

## Working with a Slide Master

PowerPoint offers a ***Slide Master*** feature that gives your presentation a consistent, professional look. Slide masters determine the basic design for every slide in your presentation, and are helpful if you want every slide in your show to be the same color, to have the same header or footer, or to carry a particular logo.

The background color, title, and images on the slide master appear on every slide of your presentation. You can set the appearance of bullets, place holding for images, and the font for each section of your slides. Universal style changes can be made to every slide in your presentation by formatting the slide master, leaving the content of each slide unchanged. Each slide master allows you to format a variety of different layout slides, all of which can have slightly different formatting and be applied to slides with different purposes. For instance, you could use a slide master to set particular colors and text formatting options, then create slides with a specific layout for title slides, slides with text content, and slides with picture or video content.

In order to make the best use of this document, it is important that you are already familiar with creating slides. To learn about designing slide master elements, refer to [Customizing a Slide Master](#). To learn about customizing a slide, refer to [Customizing Slide Elements](#). To work with colors in PowerPoint, refer to [Customizing Slides: Using Color](#). To read about using images, go to the [Working with Images](#) document. To learn about working with text, read [Working with Text](#).

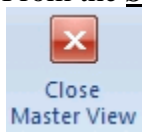
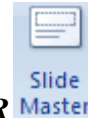
## Formatting a Slide Master

Keeping similar formats throughout your slide master layouts will help to give your presentation continuity. To format a slide master you will be using ***Slide Master View***. The ***Slide Master*** view allows you to work on the slide master and all additional layouts without having to go to a separate view.

(NOTE: The slide masters control the text formatting (e.g., font style, size, and color), background color, effects (e.g., shadowing and bullets), and placeholders for all designated slides in your presentation. If you make changes to the slide master or a particular layout after it has been applied to slides, only the slides in your presentation based on that layout and slide master are affected.)

1. Open the slide show containing the slide master that you want to format.

2. From the **View** tab, in the **Presentation Views** group, click **SLIDE MASTER** the window changes to **Slide Master View** and the **Slide Master** command tab is displayed.
3. In the **Slides** pane on the left, select the **Slide Master** (slide 1).
4. Format the slide master as you would design and format a normal slide.  
(NOTE: Any formatting changes that you make to the first slide will be applied to all master layouts in this slide master.)
5. To format additional master layouts within this slide master,
  - a. From the **Slides** pane on the left, select the desired layout.
  - b. Design the layout as you would design and format a normal slide.
  - c. Continue steps a-b until all desired layouts have been formatted.
6. From the **Slide Master** tab, in the **Close** group, click **CLOSE MASTER VIEW**



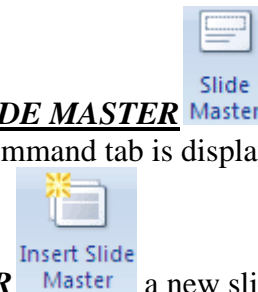
the changes you made to the slide master are applied to all slides.

## Creating Additional Slide Masters

Some formatting decisions must be the same throughout an entire slide master. For instance, you are unable to apply two different themes or two different fonts for slide titles within the same slide master. If you would like to change these aspects but still want to use a slide master, you can create another slide master within the presentation.

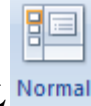
The **Slide Master** view must be open to create additional slide masters.

1. Open the slide show to which you would like to add a slide master.
2. From the **View** tab, in the **Presentation Views** group, click **SLIDE MASTER** the window changes to **Slide Master View** and the **Slide Master** command tab is displayed.
3. From the **Edit Master** section, click **INSERT SLIDE MASTER** a new slide master and set of layout slides appears.
4. Design the slide master as desired.



## Applying a Slide Master

After you format your slide master and layouts, PowerPoint automatically applies them to your slides. You can select, which slide master, and layout you would like to apply to an individual slide in your presentation. You can apply slide masters after adding a slide's content without changing the content.



1. From the **View** tab, in the **Presentation Views** group, click **NORMAL** Normal.
2. In the **Slides** pane, right click the desired slide » select **Layout** » select the desired slide master and layout.

## Creating a Slide that Differs from the Slide Master

Slide master elements will appear on every slide of your presentation unless you suppress them. When designing your slide show, you might need a different format from the slide master for certain slides. For example, you might need to format the font, background color, or bullet design to differ from the slide master. Alternatively, your layout slide might contain a large image in the lower right corner, but for one slide, you want text in that corner and do not want the image to display. You need to alter the slide by removing the background graphic.

Changes you make to the slide master after customizing an individual slide will not alter changes you have already made to that slide. For example, if you removed a background image or changed the background color of a particular slide, changing the slide master color will not change the color of this slide or reinsert the background graphic. It will, change the background color of any slides that you have not individually changed.

### Customizing an Individual Slide

You can change the font, background color, or bullet design of individual slides to differ from the slide master. To learn about formatting slides, refer to Customizing a Master Slide, Customizing Slide Elements, and Customizing Slides: Using Color.

1. Open the slide you would like to alter.
2. Make the appropriate changes to the open slide.  
(WARNING: Any changes you make to the slide master after customizing an individual slide will overwrite the design of that slide except for the already made custom changes.)

### Removing Background Graphics

There are times when the background graphics from the slide master do not fit with the content of a slide in your presentation. You can remove all background graphics from individual slides.

1. Open the slide you would like to alter
2. From the **Design** command tab, in the **Background** group, select **Hide Background Graphics** all background graphics are hidden on the desired slide.  
(NOTE: The option is selected when a check mark appears.)