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## Using Slide Master in Power Point

### Microsoft Power Point

#### Module 11 - Using Slide Master in Power Point

##### Meaning

In PowerPoint, using the Slide Master means utilizing a special view to control the layout, fonts, styles, and overall appearance of all slides in your presentation, ensuring consistency and ease of global design changes.

##### Features of using Slide Master:

**1. Central Control:**

Slide Master works like a main template. If you change something like the font, color, or background here, it will update on all slides that use it.

**2. Same Look Everywhere:**

It helps keep all your slides looking neat and matching each other, giving a clean and professional feel.

**3. Saves Time:**

You don't need to edit every slide one by one. Any changes in the Slide Master apply to many slides at once.

**4. Custom Layouts:**

You can design different types of slides (like title slides, content slides) and set where text or pictures should go.

**5. Matches Themes:**

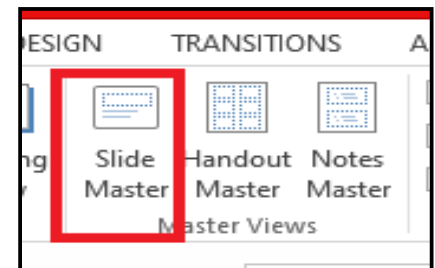
Slide Master works with themes, so you can easily give your presentation a specific style or color scheme.

##### How to use the Slide Master:

**1. Accessing Slide Master**

- Open your PowerPoint presentation.
- Go to the View tab on the Ribbon.
- Click on Slide Master in the Master Views section.

This will take you to the Slide Master view where you



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can edit the slide layouts.

**2. Understanding the Slide Master View**

- When you enter Slide Master view, you'll see:
  - The Slide Master (the top slide) that controls the overall design for your presentation.
  - Below it, you'll see layout slides. These are the different layouts for your slides (e.g., Title Slide, Content Slide, etc.).

**Key Points:**

- Changes made to the Slide Master will apply to all slides in the presentation.
- Changes made to the individual layout slides will apply only to slides that use that specific layout.

**3. Making Global Changes**

**a) Fonts and Text Styles:**

- Click on the Slide Master (the top slide).
- In the Ribbon, go to the Slide Master tab, and click Fonts to change the font style and size for your slides.
- You can also adjust font color or style directly on the master slide.

**b) Backgrounds:**

- On the Slide Master, click on Background Styles in the Ribbon to change the background color or add a background image.

**c) Adding Elements (e.g., Logos, Footers):**

- You can add text boxes, shapes, or images (like a logo) to the master slide. These will appear on all slides.
- For example, you could add a footer with the date or page numbers to appear on every slide.
- To insert a logo or image, go to the Insert tab and choose Picture.

**4. Customizing Layouts**

- To modify a specific layout (e.g., Title Slide, Content Slide), select the layout slide beneath the Slide Master.

**a) You can:**

- Adjust placeholder sizes (e.g., text boxes, content areas).



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## Using Slide Master in Power Point

- Change the layout design (e.g., adding new placeholders, shapes, or changing alignment).

- To add a new placeholder (for text, images, etc.), click Insert Placeholder in the Slide Master tab.

### 5. Applying Layouts to Individual Slides

- Once you've made changes to your Slide Master and layouts, go back to the normal slide editing view.

- To apply a specific layout to a slide:

- Select the slide you want to change.

- Go to the Home tab and click on Layout. Choose the layout you modified or created from the list.

### 6. Closing Slide Master

- Once you're finished with the Slide Master, click on Close Master View in the Slide Master tab to return to the regular slide editing mode.

### 7. Additional Tips

- Multiple Slide Masters: If you want to have different designs in different sections of your presentation, you can add another Slide Master by going to Insert > Slide Master. This allows you to create multiple sets of slide layouts.

- Consistency: All the changes you make in the Slide Master will be automatically applied to all slides that use those layouts, saving you time and keeping your slides consistent.

- Editing Themes: You can also apply a theme to the Slide Master by going to Design > Themes. This can change colors, fonts, and effects throughout the presentation.