMES groups of the SLIDE MASTER tab to apply colour and font themes to the slides if you wish.

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

1 With the MASTER SLIDE selected, click on the border of the top placeholder to select it.