

How to use the Slide Master View to Create Templates

Mallory Erickson
Northern Pacific Global Health Fellows Program



Global Health Fellows

NORTHERN PACIFIC GLOBAL HEALTH RESEARCH
FELLOWS TRAINING CONSORTIUM

What is the Slide Master View

And what is it good for?

The Slide Master lets you make edits to the entire presentation, so that you don't need to add or edit elements slide by slide.

I recommend setting up your Slide Master BEFORE working on your presentation, so that you are working with your ideal template from the start.

When you set up your template to include a logo and header info (for example), it becomes part of the slide, and you cannot move or edit in the the normal view.

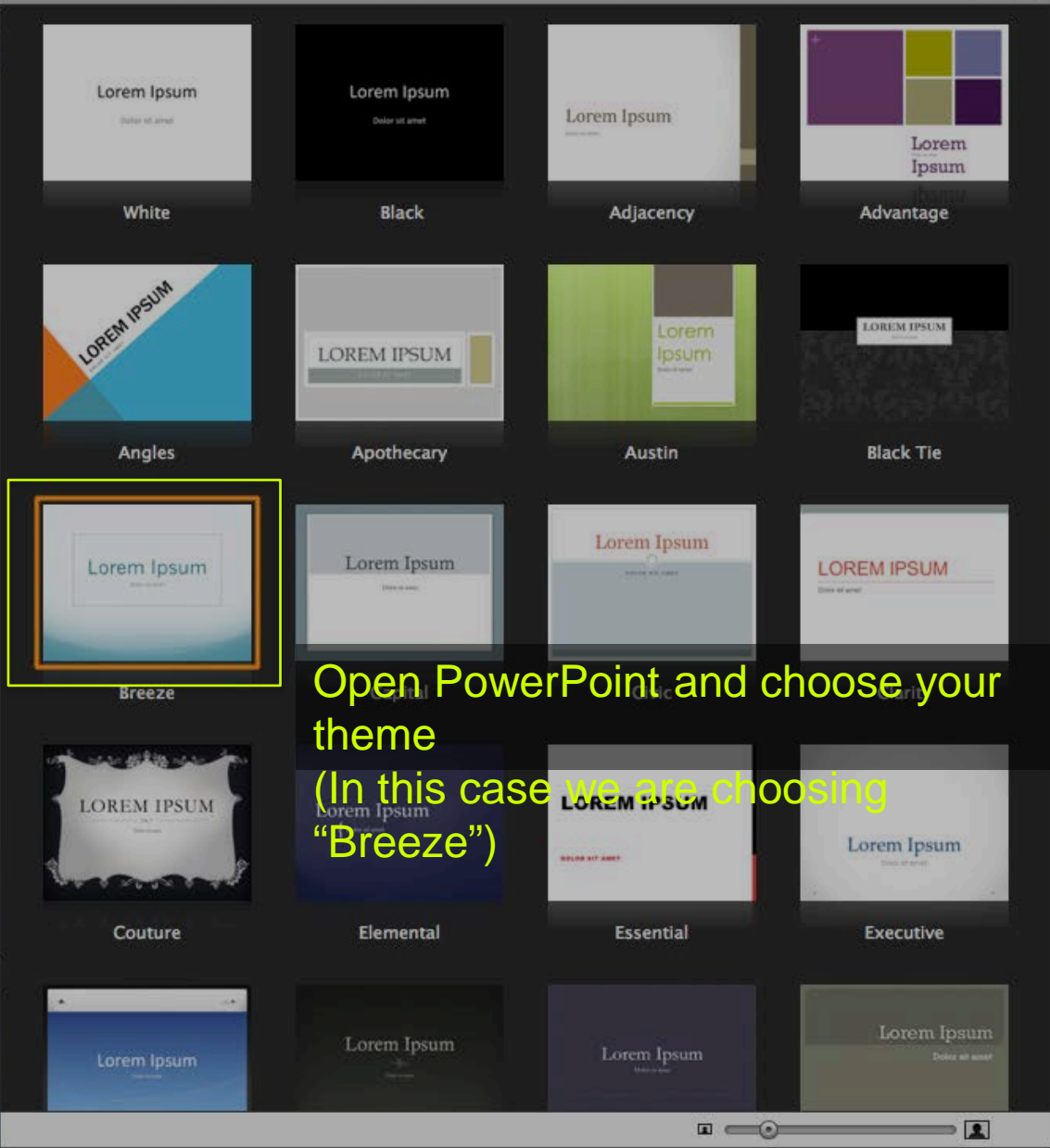
This helps prevent accidentally deleting or altering your template elements. It also ensures that everything has a uniform size and placement throughout the presentation.

