Using the Slide Master in PowerPoint 2007

Introduction

PowerPoint's slide master feature makes it easy to create slides with a uniform look. The look you choose for the slide master automatically applies to the slides in your presentation, so all your slides use the same colors, fonts, and backgrounds.

Create your slide master before any other slides. Start by deciding how you want your presentation to look, then follow the steps below.

This procedure requires PowerPoint 2007. It should take about 5 to 10 minutes. If you're new to PowerPoint, it may help to read "Getting Started With PowerPoint" at microsoft.com.

Note: The screenshots included here are from PowerPoint 2007 for Windows. If you're using PowerPoint on a Mac, you can still use these procedures, but you'll find some of the prompts and menu items in different locations.
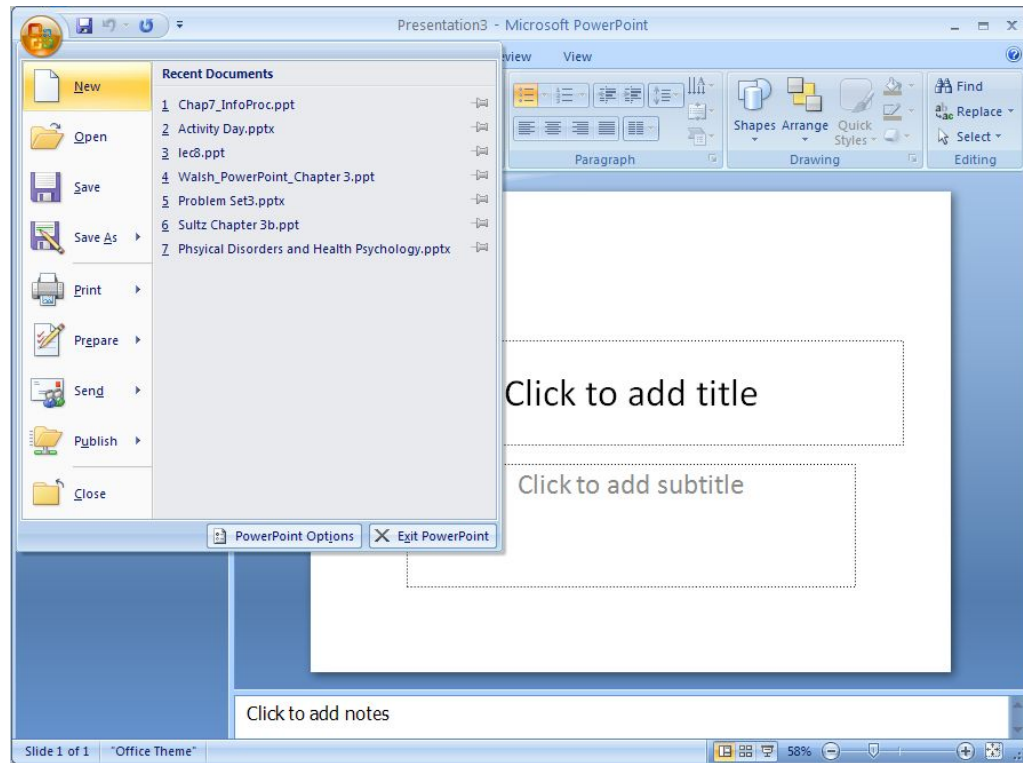
1 Creating the Slide Master

