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Work Smarter with Microsoft PowerPoint › Module 4 › Exercise: Modifying slide masters and slide layouts

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Preparing to deliver your presentation

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✅ **Video:** Create and manage sections
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6 min

📖 **Reading:** Exercise: Modifying slide masters and slide layouts
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▶ **Video:** Add headers and footers
2 min

📖 **Reading:** Exercise: Adding headers and footers
10 min

Exercise: Modifying slide masters and slide layouts

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

Log in to your Microsoft account. ⧉

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

You would like to use slide masters to create a consistent look to be used for all presentations across your company. This new look will include a new theme, as well as the company logo on each slide. Additionally, you need to create a slide layout to display multimedia content.

1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.
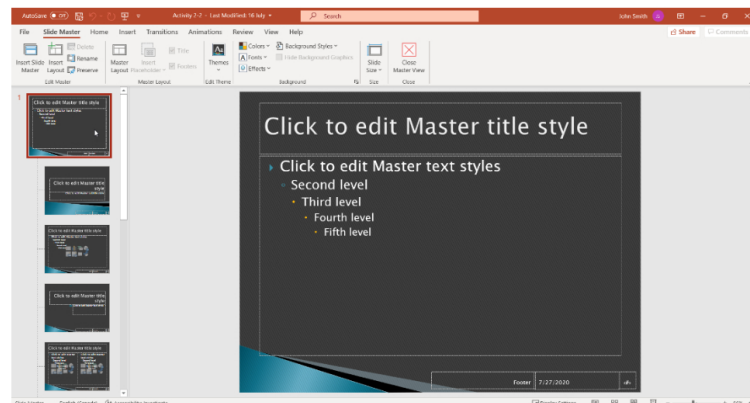
Exercise: Modifying Slide Masters and Slide Layouts ⧉

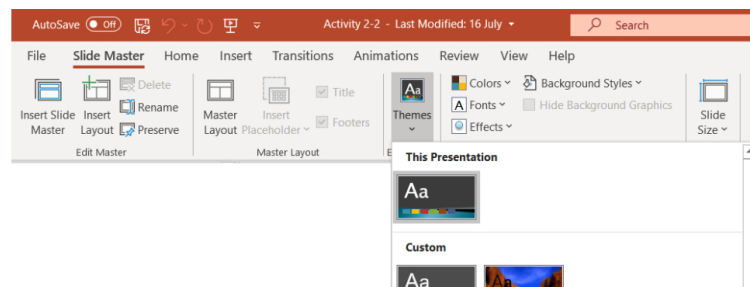Exercise: Modifying Slide Masters and Slide Layouts_logo ⧉

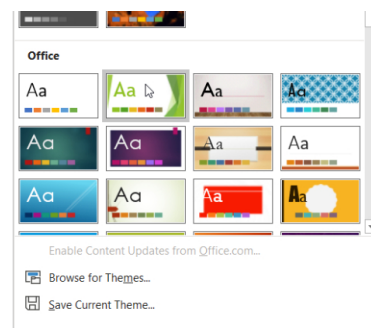2. With the presentation now open, click **View → Slide Master**:
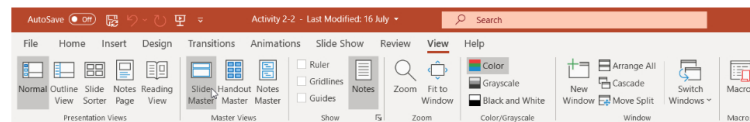
3. Inside the Slides pane, select the top-level master slide for this presentation:

