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PowerPoint 2007: Slide Masters

Executive Summary – What is the Slide Master?

Do you keep wasting time by editing individual slides? Want to make your PowerPoint presentation look consistent for a professional finish? The Slide Master helps you make global changes to the look and style of all your slides. Features you can change in the Master Slide include font choice, font size, bullet type and size, line spacing, color, design layout, location of boxes and more. When you modify the Slide Master, all other slides in the presentation are instantly changed.

How to Use the Slide Master

Step 1: In order to create and modify your Slide Master, select the **Slide Master** icon under the **View** tab as seen in Figure 1.



Figure 1

Step 2: The slide master will automatically open on the screen. On the left side of the screen, thumbnail images of the slide master with various **slide layouts** appear. (See Figure 2)

Tip: Try to edit the Slide Master before you create the slides whenever possible. When you change the slide master, it will change all new slides created. But, some changes may not carry over on slides created before editing the slide master).

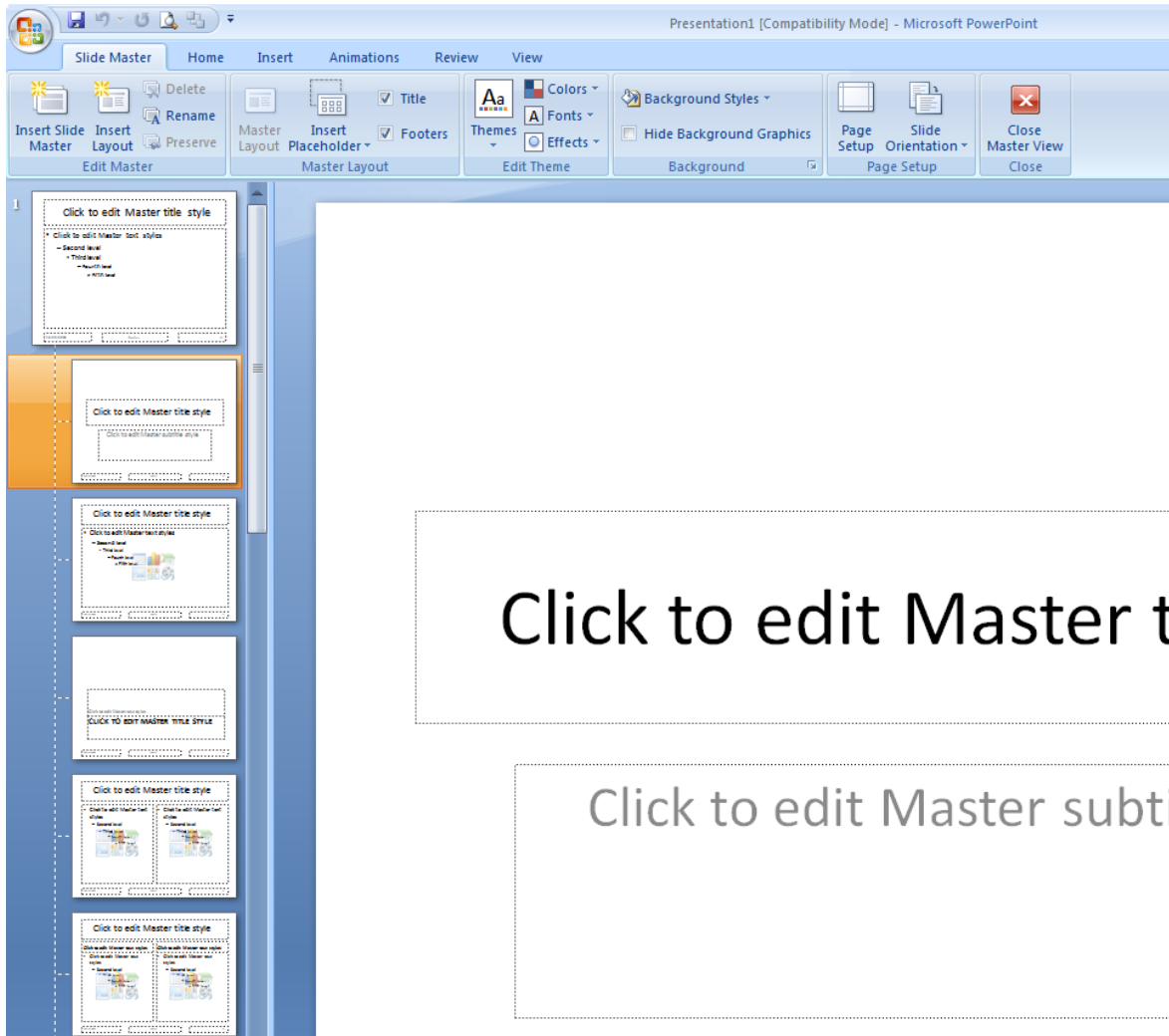


Figure 2

Step 3: Next, change the font by clicking the **Fonts** icon on the **Slide Master** tab. Microsoft PowerPoint offers various preset font options to help you select a consistent look and professional polish. For example, in order to change the font of the slides to Calibri for the Heading and Cambria for the bullets, select the “Office 2” option.

