# 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 some or 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   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current file then display the FILE menu and select OPEN.

3   Browse to the PP2019 SUPPORT FILES, open the CHAPTER 14 folder and open the WATTLE VALLEY AP 2 file.

4   Display the FILE menu, select SAVE AS, browse to your STORAGE folder and save the presentation under the same name.

Opening the Slide Master View

1   Open the VIEW tab of the RIBBON and click on the SLIDE MASTER icon.
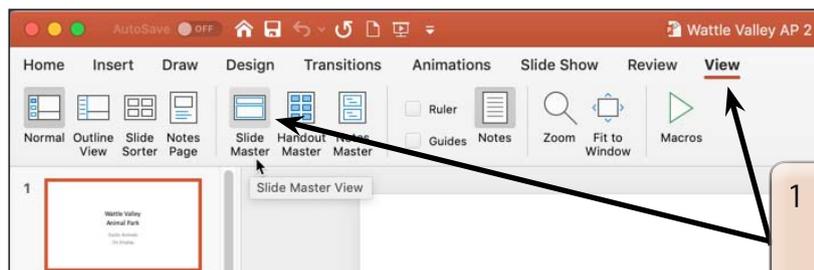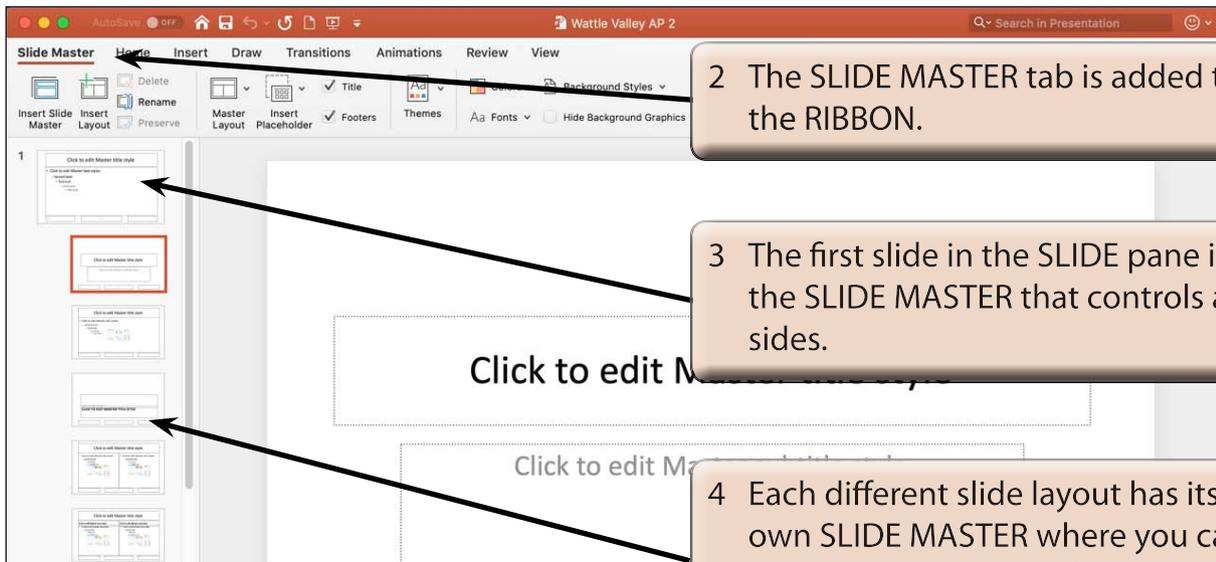
2　The SLIDE MASTER tab is added to the RIBBON.

