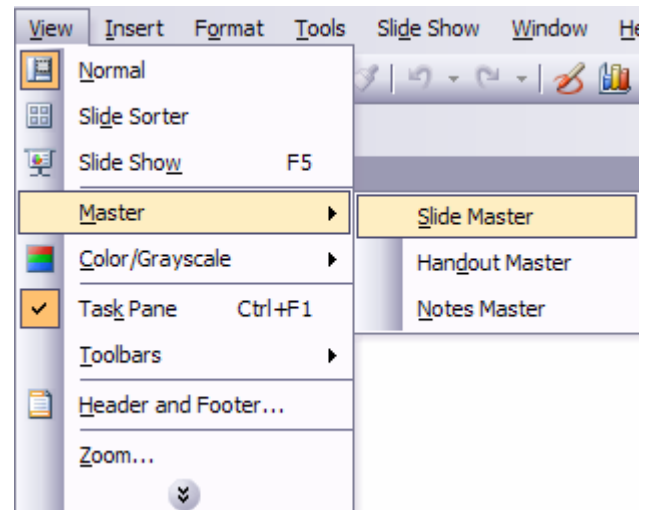
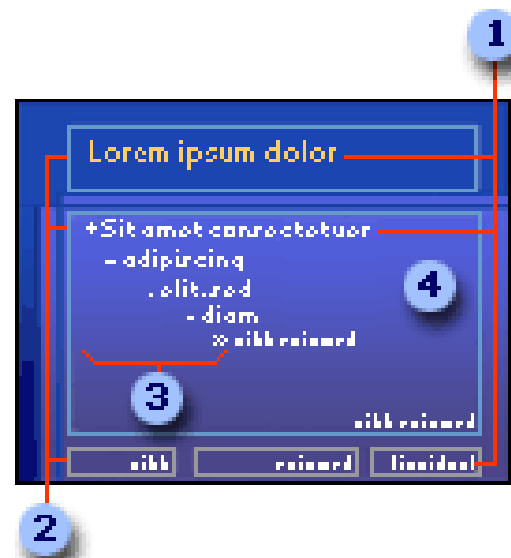


The slide master is an element of the design template that stores information about the template

- **design template:** A file that contains the styles in a presentation, *including*:
 - type and size of bullets and fonts
 - placeholder sizes and positions
 - placeholders: Boxes with dotted or hatch-marked borders that are part of most slide layouts. These boxes hold title and body text or objects such as charts, tables, and pictures
 - background design and fill color schemes
 - color scheme: A set of eight balanced colors that you can apply to slides, notes pages, or audience handouts. A color scheme consists of a background color, a color for lines and text, and six other colors selected to make slides easy to read
 - a slide master
 - optional title master



- | |
|---|
| <ul style="list-style-type: none"> 1 Font styles for title, body, and footer text 2 Placeholder positions for text and objects 3 Bullet styles 4 Background design and color scheme |
|---|



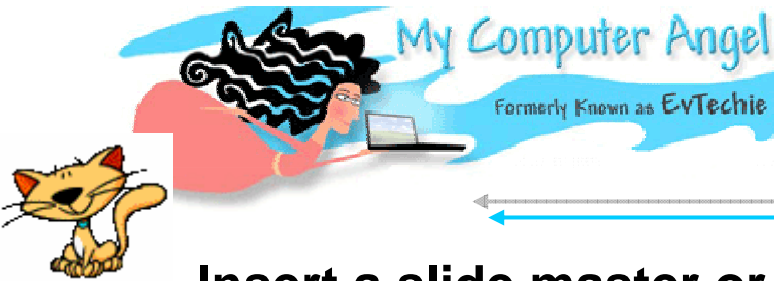
The slide master's purpose is to let you make a **global change**— such as replacing the font style— and have that change reflected on all the slides in your presentation.

You would typically go to the slide master to do the following:

- Change the font or bullets
- Insert art— such as a logo— that you want to appear on multiple slides
- Change placeholder positions, size, and formatting




To see the slide master, you display master view. You can make changes to the slide master just as you would change any slide, except remember that the text on the master is only for styling; actual slide text, such as titles and lists, should be typed on the slide in normal view or, for headers and footers, in the Header and Footer dialog box.

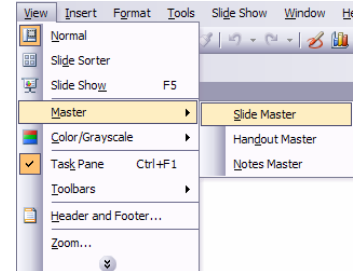
When you change the slide master, changes you have made to individual slides are preserved.



PowerPoint Insert a Slide Master or Title Master...

Insert a slide master or title master

1. On the **View** menu, point to **Master**, and then click **Slide Master**.
2. Do any of the following:
 - To insert a **slide master** that uses the default styles in Microsoft PowerPoint, on the **Slide Master View** toolbar, click **Insert New Slide Master** .
 - To insert a slide master by adding a new **design template**, on the **Formatting** toolbar, click **Design** , point to the design you want, click the arrow, and select one of the options on the shortcut menu.
 - If you want to insert a **title master** for an existing slide master, select the slide master thumbnail on the left, and on the **Slide Master View** toolbar, click **Insert New Title Master** .

