PRODUCTIV**IT**y

Create Your Own Slide Master

Slide Masters are designed to help you create great looking and consistent presentations in less time. You can create a universal style/template (of fonts, images, logos) that will be applied on each and every slide of your presentation.

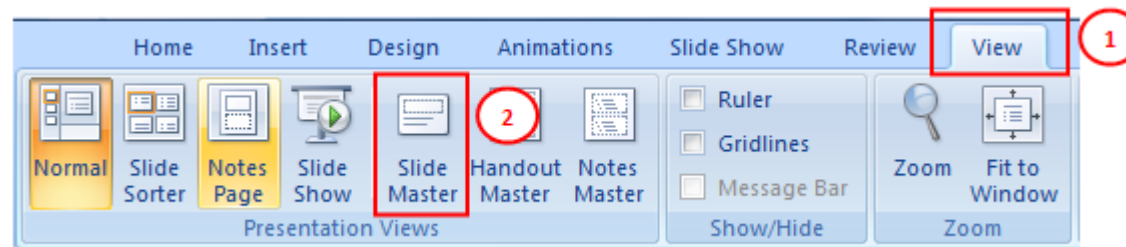**Click here** to know how to create slide master

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.
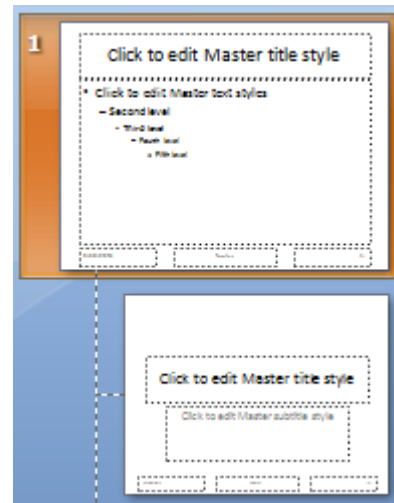
PowerPoint

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Creating Slide Master

1. Open a blank presentation, and then click 'View' Tab.

2. In the Presentation View group, click "Slide Master"

3. The master slide is the top slide in the thumb nail pane on the left side of the screen (shown below).

4. To change the design and layout of the master slide, start by changing the background color. Right click on the slide master and select '**Format Background**'
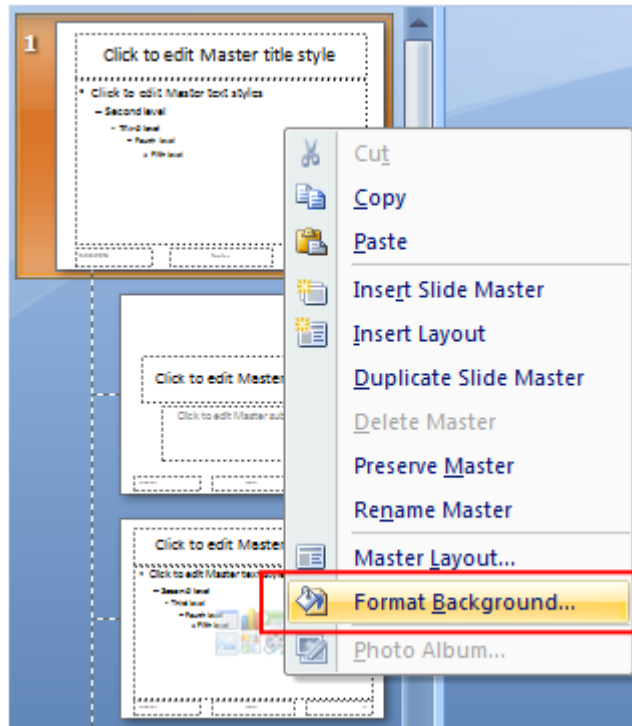

