

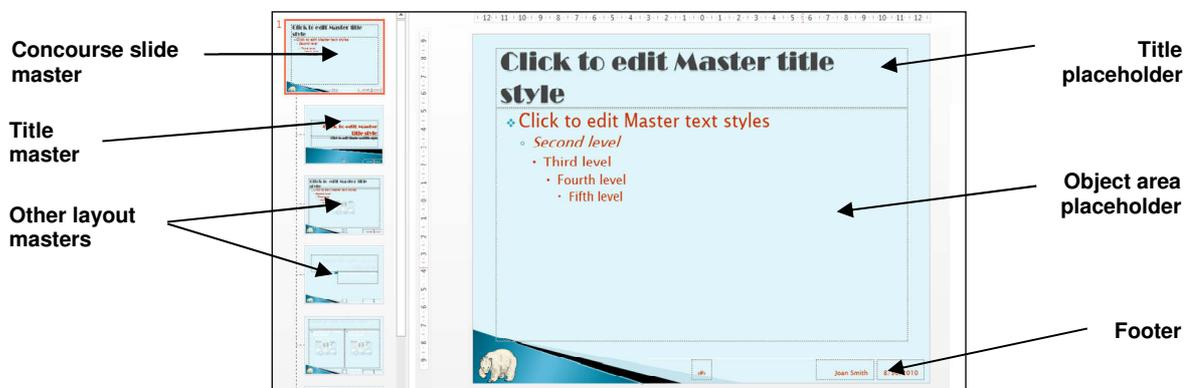


Each presentation comes with a set of special slides called 'Slide Masters'. With these slides, you can control characteristics for all the other slides in the presentation, such as font types and sizes, effects, animation, placeholder positions, pictures and colours. If you make changes to the characteristics 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

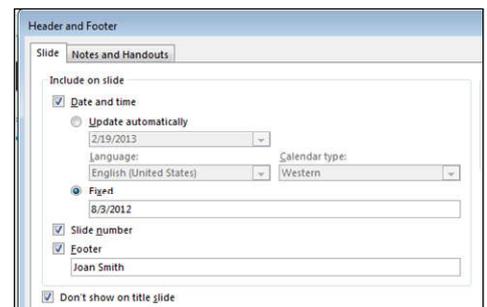
- a. Click on '**View / Master Views / Slide Master**'. The slide masters will be displayed as miniatures on the left. Click on the top miniature to display the 'Concourse Slide Master'. The slide contains placeholders for the title, the object area and the footer (containing date and slide number).



- b. Click on the title and select an alternative font.
- c. Place the cursor in the first level (where it says "Click to edit Master text styles") and select a new bullet design from the 'Bullets and Numbering' icon in the 'Home' tab.
- d. Select the text "Second level" in the 'Object Area' placeholder, then set as 'Italic'.
- e. Click on '**Slide Master / Close / Close Master View**'.
- f. Add a new slide after your first title slide. Make this a contents slide with points showing the skills covered in each other slide. Use the tab key at the start of a new line to use the second and third level paragraphs. Use 'Shift + Tab' to reduce the level again. Make sure that your slide master settings are in use.

Task 2 – Adding Dates and Numbers

- a. Open the 'Concourse Slide Master' again then click on '**Insert / Text / Header and Footer**'. 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.
- c. Check the box next to 'Slide number'. Check the 'Footer' box and enter your name. Check the 'Don't show on title slide' box. 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 colour 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 colour of the footer in the appropriate slide master.

- d. We will move the slide number to the centre of the page. Open the 'Concourse Slide Master', right-click in a space on the slide outside any placeholders and select 'Grid and Guides'. The 'Grid and Guides' window will open.
- e. Check the box titled 'Display drawing guides on screen' and click 'OK'. Two dotted lines, one horizontal and one vertical, should appear across the centre of the slide.
- f. Hold down the 'Shift' key and drag the slide number box (containing the text "(#)") towards the centre (the 'Shift' key ensures that the text box isn't shifted vertically). The box should sit neatly on the line, but if necessary, hold down the 'Ctrl' key whilst using the arrow key to nudge the box into place. Align the text in the centre of the text box.
- g. Align the 'Date' text box to the right and move to the corner. Move the footer box alongside.

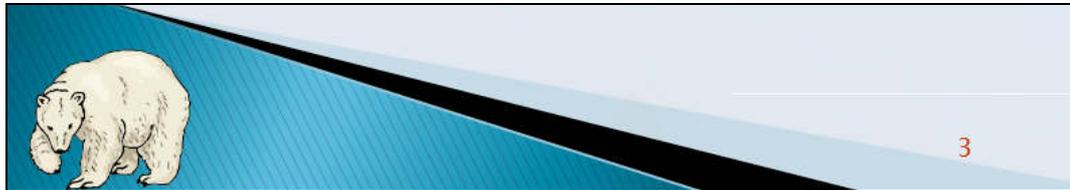


- h. View and save your presentation.

Note: PowerPoint will actually allow you to position objects exactly. Select the date text box and open the 'Drawing Tools - Format' tab. Click on the small extension arrow in the bottom-right corner of the 'Size' group. Look at the 'Position' settings in the 'Format Shape' pane on the right. We will not change these settings now.

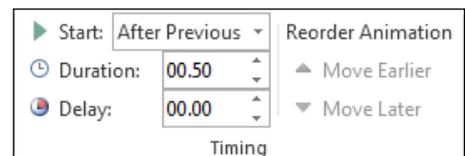
Task 3 – Adding Drawings and Logos

- 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 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 and select the title. Select the entrance animation 'Fade' (or another subtle effect). The titles on all the slides (except the title slide) will display the same effect.
- b. Select 'After previous' for the 'Start' option in the 'Timing' group on the 'Animations' tab (or use the 'Animation' Pane). This will cause the title animations to start automatically, so you don't have to click at the beginning of every new slide.



Task 5 – The Layout Slide Masters

- a. In 'Slide Master' view, hold your mouse over the second miniature slide on the left. 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 colour. Select the subtitle placeholder and change to 'Bold' and 'Italic' text.
- c. Close the 'Slide Master' and check that the changes have affected only the title slide.
- d. Insert a new 'Title Slide' at the end of your presentation. This should have the formatting qualities you have just set. You can change the title to 'The End' and the subtitle to 'Thank You'. Save your work.