Start by creating a slide master. The slides you add later will inherit the look you create for the slide master.
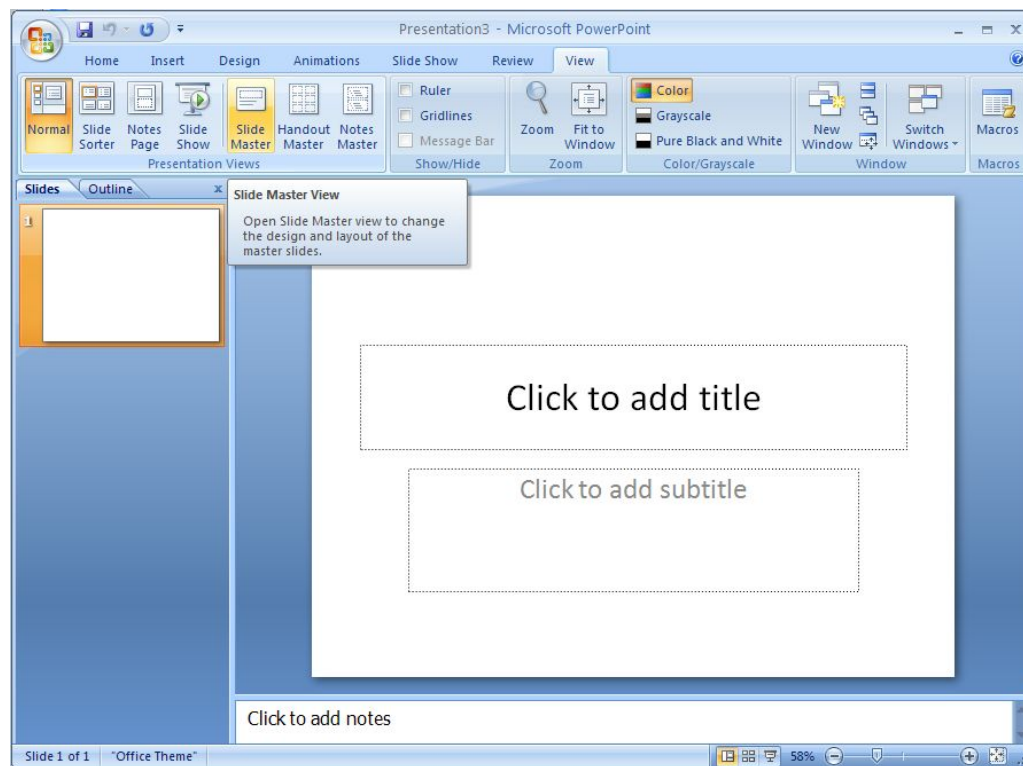
1.1 Create a new presentation.

Click the Office Button in the top-left, then click **New**, then **Blank Presentation**.

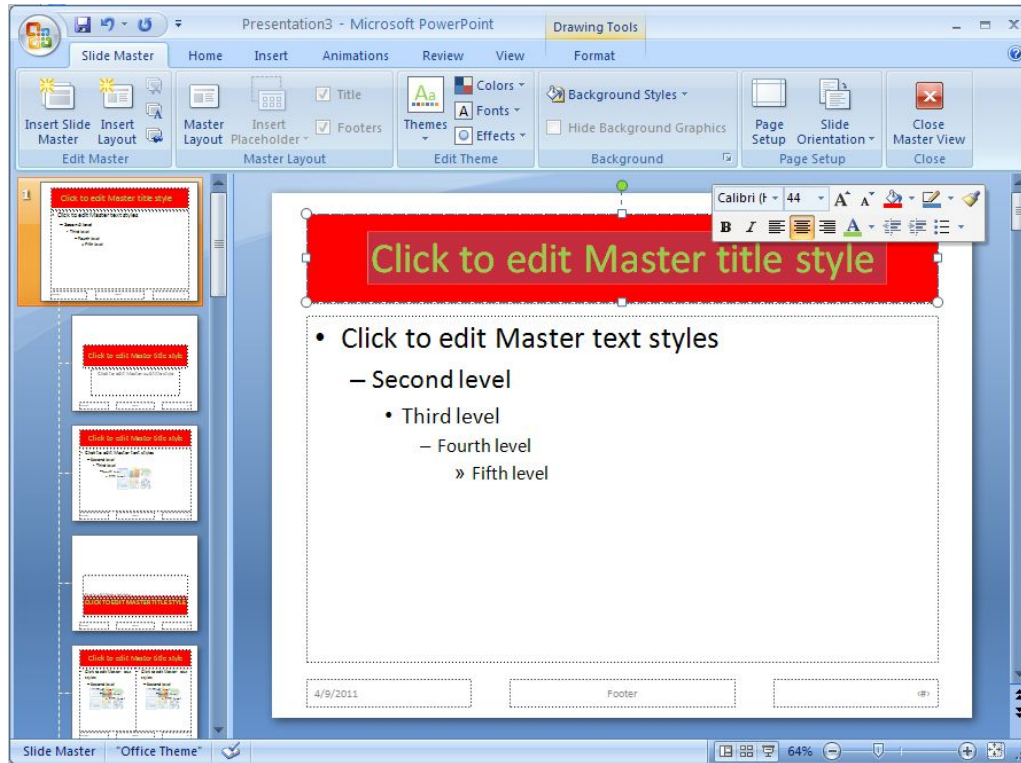# 1 Creating the Slide Master

1.2 Create the slide master.

Click the **View** tab, then click **Slide Master**.

