

CHAPTER 8

SLIDE MASTERS



INFocus

WPL_P816

A **slide master** controls the overall appearance, such as formatting and design, of each slide layout, and therefore each slide in your presentation. When you modify the slide master within your presentation, the changes will be applied to every slide layout. All templates contain at least one slide master.

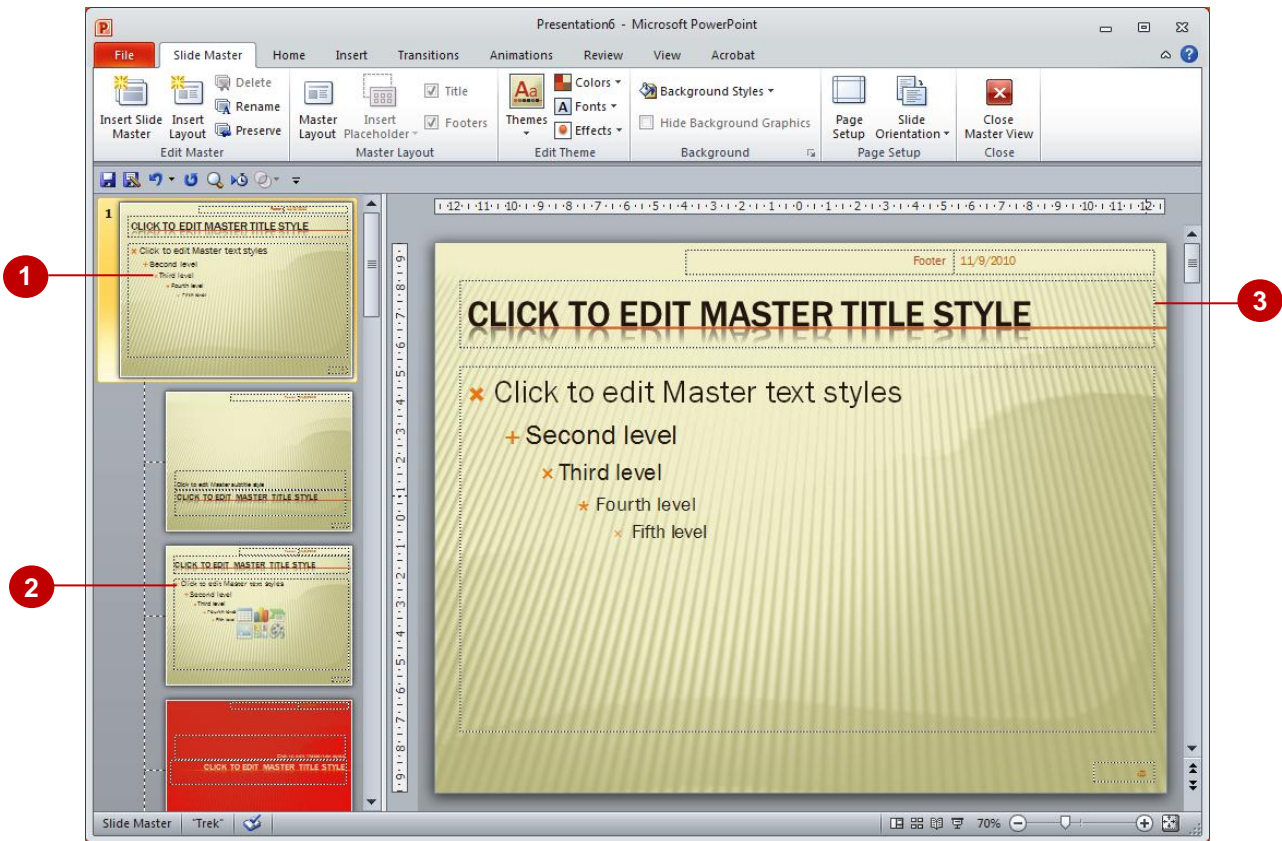
In this session you will:

- ✓ gain an overview of slide masters
- ✓ learn how to view the slide masters
- ✓ learn how to modify the master font
- ✓ learn how to modify bullets
- ✓ learn how to insert an image
- ✓ learn how to insert slide numbers.

