

What is a Master Slide?

There are three types of master slide in PowerPoint 2002:

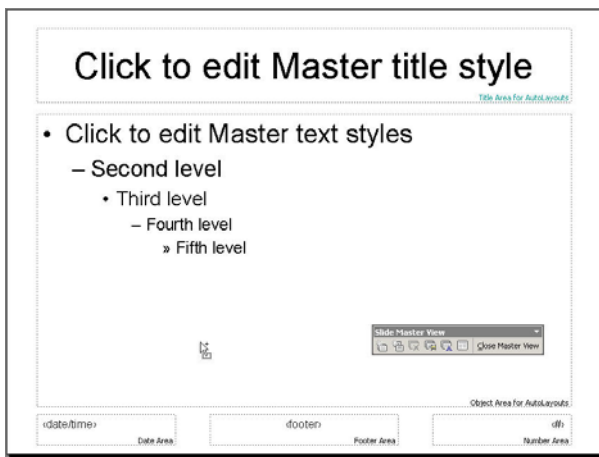
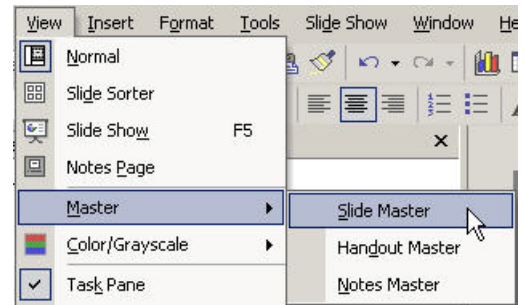
- Slide Master
- Handout Master
- Notes Master

Each master slide is used to keep the consistency, look and feel of the presentation. Editing elements of the master slides will edit those elements throughout your entire presentation.

The Slide Master is very often used to setup the headers and footers of the presentation and also to add any logo's or graphics that you may wish to appear on **every** slide.

To access and display the Slide Master:

- 1) Choose **View, Master, Slide Master** from the menu bar

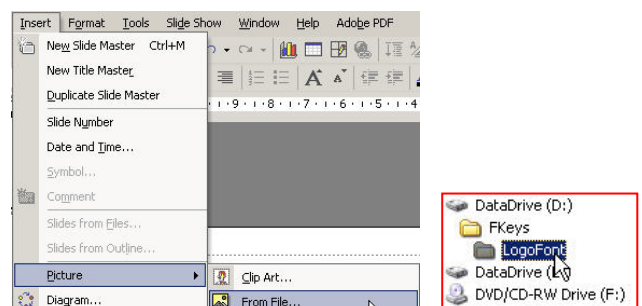


To edit the style of text simply click within the text you wish to edit i.e. 'Click to edit Master title Style' and then change the format using the standard formatting options. Making changes to the title colour (Dark Blue), will then change all headings throughout your presentation. You will need to click on the Close Master View to return to your main document.

## Inserting a Logo

In Master View

- 1) Select **Insert, Picture, From File...**
- 2) Navigate to the logo image to be inserted
- 3) Select the file and choose **Insert**.
- 4) Resize and Position the image where you would like it to appear on every slide of your presentation



Caution should be used when placing the logo in order that it does not interfere with the text elements of the presentation. Text elements are however able to be moved but must be considered carefully when doing so

- 5) Click **Close Master View** when you have completed editing the master slide.

