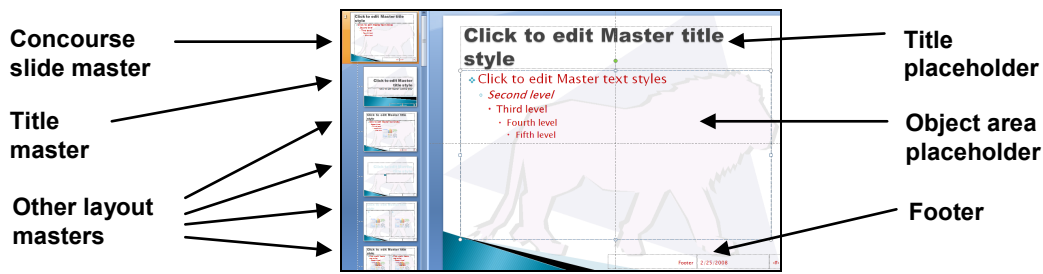


Each presentation comes with a set of special slides called 'Slide Masters'. With these slides, you can control characteristics for all the other slides in the presentation, such as font types and sizes, effects, animation, placeholder positions, pictures and colors. If you make changes to the characteristics of the slide masters, then those changes will also be made to the other slides automatically. This cuts down the amount of editing required to keep your presentation looking professional.

There is one master slide that applies to all other slides throughout your presentation. This is called the 'Concourse Slide Master'. Each layout then has its own master slide. These masters can be edited in order to change all slides that use that particular layout design. For example, the 'Title Slide' master will display any features passed on from the 'Concourse Slide Master' as well as any changes you have made to the 'Title Slide' master itself.

Task 1 – Changing Text Characteristics

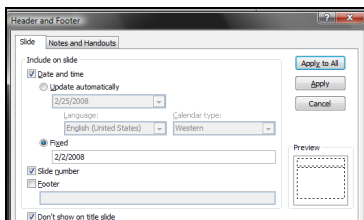
- a. Open the 'View' tab and click on the 'Slide Master' button. The slide masters will be displayed as miniatures on the left. Click on the top miniature to display the 'Concourse Slide Master'. The slide contains placeholders for the title, the object area and the footer (containing date and slide number).



- b. Select the title and change the font to 'Arial Black'.
- c. Select the text "Second level" in the 'Object Area' placeholder, then set as 'Italic'.
- d. Place the cursor in the first level and click on the arrow alongside the 'Bullets and Numbering' icon in the 'Home' tab. Select a new bullet design.
- e. Open the 'Slide Master' tab and click on 'Close Slide Master'.
- f. Click on your 'PowerPoint Tools Used' slide and check that the new formatting is in place.

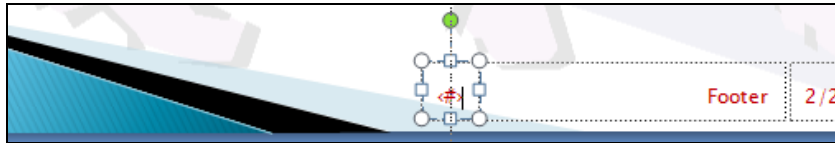
Task 2 – Adding Dates and Numbers

- a. Open the 'Concourse Slide Master' then click on 'Header and Footer' in the 'Insert' tab. The 'Header and Footer' dialogue box should open.
- b. Click on the 'Date and Time' box and select 'Fixed'. Enter a date in the box. Check the box next to 'Slide number' and the one next to 'Don't show on title slide'. Click 'Apply to All'. All the slides will now display the date and slide number, except for the title slide*.



*** Note:** the footer may not be apparent in some slides. This is because the color of the footer is the same as the background picture, whereas the layout actually has a contrasting background. Either remove the background picture from these slides, or change the color of the footer in the appropriate slide master.

- c. We will move the slide number to the center of the page. Open the 'Concourse Slide Master', right-click in a space on the slide and select 'Grid and Guides'. The 'Grid and Guides' window will open.
- d. Check the box titled 'Display drawing guides on screen' and click 'OK'. Two dotted lines, one horizontal and one vertical, should appear across the center of the slide.
- e. Select the text box containing the slide number and use the 'left arrow key' to move it towards the center (this method ensures that the text box isn't shifted vertically). When it is close to the center, hold down the 'Ctrl' key whilst using the arrow key to nudge the box in to place.
- f. Align the text in the center of the text box.



- g. PowerPoint will actually allow you to position objects exactly. Select the date text box. Open the 'Format' tab and click on the small extension arrow in the bottom-right corner of the 'Size' group. The 'Size and Position' dialogue box will open. Click on the 'Position' tab to view the exact position of the text box on the slide. Check that the 'Page number' box is the same distance from the top as the 'Date' box.
- h. One last method of aligning objects is to use the 'Align' menu. Select the two objects together (hold down the 'Shift' key and click on each) then click on 'Align' in the 'Format' tab. A number of options will be presented.
- i. Align the 'Date' text box to the right and move to the corner. Change the word "Footer" to "Animals" and align this text box alongside the date. Note that the footer doesn't appear in the slides unless we change the setting in the 'Header and Footer' options.

Task 3 – Adding Drawings and Logos

- a. Open the Concourse Slide Master. Use the 'Shapes' menu in the 'Insert' tab to draw a horizontal line all the way across the top of the footer section (hold the 'Shift' key down whilst drawing to ensure that the line is horizontal). This line should be present in all slides except the title slides.
- b. Now insert a Clip Art picture of an animal. Reduce its size and place it below the line in the corner. Instead of an animal, this would be a good way to display a company logo.

Task 4 – Animating the Slide Master

- a. Open the Concourse Slide Master. Select the title then click on 'Custom animation' in the 'Animation' tab.
- b. Choose an effect for the title. The titles on all the slides (except the title slides) will display the same effect.
- c. Select 'After previous' from 'Start'. This will cause the title animations to start automatically, so you don't have to click at the beginning of every new slide. Click 'OK'.

Task 5 – The Layout Slide Masters

- a. Hold your mouse over the second miniature. The text "Title Slide Layout: Used by slide(s) 1" should be displayed. This tells you that only slide 1 is using this master. Click on the miniature.
- b. Select the title placeholder and then choose a different color.
- c. Select the subtitle placeholder. Change to 'Bold' and 'Italic' text.
- d. Close the 'Slide Master' and check that the changes have affected only the title slide.
- e. Insert a new 'Title Slide' at the end of your presentation. This should have the formatting qualities you have just set.