



PowerPoint Beyond Bullets: Working with the Slide Master

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Slide Master Overview

Although not readily apparent, all Microsoft software uses templates. In Word, this template is your normal.dot file. Every time you open Word, you are opening a preformatted word document – all you have to do is type. PowerPoint also uses a template, called the Slide Master, which comes with preset formatting for your presentation. Background graphics, text box positioning, text formatting, bullet formatting, color schemes, etc. are all examples of information that is stored on the Slide Master. Unfortunately, most people aren't aware it exists, so when they want to make a change to every slide in a presentation, it becomes a painstaking slide by slide effort. However, they could be making all those slides change at once, using the Slide Master.

Slide Master - Key Points

- The Slide Master makes it easy to change the look of text, background graphics, bullets, etc. rather than making changes on each individual slide.
- The Slide Master allows you to create a custom slide design that can be saved as a template and reused in future PowerPoint presentations you create.
- The text or formatting on any individual slide can be changed to override the design features in the Slide Master. This is called ‘manual formatting’.
- If you have one or two slides that need to be different than the rest, the Slide Master can be ‘turned off’. For example, you might have one or two slides that require a ‘blank’ background, but wish the rest to have a similar look and feel.
- Changes made to the Slide Master will not override any manual formatting that you applied to individual slides. For that reason, it is very important to set up all of your formatting and design parameters on the Slide Master *before* you start to add content to your presentation.

Slide Master Editing Basics

There are two ways to make global changes to your presentation and PowerPoint has some rules about which method works best to change certain features.

Editing The Slide Master Directly

You edit the Slide Master directly (View → Master → Slide Master) to do the following:

- Change the font or bullets style
- Insert a picture or graphic that you want to appear in the background of your presentation
- Change placeholder positions, size, and formatting
- Create a custom slide template from scratch

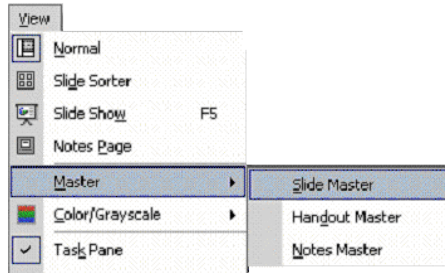
Background Edits Using The Slide Design Task Pane

Not all changes to the Slide Master should be made directly on the Slide Master. Changing backgrounds with the Slide Master can get tricky if you are using Color Schemes and Slide Designs. For this reason, some changes should be applied from menu commands. These include:

- Applying/Changing a design template (Format → Slide Design)
- Modifying/Customizing color scheme elements (Format → Slide Design . Click on ‘Color Schemes’ at the top or ‘Edit Color Scheme’ at the bottom of task pane)