By having a template ready to go- you will be able to focus more on your content, and less on the formatting, saving you time and ensuring a professional looking presentation.

Let's get started!



- THEMES
 - All
 - My Themes
 - TEMPLATES
 - All
 - My Templates
 - Presentations
 - Guided Methods
 - ONLINE TEMPLATES
-
- Recent Presentations
 - All 63
 - Today 0
 - Yesterday 0
 - Past Week 8
 - Past Month 20



Breeze

◀ 1/5 ▶

Colors: [Color palette]

Fonts: News Gothic MT; News Gothic

Slide size: Standard (4:3)

Open PowerPoint and choose your theme
 (In this case we are choosing "Breeze")

Don't show this when opening PowerPoint

Cancel Choose



THEMES

- All
- My Themes

TEMPLATES

- All
- My Templates
- Presentations
- Guided Methods

ONLINE TEMPLATES

Recent Presentations

- All 63
- Today 0
- Yesterday 0
- Past Week 8
- Past Month 20

White

Black

Adjacency

Advantage

Breeze

Angles

Apothecary

Austin

Black Tie

Capital

Civic

Clarity

Couture

Elemental

Essential

Executive

Expo

Folio

Formal

Foundry

Genesis

Grid

Habitat

Hardcover

Breeze

1/5

Colors: [Color palette]

Fonts: [Font list]

Slide size: [Slide size options]

- Custom 1
- Office
- Grayscale
- Adjacency
- Advantage
- Angles
- Apothecary
- Austin
- Black Tie
- Breeze
- Capital
- Civic
- Clarity
- Couture
- Elemental**
- Essential
- Executive
- Expo
- Folio
- Formal
- Foundry
- Genesis
- Grid
- Habitat
- Hardcover

Choose your color profile
(In this case we are choosing
"Elemental")

THEMES

- All
- My Themes

TEMPLATES

- All
- My Templates
- Presentations
- Guided Methods

ONLINE TEMPLATES

Recent Presentations

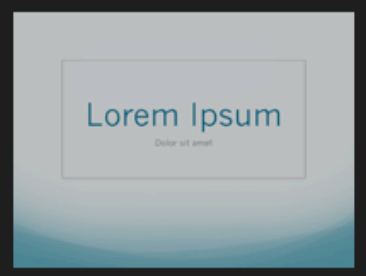
- All 63
- Today 0
- Yesterday 0
- Past Week 8
- Past Month 20

White Black Adjacency Advantage

Angles Apothecary Austin Black Tie

Breeze Capital Civic Clarity

Couture Elemental Executive



Breeze

1/5

Colors: [Color palette]

Fonts: News Gothic MT; News Gothic M

Slide size:

- Aa Office Calibri Calibri
- Aa Office 2 Calibri Cambria
- Aa Office Classic Arial Times New Roman
- Aa Office Classic 2 Arial Arial
- Aa Adjacency Cambria Calibri**
- Aa Advantage Rockwell Rockwell
- Aa Angles Franklin Gothic Medium Franklin Gothic Book
- Aa Apothecary Book Antiqua Century Gothic

Choose your font profile
 (In this case we are choosing
 "Adjacency"-
 Cambria/Calibri)



Search Online and Local Templates

- THEMES
 - All
 - My Themes
 - TEMPLATES
 - All
 - My Templates
 - Presentations
 - Guided Methods
 - ONLINE TEMPLATES
-
- Recent Presentations
- All 63
 - Today 0
 - Yesterday 0
 - Past Week 8
 - Past Month 20

Lorem Ipsum Order sit amet White	Lorem Ipsum Order sit amet Black	Lorem Ipsum Order sit amet Adjacency	Lorem Ipsum Order sit amet Advantage
LOREM IPSUM Angles	LOREM IPSUM Apothecary	Lorem ipsum Austin	LOREM IPSUM Black Tie
Lorem Ipsum Order sit amet Breeze	Lorem Ipsum Order sit amet Capital	Lorem Ipsum Order sit amet Civic	LOREM IPSUM Order sit amet Clarity
LOREM IPSUM Order sit amet Couture	Lorem Ipsum Order sit amet Elemental	LOREM IPSUM Order sit amet Essential	Lorem Ipsum Order sit amet Executive



