

# Quick Tips

for

## Editing the Slide Master in PowerPoint

### What is a Slide Master?

The slide master is the slide that stores information about the slide, including font styles, placeholder sizes and positions, background design, and color schemes. By editing the slide master, you can apply effects and objects to all the slides at once. For example, you may want to add the school's logo or some other relevant image to every slide in your presentation. Rather than adding the image to each page individually, you can add it to the Slide Master and it will automatically appear there each time.

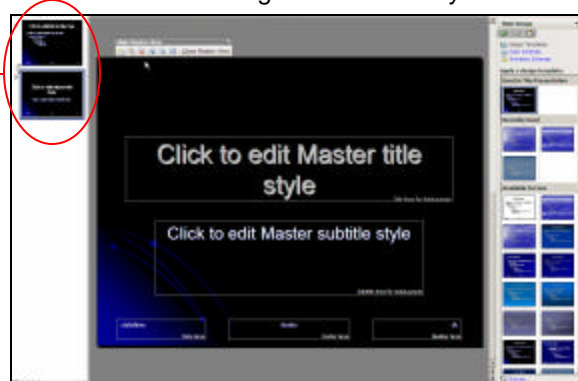
You may either edit a blank presentation or you can edit an existing *Design Template*. For your convenience, several *design templates* are included in the PowerPoint program. These templates include backgrounds, matching fonts, and place holders. You can modify these templates by editing the Slide Master and Title Master.

### Editing the Slide Master

In this QuickTip, we'll edit one of Microsoft's Design Templates. After opening your slide show, select one of Microsoft's Design Templates and apply it to your presentation.

1. Click **View – Master – Slide Master** to open the Slide Master. Your screen should change slightly to show the Master Slide
  - To modify the Slide Master, click on the first thumbnail. Changes to the master slide will affect all other slides in the presentation.
  - To modify the Title Master, click on the second thumbnail. Changes to the title slide will only affect the slides which were created using a Title Slide layout.

Thumbnails of  
Master and Title Slides



2. To edit the font on the slide, click on the font and use the edit buttons in the formatting bar.
3. To edit the background, go to **Format – Background**.
4. To add an image to the slide, select **Insert – Image – From File**. Locate the file on your computer and insert it.

To go back to Normal View, click **Close Master View**. Any changes you've made to the Slide Master or Title Master will appear in your presentation. You may go back and edit the Master at any time by clicking on View – Master – Slide Master.

- *Using Microsoft PowerPoint*
- *Animating PowerPoint Charts*