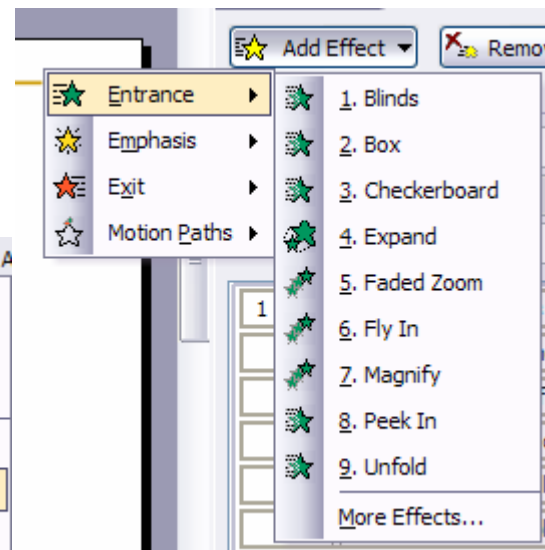
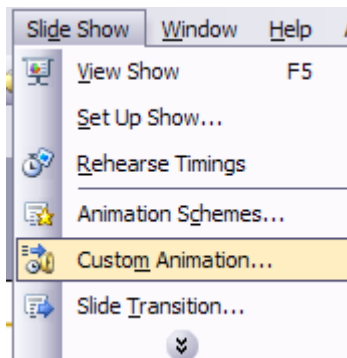


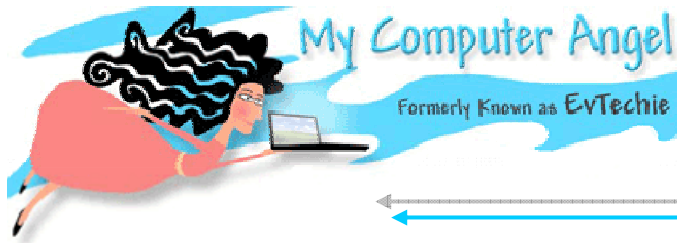
Note When you insert a new master or add a design template, the design appears in the **Slide Design** task pane under **Used in this presentation**. The design is then available to apply to any new slides when you are working in normal view.

1. On the **View** menu, point to **Master**, and then click **Slide Master**.
2. In the **thumbnails** (**thumbnail: A miniature representation of a picture.**) on the left, click the slide master or title master that you want to change. If you don't see the title master that you want, insert it.

Setting up Animations



1. In normal view, display the slide that has the text or objects you want to animate.
2. Select the object you want to animate.
3. On the **Slide Show** menu, click **Custom Animation**.
4. In the **Custom Animation task pane** (A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.),







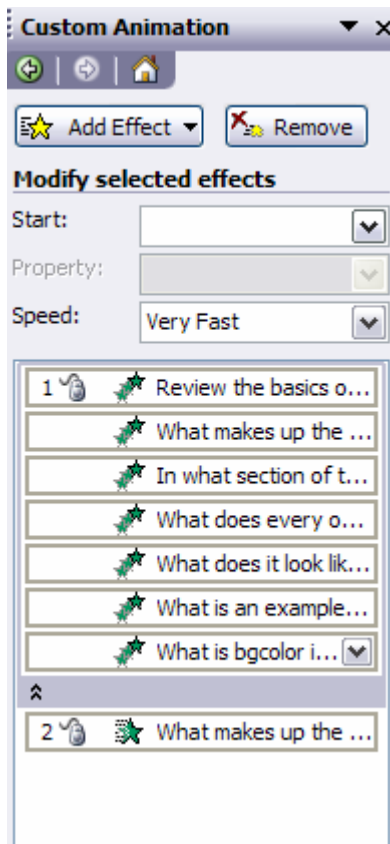


PowerPoint Insert a Slide Master or Title Master...

5.

1. click  Add Effect , and do one or more of the following:

- If you want to make the text or object enter the slide show presentation with an effect, point to  **Entrance** and then click an effect.
- If you want to add an effect to text or an object that is on the slide, point to  **Emphasis** and then click an effect.
- If you want to add an effect to text or an object that makes it leave the slide at some point, point to  **Exit** and then click an effect.
- If you want to add an effect that makes an object move in a specified pattern, point to  **Motion Paths** and then click an effect.



Note The effects appear in the [Custom Animation list](#) (The list of animation sequences for a slide. Items are listed in the order in which they are added, and include icons that indicate timing in relation to other animation events.), top to bottom, in the order you apply them. The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag does not show up in the slide show view.

Tip

If you preview animations for a slide using the **Play** button on the [Custom Animation task pane](#), you do not need to click to trigger any animation sequences. To preview how [triggered](#) (An animation option that can be set so that the animation plays when a specified item is clicked.) animations work, click the **Slide Show** button instead.

