

PowerPoint 2003: Templates

Learning guide

What is a slide master?

PowerPoint's **slide masters** allow you to create graphic designs that can be applied to one or more of the slides in your presentation. When you use slide masters to create a design for your presentation, it's easier to make your presentation look like a unified whole. Each slide master design can include the following elements:

- A background color or image
- Geometric shapes & design elements
- Text formatting for slide titles & slide text
- Unchanging text that will appear on every slide
- Custom bullets

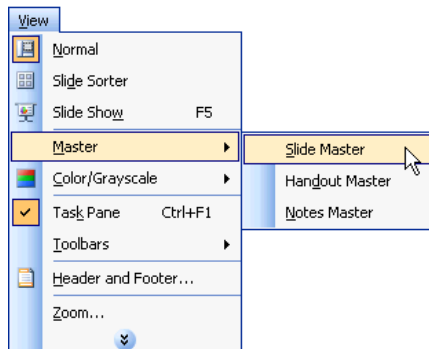
A slide master can also contain:

- Slide-to-slide transitions
- Animated slide objects (graphics or text)

Creating a slide master

Viewing the slide master

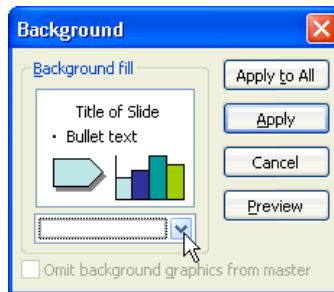
- From the **View** menu choose the **Master** submenu, and click on **Slide Master**.



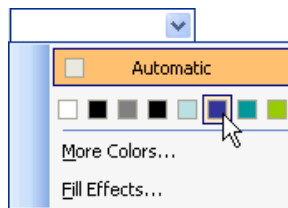
Designating a background color

Use of a common background color is the most basic way to unify the appearance of the slides in your presentation. To choose a background color:

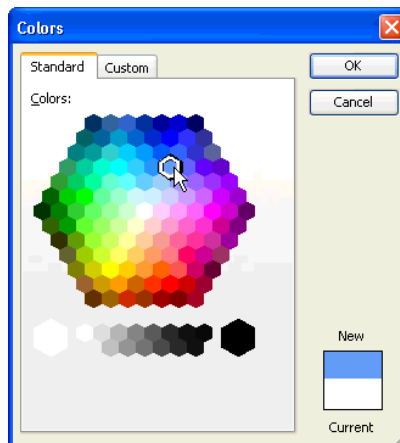
- From the **Format** menu click on **Background**.
- Near the bottom of the **Background** window click on the box with the down-facing arrow.



- To select one of the default colors, click on its colored square in the background color menu that appears.



- To select a different color, click on **More Colors**.
- Click on the **Standard** tab.
- Click on the color to use as the background for your slide master.



- Click **OK** to finalize your color selection and to return to the **Background** window.

- After selecting a new background color, click on the **Preview** button to test the attractiveness of your choice.
- Once you are satisfied, click **Apply** to finalize your selection and return to your slide master.

Adding additional design elements

Once you have selected a background color, you can add shapes and images as additional design elements. PowerPoint's AutoShape tools make it easy to draw geometric shapes.

Drawing a basic rectangle

- Locate the **Drawing** toolbar at the bottom of the PowerPoint window.



- Click on the **Rectangle** button.



- Move the cursor from the toolbar onto your slide master. The cursor will change from an arrow to a plus.
- Drag the cursor across the slide to draw your rectangle.
- Release the mouse button when your rectangle is as big as you would like it to be.

Tip: Drawing a square

*You can use this same technique to draw a square. After clicking on the **Rectangle** button, hold down the **Shift** key while dragging the mouse across your slide master.*

Drawing a basic oval

- On the **Drawing** toolbar click on the **Oval** button.



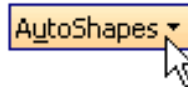
- Move the cursor onto your slide master.
- Drag the cursor and release the mouse button when your oval is as big as you would like it to be.

Tip: Drawing a circle

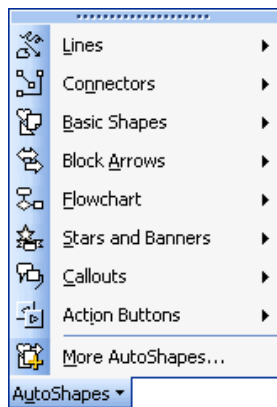
You can use this same technique to draw a circle. After clicking on the **Oval** button, hold down the **Shift** key while dragging the mouse across your slide master.