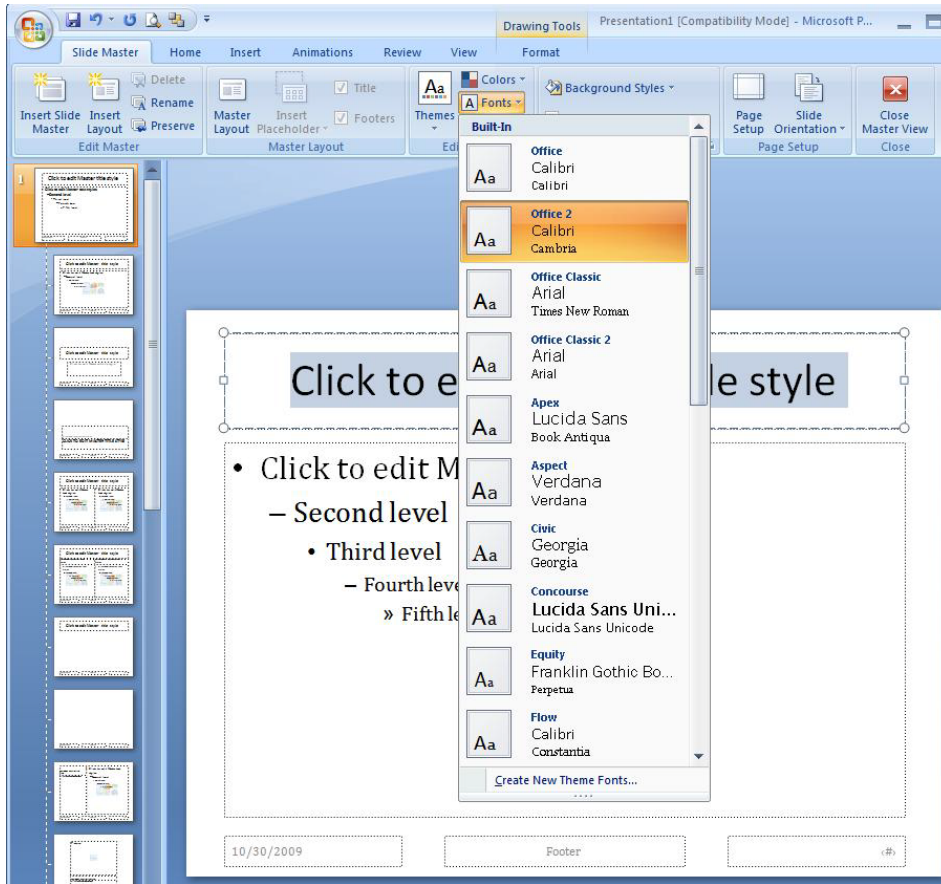


Figure 3

Step 4: Next, let's change the header font color to a dark green. In order to change the font color, click the **Home** tab and the **font color** icon. Highlight the text you want to change the color for (Figure 4) and click the color you prefer (dark green in this case -Figure 5).