5. Select the desired background color and click the 'Apply to All' button to apply the style to all slides. Click 'Close' button to apply the style for the selected slide.
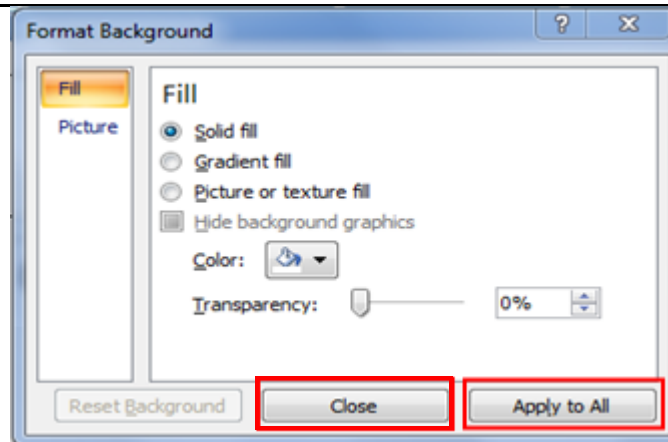
6. You may also add or delete new placeholders in the slide layout. To add a new placeholder, select the slide layout and click "Insert Placeholder".

7. Select a type of placeholder and click on the slide location to insert it.
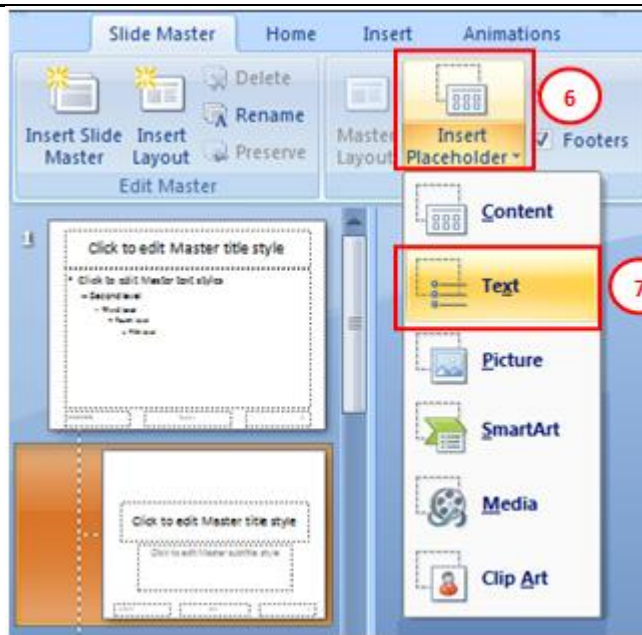
8. Once formatting is done, you can now view the slide master you have created by clicking 'Close Master View' in the Slide Master Tab. You will notice that when you create a New Slide, the slide master you created is applied to the slide.
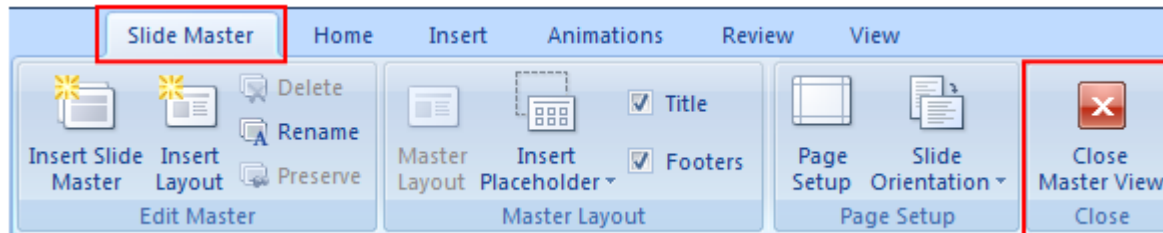
9. To view all slide layout that you created. Right-click on a slide then point out to '**Layout**'.

