

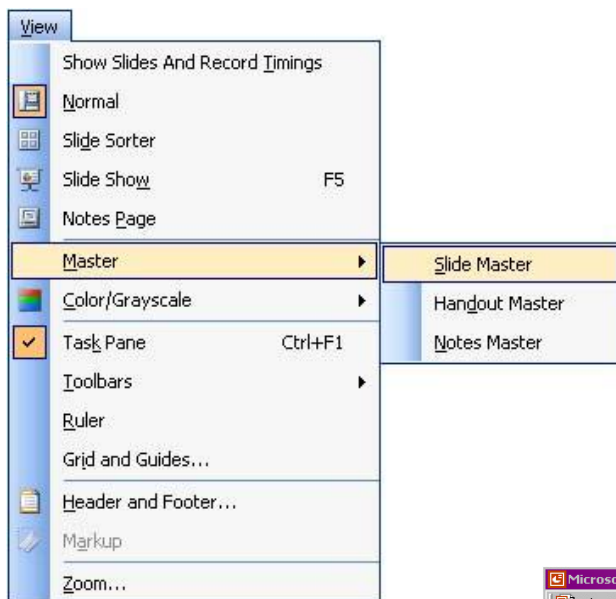
Slide Master in PowerPoint MSOffice 2003 XP

Although Slide Master can make text, background, object, colour, header/footer and graphical changes across the board in a just a few clicks, it can also work against you. It is extremely important to know exactly what slide master is capable of before sitting in the pilot's seat!

Global Changes in a Single Click with Slide Master

Slide Master is an excellent tool for setting the consistency of the look and feel you give your slides through out the entire presentation.

By setting text attributes, images, backgrounds, animation, timing and transition effects up in Slide Master's control screen you are making global effects through out our presentation, meaning you only have to set the parameters once and all slides will follow suit like in a template.



Opening Slide Master:

1. **Open** your presentation file
2. **Click on View** on the menu bar
3. **Click on Master** and then click on **Slide Master**
4. **Slide Master will open** up its Master screen in PowerPoint which will look similar to when you open up your presentation in "Normal View". The only difference is, you cannot see the text you have entered on your slides. You will only be able to make general formatting and layout changes in Slide Master. Let's take a minute to study the Slide Master control screen.

Slide Master Toolbar used to **Close** the Slide Master View

Layout, Style and Colour of your Title will take effect once you apply changes

Ability to change the appearance of how the body of your text will look when you use promoting and demoting of text paragraphs.

A miniature graphical view of how your first slide will look when the changes you are making in Slide Master are applied

Making basic text and style changes in Slide Master

1. Open the your presentation file
2. Go to **View** on the Menu Bar, select **Master** and then click **Slide Master**
3. **Highlight the text** in the main body text boundary
4. Go to **Format** on the Menu Bar, **select Font**
5. In the **Font list**, select **Georgia**
6. In the **Font Style** list, select **Bold Italic**
7. Click on the **Colour Drop-down box**, select **Purple**
8. Do not change the size, **Click OK**
9. **Close the Slide Master**
10. **Switch to Normal View** and **browse all of your slides**. The main text body, now appears all in **Georgia style, Bold Italic, Purple font**.