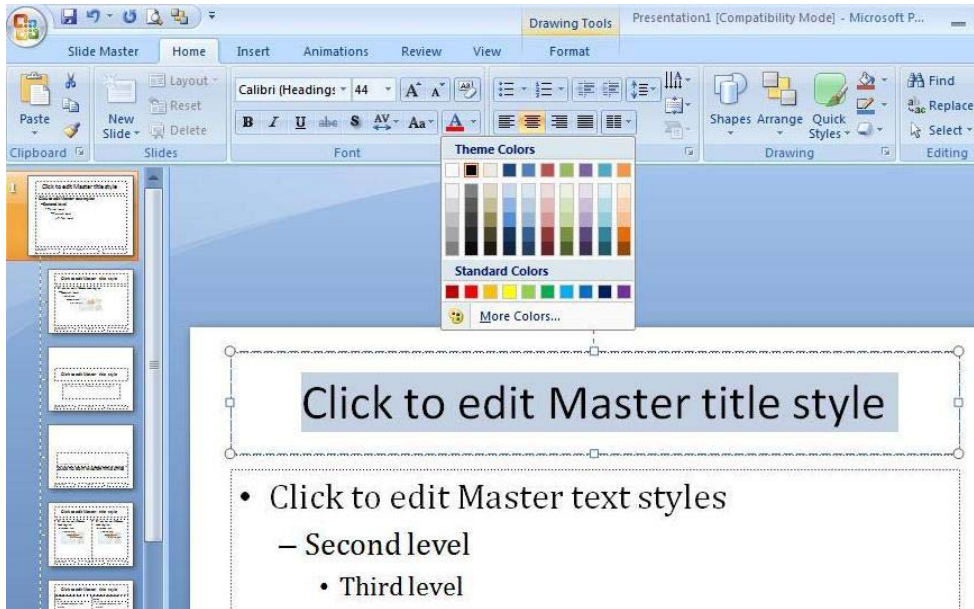


Figure 4

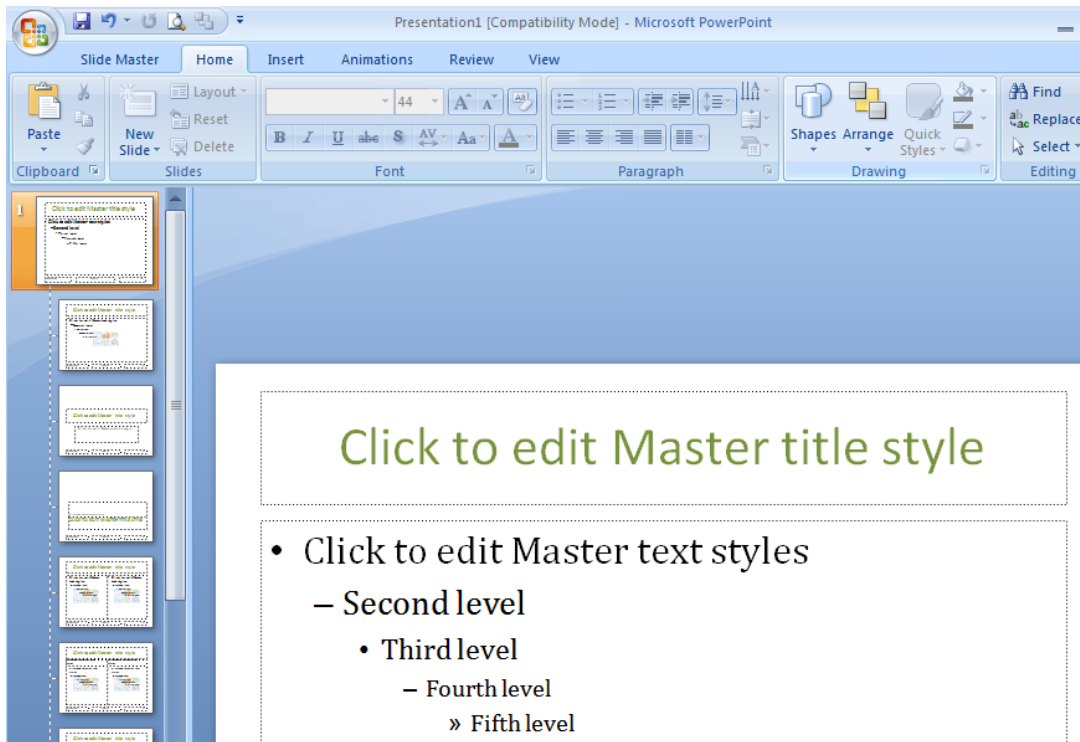


Figure 5

Step 5: Once you've made your preferred changes to the Slide Master, exit out of Slide Master in order to continue working on your PowerPoint presentation. As seen in Figure 6, select the **Slide Master** tab and click the **Close Master Slide** icon to return to your PowerPoint. Your PowerPoint slides will automatically default to the options you selected (Figure 7).

