



Quick Reference Guide 2

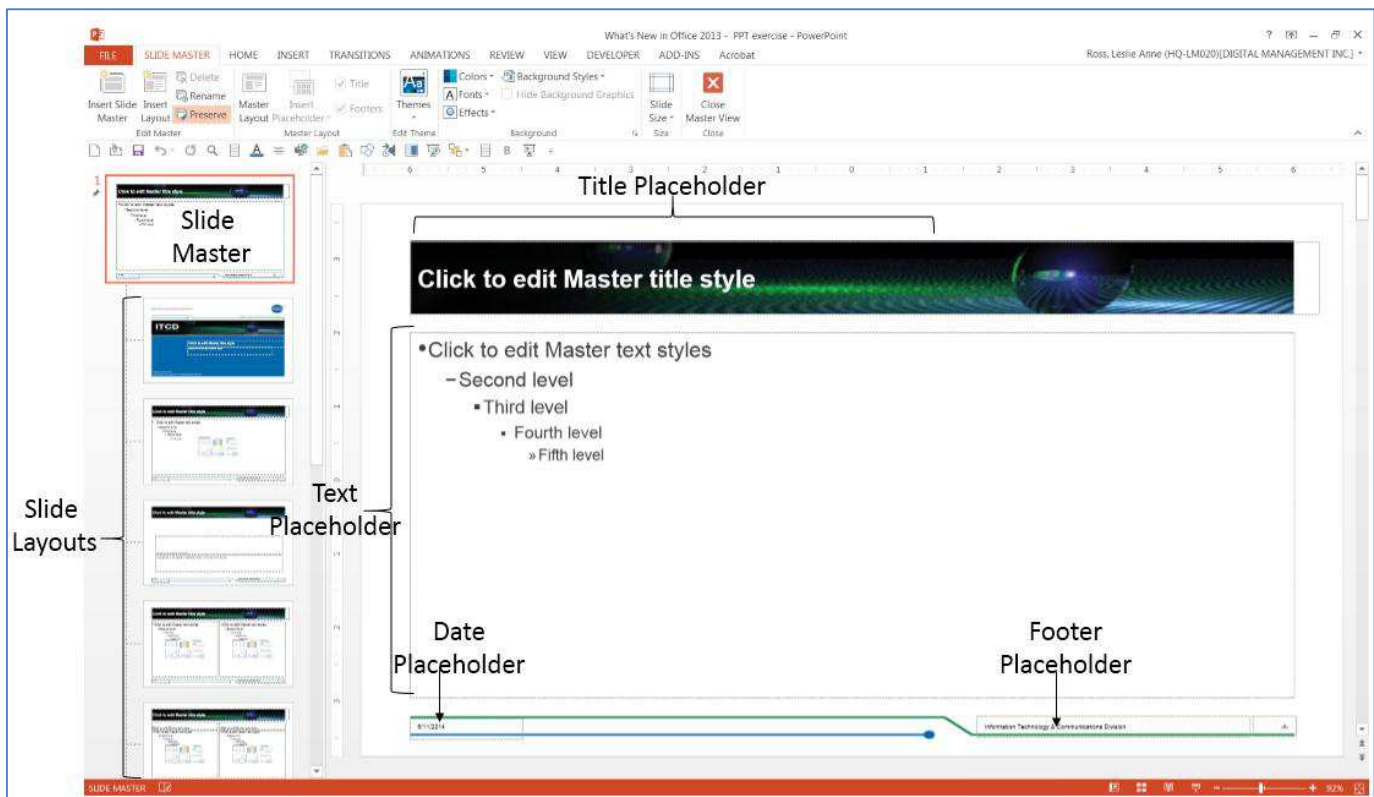
PowerPoint 2013 for Windows

Mastering the Slide Master

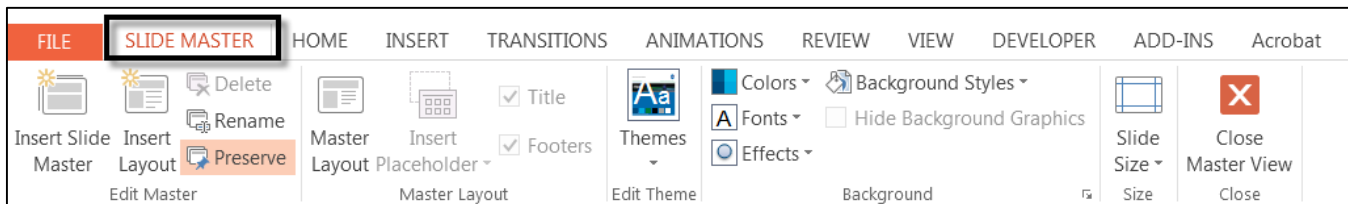


The Slide Master is an important tool within PowerPoint 2013. When you make changes on the Slide Master, these modifications influence all slides within your presentation including ones added later. The Slide Master is especially useful when creating extremely long presentations with a large number of slides. For example, if you want to include the NASA meatball on all the slides, you need to add the logo onto the Slide Master and it will repeat on the slides based on that slide layout. Every presentation contains at least one Slide Master. When making universal changes to the presentation, always make those adjustments on the Slide Master as it controls the consistency of the presentation graphics, bullets, titles, animation, the background, color, fonts, effects, and the placeholder sizes and positioning.

PowerPoint 2013 Slide Master View



The Slide Master Tool Tab: Edit Master, Master Layout, Edit Theme, Background, Size and Close



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

This document is posted on the ITCD Web site <http://itcd.hq.nasa.gov/ctc>.

- **Insert Slide Master:** Use the **Insert Slide Master** button to insert an additional Slide Master.
- **Insert Layout:** Use the **Insert Layout** button to add a custom Layout.
- **Delete:** Select a Master or Layout to delete and then click the **Delete** button.
- **Rename:** Select the Master to be renamed and click the Rename button. The *Rename Layout* dialog box displays. Enter a name in the field provided and click **Rename**.
