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top Master Slide. This will automatically place the logo on all slides based on this Master, ensuring uniform branding throughout your presentation. To create a new layout, go to View -> Slide Master and then click Insert Layout in the Slide Master toolbar. You can then customize this new layout as needed. First, save the theme from the source presentation via View -> Slide Master -> Themes -> Save Current Theme. Then, open the new presentation, go to Slide Master, and choose Themes -> Browse for Themes to apply the saved theme. This can happen if some slides were created with different layouts, or had manual adjustments made outside the Master Slide. Ensure each slide follows the correct layout from Slide Master, and avoid manual changes if you want uniform styling. The Master Slide and associated layouts in Slide Master can help standardize various aspects of your slide design. Making it easier to manage branding, import slides for your preferred layouts, and help avoid manually editing slides in your presentation deck to apply specific layout changes. Alternatively, check our complete article about how to change template in PowerPoint.

This video lesson, titled "Using Slide Masters and Slide Layouts," shows you how to use slide masters in PowerPoint. This video lesson is from our complete PowerPoint tutorial, titled "Mastering PowerPoint Made Easy v.2016-2013." Slide Masters in PowerPoint: Overview You use slide masters in PowerPoint to set the default layout and appearance of presentation slides. When you add presentation slides and apply a slide layout, the slide is formatted according to the slide master's specifications. Each slide master has several associated slide layouts. It is possible to also use more than one slide master in a presentation, if desired. You can create and customize your own slide layouts and slide masters in PowerPoint. You can then save these into a custom template for future use.

To create and modify slide masters in PowerPoint and also slide layouts, click "View" tab in the Ribbon. Then click the "Slide Master" button in the "Master Views" button group. Doing this then opens the presentation's slide masters and associated layouts.

Each slide master in the presentation appears at the top of a hierarchy of connected slide layouts in this pane. Each layout appears as a branch of the slide master. The current slide master and layout appear selected in the slide pane at the left side of the window. It is displayed for editing in the main window. You will also see a new "Slide Master" tab appear in the Ribbon. You use the commands and buttons in the button groups on this tab to change the slide masters in PowerPoint.

To insert a new slide master into the presentation, click the "Insert Slide Master" button. To insert a new layout for a slide master, select a slide master and click the "Insert Layout" button. Slide Masters in PowerPoint - Instructions: A picture of a user adding a new slide master in PowerPoint.

To customize a slide master, select it in the slides pane. Then select which default placeholders to apply by clicking the "Slide Master" tab in the Ribbon. Then click the "Master Layout" button in the "Master Layout" button group. Check the default placeholders to add and then click the "OK" button.

To rename a selected slide master, click the "Rename" button in the "Edit Master" button group to open the "Rename Master" dialog box. Enter a new name into the "Master name:" text box. Then click the "Rename" button to rename it. To save the selected slide master with the presentation, even if it is not actively used by any slides in the presentation, click the "Preserve" button in this same button group. To delete a custom slide master, click the "Delete" button in this button group. You can select a slide layout associated with a slide master and then add placeholders to it. To do this, select the slide layout in the slide pane. Then click the "Insert Placeholder" drop-down in the "Master Layout" button group. Then select the type of placeholder to add from the drop-down menu. You then click and drag over the area in the slide layout where you want the placeholder to appear. Repeat this, as needed, until you have added the placeholders you want. Check the "Title" and "Footers" checkboxes in the same button group to remove the display of these elements from the slide layout, if desired.

To delete a custom slide layout, select it and then click the "Delete" button in the "Edit Master" button group. You can also click the "Rename" button to rename it.

