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Using Slide Master in Power Point

Microsoft Power Point

Module 11 - Using Slide Master in Power Point

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Meaning

In PowerPoint, using the Slide Master means utilizing a special view to control the layout, fonts, styles, and overall appearance of all slides in your presentation, ensuring consistency and ease of global design changes.

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Features of using Slide Master:

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1. Central Control:

Slide Master works like a main template. If you change something like the font, color, or background here, it will update on all slides that use it.

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2. Same Look Everywhere:

It helps keep all your slides looking neat and matching each other, giving a clean and professional feel.

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3. Saves Time:

You don't need to edit every slide one by one. Any changes in the Slide Master apply to many slides at once.

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4. Custom Layouts:

You can design different types of slides (like title slides, content slides) and set where text or pictures should go.

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5. Matches Themes:

Slide Master works with themes, so you can easily give your presentation a specific style or color scheme.

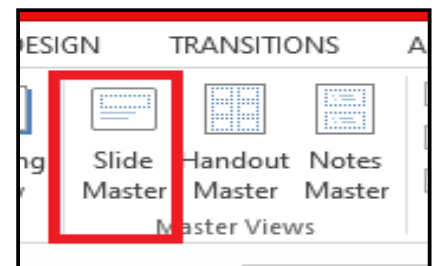
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How to use the Slide Master:

1. Accessing Slide Master

- Open your PowerPoint presentation.
- Go to the View tab on the Ribbon.
- Click on Slide Master in the Master Views section.

This will take you to the Slide Master view where you can edit the slide layouts.



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2. Understanding the Slide Master View:

- When you enter Slide Master view, you'll see:
- The Slide Master (the top slide) that controls the overall design for your presentation.
- Below it, you'll see layout slides. These are the different layouts for your slides (e.g., Title Slide, Content Slide, etc.).

Key Points:

- Changes made to the Slide Master will apply to all slides in the presentation.
- Changes made to the individual layout slides will apply only to slides that use that specific layout.

3. Making Global Changes

a) Fonts and Text Styles:

- Click on the Slide Master (the top slide).
- In the Ribbon, go to the Slide Master tab, and click Fonts to change the font style and size for your slides.
- You can also adjust font color or style directly on the master slide.

b) Backgrounds:

- On the Slide Master, click on Background Styles in the Ribbon to change the background color or add a background image.

c) Adding Elements (e.g., Logos, Footers):

- You can add text boxes, shapes, or images (like a logo) to the master slide. These will appear on all slides.
- For example, you could add a footer with the date or page numbers to appear on every slide.
- To insert a logo or image, go to the Insert tab and choose Picture.

4. Customizing Layouts

- To modify a specific layout (e.g., Title Slide, Content Slide), select the layout slide beneath the Slide Master.

a) You can:

- Adjust placeholder sizes (e.g., text boxes, content areas).
- Change the layout design (e.g., adding new placeholders, shapes, or changing alignment).



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- To add a new placeholder (for text, images, etc.), click Insert Placeholder in the Slide Master tab.

5. Applying Layouts to Individual Slides

- Once you've made changes to your Slide Master and layouts, go back to the normal slide editing view.
- To apply a specific layout to a slide:
- Select the slide you want to change.
- Go to the Home tab and click on Layout. Choose the layout you modified or created from the list.

6. Closing Slide Master

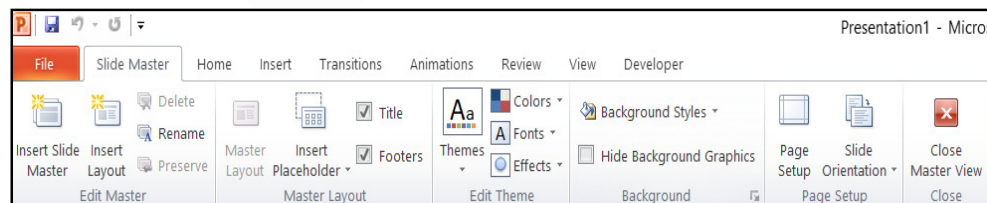
- Once you're finished with the Slide Master, click on Close Master View in the Slide Master tab to return to the regular slide editing mode.