Breeze
1/5

Colors: [Color palette]

Fonts: Cambria; Calibri

Slide size: Standard (4:3)

Once you have your style elements selected, click "Choose" to begin

Don't show this when opening PowerPoint

Cancel Choose

Home Themes Tables Charts SmartArt Transitions Animations Slide Show Review

Slides Font Paragraph Insert Format Slide Show

New Slide Section B I U A² A₂ A₃ A₄ A₅ Text Picture Shape Media Arrange Quick Styles Play

Slides Outline

1

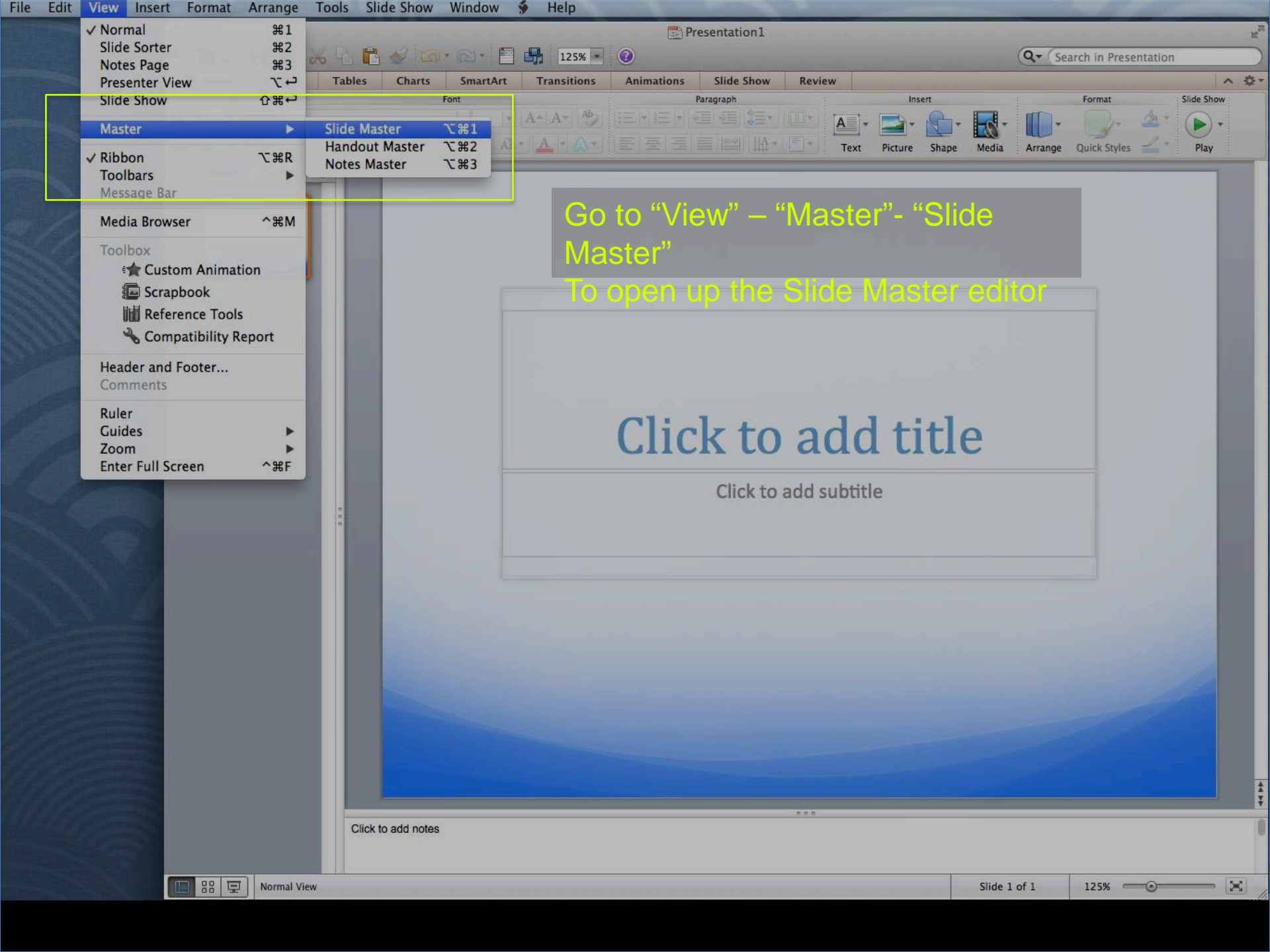


Here is your original "Title" slide

Click to add title

Click to add subtitle

Click to add notes



- ✓ Normal ⌘1
- Slide Sorter ⌘2
- Notes Page ⌘3
- Presenter View ⇧⇧
- Slide Show ⇧⇧⇧
- Master** ▶
- ✓ Ribbon ⇧⇧R
- Toolbars ▶
- Message Bar
- Media Browser ⇧⇧M
- Toolbox
 - ★ Custom Animation
 - Scrapbook
 - Reference Tools
 - Compatibility Report
- Header and Footer...
Comments
- Ruler
- Guides ▶
- Zoom ▶
- Enter Full Screen ⇧⇧F

Presentation1

Search in Presentation

Tables Charts SmartArt Transitions Animations Slide Show Review

Font Paragraph Insert Format Slide Show

Text Picture Shape Media Arrange Quick Styles Play

Go to "View" – "Master"- "Slide Master"

To open up the Slide Master editor

Click to add title

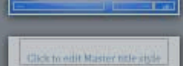
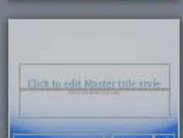
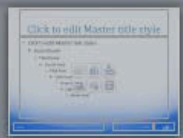
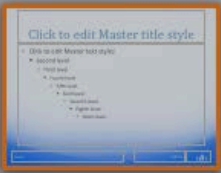
Click to add subtitle

Click to add notes