UNDERSTANDING SLIDE MASTERS

A **slide master** controls the overall appearance of each **slide layout**. You can use the slide master to make global changes to your presentation, such as changing the font or

inserting a footer across all slides. Any changes to the master will be applied to each slide layout, which will then be applied to all slides across your presentation based on those slide layouts.



Viewing Slide Masters

To modify and work with the slide master, as well as each slide layout, you need to be in **Slide Master View**. The example above shows a new, blank presentation based on an existing theme in **Slide Master View**.

- 1 **Slide Master** Each template in PowerPoint contains at least one slide master, and changes made to the slide master will also be applied to each slide layout.
- 2 **Layouts** Each slide master contains a range of **slide layouts**. The **Office Theme Slide Master**, for example, includes 11 layouts, such as the **Title Slide Layout** and **Title and Content Layout**. These layouts appear indented and below the slide master.
- 3 **Placeholders** The slide master, as well as each slide layout, contains a range of **placeholders** that hold text, such as the title, footer and the date, as well as objects, such as images, tables and charts. When you modify the **title placeholder** on the slide master, for example, the change will be applied to all slide layouts that contain a title placeholder. If the slide master does not contain a particular placeholder, such as a content placeholder (for images and the like), you will need to modify the content placeholder on the relevant slide layout.

VIEWING THE SLIDE MASTER

To display and work with slide masters, you need to be in **Slide Master** view. In Slide Master view you can see the slide master as well as each slide layout for that master in the **Slides** pane. To

work with the slide master or a particular slide layout, click on the master or layout in the **Slides** pane to display it in the **Slides** window.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file P816 Slide Masters_1.pptx...

1 Click on the **View** tab, then click on **Slide Master** in the **Master Views** group

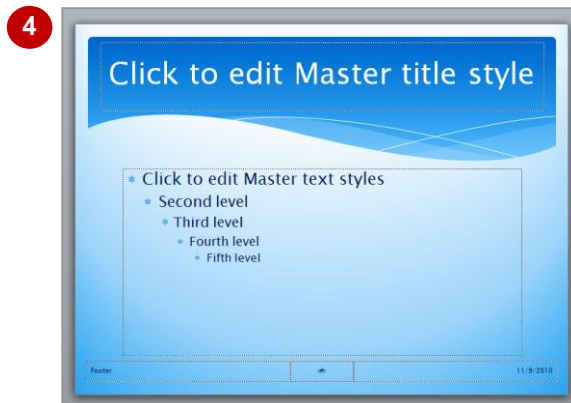
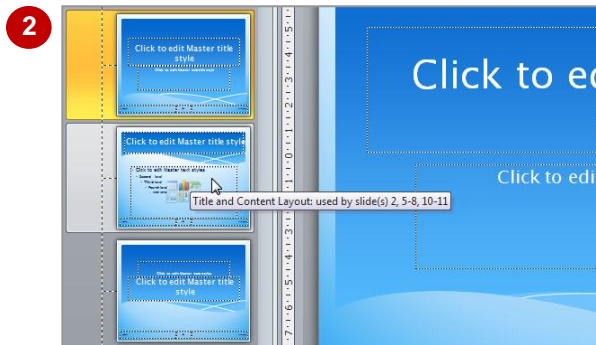
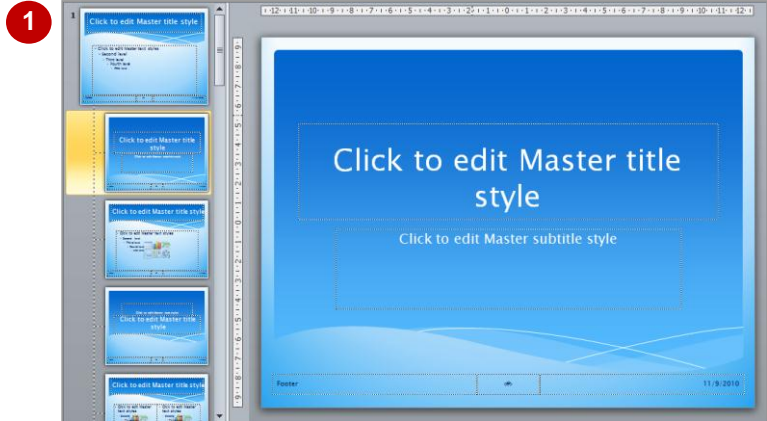
By default the **Title Slide Layout** is selected in the **Slides** pane and displayed in the **Slides** window...