7. Additional Tips

- **Multiple Slide Masters:** If you want to have different designs in different sections of your presentation, you can add another Slide Master by going to Insert > Slide Master. This allows you to create multiple sets of slide layouts.
- **Consistency:** All the changes you make in the Slide Master will be automatically applied to all slides that use those layouts, saving you time and keeping your slides consistent.
- **Editing Themes:** You can also apply a theme to the Slide Master by going to Design > Themes. This can change colors, fonts, and effects throughout the presentation.

Slide Master:

The Slide Master is a special view in PowerPoint where you can control the overall look (layout, fonts, colors, background, etc.) of your entire presentation in one place. Changes made here apply to all slides, so you don't have to edit each slide one by one.



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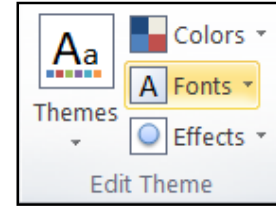
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What is the “Edit Theme Group” in Slide Master?

In the Slide Master tab, the Edit Theme group is a section on the ribbon that allows you to customize the overall theme of your presentation.

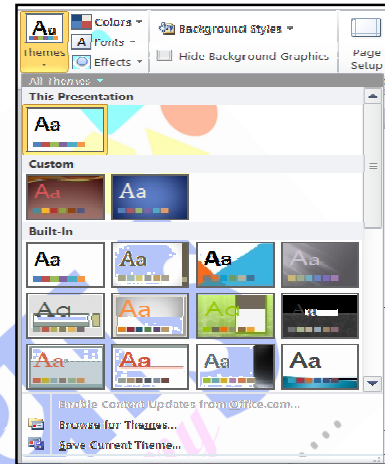


Components of the “Edit Theme” Group:

Themes

- Let you apply a ready-made design to your slides.
- Includes font styles, colors, and background effects.
- Click this to choose from different pre-made themes.

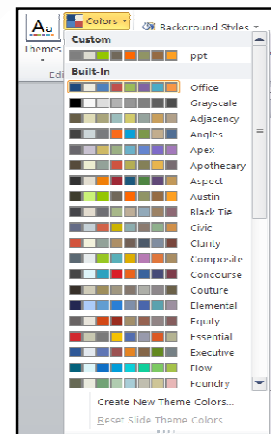
Example: You can choose a professional theme like “Ion” or “Gallery” to give your presentation a consistent style.



Colors:

- Change the color scheme of your presentation.
- Affects text, shapes, charts, and background colors.
- You can use built-in color schemes or create your own.

Example: Choose a blue-toned scheme for a business theme or warm colors for a school project.



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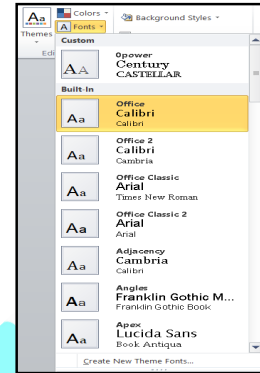
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Fonts

- Sets the main fonts for headings and body text.
- Changes will apply to all slides in your presentation.

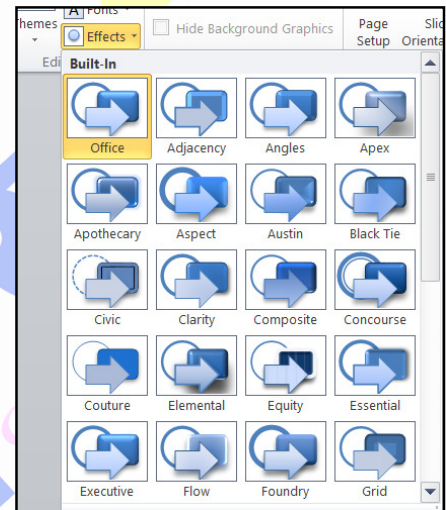
Example: Set headings to "Arial Black" and body text to "Calibri".