1.3 Edit the master title style.

Right-click on the text that reads "Click to edit Master title style." PowerPoint's text formatting dialog will appear. Choose the font, size, color, and effects for your slide titles.

1.4 Edit the master text styles.

Right-click on the text that reads "Click to edit master text styles." Repeat the steps from 1.3. You can create a design for your text that's different from your title.
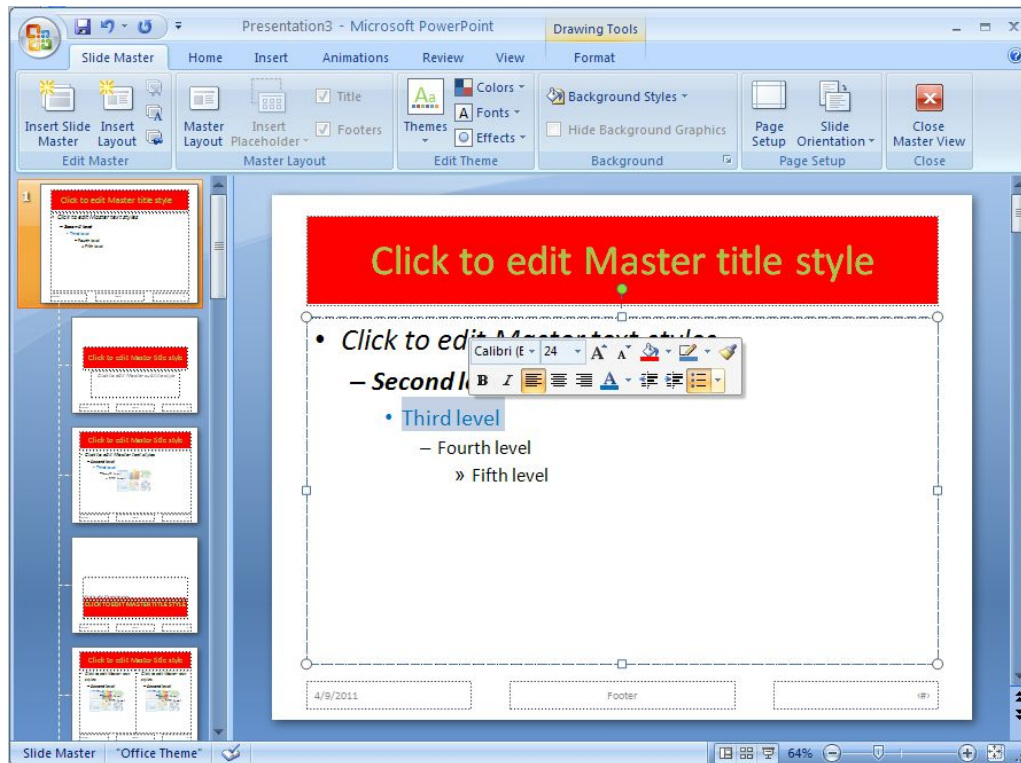
1.5 Repeat for other styles and elements.

Right-click on the text for each of the levels you'll use in your slides, and use the controls in the text formatting dialog to indicate how you want each level to look.