Drawing additional AutoShapes

- On the **Drawing** toolbar click on the down-facing arrow next to the **AutoShapes** button.



- The **AutoShapes** menu that appears will allow you to draw a wide range of shapes on your slide master.



To create...	Such as...	Use this submenu:
simple lines or arrows	 or 	Lines
lines or arrows connecting flowchart objects	 or 	Connectors
polygons or stylized brackets	 or 	Basic Shapes
big, prominent arrows	 or 	Block Arrows
shapes used in flowcharts	 or 	Flowchart

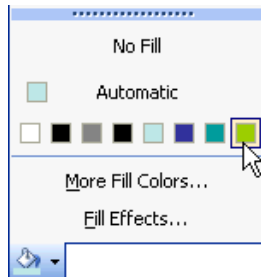
- Click on the submenu containing the AutoShape you wish to draw, and then click on the shape's name.
- Drag the cursor across your slide master.
- Release the mouse button when your shape as big as you would like it to be.

Changing an AutoShape's background color

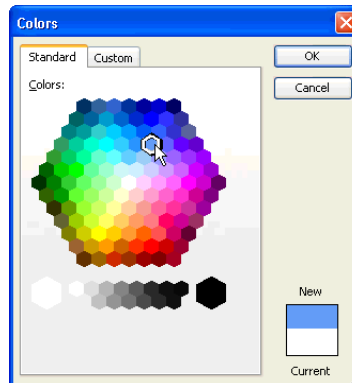
- Click on an AutoShape to select it.
- On the **Drawing** toolbar click on the down-facing arrow next to the **Fill Color** button



- To select one of the default colors, click on its colored square in the **Fill Color** menu.



- To select a different color, click on **More Fill Colors**.
- PowerPoint will display the **Colors** window.



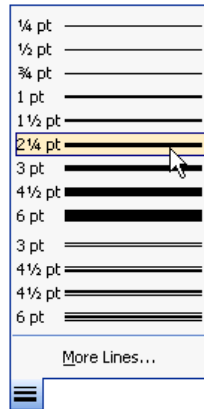
- Click on the **Standard** tab.
- Click on the color you want to use as the background of your AutoShape.
- As you alter the color of your background, click on the **Preview** button to test the attractiveness of your color changes.
- Click **OK** to finalize your color selection and to return to your slide master.

Changing an AutoShape's border style

- Click on an AutoShape to select it.
- On the **Drawing** toolbar click on the **Line Style** button.



- From the **Line Style** menu select the border that will best highlight your AutoShape.



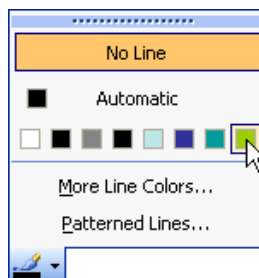
- PowerPoint will apply the border you chose to your AutoShape.

Changing an AutoShape's border color

- Click on an AutoShape to select it.
- On the **Drawing** toolbar click on the down-facing arrow next to the **Line Color** button.



- To select one of the default colors, click on its colored square in the **Line Color** menu.



- o select a different color, click on **More Line Colors**.
- PowerPoint will display the **Colors** window.
- Click on the **Standard** tab and select the color you want to use for the border of your AutoShape.
- To test the attractiveness of your color changes, click on the **Preview** button.
- Click **OK** to finalize your color selection and to return to your slide master.

Adding text boxes to your slide master

Creating a new text box

Adding a text box to a slide master allows you to create unchanging text that will appear on every slide in your presentation. You may want to use a text box to add such text as the title of the presentation, the name of the presenter, or the name of your organization. To create a text box:

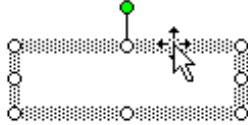
- On the **Drawing** toolbar click on the **Text Box** button.



- The cursor now will appear as an inverted “t”.
- Click on your slide at the location where you would like to place your new text box.
- PowerPoint will create a new box that is one line high and one character wide.
- Type your new text, and PowerPoint will expand the new text box to accommodate it.
- When you have finished entering your text, click outside the text box to deselect it.

Moving text boxes

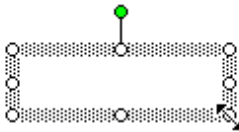
- Click on the text box that you wish to move.
- Place your cursor over the hatched border of the box so that the four-arrow cursor appears.



- Drag the box to its new location on your slide.

Resizing text boxes

- Click on the text box that you wish to resize.
- Place your cursor over one of the white circular handles so that a double-arrow cursor appears.