- **Preserve:** In some cases, PowerPoint automatically deletes a Slide Master when all the slides that follow that master are deleted. To keep a Master in the list, click **Preserve**.
- **Master Layout:** Use the **Master Layout** button to enable/disable layout elements such as **Title**, **Text**, **Date**, **Slide number** and/or **Footer**.
- **Insert Placeholder:** Use the **Insert Placeholder** drop-down list to add a placeholder for **Content**, **Text**, **Picture**, **Chart**, **Table**, **SmartArt**, **Media** or **Online Image**.
- **Title:** Click the **Title** checkbox to enable/disable the Title placeholder.
- **Footers:** Click the **Footers** checkbox to enable/disable the **Date**, **Footer** and **Slide number** placeholders.
- **Themes:** Click the **Themes** drop-down arrow to change the presentation theme.
- **Colors:** Click the **Colors** drop-down arrow to change the color palette for the presentation.
- **Fonts:** Click the **Font** drop-down arrow to change the default fonts for the presentation.
- **Effects:** Click the **Effects** drop-down arrow to change the default appearance of lines, shapes, and other objects.
- **Background Styles:** Click **Background Styles** to format the background theme for the slides.
- **Hide Background Graphics:** Click the **Hide Background Graphics** checkbox to hide any graphics that are part of the background theme.
- **Slide Size:** Click the **Slide Size** drop-down arrow to select from the choices **Standard** (4:3) or **Widescreen** (16:9) aspect.
- **Close Master View:** Click **Close Master View** to exit the **Slide Master View** and return to **Normal View**.