Tip: Your slide master appears in several different layouts. The different layouts appear in a column on the left side of the screen. Click each one to see how your style appears in each layout. Later, you can choose any one of these layouts to apply to each slide you create.
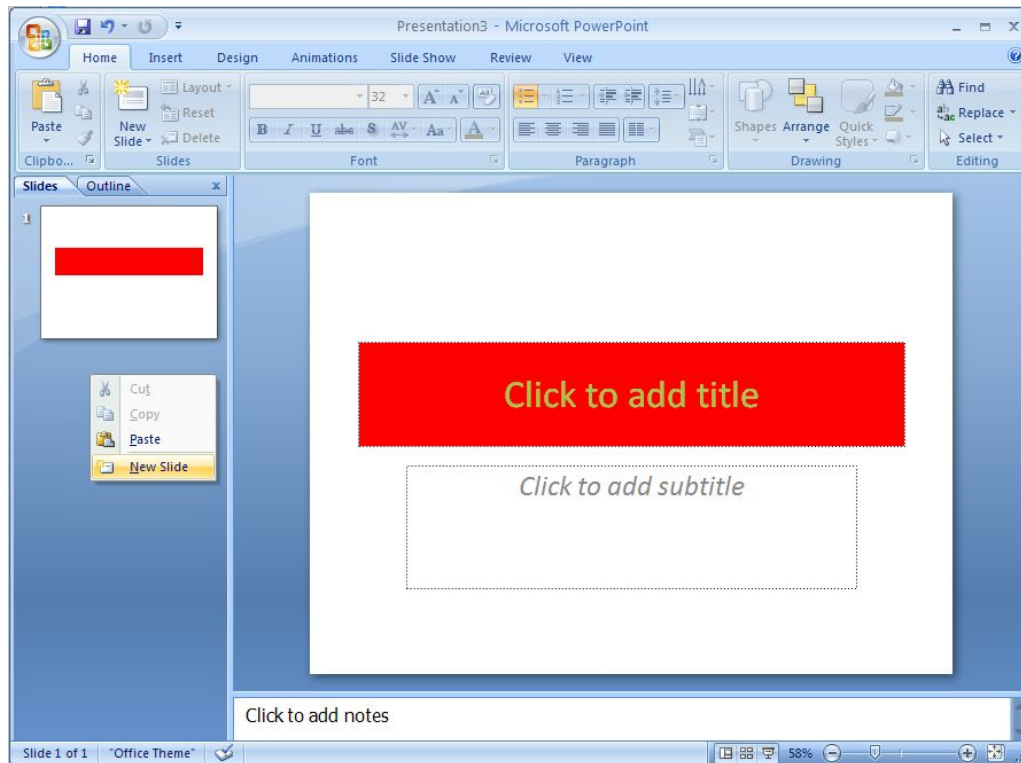
2 Creating Slides Based on the Slide Master

Follow these steps to add a slide to your presentation. The look of each slide you create will be based on the design of the slide master.

2.1 Switch to the normal view.

Click the **View** tab, then click **Normal**.

2.2 Create a new slide.

In the "Slides" area (the vertical space on the left side of the screen), right-click the background and choose **New Slide**.
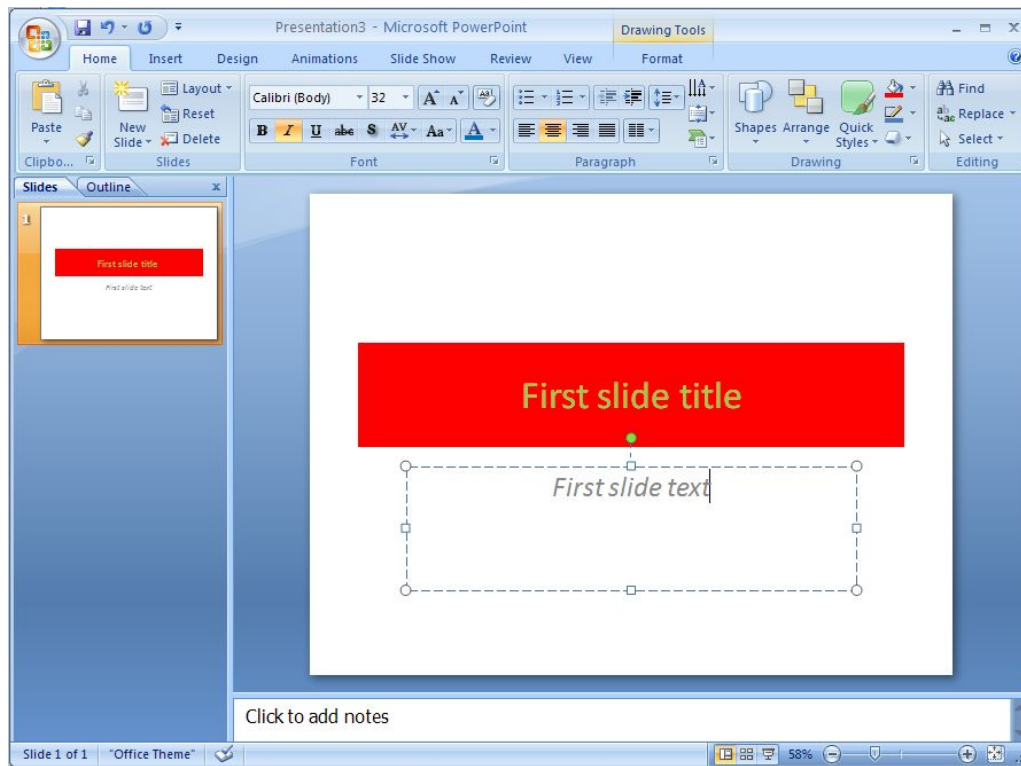
2.3 Add title and text.