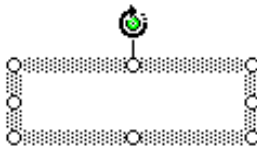


- Drag on the handle to resize the text box.

Tip: If you resize a text box so that the width of the box is less than the width of your text, PowerPoint will automatically increase the height of the box and rearrange your so that it fits inside the newly resized box.

Rotating text boxes

- Click on the text box that you wish to rotate.
- Place your cursor over the green circular handle so that a circular-arrow cursor appears.



- Drag the cursor to the right to rotate the box clockwise.
- Drag the cursor to the left to rotate the box counterclockwise.

Using images in your slide master

Inserting images

Very often, you will acquire images from the web or other sources for inclusion in your PowerPoint slides. To insert an image from your hard drive or a network drive:

- From the **Insert** menu select **Picture**, and then click on **From File**.
- Use the **Insert Picture** window to navigate to the folder or drive in which your image file is saved.
- Click on your image file to select it.
- In the lower left corner of the **Insert Picture** window click on the button labeled **Insert**.
- PowerPoint will insert your image in a box at the center of your slide master.

Moving images

- Click on the image that you wish to move.
- Place your cursor over the image so that the four-arrow cursor appears.
- Drag the image to its new location on your slide.

Resizing images

- Click on the image that you wish to resize.
- Place your cursor over one of the white circular handles so that a double-arrow cursor appears.
- Drag on the handle to resize the image.

Tips:

- *The quality of your resized image will be reduced if you make it too large or too small.*
- *When you resize an image, use the corner handles so that the image retains its proportions and does not appear distorted.*

Rotating images

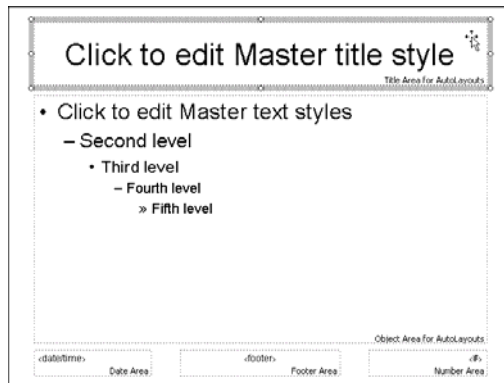
- Click on the image that you wish to rotate.
- Place your cursor over the green circular handle at the top of the image so that the cursor appears as a circular-arrow.
- Drag the cursor to the right to rotate the image clockwise.
- Drag the cursor to the left to rotate the image counterclockwise.

Formatting text on your slide master

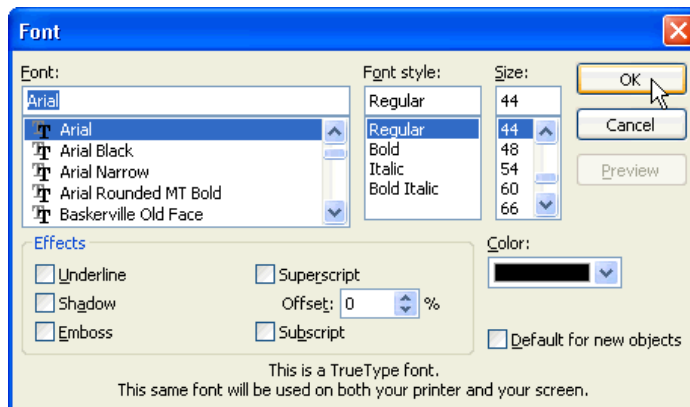
Once your graphic elements are in place, you can further enhance your design with clean, attractive text formatting. Any formatting that you choose for the title and content boxes on your slide master will be applied to the content that you create on the slides in your presentation.

Formatting the title style on your slide master

- At the top of your slide master click on the box containing the text **Click to edit Master title style**.



- From the **Format** menu, choose **Font**.
- From the **Font** window that appears, you will be able to change the various formatting attributes for your text including font, size, style, effects, and color.
- As you alter the format of your text, click on the **Preview** button to test the attractiveness of your formatting changes.
- Once you have finished formatting the title of your slide master, click **OK**.



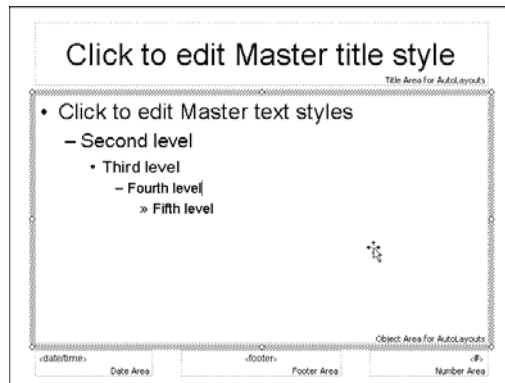
Tip: Remember that there's no need to add actual text to the slide master's title or content boxes. Although PowerPoint will allow you to enter text in the preexisting boxes, only the text entered in text boxes you created yourself will appear on the content slides that are based on this slide master.