2 Hover over the selected slide layout in the **Slides** pane to display the **tool tip**

The **tool tip** shows the layout type used as well as which slides in the presentation have that layout applied...

3 In the **Slides** pane, hover over the slide below the selected slide to display the slide layout type as well as which slides in the presentation this layout is applied to

4 Click on the slide master in the **Slides** pane (**Waveform Slide Master**) to display the **Slide Master** in the **Slides** window, ready for editing



For Your Reference...

To **view** the **slide masters**:

1. Click on the **View** tab, then click on **Slide Master** in the **Master Views** group
2. Click on the slide master or relevant slide layout to edit

Handy to Know...

- In addition to **Slide Masters**, PowerPoint also provides the **Handout Master** and **Notes Master** in the **Presentation Views** group on the **View** tab. These let you edit the design and layout of the printed handouts and notes pages.

CHANGING THE MASTER FONT


When you make changes to the font on the slide master, such as the title or footer placeholders, for example, the changes will be applied to all slide layouts that contain those particular

placeholders. The changes will also be applied to the slides in your presentation. The easiest way to change the master font is to apply a different set of theme fonts.

Try This Yourself:

Same File Continue using the previous file with this exercise...

1 Click anywhere in the **title** placeholder in the **Slides** window

2 Click on **Fonts**  in the **Edit Theme** group, then scroll down and click on **Opulent** to apply this font theme


The font in both the title and text placeholders has changed to Trebuchet MS. Let's check...

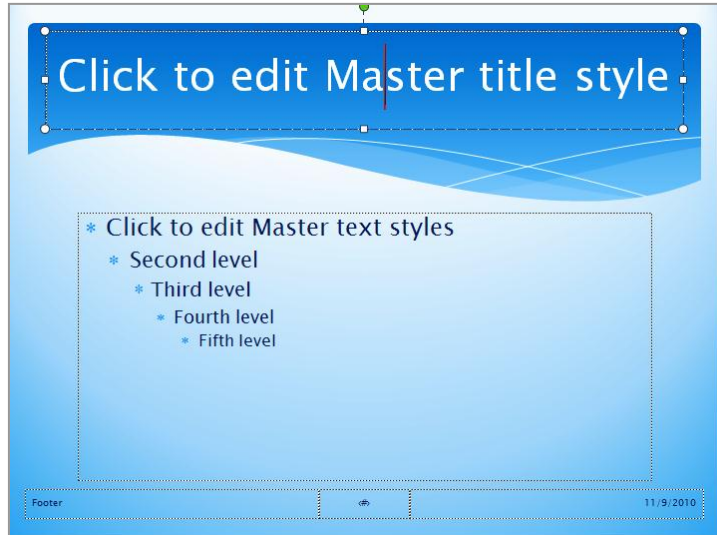
3 Click on the top bullet in the text placeholder, then click on the **Home** tab

Notice that Trebuchet MS appears in the Font group...

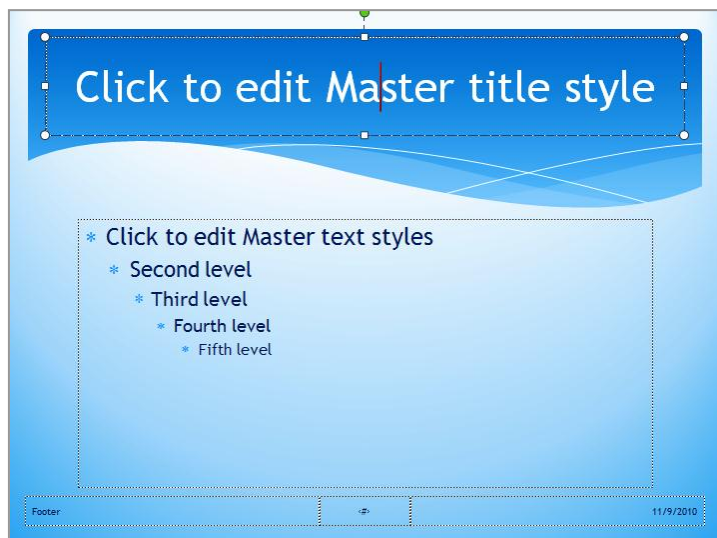
4 Click on any slide layout in the **Slides** pane to view it in the **Slides** window

All slide layouts have been modified with the applied font theme...