Click on the text that reads "Click to add title." The text you type will appear according to the design you made in your slide master.

Click on the text that reads "Click to add text" or "Click to add subtitle" to add your slide's content.

Tip: You can repeat steps 2.2 and 2.3 to add more slides to your presentation.
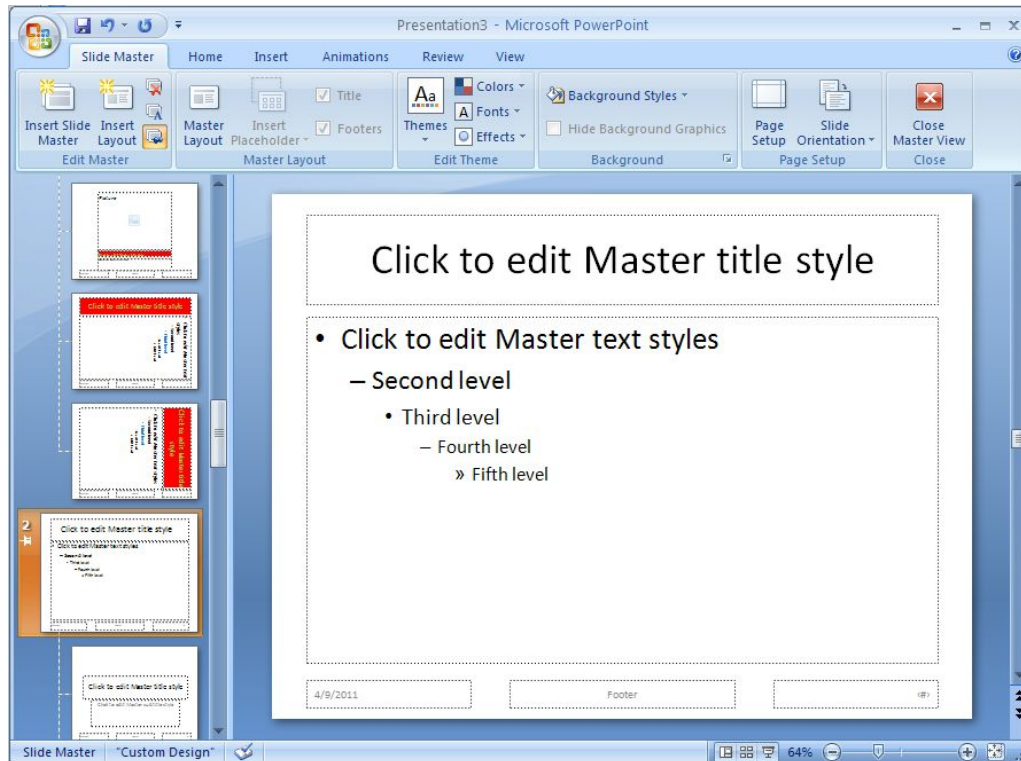
3 Creating Multiple Slide Masters