Formatting text styles on the slide master

PowerPoint offers five levels of text styles on the slide master to accommodate five levels of bulleted points and subpoints on your slides. You can choose a font for all five levels of text to make them seem more unified, or you can apply formatting so that each text level appears slightly different from the others.

To apply consistent font formatting to all five levels of text

- On your slide master click on the edge of the text box, so that its hatched gray border and circular handles appear but none of the box's contents is highlighted.



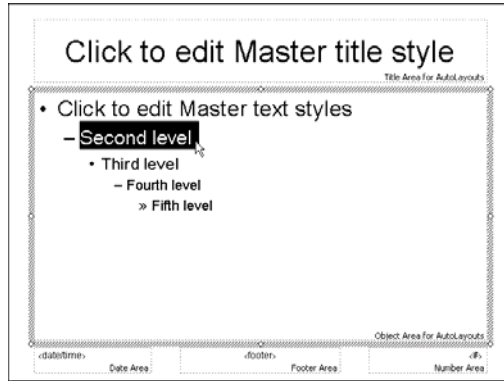
- On the **Formatting** toolbar click on the down-facing arrow next to the **Font** box.



- From the drop-down menu that appears click on the font you wish to use for the content on your content slides.

To apply formatting to a single level of text

- Within the text box on your slide master click on a line of text to select it.



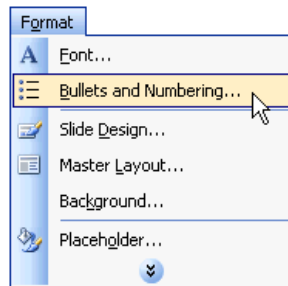
- From the **Format** menu choose **Font**.
- From the **Font** window that appears select the formatting you wish to apply such as font, size, style, effects, and color.
- Click on the **Preview** button to test the attractiveness of your formatting changes.
- Once you are satisfied, click **OK** to apply your changes to the text on the level you selected.
- To format another text level on your slide master, click on that line of text to select it and repeat these techniques.

Formatting bullet styles on your slide master

PowerPoint also lets you choose custom formatting for the bullets associated with each level of text on your slide master.

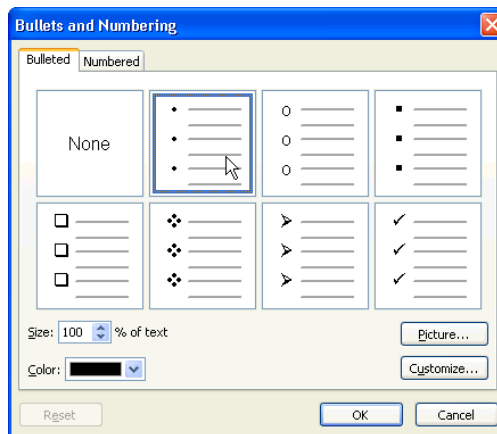
Getting started

- Within the text box on your slide master click on the line of text associated with the bullet whose style you wish to modify.
- From the **Format** menu, choose **Bullets and Numbering**.



Using a standard graphical bullet

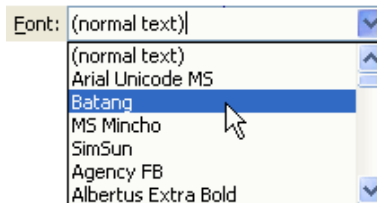
- At the top of the **Bullets and Numbering** window click on the tab labeled **Bulleted**.
- Click on the box containing the bullet style you prefer.



- Finish by clicking **OK** to save the changes to your bullet.

Using a character from any font as a bullet

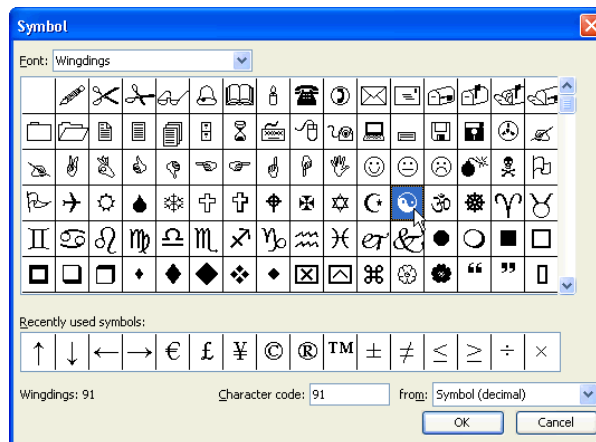
- At the top of the **Bullets and Numbering** window click on the **Bulleted** tab.
- In the lower right corner of the window, click on the **Customize** button.
- From the **Symbol** window that appears, click on the down-facing arrow next to the **Font** box.