Slide Master ribbon options:

- Slide Master: New Master, New Layout, Rename, Delete
- Edit Master: Master Elements
- Edit Layout: Insert Placeholder, Title, Vertical Title, Allow Footers
- Background: Styles, Hide Graphics
- Master View: Close

Master View Edit the master slides and layouts to change the design of your presentation. Close Master



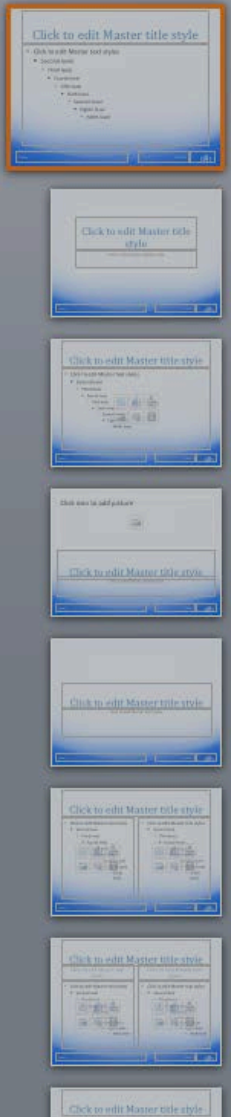
Click to edit Master title style

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - Fifth level
 - Sixth level
 - Seventh level
 - Eighth level
 - Ninth level

This is where you can make edits that will affect every slide in your presentation. Note that on the left there is the "Master" slide on top, and then "Sub-Master" slides below.

Slide Master Edit Master Edit Layout Background Master View

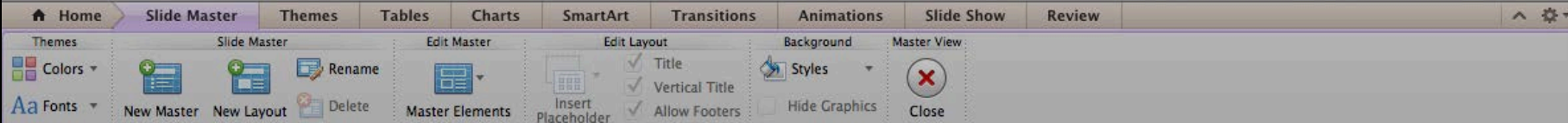
Colors Fonts New Master New Layout Rename Delete Master Elements Insert Placeholder Title Vertical Title Allow Footers Styles Hide Graphics Close



Click to edit Master title style

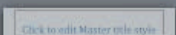
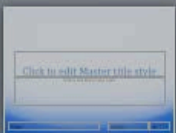
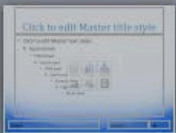
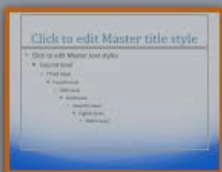
- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - Fifth level
 - Sixth level
 - Seventh level
 - Eighth level
 - Ninth level

First, highlight and delete the Footer, Date, and Page number boxes at the bottom of the slide. We won't be using those.



