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Exercise: Modifying the notes and handout masters

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!

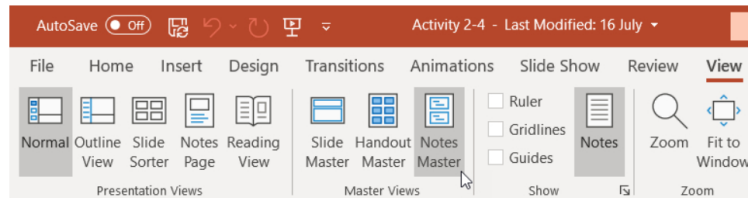
Let's get started!

A presentation that you are going to give needs to be accompanied by a handout, so you would like to modify the note and handout masters.

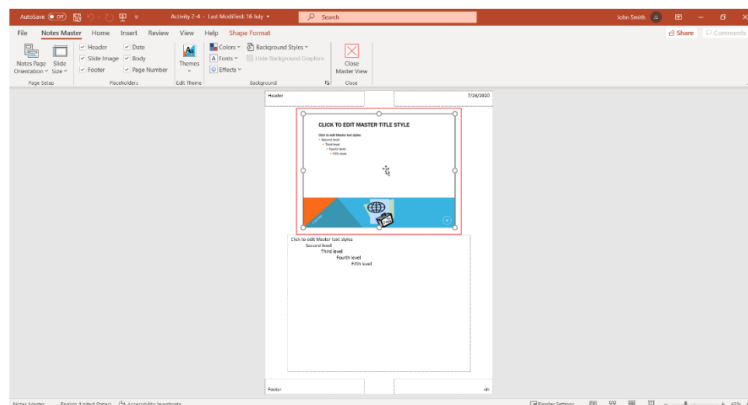
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Modifying the Notes and Handout Masters](#)

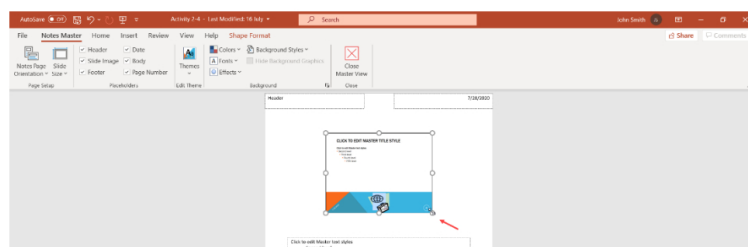
2. Display the notes master by clicking **View** → **Notes Master**:



3. With the Notes Master view now displayed, you can begin customizing it. Click the **slide image** to select it:

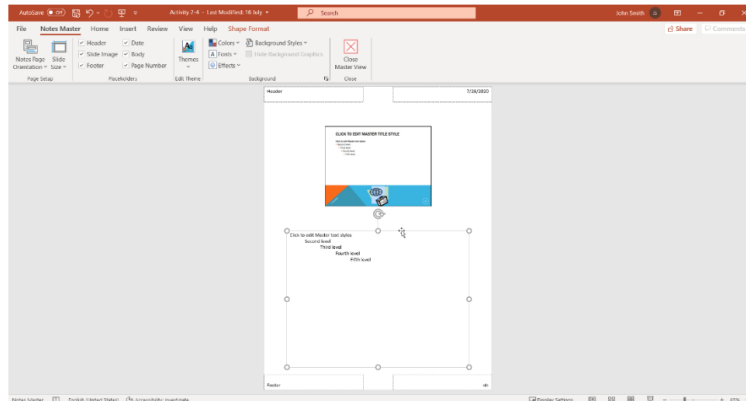


4. Hold down the **Ctrl** key on your keyboard. Click and hold one of the corner **resize handles**. **Drag this handle inwards** towards the center of the image to reduce its size while leaving it centered:

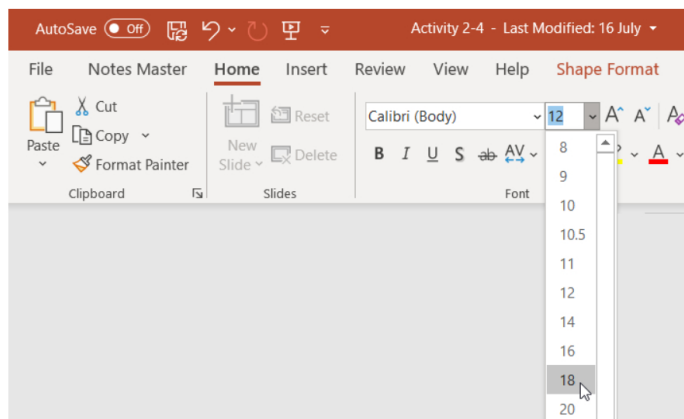




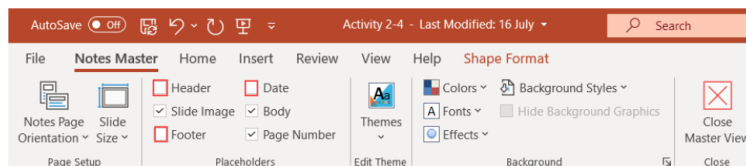
5. Click the **border** of the notes text placeholder to select it:



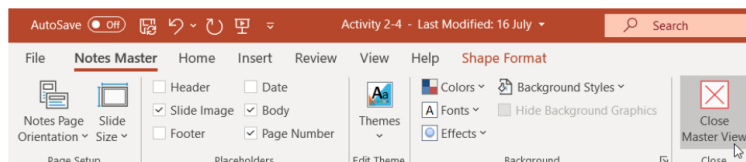
6. Increase the size of the font in this placeholder by clicking **Home** → **Font Size** → **18**:



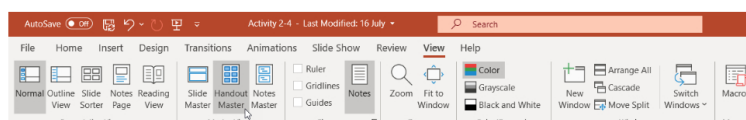
7. Now you would like to remove some elements from the notes master. Display the **Notes Master** tab. Deselect the **Header**, **Date**, and **Footer** checkboxes inside the Placeholders group:



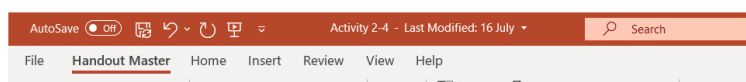
8. Now that you have finished customizing the notes master, click **Notes Master** → **Close Master View**:

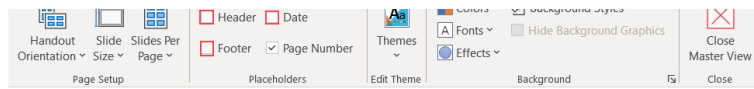


9. Next, you would like to modify the handout master. Click **View** → **Handout Master**:

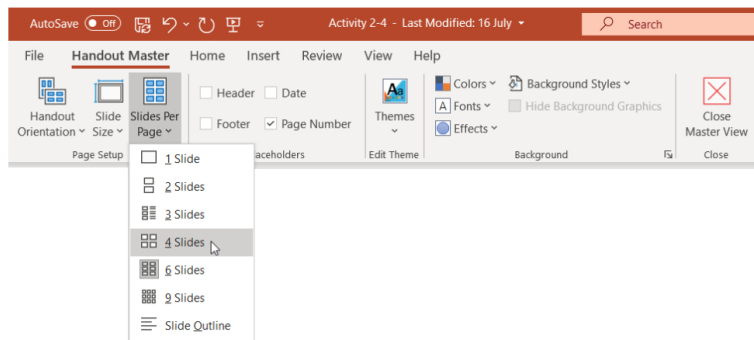


10. The Handout Master view will now be displayed. **Deselect** the **Header**, **Date**, and **Footer** checkboxes in the Placeholders group of the Handout Master tab:

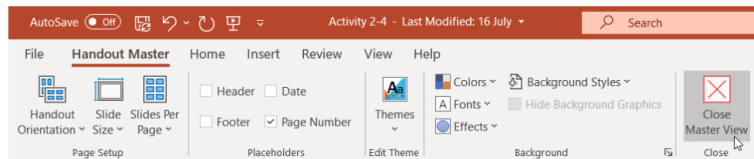




11. Next, you would like to reduce the number of slides on each page from six to four. Click **Handout Master** → **Slides Per Page** → **4 Slides**:



12. You have now finished customizing the handout master. Click **Handout Master** → **Close Master View**:



13. Save the current presentation as **Activity 2-4 Complete** and then close Microsoft 365 PowerPoint to complete this exercise.

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

[Completed exercise: Modifying the Notes and Handout Masters](#) [↗](#)

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