5 Click on the **Slide Master** tab, then click on **Close Master View**  in the **Close** group to return to the presentation, then scroll through the presentation to view the result




1



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For Your Reference...

To **change** the **master font**:

1. Display the **Slide Master** in **Slide Master View**
2. Click in either the title or text placeholder
3. Click on **Fonts**  in the **Edit Theme** group and select a theme font

Handy to Know...

- You can change the font for a slide layout. This will only affect that slide layout and any slides based on that layout. To do this, click on the desired slide layout in the **Slides** pane, click on the **Home** tab, then apply a different font, font size and style as required using the commands in the **Font** group.

MODIFYING BULLETS

The **bullets** used in a presentation are based on the applied theme, but you can change the default bullet used. Bullets vary in shape, from simple dashes to works of art. You can use

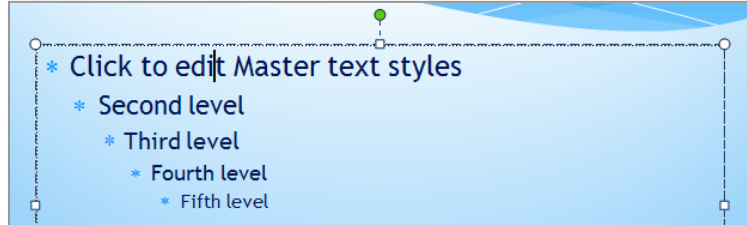
specific bullets to emphasise the topic of your presentation, such as using ticks or crosses. You can also change the colour and size of the bullet as desired.

Try This Yourself:

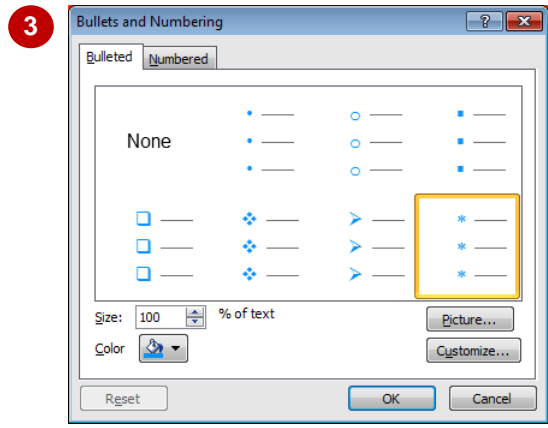
Same File

Continue using the previous file, or open P816 Slide Masters_2.pptx...

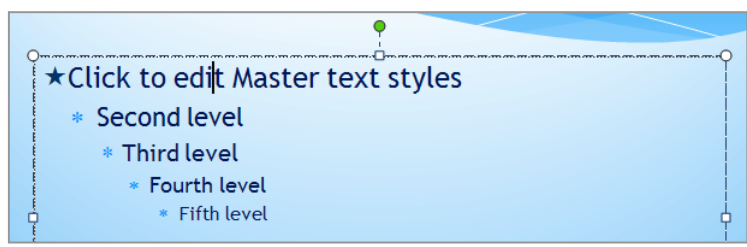
- 1 Click on the **View** tab, then click on **Slide Master** in the **Master Views** group to display **Slide Master View**
- 2 Click on the slide master in the **Slides** pane to display it in the **Slides** window, then click on the top level bullet in the text placeholder to make it active
We'll change the bullet type and colour...
- 3 Click on the **Home** tab, then click on the drop arrow for **Bullets** and select **Bullets and Numbering** to open the **Bullets and Numbering** dialog box
- 4 Click on **Colour** to display the colour palette, then click on **Blue, Accent 1, Darker 50%** to apply this colour
- 5 Click on **[Customise]** to open the **Symbols** dialog box
- 6 Click on the drop arrow for **Font** and select **Wingdings**, then scroll to locate and click on the five-pointed star ★, then click on **[OK]**
- 7 Click on **[OK]** to apply the changes



2



3



7

For Your Reference...

