

PowerPoint

Creating a Master Slide



With PowerPoint running, choose **Master** from the **View** menu, then select **Slide Master** from the **Master** submenu. This is your slide master. Let's start with formatting the Master title style.




Click on the Title Area for AutoLayouts.



Choose **Font** from the **Format** menu, and change the font style, color, and size of the text. This formatting will be the same on each new slides Title Area . To observe this, <http://www.globalcurrence.com/powerpoint/tutorial/images/dothis.gif> *MERGEFORMATINE



Click on the **New Slide** button () located in the bottom right corner of the screen.



Choose a slide that contains a title area.



Click in the title area of your new slide and type some text. The text format should duplicate that of the Master Slide. Let's format the bullets that will appear on each slide, by formatting them on the Master Slide.



Choose **Slide Master** from the **View** menu.



Highlight the first line of text in the Object Area for Autolayouts.



Choose **Bullet** from the format menu and pick a different style bullet.

You now know how to format items on the Master Slide.

In addition to formatting text and bullets you can also format the following:

Slide Background

Slide ColorScheme

Experiment with these on your own.