Effects

Controls the style of visual effects like shadows, reflections, and 3D effects for shapes and graphics.

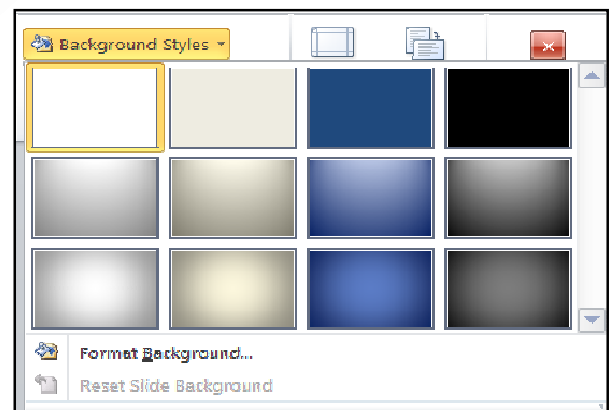
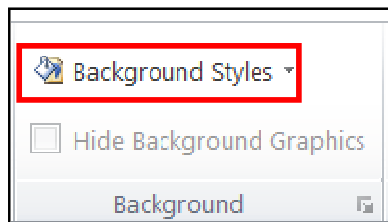
Example: Choose a soft shadow or glossy effect for shapes to match your design.



What Are "Background Styles" in PowerPoint?

Background Styles let you change the background look of your slides without changing the entire theme. It's part of the Slide Master and also available in the Design tab. These styles adjust:

- The color
- The pattern
- The gradient
- The texture



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What is the Page Setup Group?

This group helps you control the layout and size of your slides while working in the master view.

Here are the tools included:

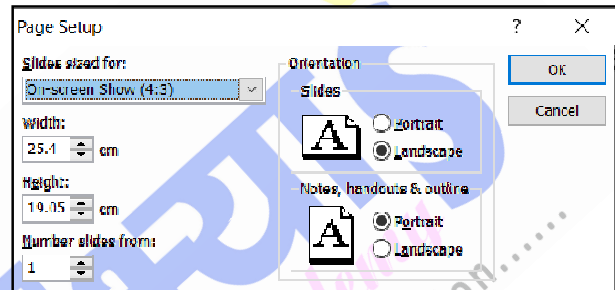
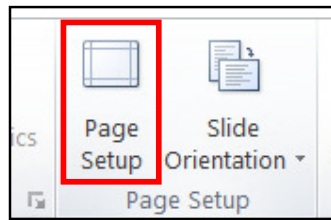
1. Slide Size

Function: Change the dimensions of your slides.

Options:

- Standard (4:3) - Good for older screens and printed slides.
- Widescreen (16:9) - Best for modern displays and projectors.
- Custom Slide Size - Set your own width and height.

Example: If you're creating slides for a poster or certificate, you might set a custom size like A3 paper.

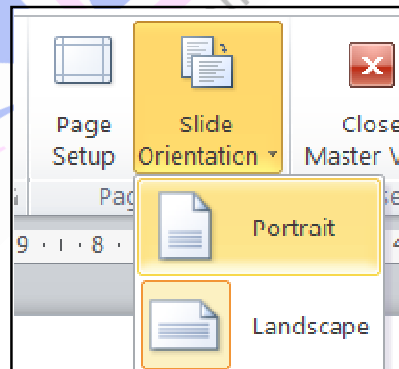
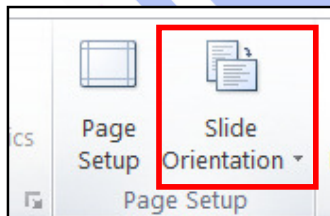


2. Orientation

Function: Set slide and page orientation.

You can choose:

- Landscape (horizontal) - Default for presentations.
- Portrait (vertical) - Useful for posters or printed pages.



