

Slide Masters

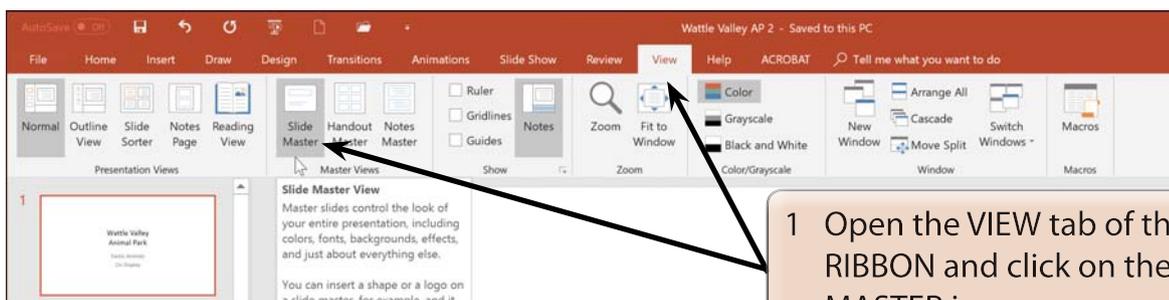
When you need to change the style of all the slides in a presentation you do not want to have to go to each slide and make those changes. PowerPoint lets you change the formats of all slides using the SLIDE MASTER VIEW. This also helps you ensure consistency throughout your presentation. For example, 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 and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to the PP2019 SUPPORT FILES, open the CHAPTER 14 folder and open the WATTLE VALLEY AP 2 file.
- 4 Click on the FILE tab, select SAVE AS, browse to your STORAGE folder and save the presentation under the same name.