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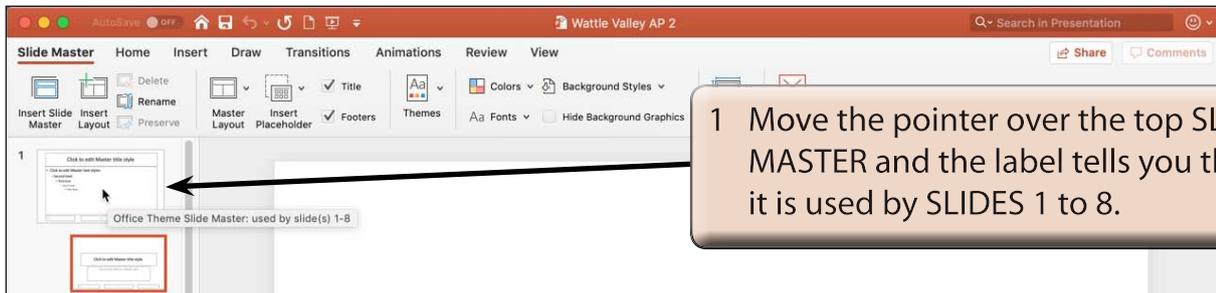
1　Move the pointer over the top SLIDE MASTER and the label tells you that it is used by SLIDES 1 to 8.
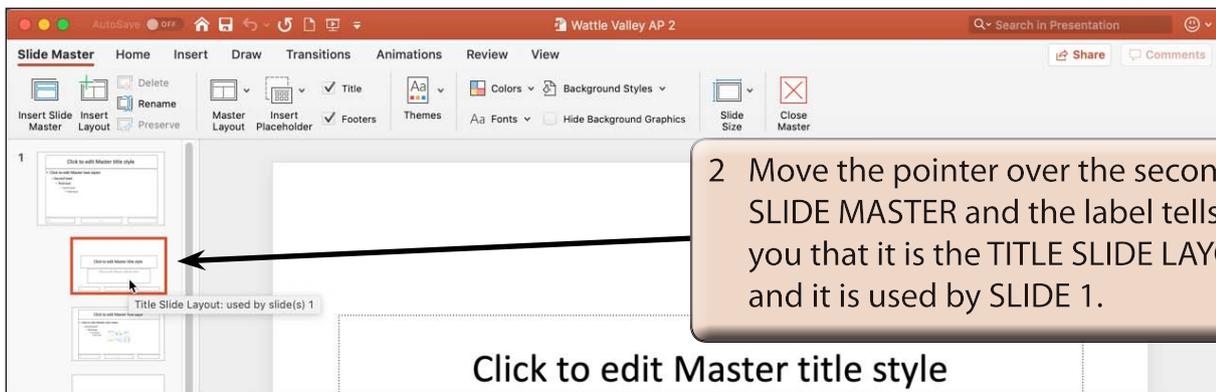
2　Move the pointer over the second SLIDE MASTER and the label tells you that it is the TITLE SLIDE LAYOUT and it is used by SLIDE 1.