4. First, you would like to change the theme. Click **Slide Master → Themes → Facet**:
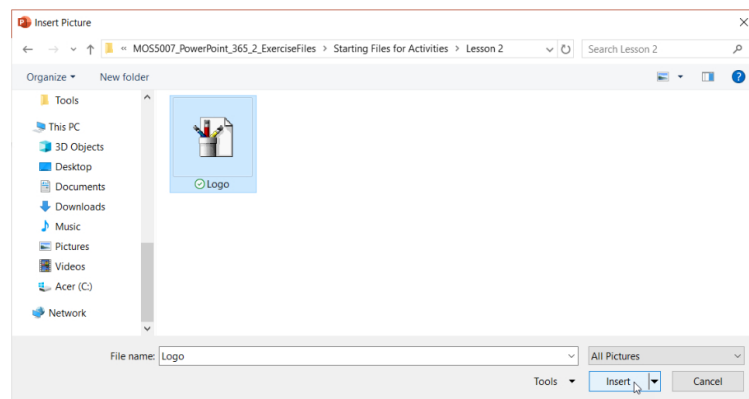
5. The new theme has now been applied to all of the slides in the current presentation that have been based on the selected master slide. Now you need to have the company logo appear on each slide. Click I**nsert → Pictures → This Device…**:
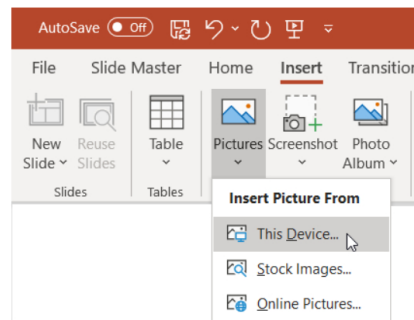

6. The Insert Picture dialog box will now be displayed. Open your Exercise Files folder and navigate to the **Logo** file. Click **Insert**:

7. The picture will now appear in the middle of your presentation. **Click and drag** this picture down to the lower right-hand corner of the master slide:
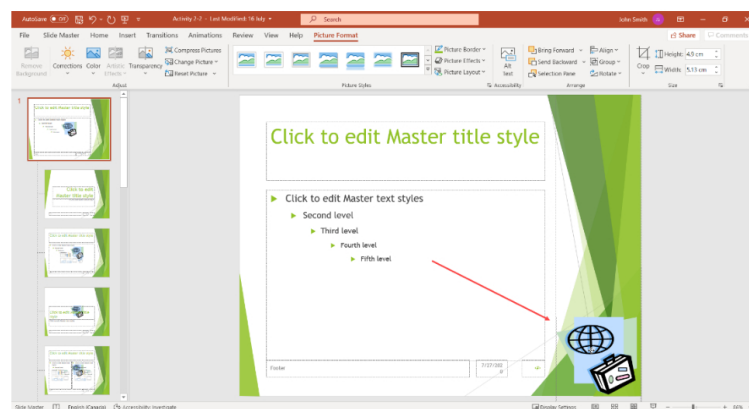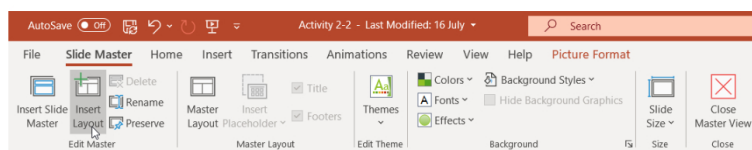

8. With the logo added and positioned on the master slide, it will now also appear in the same location on all layout slides that include this footer area:
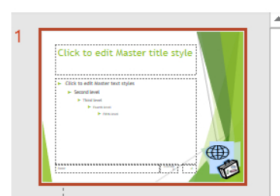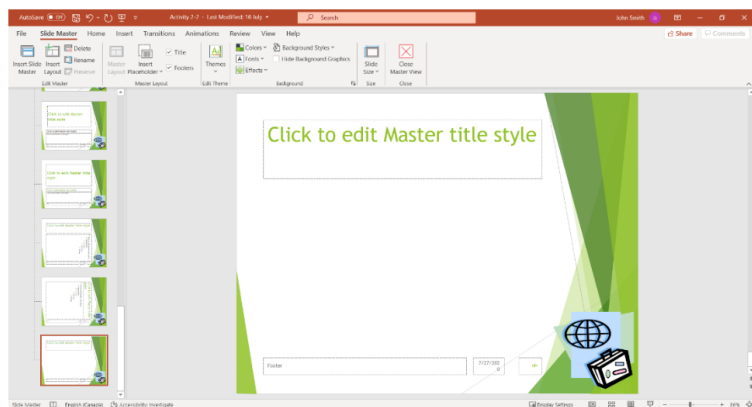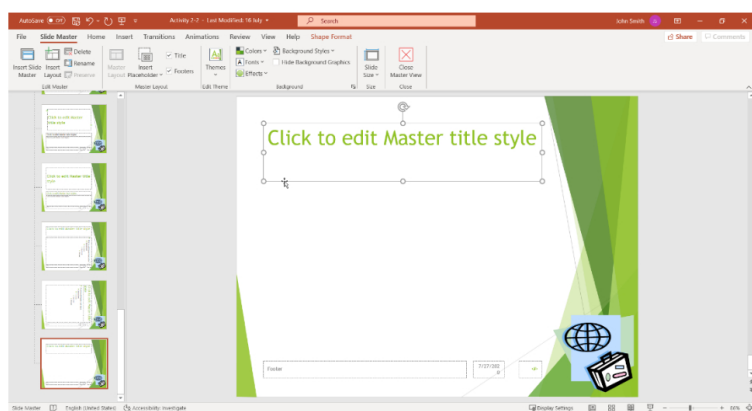
9. Now you need to create a new slide layout. Click **Slide Master → Insert Layout**:
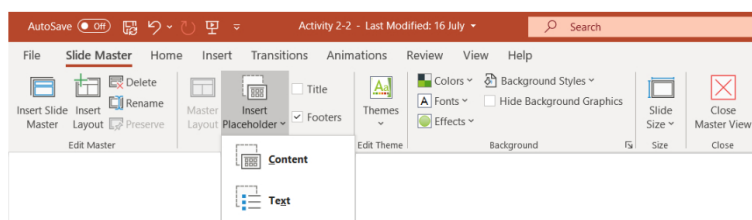