To close the slide master view, click the "Slide Master" tab in the Ribbon. Then click the "Close Master View" button in the "Close" button group. Slide Masters in PowerPoint: Instructions To create and modify slide masters in PowerPoint, click the "View" tab of the Ribbon. Then click the "Slide Master" button in the "Master Views" button group. Each slide master appears at the top of a hierarchy of connected slide layouts in this pane. Each layout appears as a branch of the slide master. The current slide master and layout appear selected in the slide pane at the left side of the window and appear for editing in the main window. A new "Slide Master" tab also appear in the Ribbon. To insert a new slide master, click the "Insert Slide Master" button to insert a new slide master and its slide layouts into the "Slides" pane. To customize a slide master, select it in the slides pane. Then select which default placeholders to apply by clicking the "Master Layout" button in the "Master Layout" button group on the "Slide Master" tab in the Ribbon. Check the default placeholders to appear in the slide master and then click the "OK" button. To rename a selected slide master, click the "Rename" button in the "Edit Master" button group to open the "Rename Master" dialog box. Enter a new name for the master into the "Master name:" text box. Then click the "Rename" button to rename it. If you want to save the selected slide master with the presentation, even if it is not actively used by any presentation slides, click the "Preserve" button in the "Edit Master" button group. To delete a custom slide master, click the "Delete" button in the "Edit Master" button group. To add a placeholder to a slide layout, first select the slide layout in the slide pane. Then click the "Insert Placeholder" drop-down in the "Master Layout" button group and select the type of placeholder to add from the drop-down menu. Then click and drag over the area in the slide layout where you want the placeholder to appear. Repeat this, as needed, until you have added the placeholders you want. If you want to remove the "Title" or "Footer" from the slide layout, check the "Title" and "Footers" checkboxes. To delete a custom slide layout, select the layout and click the "Delete" button in the "Edit Master" button group. If you want to rename a custom slide layout, click the "Rename" button and enter a new name. To close the slide master view, click the "Close Master View" button in the "Close" button group on the "Slide Master" tab in the Ribbon. Using the slide master is the fastest and easiest way to globally set up the appearance of all the slides in a presentation. The slide master controls all aspects of a slide's appearance, including its background color, font style, and any recurring text or pictures. Any changes you make to the slide master automatically affect all the slides in the presentation; for example, changing the background color of the slide master changes the background for every single one of your slides. Slide layouts are sets of premade placeholders that coordinate with your chosen theme. The layouts available are determined by the theme you're using, but you can create and edit them using Slide Master view. Click the New Slide list arrow. The layouts seen in this menu are the default presets available in PowerPoint. These are determined by the theme you're using. If these layouts don't work for you, you can modify them or create your own. Click outside the menu to close it. Click the View tab. Click the Slide Master button. A new tab appears on the ribbon. Instead of your presentation, you now see the slide layouts that are built into the theme. Modifications made to the slide master (the large slide at the top of the list) will be applied to all of the slide layouts within the master that use that element. The smaller slides beneath the slide master represent the individual slide layouts for the theme. Modifying a slide layout in Slide Master view affects only the slides in your presentation using that layout. Hover over the slide master or any slide layout to see which slides in the presentation are using the layout. Select a slide master or layout. A Slide Master tab: Contains the commands used to alter the slide master and layouts. B Slide Master: Controls all of the slide layouts below it. Changes you make to the placeholders or formatting on the slide master will be changed in the other layouts as well. C Slide layouts: Changes made to layout slides will affect any presentation slides created from that layout. Slide layouts are dependent on the theme chosen. D Placeholders: Allow you to add, remove, or edit placeholders or make formatting changes just like you would in Normal view. E Close Master View: Closes Slide Master view. Select a slide master or layout. Update the master or layout with the changes you want applied to all slides in the presentation that use that layout. You can edit a slide in the Master view just like you would any other slide in the presentation, including formatting text or objects, changing alignment, adjusting placeholders, or adding additional items to the slide. Click the Slide Master tab. Click Close Master View. Editing the master slide in PowerPoint can be a game-changer for anyone looking to enhance their presentations. By customizing the slide master, we can ensure that our design and layout maintain consistency throughout the entire presentation. This not only saves time but also gives our presentation a professional look and feel. Let's face it, nobody wants to slog through mismatched slides. With PowerPoint's slide master feature, we can quickly adjust colors, fonts, headings, and even add logos to create a cohesive theme. It's a bit like setting up the foundation for a building - get it