Editing the Slide Master Directly

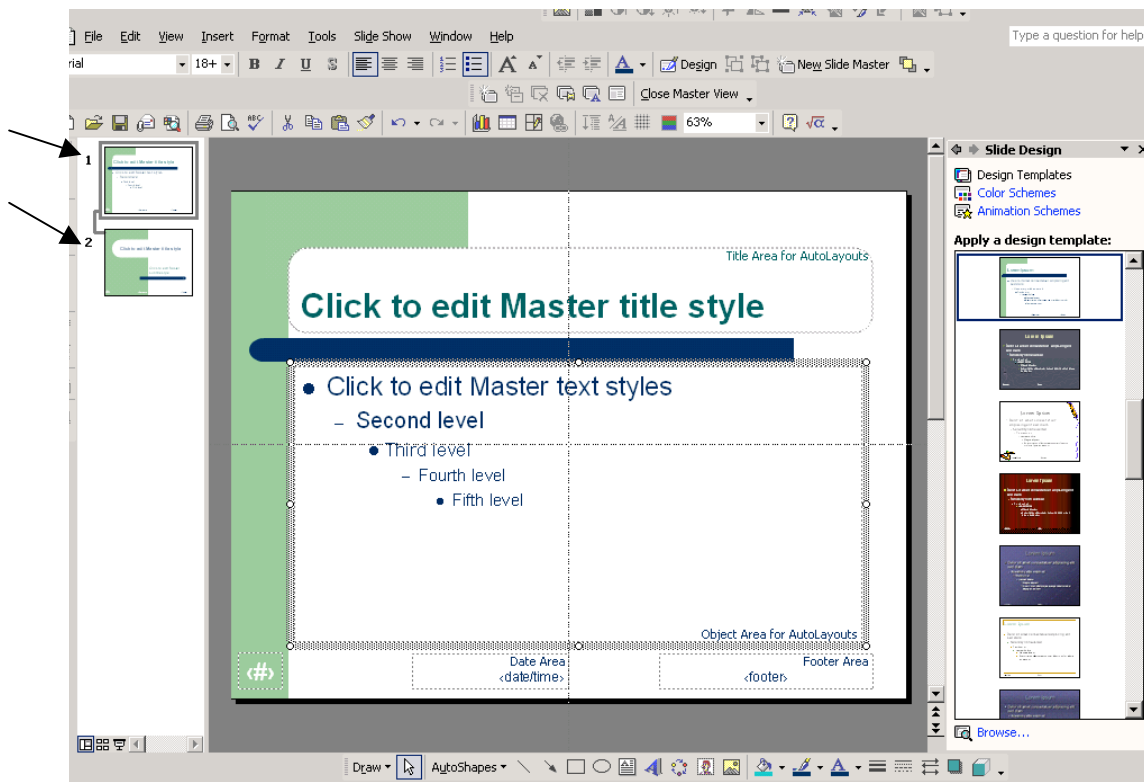
Slide Master View



Once you have applied a basic design template and color scheme, you can make modifications by going into **Slide Master View** and editing the template directly. To do this:

- Go to **Slide Master View**:
- Go to **View** → **Master** → **Slide Master**.

The slide master view appears. Notice that there are two slides in the slide sorter. The top slide (1) is the Slide Master. The bottom slide (2) is the Title Master. Changes made to the Title Master will only affect Title Slides.



Slide Master View

Change Text Attributes

- Select the Text you wish to change.
- Apply font size and style changes as needed.

Note: To change the color of all text, see 'edit color scheme' in the next section.

Change a Bullet Style or Color

- Highlight the Sentence or Sentences with bullets you want to change.
- Go to **Format** → **Bullets and Numbering**.
- Change the Bullet, Bullet Size, Bullet Color, etc.

Remove Bullets



- Highlight the sentence or sentences with bullets you want to remove.
- Click on the bullet button on the toolbar to remove the bullets .
(The bullet button toggles bullets on and off.)

Insert a Picture

- Go to **Insert** → **Picture**.
- Choose “From File” or “From Clip Art.”
- Find and insert the picture.
- Position the picture on the slide by clicking on it and dragging it. Be sure it is in a location where it will not interfere with text. Resize as necessary.

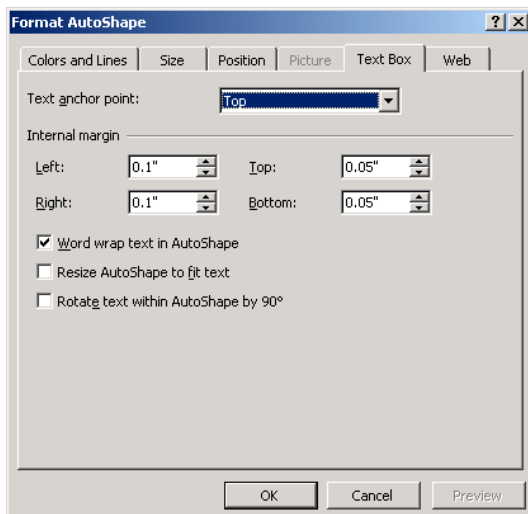
Remove or Reposition Text Placeholders

- Click into the placeholder.
- Click on the edge of the placeholder and hold to drag to a new position.
- Or press “**Delete**” on your keyboard to delete.

Resize a Text Placeholder

- Click on the placeholder to select it.
- Click on one of round “handles” on the edge and hold the mouse button down.
- Drag the mouse outward to stretch and inward to shrink the placeholder.

Adjust Text Positioning and Internal Margins on Placeholders



- Click into the Placeholder.
- Go to **Format** → **Placeholder**.
- Click on the “**Text Box**” Tab.
- Click on the dropdown arrow to anchor text to the Top, Middle, Bottom, or other specified position within the text box.
- Adjust internal margins as needed.