10. The new layout will appear at the bottom of the Slides pane and will be selected automatically:
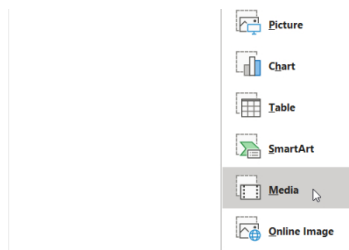

11. Click to select the **title placeholder** in this layout and press **Delete** on your keyboard to remove it:
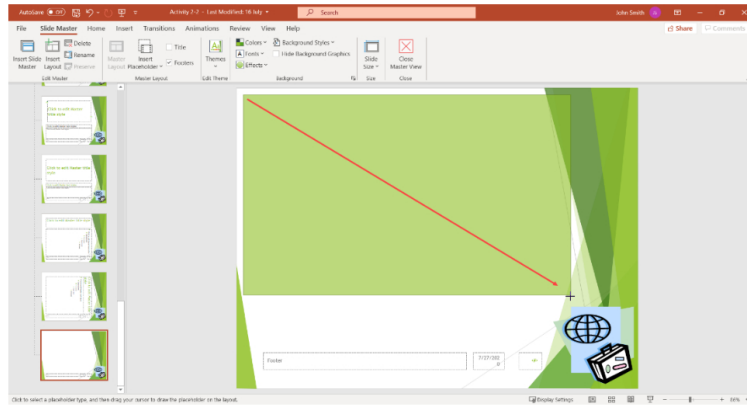

12. Now you just need to add a media placeholder. Click **Slide Master → Insert Placeholder → Media**:
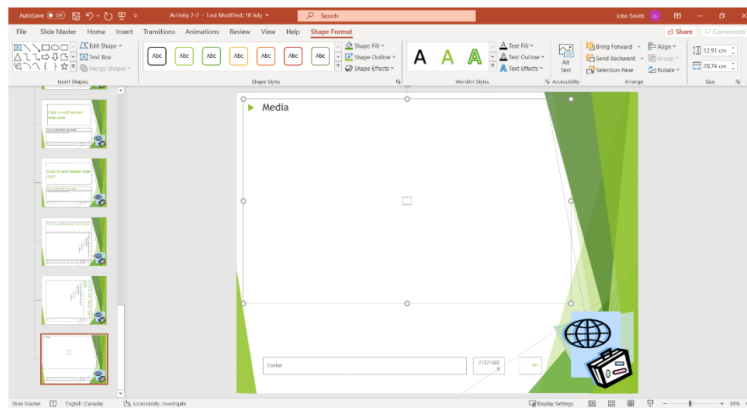
13. Your cursor will now turn into a crosshair. **Click and drag** from the upper left-hand corner of the slide down to the corresponding corner of the logo:

14. **Release** your mouse button to add the placeholder:

15. Save the changes that you have made to this presentation as **Activity 2-2 Complete** and then close Microsoft 365 PowerPoint to complete this activity.

16. Now, you can check out an example of a completed document in the link below:

Completed exercise: Modifying Slide Masters and Slide Layouts ⬚

Mark as completed

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