- From the drop-down menu that appears click on the font that will supply your bullet.

Tip: *Fonts such as **Webdings** and **Wingdings**, installed with Office 2003, offer many icons for use as bullets. Experiment!*

- Once you have selected a font, click on the character you wish to use as your bullet.



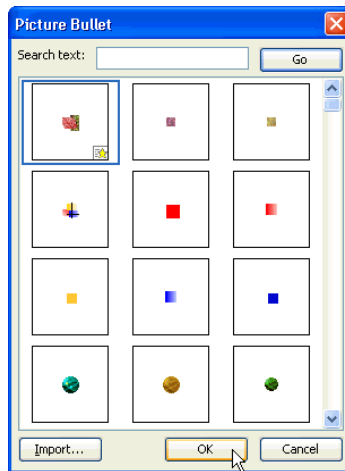
- Finish by clicking **OK** to save the changes to your bullet.

Using a clip art image as your bullet

- At the top of the **Bullets and Numbering** window click on the **Bulleted** tab.
- In the lower right corner of the window, click on the button labeled **Picture**.



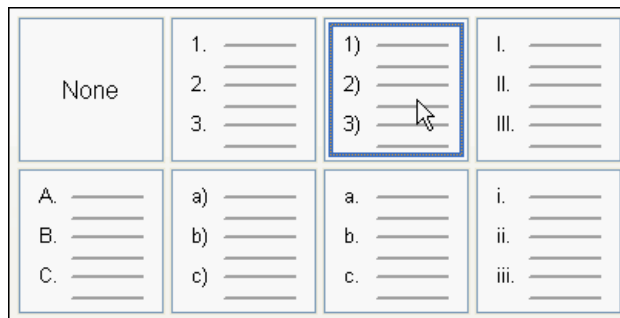
- From the **Picture Bullet** window that appears, click on the image you wish to use as your bullet.



- Finish by clicking **OK** to select your bullet.

Using a standard numbered bullet

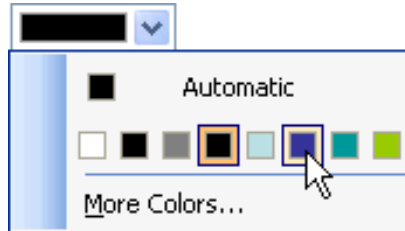
- At the top of the **Bullets and Numbering** window click on the **Numbered** tab.
- Click on the box containing the numbered bullet style you prefer.



- Finish by clicking **OK** to save the changes to your bullet.

Changing the color of your bullet

- At the bottom left of the **Bullets and Numbering** window, click on the down-facing arrow next to the box labeled **Color**.
- To select one of the default colors, click on its colored square in the drop-down menu that appears.



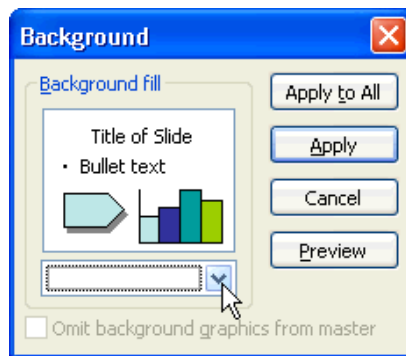
- To select a color that does not already appear, click on **More Colors**.
- Click on the **Standard** tab and select the color you wish to use.
- Click **OK** to finalize your color selection and return to the **Bullets and Numbering** window.

Creating a gradient background fill

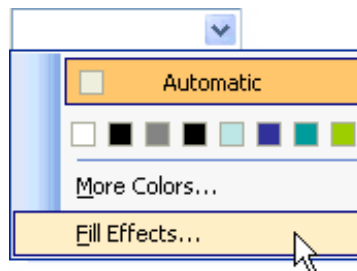
Creating a one-color gradient background fill

A one-color gradient fill allows you to create a gradual transition across the background of your slide from a color of your choice to either white, black, or a shade of gray. To create a one-color gradient fill:

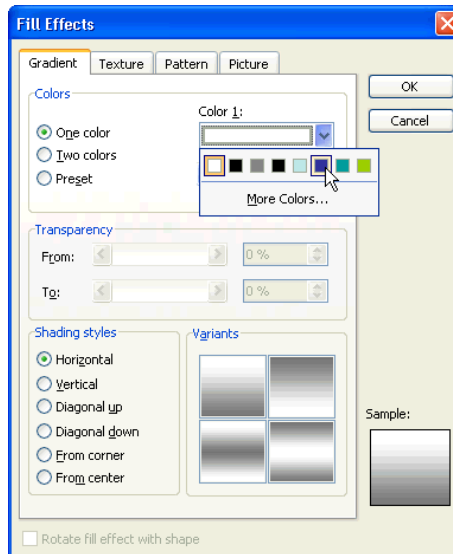
- From the **Format** menu choose **Background**.
- Near the bottom of the **Background** window click on the down-facing arrow.



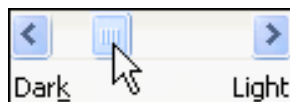
- From the drop-down menu that appears choose **Fill Effects**.



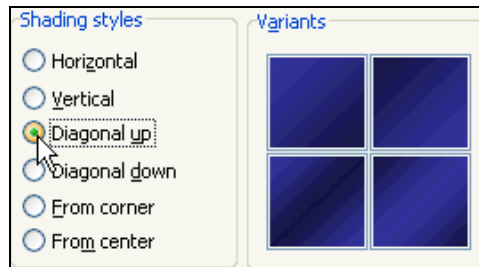
- From the **Fill Effects** window click on the **Gradient** tab.
- Within the **Colors** area click on the option button labeled **One color**.
- Click on the down-facing arrow next to the box labeled **Color 1**, and click on a colored square to select that color for use in your gradient fill.



- To select a color that does not already appear in the **Color 1** menu, click on **More Colors**.
 - Click on the **Standard** tab and select the color you wish to use.
 - Click **OK**.
- Once you have selected your color, use the arrows on the **Dark-Light** slider beneath the **Color 1** menu to manipulate the color transition of your gradient fill.
- To create a fill in which your color transitions to black or to dark shades of gray, click on the left-facing arrow to move the slider to the left.
- To create a fill in which your color transitions to white or to light shades of gray, click the on right-facing arrow to move the slider to the right.



- From the **Shading styles** area in the lower left corner of the **Fill Effects** window, click on one of the option buttons to select the orientation of your gradient fill.
- From the **Variants** area, click on one of the squares to choose the direction of your fill's color transition.

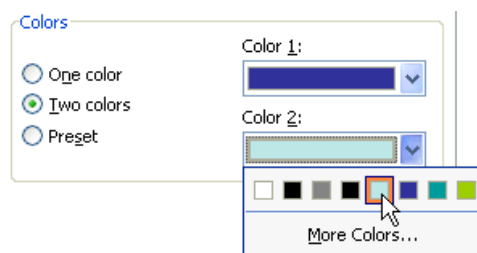


- Preview your gradient fill in the **Sample** area in the lower right corner of the **Fill Effects** window.
- Once you are satisfied with your fill, click **OK**.
- From the **Background** window, click **Apply** to apply your gradient fill to the background of your slide master.

Creating a two-color gradient background fill

A two-color gradient fill allows you to create a gradual transition across the background of your slide between two colors of your choice. To create a two-color gradient fill:

- From the **Format** menu choose **Background**.
- Near the bottom of the **Background** window click on the down-facing arrow, and select **Fill Effects** from the drop-down menu that appears.
- From the **Fill Effects** window click on the **Gradient** tab.
- In the **Colors** area, click on the option button labeled **Two colors**.
- Click on the down-facing arrow next to the **Color 1** box, and select the first color to use in your gradient fill
- Click on the down-facing arrow next to the **Color 2** box, and select the second color to use in your gradient fill.



- From the **Shading styles** area select the orientation of your gradient fill.
- From the **Variants** area choose the direction of your fill's color transition.
- Preview your gradient fill in the **Sample** area, and make any necessary changes.
- Once you are satisfied, click **OK**.
- From the **Background** window click on **Apply** to apply your gradient fill to the background of your slide master.

Tip: Creating a gradient fill for a section of your background

Sometimes a gradient fill is more attractive if it is applied only to part of your slide master rather than to the entire background. To create a partial gradient fill:

- *Create an AutoShape that covers the portion of the background to which you want to apply a gradient fill.*
- *Right-click on your AutoShape, and choose **Format AutoShape**.*
- *PowerPoint will display the **Format AutoShape** window.*
- *Click on the **Colors and Lines** tab.*
- *From the **Fill** area at the top of the window click on the down-facing arrow next to the **Color** box.*
- *From the drop-down menu that appears choose **Fill Effects**, and then create your one- or two-color blend.*

Inserting a title master

When creating title slides, you'll usually want them to exhibit the same overall design as the rest of your presentation. At the same time, you'll want them to appear slightly different from the slides that contain your content. To create this slight variation in design, you can use a title master.