You can add more than one slide master to your presentation. This will allow you to base certain slides on one slide master and the rest of your slides on another.
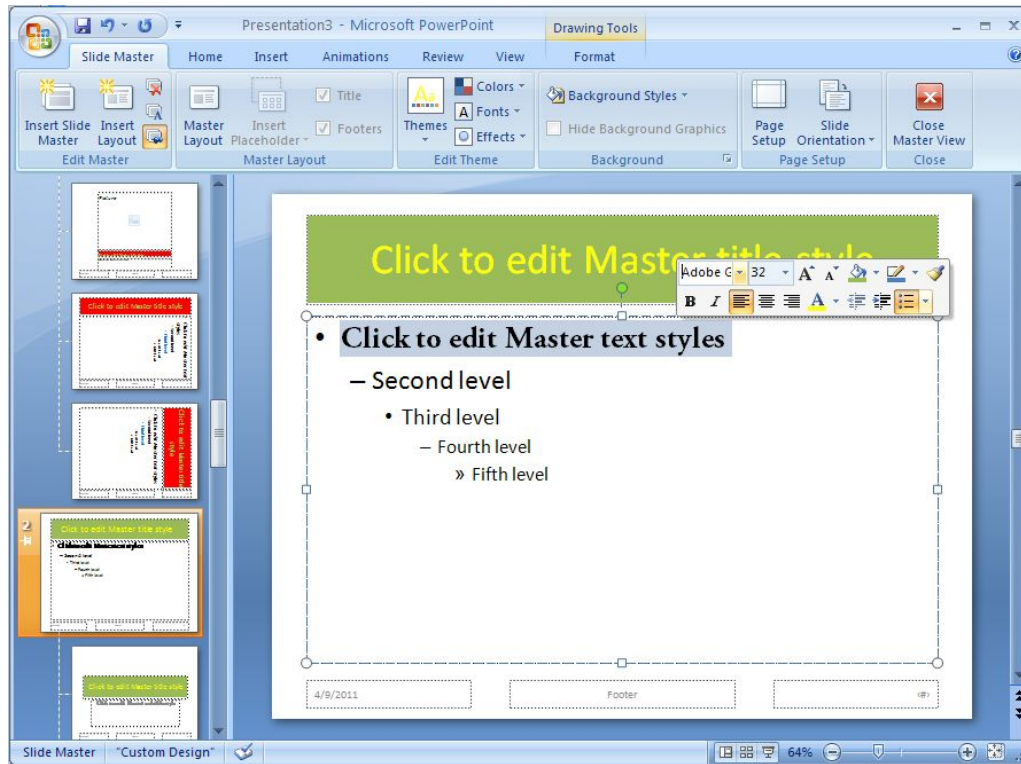
3.1 Create a second slide master.

Click the **View** tab, then click **Slide Master**, then **Insert Slide Master**.

3.2 Edit the styles.

Repeat steps 1.3 through 1.5 to create the look of your second slide master.

Tip: You can repeat steps 3.1 and 3.2 to create more slide masters. You can add as many slide masters as you want, but too many can make your presentation look inconsistent.

4 Creating Slides Based on Various Slide Masters

You can apply each of your slide masters to one or more of the slides in your presentation.
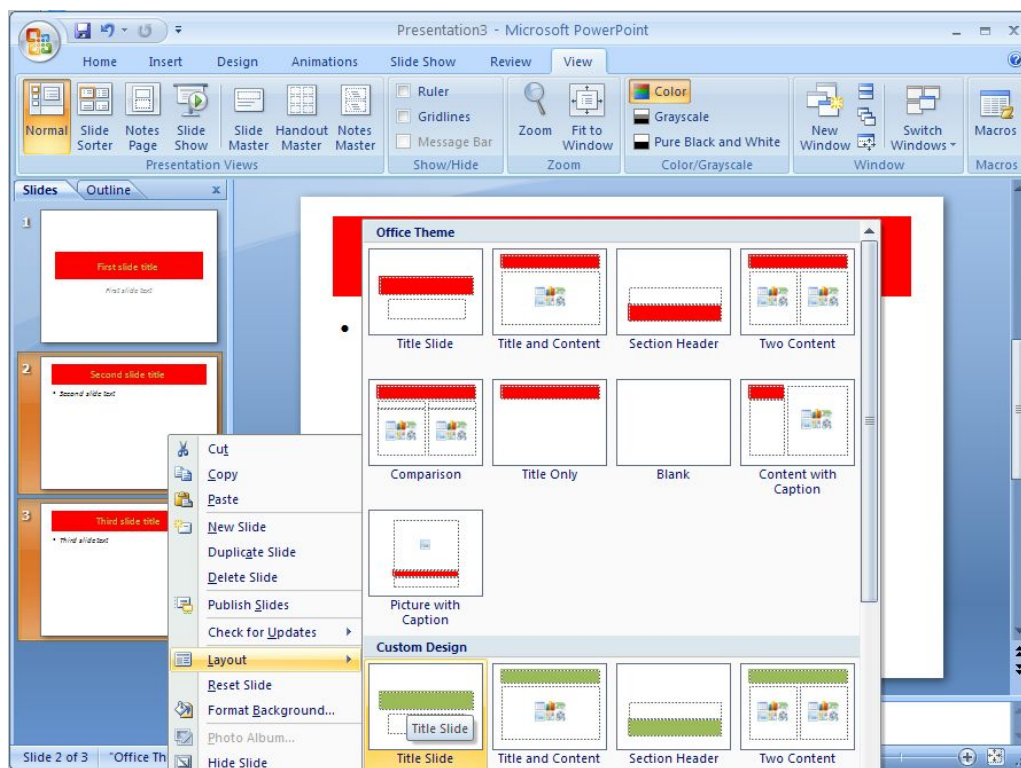
4.1 Switch to the normal view.