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Handout Master and Notes Master

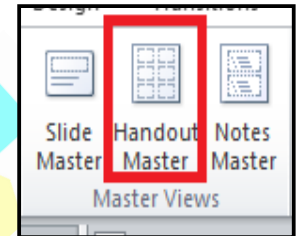
In Microsoft PowerPoint, Handout Master and Notes Master are tools used to control how printed versions of your presentation look—especially when including extra information like notes or multiple slides per page. Here's an explanation of both:

1. Handout Master

Purpose: Controls the layout and appearance of printed handouts that contain multiple slides per page.

Key Features:

- Lets you choose how many slides appear on each printed page (1, 2, 3, 4, 6, or 9 slides per page).
- You can customize:
 - Background styles
 - Header and footer
 - Date and page number
 - Placement of slide images
 - Add logos or text that appear on every handout page



How to Create and Print Handouts in MS PowerPoint:-

Step 1: Open your PowerPoint presentation

Launch PowerPoint and open the presentation you want to create handouts for.

Step 2: Go to the File menu

Click File in the top-left corner of PowerPoint.

Step 3: Select Print

In the menu, choose Print to open print settings.

Step 4: Choose Handouts layout

A. Under Settings, click on the drop-down menu (usually defaulted to "Full Page Slides").

B. Select Handouts.

C. You will see options such as:

- 1 slide per page
- 2 slides per page
- 3 slides per page (with lines for notes)
- 4, 6, or 9 slides per page



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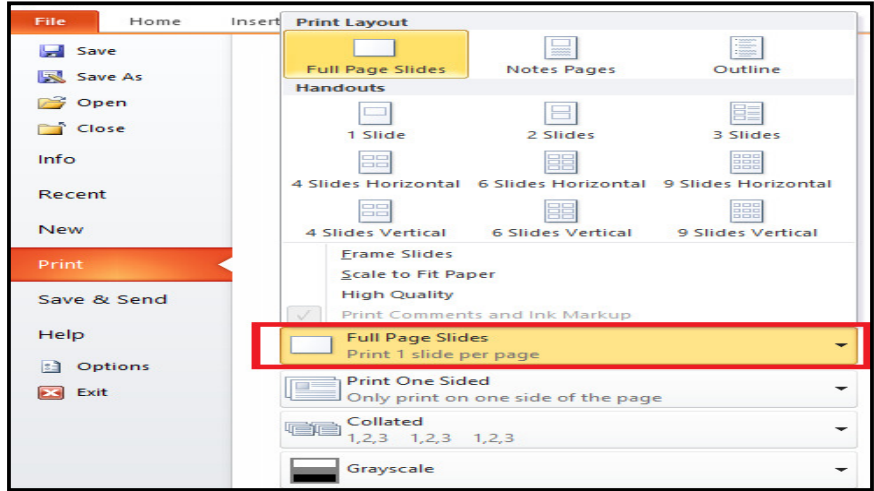
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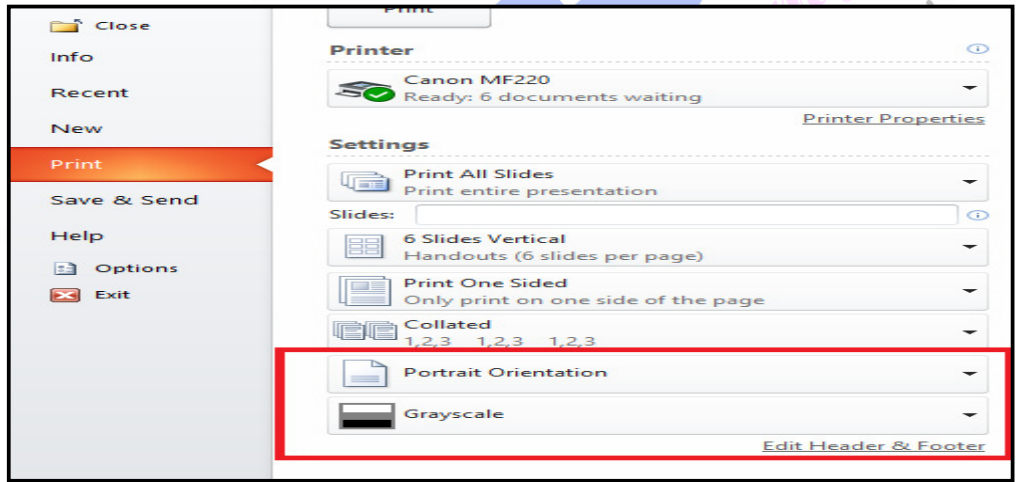
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Step 5: Adjust other print settings