Your title master is based upon your existing slide master, but it allows you to make small design changes that create visual contrast between your title slides and your content slides. Once you've created a title master, its design is automatically applied to any slides of your presentation that use a title layout.

Most presenters use a single title slide at the start of their presentation, and many also use title slides to mark the breaks between sections of their presentations.

Creating a title master

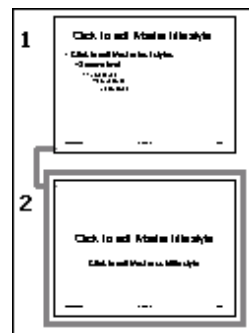
- Confirm that your slide master appears on your screen.
- From the **Insert** menu, choose **New Title Master**.
- PowerPoint will create a title master based on your existing slide master.
- Using background colors, AutoShapes, and text formats, adjust the design of your title master to make it distinct from your slide master.

***Tip:** To ensure that your title slides do not clash with the rest of your presentation, be careful not to make dramatic changes to your title master. Instead, you might want to make subtle modifications such as altering the size and color of text, reorganizing images, or adding additional graphics.*

Switching between your slide master and your title master

On the left side of your screen PowerPoint provides a **master pane** that contains a miniature version, called a **thumbnail**, of each of your masters. PowerPoint makes it easy to view either one of your masters, or to switch between the two of them, as you work to improve their design.

In the **master pane** the thumbnails of your masters appear in the order in which you created them. Generally, the thumbnail of your slide master will appear at the top of the **master pane** (labeled **1**), and the thumbnail of your title master will appear directly below (labeled **2**).

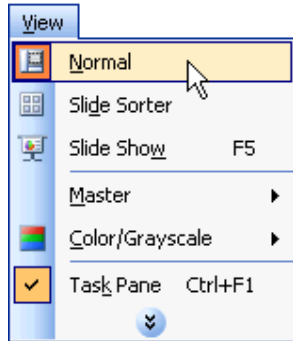


To view your...	Click on the thumbnail labeled...
Slide master	1
Title master	2

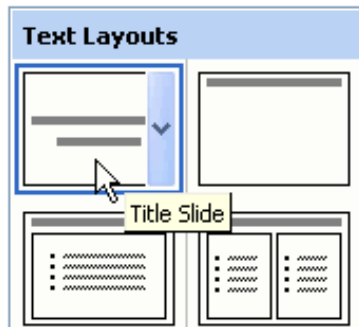
Creating a new title slide within your presentation

The first slide of every presentation automatically contains a title layout to which the title master will be applied. To create additional title slides within a presentation:

- From the **View** menu, select **Normal** so that your content slides appear on the screen.



- From the **Insert** menu select **New Slide**.
- At the top left of the task pane's **Text Layouts** area, click on the **Title Slide** layout thumbnail.



- The design of the title master will be applied to your new slide.
- Type a title and, if necessary, a subtitle on your new slide.
- If necessary, apply any additional formatting to the text you just entered.

Using multiple slide masters

In many presentations, you may want one section of the presentation to feature a different design from other sections. These design variations can visually indicate to your audience that you plan to transition from one content area to another. PowerPoint allows you to create these variations using multiple slide masters, each with a slightly different design. Once you've created all of the slide masters you need, you can apply the design format of each slide master to a specific section of your presentation.

Creating a new slide master

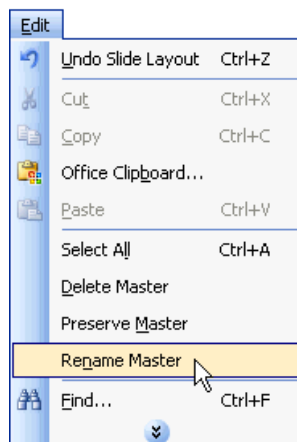
- From the **View** menu, select **Master** and click on **Slide Master**.
- From the **Insert** menu choose **New Slide Master**.
- A blank slide master will appear in the PowerPoint window, and a thumbnail of the new slide master will appear in the master pane.
- Using background colors, AutoShapes, and text formats, apply design formatting to your new slide master.
- Repeat this technique to create any additional slide masters you need.

Tip: You can also create a title master for each new slide master that you design.