Master View Edit the master slides and layouts to change the design of your presentation.

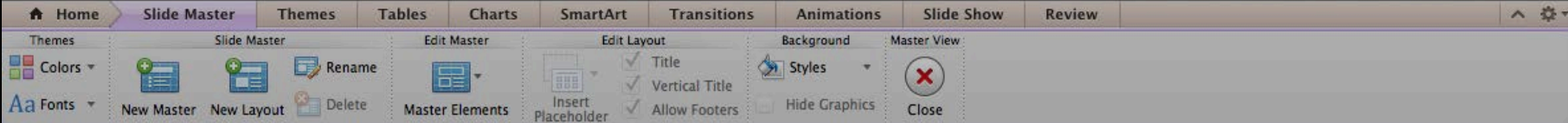
Close Master



Click to edit Master title style

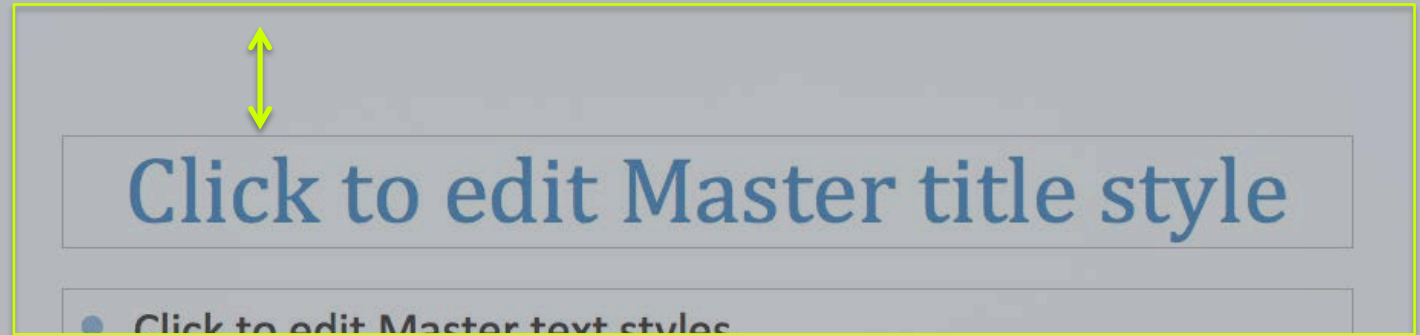
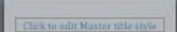
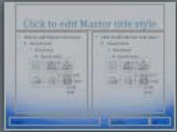
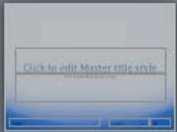
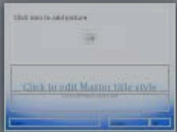
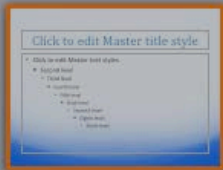
- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - Fifth level
 - Sixth level
 - Seventh level
 - Eighth level
 - Ninth level

Much better.



