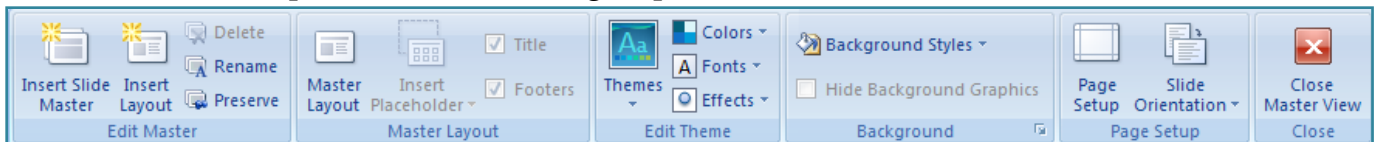


Changing the Slide Master

Displaying the Slide Master

The slide master is used to change the appearance of each instance of a slide element. If you apply a new design template, modify the color or size of the master text, or change the background color on the slide master, all slides reflect the change. If you add a graphic to the slide master, it appears on every slide. Likewise, if you modify the layout of the title master, the slides you've designated as title slides also change. To display the slide master, do the following:

- ❖ Click the **View Tab**.
- ❖ In the **Presentation Views Group**, click the **Slide Master** button.
- ❖ The **Master** slides for the open presentation will appear in the pane on the left.
- ❖ Click the **Slide Master** thumbnail.
- ❖ Do one of the following on the slide master:
 - ❖ The following adjustments can be made to a Slide Master.
 - Make another set of slide masters available to the presentation.
 - Add a new layout with the same background, title, and footer style.
 - Delete a layout.
 - Specify which placeholders will be displayed on a slide layout.
 - Select the theme for the master set.
 - Fine tune the theme for the master set.
 - Control the background color, font, texture, and graphics in the master slide.
 - Set the default page setup for the presentation.
- ❖ The table below provides a list of the groups.

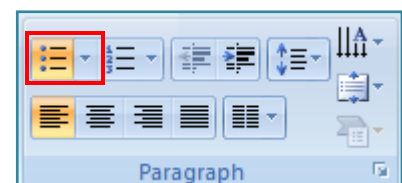


Group/Button	Description
Edit Master Group	
Insert Slide Master	This button is used to insert a new slide master into the presentation
Insert Layout	Use this button to add a custom layout to the Slide Master. This makes it easier to add slides with this layout to the presentation.
Delete	Click this button to remove a Slide Master from the presentation.
Rename	To change the name of a custom layout, click this button. The name will appear in the layout gallery when a new presentation is created.
Preserve	When working with the Slide Master, this button is used to preserve the master so that it remains with the presentation even if it isn't used.

Group/Button	Description
Master Layout Group	
Master Layout	This button is only available when the Slide Master (first slide thumbnail) is selected. If a placeholder is removed from the slide, this button is used to restore that placeholder.
Insert Placeholder	Click this button to add a new placeholder to a slide layout in Slide Master View. A list of different types of placeholders will be displayed.
Title	Use this option to show or hide the title placeholder.
Footers	To show or hide the footer placeholders, click this check box.
Edit Theme Group	
Themes Gallery	This button is used to change the overall theme for the presentation. A gallery of different themes will display from which a choice can be made.
Theme Colors	To change the overall color scheme for the presentation theme, click this button. A gallery of different colors will display.
Theme Fonts	Click this button to display a list of different font styles. Click any of the font styles to change the font for the Slide Master.
Theme Effects	Use this button to change the effects options for the presentation.
Background Group	
Background Styles	To change the background style for a Slide Master, click this button. A gallery of different background styles will display. Right-click any of the styles to display a list of additional options.
Hide Background Graphics	To remove all the background graphics from the Slide Master, place a check mark in this check box.
Page Setup Group	
Page Setup	Click this button to open the Page Setup dialog box. In this dialog box, it is possible to make changes to the orientation of a slide as well as make other changes to the setup of the slide.
Slide Orientation	To select to display the slide in either portrait or landscape orientation, click this button.
Close Group	
Close Master View	Use this button to exit from the Slide Master View and return to Normal view.