To **modify** the **bullet**:

1. Click on the **Slide Master** in **Slide Master View**, then click on the desired bullet level
2. Click on **Bullets** on the **Home** tab, then select **Bullets and Numbering**
3. Make the required changes, then click on **[OK]**

Handy to Know...

- Once you've modified the top-level bullet, you can apply the same changes to the remaining bullets without having to repeat each step. To do this, make the change to the top-level bullet, then click in the second-level bullet and press **[Ctrl] + [Y]**. This will repeat your last action.

INSERTING AN IMAGE





You can insert images onto the slide master that will appear on every slide. This is most common where you want to insert your organisation's logo, for example, such as to protect the ownership of

the content or for promotional reasons. Images are inserted on the slide master using the same method as inserting images onto slides, and can also be edited once inserted.

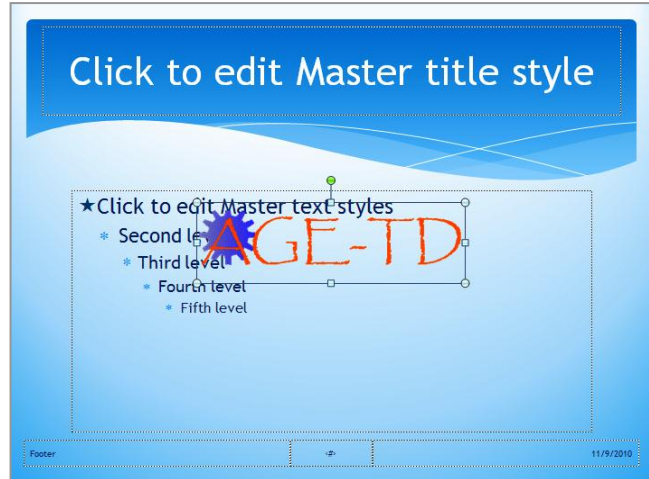
Try This Yourself:

Same File

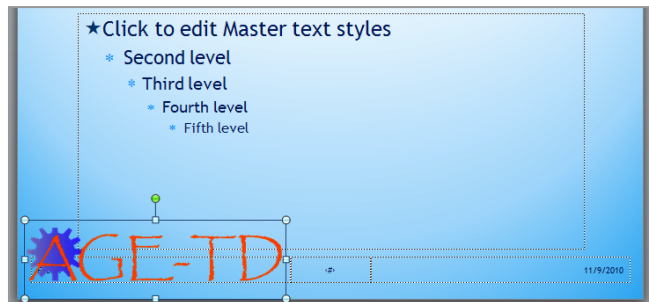
Continue using the previous file with this exercise, or open P816 Slide Masters_3.pptx...

- 1 Ensure that the **slide master** is displayed in the **Slides** window in **Slide Master View**
- 2 Click on the **Insert** tab, then click on **Picture**  in the **Images** group to open the **Insert Picture** dialog box
- 3 Navigate to the course files folder, click on **Alpheius Transport.gif**, then click on **[Insert]** to insert the image onto the slide master
We'll position and resize the image...
- 4 Click on and drag the image into position, as shown and release the mouse button
- 5 Click on the down arrow  for **Height** in the **Size** group until the **height** is **1.5 cm** (the **width** will be **5 cm**)
- 6 With the image selected, use the  to position the image as shown
- 7 Click on **Normal**  in the **Status** bar to return to **Normal** view, then scroll through the presentation to view the result
The image appears on all content slides

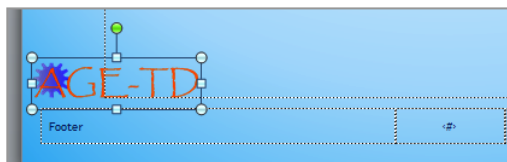
3



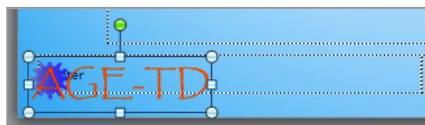
4



5




6




For Your Reference...