- Choose the printer.
- Select number of copies.
- Choose color or grayscale.
- Select page orientation (Portrait or Landscape).



Step 6: Print or save as PDF

- Click Print to print handouts.
- Or, choose Microsoft Print to PDF (or another PDF printer) to save the handouts as a PDF file.

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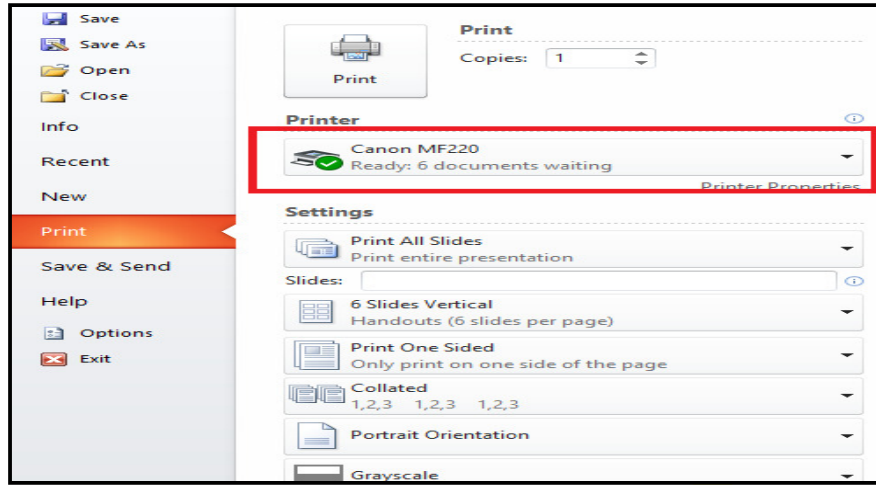
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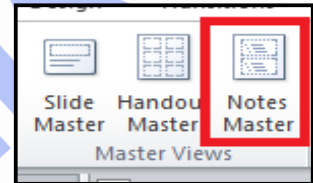


2. Notes Master:

Purpose: Controls the layout of printed speaker notes, showing one slide per page with your speaker notes below it.

Key Features:

- Customize how your notes pages look when printed.
- You can adjust:
 - Slide size and position
 - Font and placement of speaker notes
 - Header/footer, date, page numbers
 - Add images like logos



How to Use Notes Master in MS PowerPoint:-

Step 1: Open your PowerPoint presentation

- Launch PowerPoint and open your file.

Step 2: Go to the View tab

- On the top ribbon, click View.

Step 3: Click Notes Master

- In the Master Views group, click Notes Master.
- This opens the Notes Master view, where you can edit the layout and design of your notes pages.

Step 4: Customize the Notes Master

Here, you can change:

- The font, size, and color of the notes text.
- The position and size of the notes placeholder.
- Add logos, backgrounds, headers, or footers.

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- Modify page layout or add decorative elements.

Step 5: Close Notes Master

- When you're done customizing, click Close Master View on the Notes Master tab.

Step 6: View or print notes

A. To see the notes with your customization:

- Go to File > Print.
- Under Settings, choose Notes Pages.

B. You'll see your slides with the notes formatted using your Notes Master design.

C. You can print or save these notes pages as PDF.