Click the **View** tab, then click **Normal**.

Note: By default, all your slides are based on the first slide master you created.

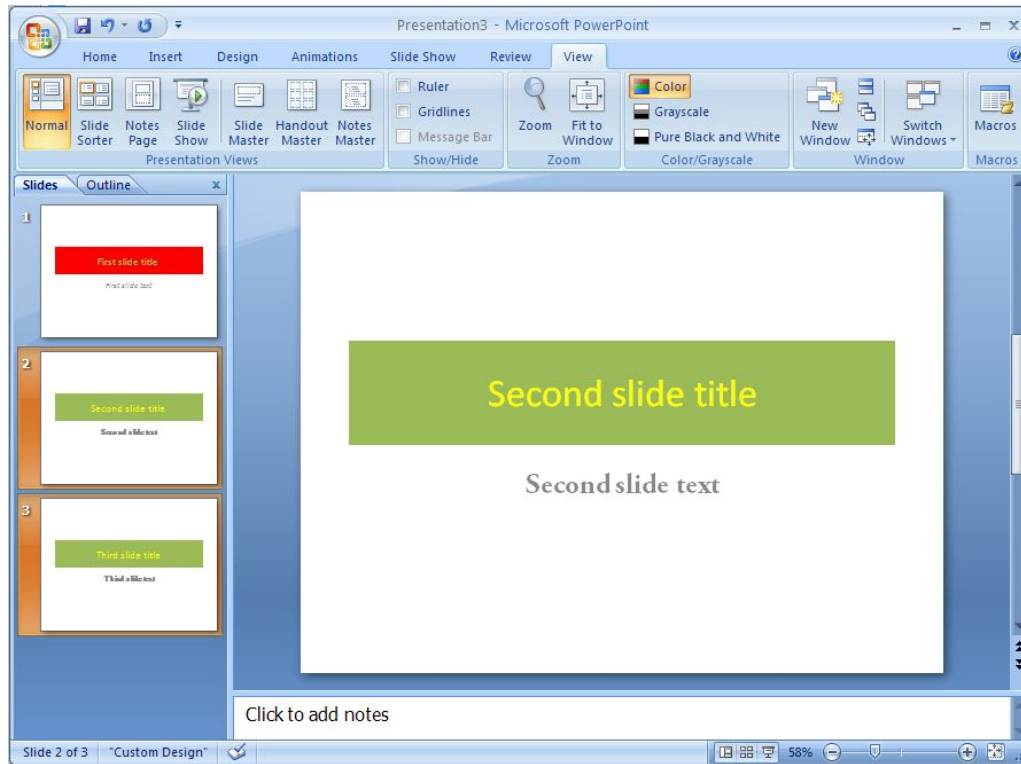## 4.2 Select a slide and apply a slide master.

Right-click on any slide listed on the left. Choose "Layout" from the contextual menu that appears, and select the slide master and layout to apply.

4.3 Choose a master for each of your slides.

Repeat step 4.2 to assign a master to each slide.

For More Information

See the article "Using templates and masters" in PowerPoint help.