To **insert** an **image** into a **slide master**:

1. Display the **Slide Master** in **Slide Master View**
2. Click on **Picture**  in the **Illustrations** group on the **Insert** tab
3. Select the image, then click on **[Insert]**

Handy to Know...

- If you find yourself adding a corporate logo to lots of presentations, why not create your own personal **slide master**? To do this, click on **Insert Slide Master**  in the **Edit Master** group on the **Slide Master** tab. Save it as a new **template** and then create all of your presentations from this template.

INSERTING SLIDE NUMBERS






It may be useful to include slide numbers on each of your slides, particularly when they need to be printed out. Numbering slides can help you to keep your slides organised. The position of the

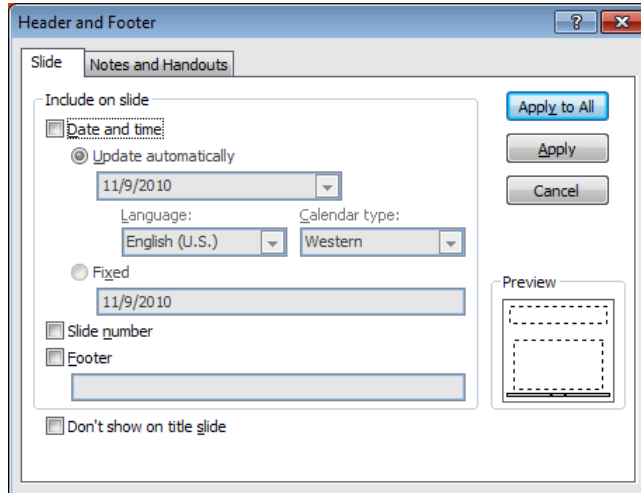
slide number on the slide is determined by the position of the slide number placeholder on the slide master. However, the placeholder can easily be repositioned.

Try This Yourself:

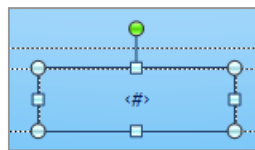
Same File

Continue using the previous file with this exercise, or open *P816 Slide Masters_4.pptx...*

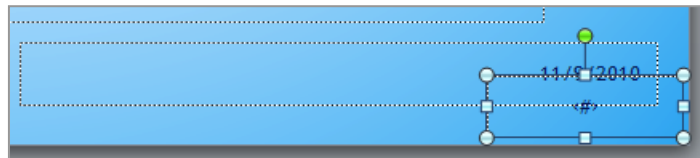
- 1 Click on the **Insert** tab, then click on **Header & Footer**  in the **Text** group to open the **Header and Footer** dialog box
We'll turn on slide numbering so that each slide will be numbered...
- 2 Click on **Slide number** so that it appears with a tick, then click on **[Apply to All]**
Now we'll edit the slide master number placeholder....
- 3 Click on the **View** tab, then click on **Slide Master**  in the **Master Views** group, then click on the **Slide Master**
- 4 Click on the page number symbol **<#>** to activate the placeholder, then click on the placeholder border to select the placeholder
- 5 Use the  and  keys to position the placeholder, as shown
- 6 Click on **Close Master View**  in the **Close** group to return to **Normal** view, then scroll through the presentation to view the result



1




4



5

For Your Reference...

To **insert slide numbers**:

1. Click on the **Insert** tab, then click on **Header and Footer**  in the **Text** group
2. Click on **Slide number**, then click on **[Apply to All]**
3. Display the slide master and edit the slide number placeholder as required

Handy to Know...

- You can also insert the date and time onto each slide using the options in the **Header and Footer** dialog box. To do this, click on the **Insert** tab, then click on **Header & Footer** in the **Text** group. Click on **Date and time** and apply the relevant settings, then click on **[Apply to All]**.

NOTES:

Lined area for notes, consisting of 18 horizontal lines within a vertical frame.