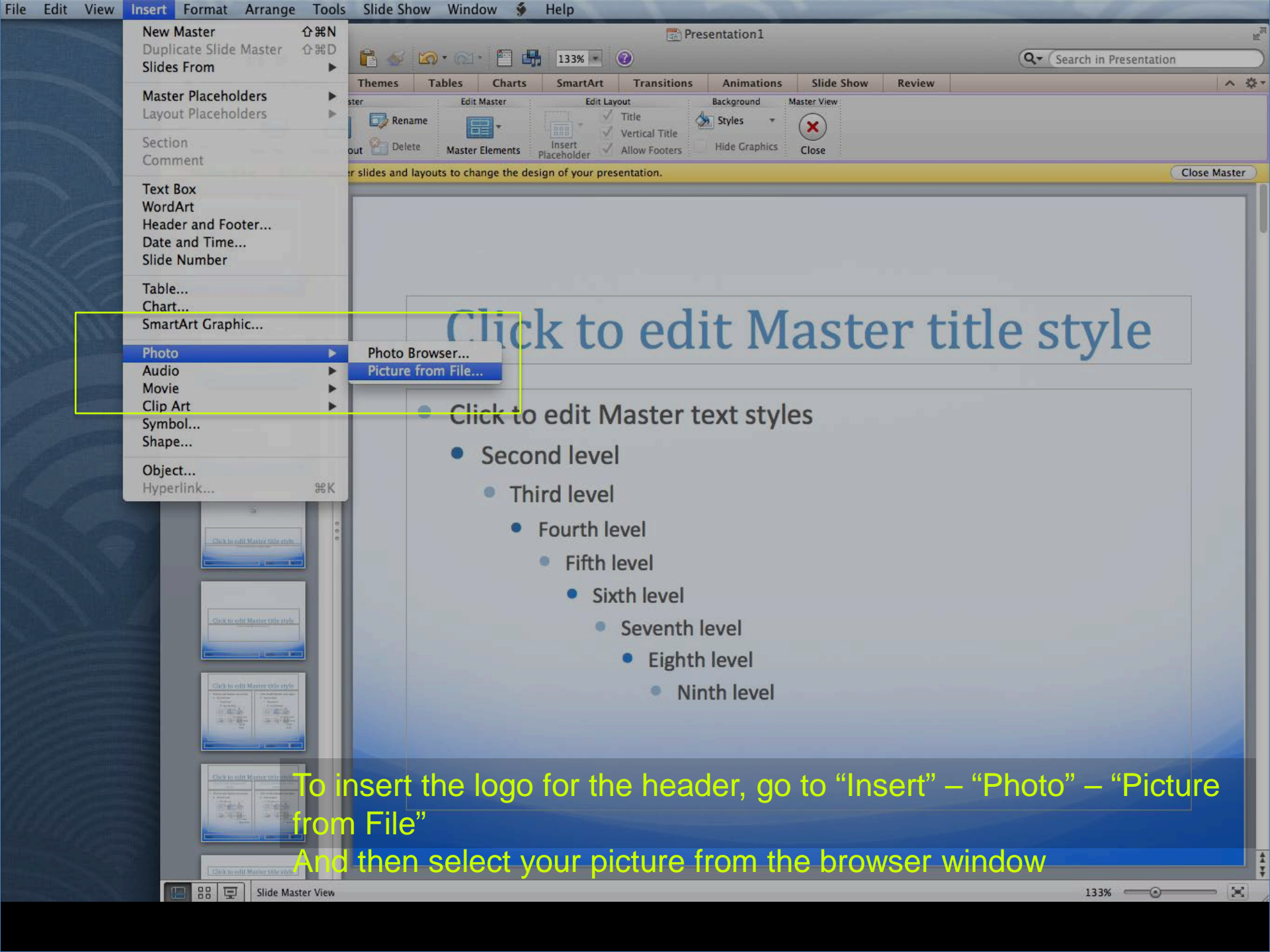
Master View Edit the master slides and layouts to change the design of your presentation.

Close Master



We are going to add in our logo as a header, so let's move the Title bar and the Content Box down a bit.

Just drag the boxes down with your cursor and resize if necessary.



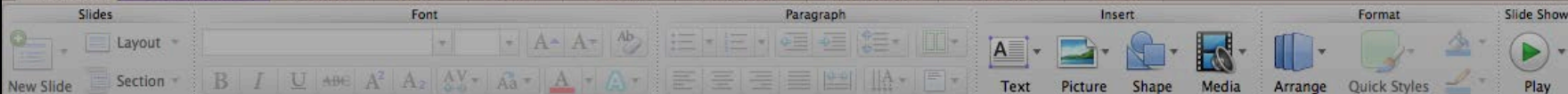
- New Master ⌘N
- Duplicate Slide Master ⌘D
- Slides From ▶
- Master Placeholders ▶
- Layout Placeholders ▶
- Section Comment
- Text Box
- WordArt
- Header and Footer...
- Date and Time...
- Slide Number
- Table...
- Chart...
- SmartArt Graphic...
- Photo** ▶
- Audio ▶
- Movie ▶
- Clip Art ▶
- Symbol...
- Shape...
- Object...
- Hyperlink... ⌘K

- Photo Browser...
- Picture from File...