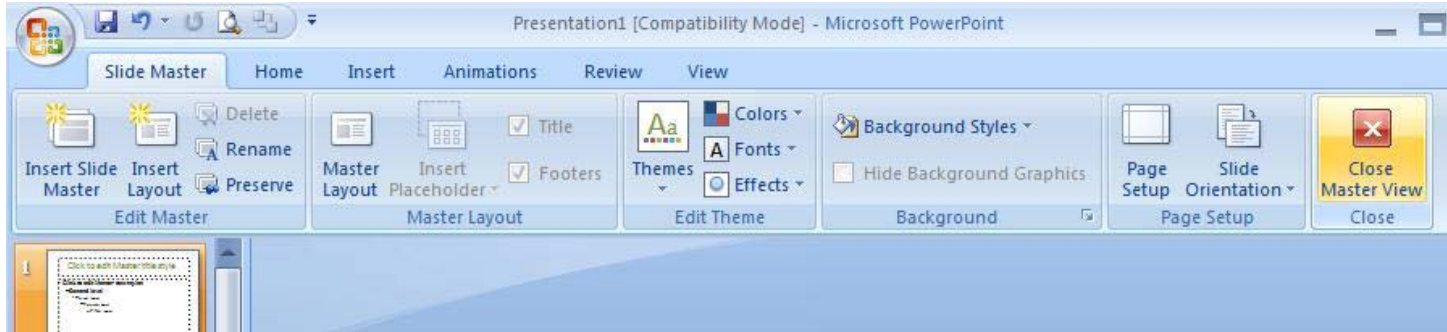


Figure 6

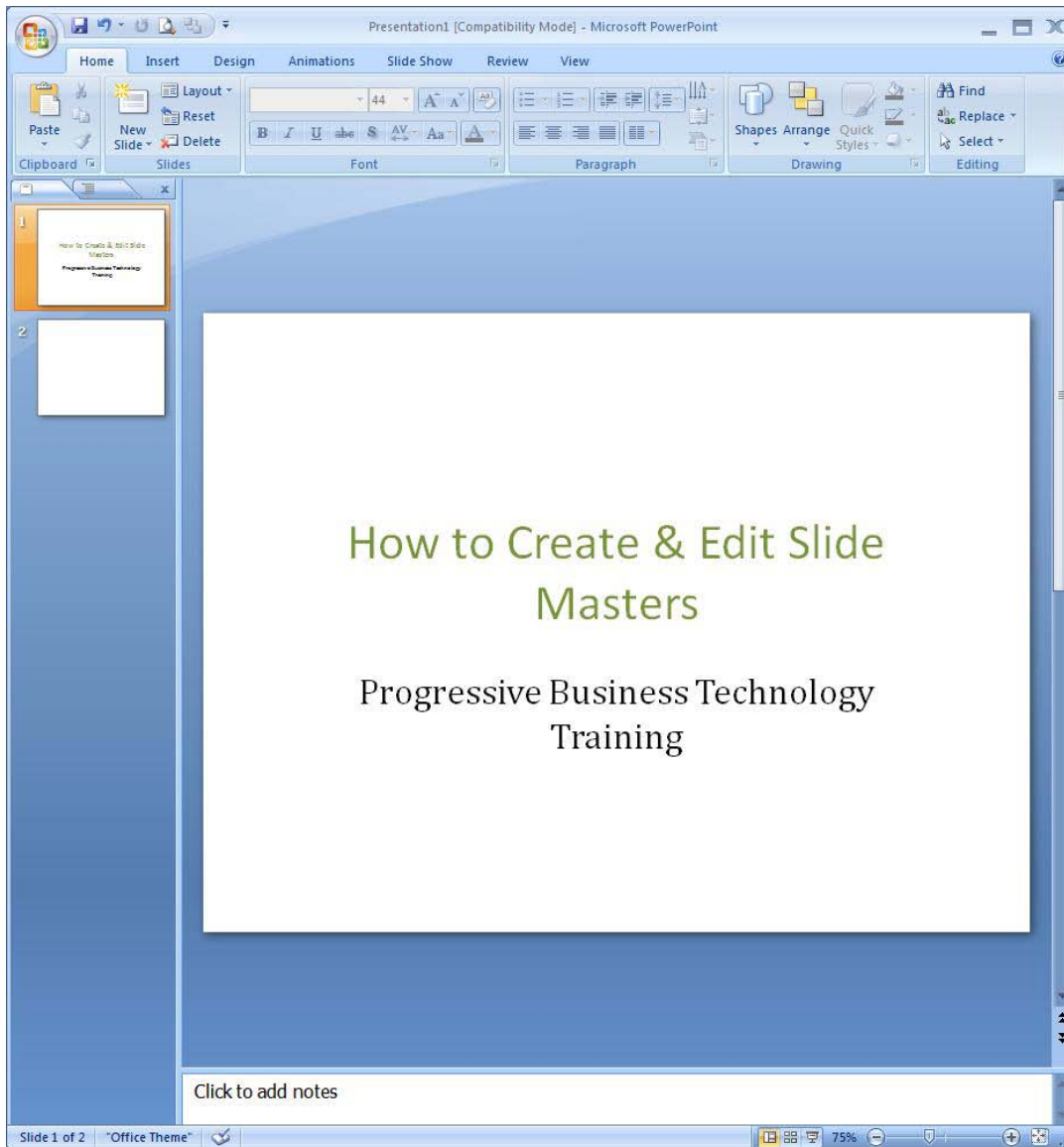


Figure 7

Conclusion:

The Slide Master is an excellent tool to give your presentation a consistent, professional look. You can save time with the Slide Master by not having to type the same information on more than one slide – which is especially useful when you have extremely long presentations. While this example explains how to change the font and color of the slides, you can modify other PowerPoint features including header and footer, themes, adding a company logo, and much more!