Background Edits Using The Slide Design Task Pane

Applying a Design Template

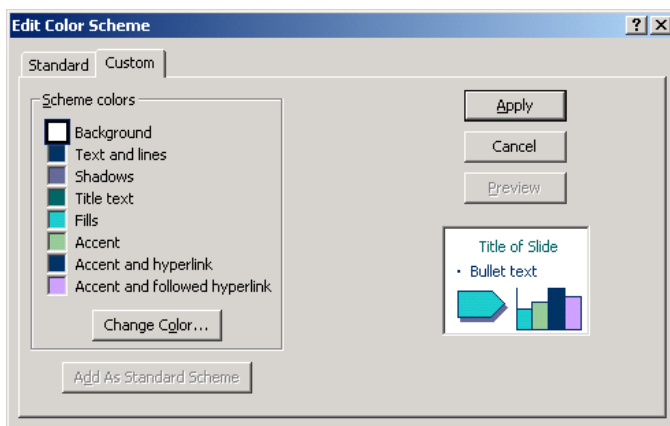
- Go to **Format** → **Slide Design**.
- In the *Slide Design Task Pane* that opens on the right side of your screen, Scroll and find the design style of your choice.
- Click on the thumbnail picture of the design to apply it to your presentation.

Choosing a Color Scheme for your Design Template

- Go to **Format** → **Slide Design**.
- Click on ‘**Color Schemes**’ at the top of the task pane on the right side of the screen.
- Click on your preferred color scheme to apply it to your presentation.

Editing/Modifying Color Schemes

- Click on ‘**Edit Color Scheme**’ at the bottom of the task pane.
- Make changes to the Text, Fills, Background, etc., as shown below:

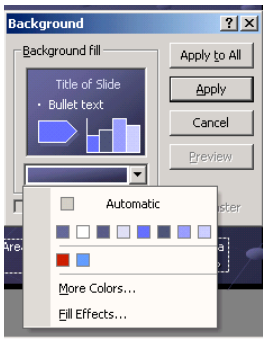


Note: There is no option to change bullet color. By default, bullets are the same color as text. Changing the ‘text and line’ color will also change the bullet color. Changing bullet color only must be done from the Slide Master.

Extra Credit! Creating a Custom Slide Template from Scratch

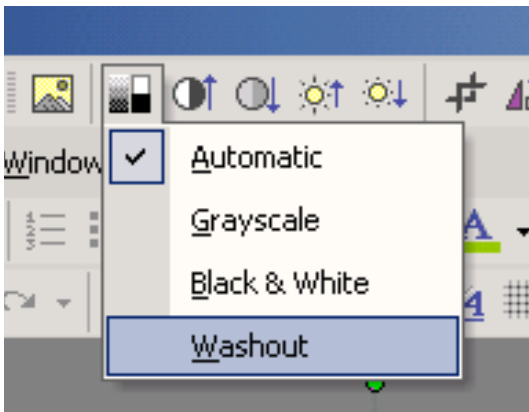
- Open a New PowerPoint Presentation.
- Go to **Format** → **Slide Design**.
- Select the Blank Slide Template.
- Set the Color Scheme for your Template. (See directions on page 5, above.)
- Open the Slide Master by going to **View** → **Master** → **Slide Master**.
- Create your masterpiece! Apply background and text formatting, insert pictures, format your bullets etc. Some tips for creative backgrounds are below.
- *Note: Be sure to format both the Slide Master and the Title Master.*

Apply a Custom Background Fill Effect



- On the Slide Master, Go to **Format** → **Background** and do one of the following:
- Select the background color if it appears as an option.
- Click on “**More Colors**” to see a full range of color choices.
- Click on “**Fill Effects**” to see a wide variety of color fill options.

Use a Faded (Washout) Picture as a Background



- On the Slide Master, Go to **Insert** → **Picture**.
- Choose “From File” or “From Clip Art.”
- Find and insert the picture.
- Resize the picture to fit the slide by clicking on it and dragging it.
- Double click on the picture to open the picture toolbar.
- If the toolbar does not appear on your screen, go to:
View→**Toolbars**→**Picture**
- Click on the ‘color’ button on the toolbar and select “Washout”

Saving your presentation as a template

When you have created the visual look you want, save it as a template.

- Go to **File** → **Save**.
- Give your presentation a name.
- At the bottom of the 'Save As' dialog box, select **Design Template (*.pot)**

The next time you open PowerPoint, the slide master from your custom presentation will appear in the slide design task pane, along with Microsoft's standard PowerPoint templates.

Note: Selecting 'Design Template' will automatically set the 'save in' location to the templates folder. Do not change this location. Saving it in the templates folder insures that the template will appear in your slide design task pane whenever you open PowerPoint on your computer.