right, and everything else will fall into place. Whether we're looking to tweak the slide layouts for better visual appeal or make wholesale changes to the presentation's theme, understanding how to navigate and customize the slide master is crucial. Jump in and explore the capabilities of the slide master to enhance our PowerPoint game! Mastering PowerPoint Slide Masters When working in PowerPoint, mastering Slide Masters is essential for creating consistent, professional presentations. We'll cover vital aspects like understanding Slide Masters, adding and editing them, and applying various themes and layouts. Essentials of Slide Masters Slide Masters define the design and layout for all slides in a presentation. They let us control theme colors, fonts, backgrounds, and individual slide layouts from a single place. By editing the Slide Master, we ensure uniformity across the entire presentation without the need to modify each slide individually. In Slide Master View, the master slide is at the top of the thumbnail pane, with related layouts beneath it. Changes made in the master slide cascade down to these individual layouts. This hierarchy streamlines the editing process, especially for large presentations. Adding and Editing Master Slides To add a new master slide, we navigate to the View tab and select Slide Master. From there, we click on Insert Slide Master. This creates a new master with default layouts ready for customization. Adding master slides allows us to segment different sections of the presentation, each with its own unique design template. Editing a master slide involves selecting it and then modifying elements like headers, footers, logos, and backgrounds. We can show or hide elements such as titles and footers via the Master Layout option. This flexibility ensures our presentation meets specific design requirements. Applying Themes and Layouts Themes are applied in the Slide Master View. We select a theme from the Design tab, which then applies it across all master and layout slides. This ensures cohesive styling in terms of colors, fonts, and design elements. Consistency here is critical to maintaining professional and visually appealing slides. Layouts within the master slide are modified to cater to specific content needs like title slides, content slides, and others. This is achieved by selecting different layouts under the master slide and customizing them as needed. Each layout can have distinct elements while adhering to the overall theme. Customizing Slide Elements Customizing slide elements in PowerPoint allows us to tailor each presentation to our specific needs. By manipulating placeholders and layouts and configuring headers, footers, and backgrounds, we ensure consistency and a professional appearance throughout the slideshow. Working with Placeholders and Layouts Let's start with placeholders and layouts. We can insert placeholders to add text, images, or charts easily. This creates a cohesive look across all slides. Simply go to the Slide Master tab, click Insert Placeholder, and choose the type of placeholder you need. Step Action Result 1 Open Slide Master view Access via the View tab 2 Click Insert Placeholder Choose your placeholder 3 Drag to place Placeholder appears on slide Layouts can be customized by selecting different placeholders. We can also create new layouts or modify existing ones by rearranging placeholders to fit our needs. This flexibility ensures every slide fits our content perfectly. Setting Up Headers, Footers, and Backgrounds Headers and footers bring uniformity. To add a header or footer, go to Insert, then Header & Footer. Check the boxes for Slide Number, Date and Time, or Footer Text. Enter the information and apply it to all slides to maintain consistency. Backgrounds set the mood. Customize the background by selecting Slide Master, then Background Styles. Choose from preset themes or customize your background color using the Format Background option, which allows for gradients, patterns, or images. Using these features effectively makes our presentations visually consistent and engaging. Enhancing Presentations with Graphics and Media Incorporating graphics and media into your PowerPoint master slide enhances visual appeal and keeps the audience engaged. We will explore specific tips for adding images, logos, charts, tables, and other media elements effectively. Incorporating Images and Logos Images and logos add a professional touch and help in branding. To insert an image or logo, navigate to the Insert tab, click Pictures, and choose your file. We should always use high-resolution images to ensure clarity. Placing logos on master slides ensures consistency across all slides. Typically, the top-left or bottom-right corners are ideal spots. When adding logos, maintain a modest size to avoid distraction. Using alt text for images improves accessibility. Let's not forget styling. Applying consistent borders, shadows, or effects to images can unify our presentation look. Remember to use color schemes that match our overall theme. Adding Charts, Tables, and Other Media Charts and tables highlight data effectively. To insert a chart, go to Insert, select Chart, and pick your preferred type. Customize data points, colors, and styles to match the template. Clear labels and legends are critical for readability. Tables should be simple and not overcrowded. Use the Table Design tab to apply styles and colors that align with the presentation's theme. Text alignment and font size are vital for clarity. For other media like videos or audio, the Insert tab is our go-to spot. Embedding a short video can make points more memorable, while background music can set the tone. Ensure all media files are of high quality and test them in presentation mode to avoid glitches.