

Module 3

Lesson 1

PowerPoint Pro 3.0:

The Slide Master: Introduction and Using it to Insert Logos, Headers, and Footers

Click To Edit Master Title Style

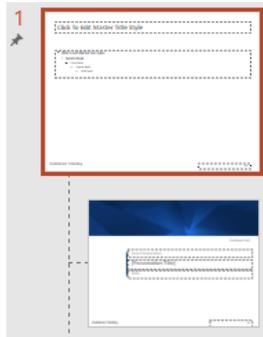
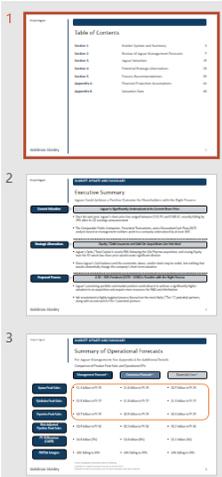
- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - » Fifth level

Outline for This Lesson

- 1. Slide Master 101:** When it's useful, when it's not, and why it's often *less* useful than you might think **0:52**
- 2. Setup:** How to set up the Slide Master properly and what the first slide does vs. everything else **11:24**
- 3. Exercise:** Arrange the first slide ("Office Theme") in the Slide Master properly and add the logo and slide # **14:35**

Slide Master 101

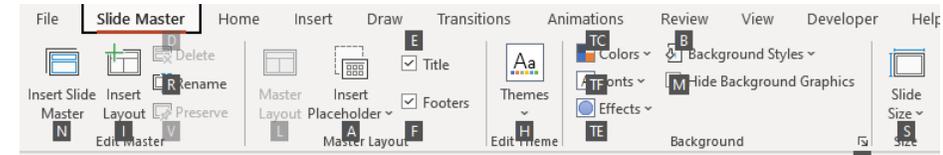
- **So Far:** We've created or fixed ~8 slides in this presentation...
- **But:** We haven't set things up in the best way because there's a lot of **repetition** across these slides, such as the "Goldman Stanley" logo at the bottom and "Project Jaguar" at the top
- **BETTER IDEA:** Use the Slide Master to insert the text, objects, graphs, etc., all in one spot, and apply them to many slides
- The **Slide Master** lets you do this and apply styles to the entire presentation or just certain slide "Layouts" (templates)



Slide Master 101

- **Key Shortcuts:**

- **Alt, W, M:** Slide Master Mode
- **Alt, M, C:** Close Slide Master
- **Alt, W, L:** Normal Edit Mode
- **Alt, H, L:** Change Slide Layout (outside of Slide Master)
- **Alt, H, Q:** Reset Slide Layout (outside of Slide Master)
- **Alt, N, H:** Header & Footer (outside of Slide Master)



- There are **others**, which we'll cover in upcoming lessons – these are just the ones you need to know for now

- **Important:** “Placeholders” vs. normal objects

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Slide Master 101

- **“Placeholders”**: When you insert these (not allowed on Layout #1), you can *edit* the Shape or Textbox on normal slides
- **Normal Shapes**: If you insert these on the Slide Master, you cannot edit them or align/distribute to them on normal slides!
- **So**: Be very careful with the parts you want *to be able to edit* and which should stay constant
- **But**: Not an issue for anything you insert on Layout #1 since Placeholders are not allowed here (other than the defaults)

[SECTION TITLE]

[Slide Title]

[Slide Subtitle]

[Slide Text]

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Slide Master 101

- **Downside #1:** As you'll see, not all formatting changes carry through to normal slides the way you want
- **Downside #2:** Not everyone uses the Slide Master, and it's quite annoying to "convert" long presentations into using it
- **Downside #3:** If an existing slide already has its Shapes, Textboxes, etc., it won't update even if you change the Layout
- **So:** Keep it simple and focus on things like logos, headers, footers, and slide #s rather than crazy/complicated layouts



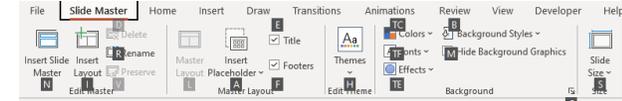
Slide Master Setup

- **Step 1:** If you're in a *new* presentation, you should go to the Slide Master and delete all the Layouts you won't be using (the default ones are not useful)
- **Step 2:** Go to Slide Master mode (Alt, W, M) and remove the “master” Drawing Guides on Layout #1 (the ones in red) and anything else you don't want to use there, such as the orange Drawing Guides on the other Layouts
- **Step 3:** Add your company logo at the bottom or top, the slide #, and any header or footer that will apply to *everything* (be careful – usually don't want this due to Title/Section slides)



Slide Master Setup

- **Step 4:** Adjust the Themes, Colors, Fonts, Background Styles, etc., as you see fit (some banks have their own Themes, but they're not necessary to use PowerPoint effectively)

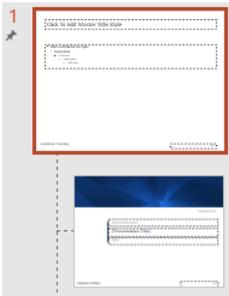


Your Exercise: “Layout #1” in the Slide Master

- **TASK:** Set up the Slide Master properly in the “Before” slides by following the steps described here (remove the unused Layouts, delete the red Drawing Guides if they appear, etc.)
- **THINK ABOUT:** The Goldman Stanley text, the location/size of the slide numbers (delete and add to see the issues), the text and bullet styles, and anything else we don’t need
- **HINT:** You can copy and paste objects from normal slides to the Slide Master to do much of this
- **QUESTIONS:** Review the finished presentation Slide Master



Goldman Stanley



Recap and Summary

1. **Slide Master 101:** When it's useful, when it's not, and why it's often *less* useful than you might think

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2. **Setup:** How to set up the Slide Master properly and what the first slide does vs. everything else



3. **Exercise:** Arrange the first slide (“Office Theme”) in the Slide Master properly and add the logo and slide #