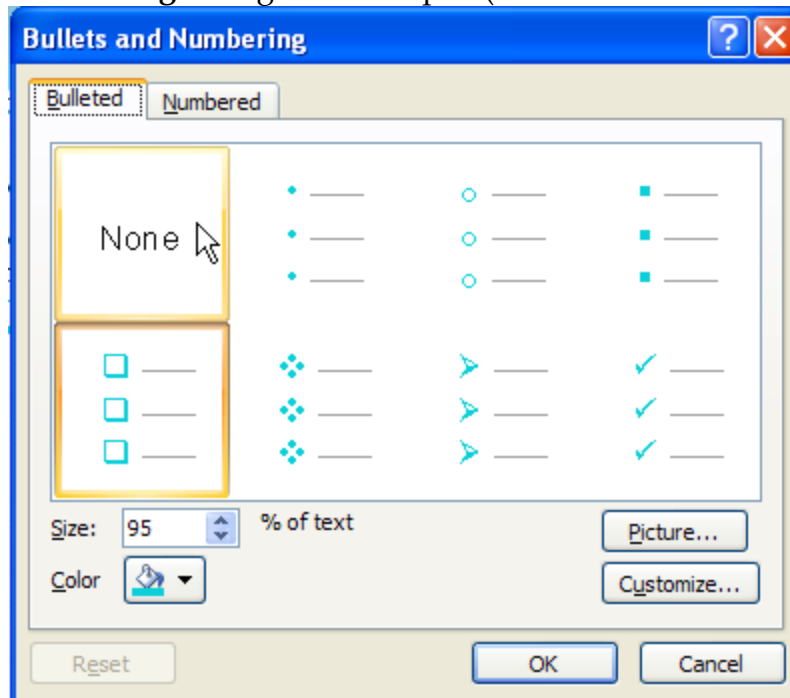
Changing Bullet Characters on the Slide Master

- ❖ Click the first slide in the left frame.
- ❖ Select the first level bullet on the **Slide Master**.
- ❖ Click the **Home Tab**.
- ❖ In the **Paragraph Group**, click the **Bullet** button (see illustration at right).
- ❖ Select one of the bullet items in the gallery of bullets.



OR

- ❖ Click the **Bullets and Numbering** link.
- ❖ The **Bullets and Numbering** dialog box will open (see illustration below).



- ❖ Click the **Customize** button in the **Bullets and Numbering** dialog box.
- ❖ Click the drop-down arrow for **Font**.
- ❖ Scroll down to find the **Wingdings** option and click it.
- ❖ The **Symbol** dialog box will appear.
- ❖ Select a bullet style from the gallery of options that appears by clicking it.
- ❖ Click **OK** to exit the **Symbol** dialog box.
- ❖ To change the color of the bullet, click the **Color** list arrow and choose a color.
- ❖ Click **OK** again to exit the **Bullets and Numbering** dialog box.
- ❖ Click the **Close Master View** button to return to **Normal View**.

Adding Picture Bullets

- ❖ Click the first slide in the left frame.
- ❖ Select the first level bullet on the **Slide Master**.
- ❖ Click the **Home Tab**.
- ❖ In the **Paragraph Group**, click the **Bullet** button (see illustration at right).
- ❖ Select **Bullets and Numbering** from the list of choices.
- ❖ Click the **Picture** button in the **Bullets and Numbering** dialog box.
- ❖ The **Picture Bullet** dialog box will appear.
- ❖ Select a **Picture Bullet** for the slide by clicking on a particular bullet.
- ❖ Input a value into the **Search text** box, to search for a particular category.
- ❖ Click the **Go** button to execute the search.
- ❖ Click **OK** to apply the bullet.
- ❖ Click **OK** again to exit the **Bullets and Numbering** dialog box.