10. To reuse the slide master, you can save it as a '**PowerPoint Template**'
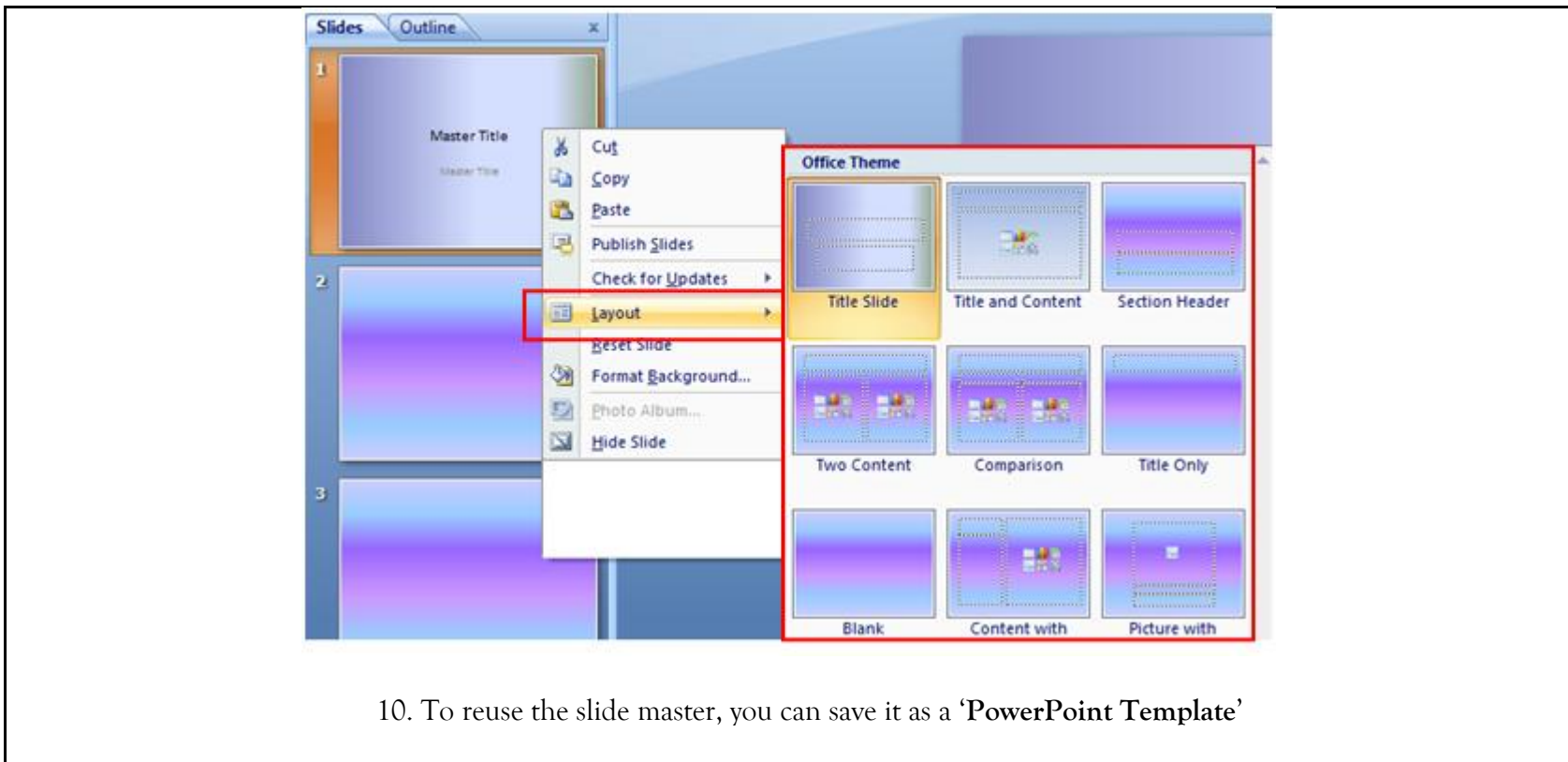
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