

PowerPoint Tips: Using the Slide Master

Does this sound like you?

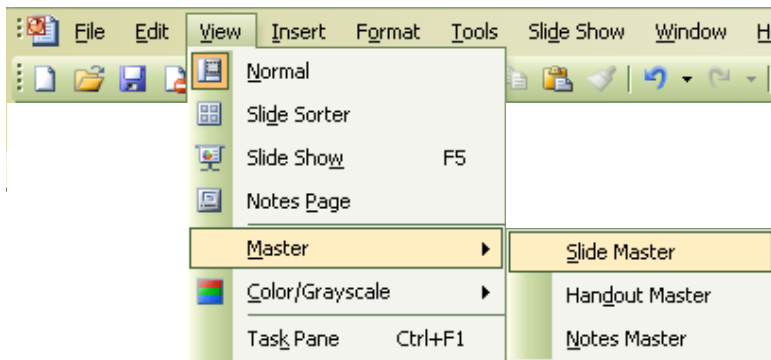
- I'd like to add some of my own slides to the presentation I downloaded from CORE, but I want them all to look the same. How do I do that?

Or this?

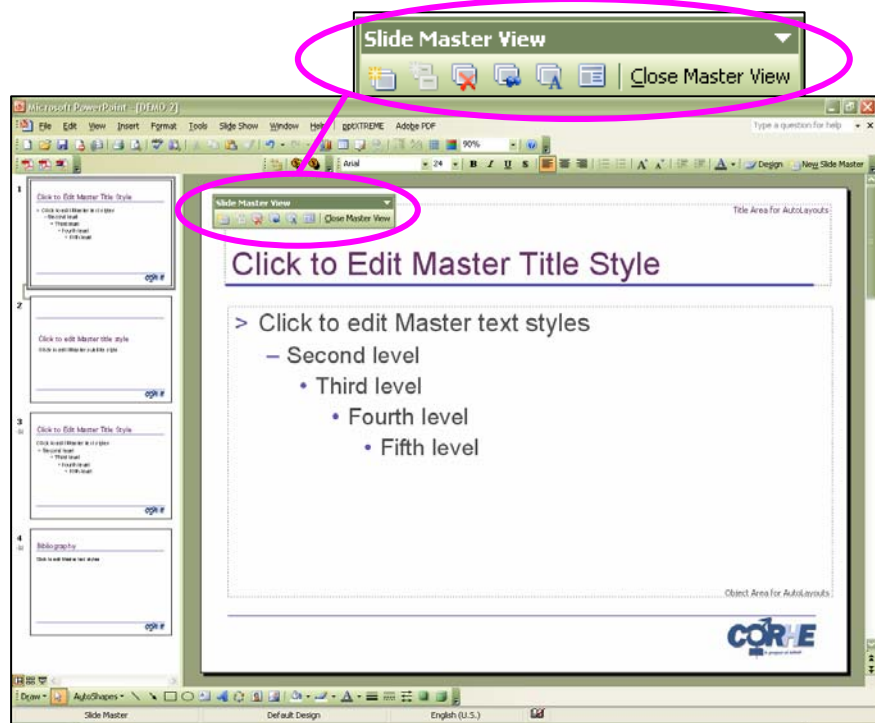
- I plan on using slides from CORE to create a presentation for my organization, but I have to use their template. How do I change the template of the CORE slides?

You can make changes like this by working with the slide master.

To view the slide master, click on the “view” tab on the top menu bar. Then select “slide master” from the list. (Information about how to work with the “handout master” and “notes master” is included in the Printing Your Presentation and Printing Handouts sections of the CORE site.)



When you click on “slide master” you will no longer see your PowerPoint slides. Instead, you will see something that looks like this:



You can now change the design elements of your PowerPoint slides, including:

- Colors
- Font size and style
- Bullet size and style
- Placement of text boxes
- Logo

There is more than one slide master. The above example shows four slide masters in this presentation. To make global changes to all of your slides, you will need to make the same change to each slide master.

When you are done making changes to the slide master, click “close master view” on the menu bar.

Note that ARHP recommends using the CORE PowerPoint slides in the format in which they were designed. Please refer to the CORE Terms of Use for more information.

PLEASE NOTE: This information is very basic. For more detailed information about this topic, please refer to the appropriate section in Microsoft Office PowerPoint Help.