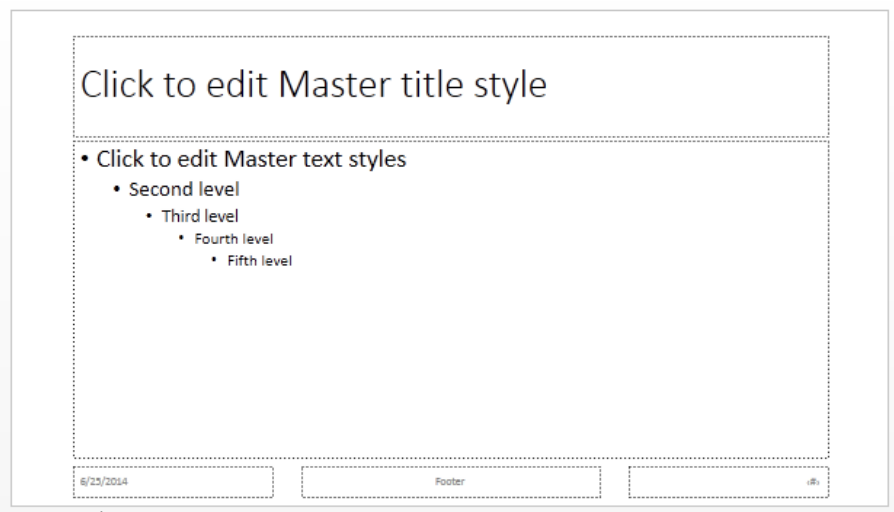
Opening the Slide Master

It is a good idea to build a slide master before you start to create slides so all of the slides that you add to your presentation are based on that slide master and the associated layouts. When you decide to make a global change to the presentation, make that change on the Slide Master.

If you create a slide master after you build slides, some of the items on the slides may not conform to the slide master design. You can override some of the slide master customizations on individual slides by using the background and text formatting features, but others (such as footers and logos) can be modified only in Slide Master view.

- Open a blank presentation, and click on **View Tab | Slide Master**. A *blank Slide Master* with the default layouts appears. Below the Slide Master are layouts masters for the various built-in layouts available in PowerPoint 2013.
- If you want to add another slide master, do the following:
 - Click a location in the slide thumbnail pane where you want the new slide master to appear.
 - On the **Slide Master Tab**, in the *Edit Master group*, click **Insert Slide Master**.

NOTE In the slide thumbnail pane, the slide master is the larger slide image, and the associated layouts are positioned beneath the slide master.



- Available Layouts include:

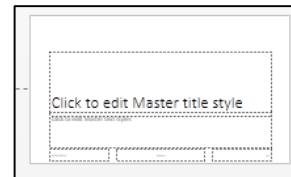
Title Slide



Title and Content



Section Header



Two Content



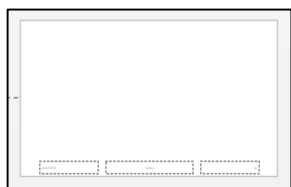
Comparison



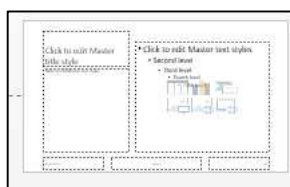
Title Only



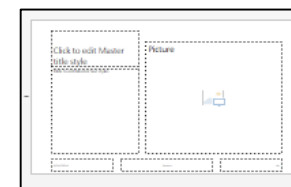
Blank



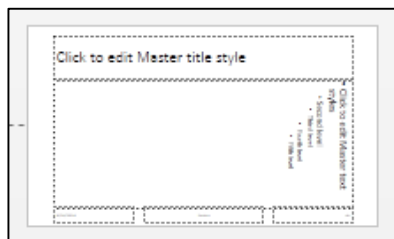
Content with Caption



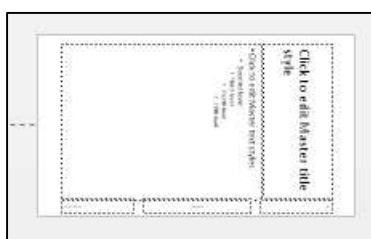
Picture with Caption



Title and Vertical Text



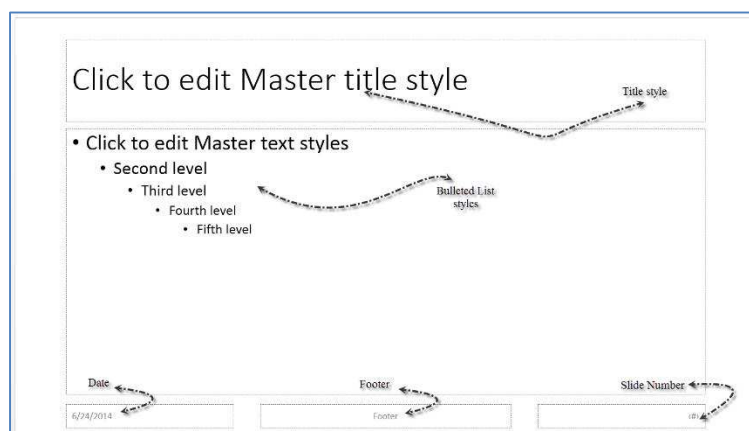
Vertical Title and Text



Customizing the Slide Master

Editing the Placeholders

- Click on **View Tab | Slide Master**.
- Click to select the layout to be edited. To edit all layouts, click on the **Slide Master** located at the top of the layouts.
- Click on the border of the placeholder thereby selecting the placeholder as an object. Selecting the placeholder object edits the contents as a whole. Do any of the following:
 - Click the **Font** button to change the font for the placeholder.
 - Click the **Font Color** button to change the color as desired, etc.
 - Click the **Align Left**, **Align Center** or **Align Right** buttons to align the text.
 - Click on the border of the placeholder and drag the box around on the slide to reposition.

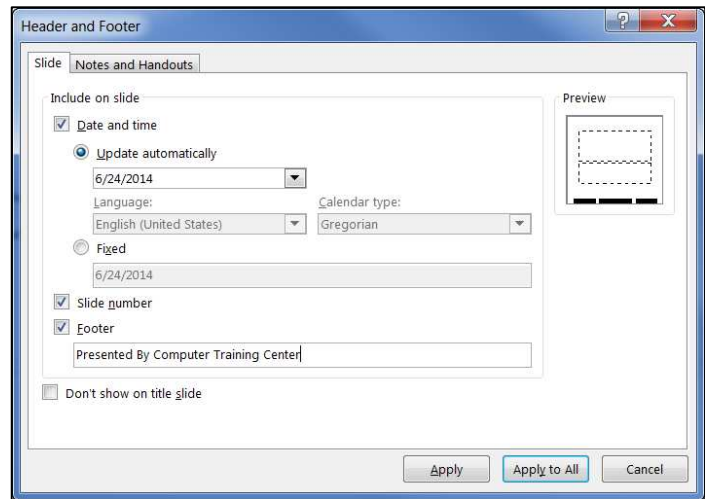


Enabling the Date, Slide Numbers and/or Footers

From the Slide Master View, click **Insert Tab | Header & Footer**. The *Header and Footer* dialog box displays (shown right).

Adding the Date

1. On the Slide Tab within the dialog box, click the checkbox to enable/disable **Date and time**.
2. Select **Update automatically** to change the date based on when the file is opened.
3. Click the **Update automatically** drop-down arrow and select the date format from the list provided.
4. Click to select **Fixed** to type a date that is not automated. Enter the date text in the field provided.



Adding Slide Numbers

Click to select the checkbox **Slide number**.

If you do not want a slide number on the title slide, click to select the checkbox Don't show on title slide.

Adding a Footer

1. Click to select the checkbox **Footer**.
2. Type the text in the Footer text field.

If you do not want to show the footer on the title slide, click to select the checkbox Don't show on title slide.

Saving a Theme

You can build design customizations into a presentation and save them as a theme for further use.

1. From **Normal** view, click the **Design Tab**.
2. Click the **Themes** drop-down arrow and select **Save Current Theme** from the menu. The *Save Current Theme* dialog box displays.
3. Ensure the save location is AppData\Roaming\Microsoft\Templates\Document Themes. This is the default location and Word should already have navigated to that folder.
4. Ensure the **Save as type** is **Office Theme**.
5. Enter a name for your custom theme in the **File name** field.
6. Click **Save**.