Opening the Slide Master View



2 The SLIDE MASTER tab is added to the RIBBON.

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

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

Click to edit Master text styles

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - » Fifth level

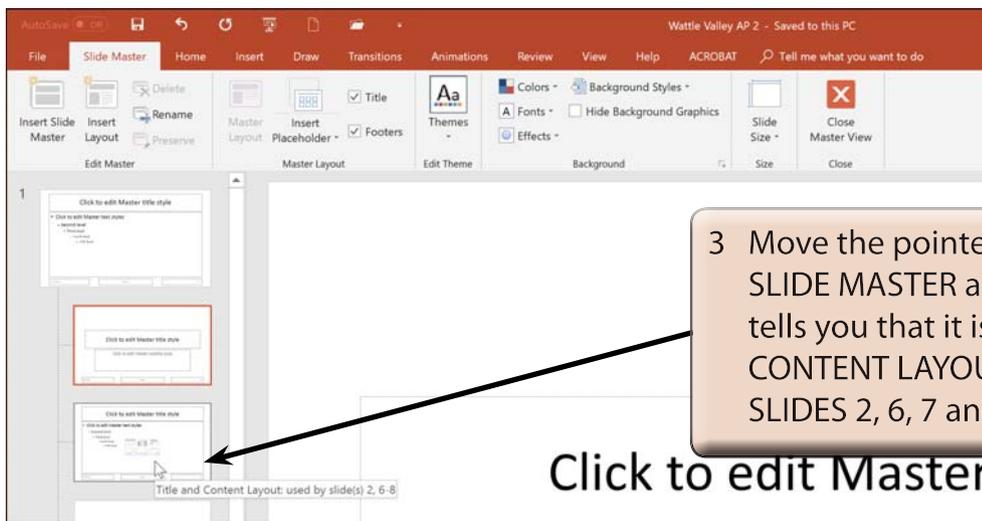
Looking at the Slide Masters

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

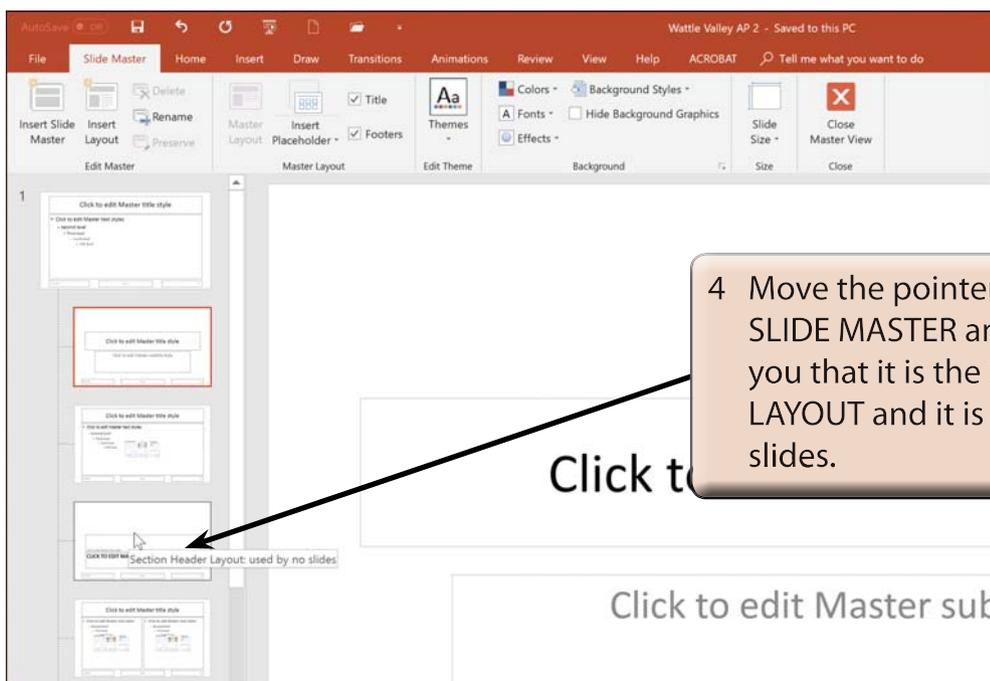
Office Theme Slide Master: used by slide(s) 1-8

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

Title Slide Layout: used by slide(s) 1



The screenshot shows the PowerPoint Slide Master view. The ribbon includes File, Slide Master, Home, Insert, Draw, Transitions, Animations, Review, View, Help, and ACROBAT. The Slide Master tab is active, showing options like Insert Slide Master, Insert Layout, Delete, Rename, Master Layout, Insert Placeholder, Title, Footers, Themes, Colors, Background Styles, Hide Background Graphics, Slide Size, and Close Master View. On the left, a list of slide masters is shown. The third slide master is selected, with a red box around it. A tooltip below it reads "Title and Content Layout: used by slide(s) 2, 6-8". A callout box with an arrow pointing to this slide master contains the text: "3 Move the pointer over the third SLIDE MASTER and the label tells you that it is the TITLE AND CONTENT LAYOUT and it is used by SLIDES 2, 6, 7 and 8." Below the slide master list, the text "Click to edit Master" is visible.



The screenshot shows the PowerPoint Slide Master view, similar to the previous one. The ribbon and Slide Master tab are the same. In the list of slide masters on the left, the fourth slide master is selected, with a red box around it. A tooltip below it reads "Section Header Layout: used by no slides". A callout box with an arrow pointing to this slide master contains the text: "4 Move the pointer over the fourth SLIDE MASTER and the label tells you that it is the SECTION HEADER LAYOUT and it is not used by any slides." Below the slide master list, the text "Click to edit Master" is visible.

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

Setting the Background of the Slides

A background and colour scheme can be applied to all the slides. This can be one of the themes that PowerPoint provides or a custom background that you create. In this case a custom background will be created.



NOTE: You can use the COLOURS, FONTS and EFFECTS icons in the BACKGROUND group of the SLIDE MASTER tab to apply colour, font and effect themes to the slides.



3 The FORMAT BACKGROUND TASK PANE is opened. It allows you to customise the background using fill colours, gradients, pictures, textures, patterns and effects. In this case a simple gradient will be applied.