3   Move the pointer over the third SLIDE MASTER and the label tells you that it is the TITLE AND CONTENT LAYOUT 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 LAYOUT and it is not used by any slides.
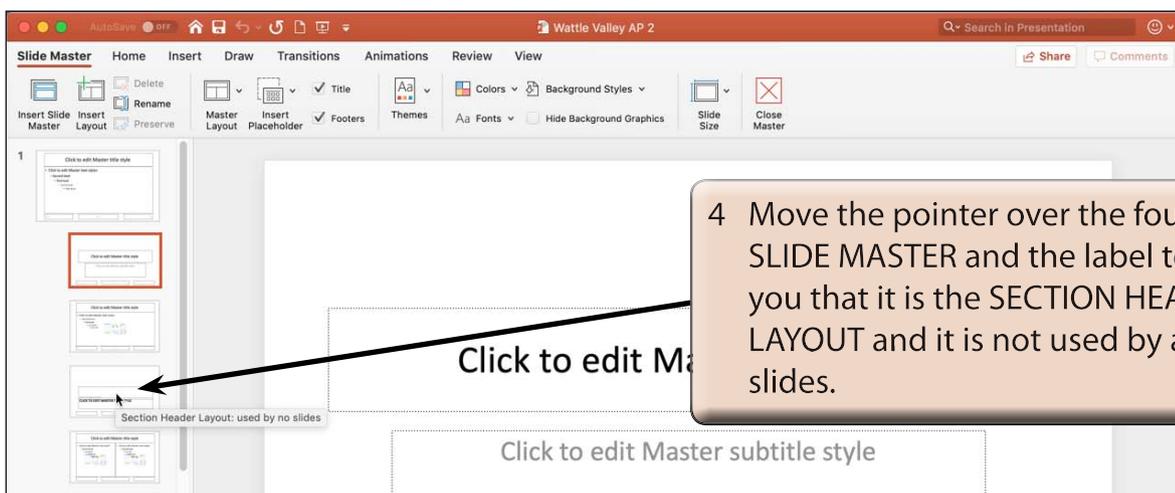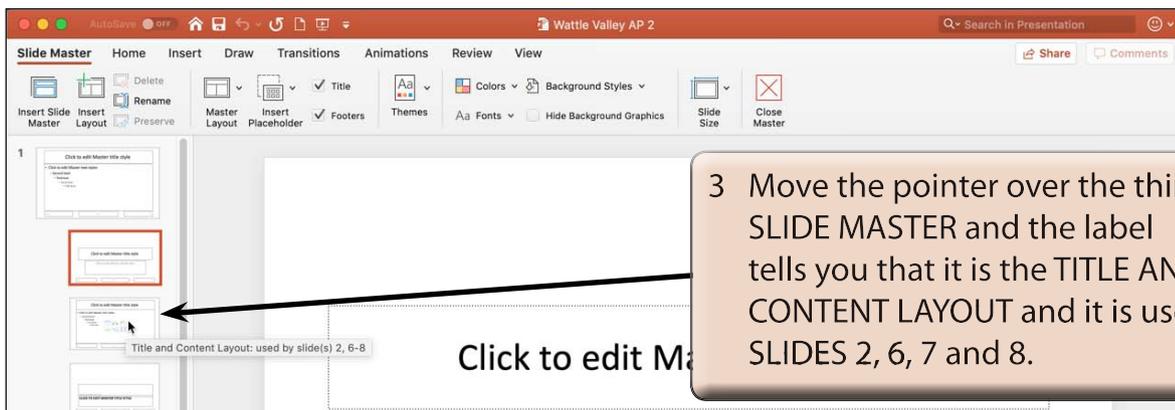
5   Move the pointer over the other SLIDE MASTERS and see which slides they control.

NOTE: For these activities we will be using the first slide master that controls all the slides in the presentation.

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.

1 Click on the first SLIDE MASTER thumbnail (you may need to scroll up the SLIDES pane) then click on the THEMES icon. A PowerPoint theme could be applied, but in this case leave the OFFICE THEME selected.

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

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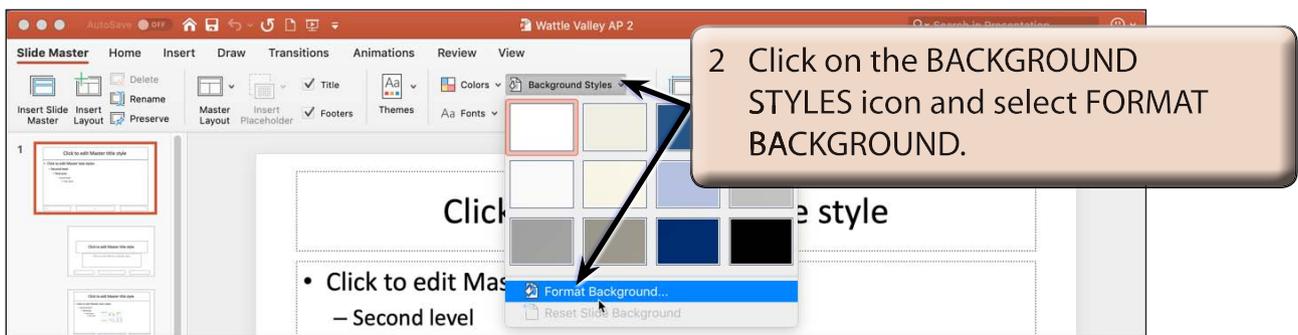
3   The FORMAT BACKGROUND TASK PANE is opened. It allows you to customise the background using fill colours, gradients, pictures, textures, patterns and effects. In this case a simple gradient will be applied.