Click to edit Master title style

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - Fifth level
 - Sixth level
 - Seventh level
 - Eighth level
 - Ninth level

To insert the logo for the header, go to "Insert" – "Photo" – "Picture from File"
And then select your picture from the browser window



Master View Edit the master slides and layouts to change the design of your presentation.

Close Master



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NORTHERN PACIFIC GLOBAL HEALTH RESEARCH
FELLOWS TRAINING CONSORTIUM

Click to edit Master title style

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - Fifth level
 - Sixth level
 - Seventh level
 - Eighth level
 - Ninth level

Resize and place your logo in the upper left hand corner. It will appear in this exact spot on each slide.

- Text
- Picture
- Shape
- Media
- Text Box**
- WordArt
- Header and Footer...
- Date and Time...
- Slide Number
- Hyperlink...
- Symbol Browser...



The main slide content area features a logo on the top left consisting of four overlapping squares in purple, blue, and yellow. To the right of the logo is the text 'Global Health Fellows' in a large, dark font, with 'NORTHERN PACIFIC GLOBAL HEALTH RESEARCH FELLOWS TRAINING CONSORTIUM' in a smaller font below it. The central part of the slide has a large blue box containing the text 'Click to edit Master title style' in a light blue font. Below this is a bulleted list of text styles:

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - Fifth level
 - Sixth level
 - Seventh level
 - Eighth level
 - Ninth level

Now let's add a text header with the conference name, the date, and the location. This will also appear on each and every slide.

Insert a text box by clicking on "Text" then "Text Box"

Home Slide Master Format Themes Tables Charts SmartArt Transitions Animations Slide Show Review

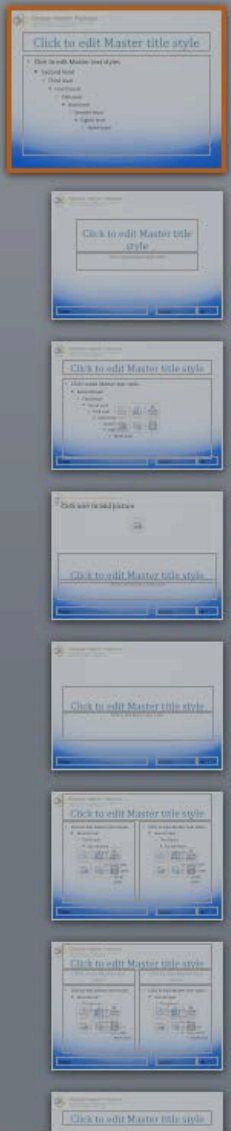
Slides Font Paragraph Insert Format Slide Show


Layout Calibri (Body) 18 A A Ab

New Slide Section B I U ABC A² A₂ A V Aa A A

Text Picture Shape Media Arrange Quick Styles Play

Master View Edit the master slides and layouts to change the design of your presentation. Close Master



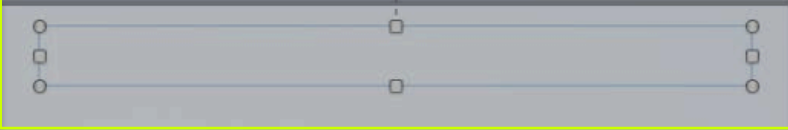


Global Health Fellows
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Click to edit Master title style

- Click to edit Master text styles
 - Second level
 - Third level
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 - Seventh level
 - Eighth level
 - Ninth level

Place your text box in the upper right hand corner and align the top of the box with the top of the logo





Example Conference Name
Example City, State
January 1-4, 2015

Click to edit Master title style

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - Fifth level
 - Sixth level
 - Seventh level
 - Eighth level
 - Ninth level

Enter your text, and then format it making sure you use the correct font (in this case, Calibri)

Home Slide Master Themes Tables Charts SmartArt Transitions Animations Slide Show Review

Slides Font Paragraph Insert Format Slide Show

New Slide Section B I U ABC A² A₂ A^V Aa A A

Text Picture Shape Media Arrange Quick styles Play

Master View Edit the master slides and layouts to change the design of your presentation.