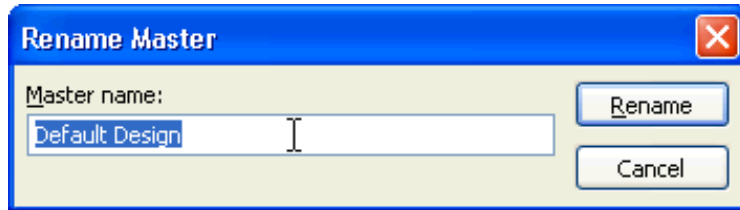
Renaming a slide master's thumbnail

When you are using multiple slide masters, renaming the thumbnail of each master will help you easily find the master's thumbnail in the master pane. To rename a thumbnail:

- From the **Edit** menu, click on **Rename Master**.



- PowerPoint will display the **Rename Master** window.



- In the box labeled **Master name** type a descriptive name for your slide master.
- Click on the button labeled **Rename**.

***Tip:** By default, each title master shares its name with its corresponding slide master. If you rename a slide master that is linked to a title master, PowerPoint will automatically rename the accompanying title master.*

Tip: Finding the thumbnail of the master you wish to view

If the master pane contains more than two thumbnails, it may be difficult to distinguish which thumbnail corresponds to the master you wish to view. To learn which master a thumbnail represents:

- *In the master pane place the cursor over a thumbnail.*
- *Wait until the thumbnail's description box appears. The description box will contain the name of the master represented by the thumbnail you chose.*
- *Continue placing your cursor over individual thumbnails until you find the thumbnail of the master you wish to view.*

Preserving a slide master template

If there are no slides that use a slide master, PowerPoint will delete that master from the presentation to save space. However, you can opt to preserve a slide master so that it remains available for use even if no slides are currently using the design from that master. Each slide master that has been preserved will be marked with a push-pin image next to its thumbnail. PowerPoint will not automatically preserve the initial slide master-title master pair that you designed. However, it will automatically preserve any new slides masters that you create. To preserve a slide master:

- From the **Edit** menu, select **Preserve Master**.

- PowerPoint will display a push-pin image next to the selected thumbnail implying that its corresponding master will be saved.

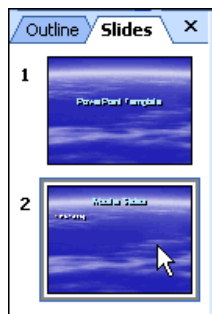


Tip: If the master you chose to preserve is part of a slide master-title master pair, PowerPoint will preserve both masters in the pair.

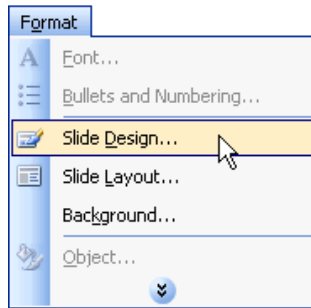
Applying a slide master's design to slides in your presentation

Once you have created all the slide masters that you wish to use, you can apply the designs of different masters to the slides that contain the content of your presentation. To apply a master slide's design:

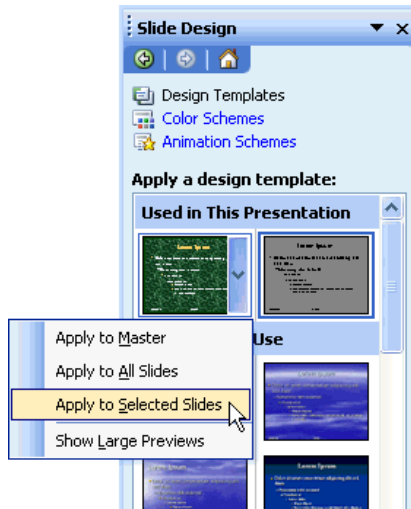
- From the **View** menu select **Normal**.
- The first content slide of your presentation will appear in the PowerPoint window. The master pane will become the **slides tab** which now contains the thumbnails of each slide in your presentation.
- From the **slides tab** select the slides to which you wish to apply a new master template.



- From the **Format** menu, click on **Slide Design**.



- On the right side of the screen PowerPoint will display the **Slide Design** task pane.
- In the **Used in This Presentation** area of the task pane, place the cursor over the thumbnail of the slide master whose design you wish to apply to your selected slides.
- PowerPoint will display the description box of the thumbnail.
- Click on the down-facing arrow to the right of the thumbnail.
- From the drop-down menu that appears, choose **Apply to Selected Slides**.



- PowerPoint will apply the design of your master to the slides you selected.

Tip: The description box of a thumbnail also will display the numbers of the presentation slides to which the corresponding master is applied.