Close Master

Click to edit Master title style

- Click to edit Master text styles
- Second level
- Third level
- Fourth level
- Fifth level
- Sixth level
- Seventh level
- Eighth level
- Ninth level

Click to edit Master title style

Click to edit Master title style

- Click to edit Master text styles
- Second level
- Third level
- Fourth level
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- Sixth level
- Seventh level
- Eighth level
- Ninth level

Click to edit Master title style

Click to edit Master title style

Click to edit Master title style

- Click to edit Master text styles
- Second level
- Third level
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- Seventh level
- Eighth level
- Ninth level

Click to edit Master title style

Click to edit Master title style



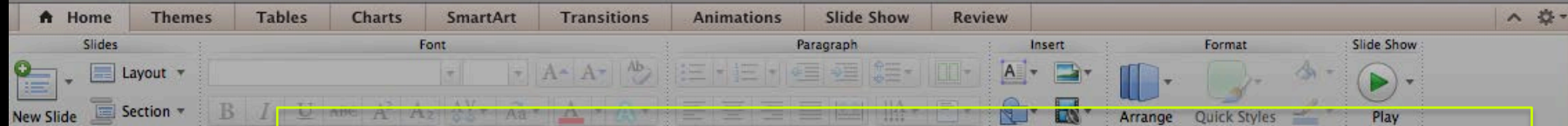
Global Health Fellows
NORTHERN PACIFIC GLOBAL HEALTH RESEARCH
FELLOWS TRAINING CONSORTIUM

Example Conference Name
Example City, State
January 1-4, 2015

Click to edit Master title style

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - Fifth level
 - Sixth level
 - Seventh level
 - Eighth level
 - Ninth level

We are finished with our simple template. Select "Close Master" to begin creating the presentation.



Global Health Fellows

NORTHERN PACIFIC GLOBAL HEALTH RESEARCH
FELLOWS TRAINING CONSORTIUM

Example Conference Name

Example City, State

January 1-5, 2015

Click to add title

Click to add subtitle

You'll see that our logo and header are automatically on the top part of each slide. They are part of the slide, so you cannot move or delete them in the regular view.

If you want to edit the header, you must return to the Master Slide view.


Click to add notes

Slides Font Paragraph Insert Format Slide Show

New Slide Section B I U A² A₂ A³ A₃ Paragraph styles Insert icons Arrange Quick Styles Play

Slides Outline

1




Global Health Fellows
NORTHERN PACIFIC GLOBAL HEALTH RESEARCH
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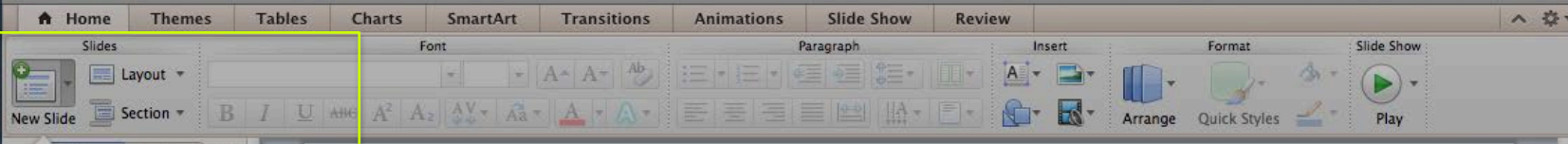
Example Conference Name
Example City, State
January 1-5, 2015

Example Title

Example Name, MD, MPH

Enter in your title and presenter information

Click to add notes



Breeze

- Title Slide
- Title and Content**
- Title Slide with 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

Duplicate Selected Slides
Insert Slides from Other Presentation...
Insert Slides from Outline...

 **Global Health Fellows**
NORTHERN PACIFIC GLOBAL HEALTH RESEARCH
FELLOWS TRAINING CONSORTIUM

Example Conference Name
Example City, State
January 1-5, 2015

Example Title
Example Name, MD, MPH

To insert a new slide, go to "New Slide" then select "Title and Content"



Global Health Fellows
NORTHERN PACIFIC GLOBAL HEALTH RESEARCH
FELLOWS TRAINING CONSORTIUM

Example Conference Name
Example City, State
January 1-5, 2015

First Slide

- Content here...

The logo and header will continue to appear on each new slide you insert.

This will save you time as you create your presentation, as well as ensure that your logo and text is uniform on each slide.

You can save this template for future use by going to "Save As" and selecting the "PowerPoint Template (.potx) Format"

Click to add notes