



**Templates and Masters for Mac**

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**Activity 1 – Setting up a new Master**

**Viewing and Creating New Masters**

1. **Open PowerPoint.**
2. In the Project Gallery window, **select PowerPoint Presentation and click Open.**
3. In the New Slide window, **select Blank** and then **click OK.**
4. **Choose View>Master>Slide Master.**
5. **Choose Insert>New Title Master.**

**Note:** Notice that there are two slides in the main slide pane. The top slide is the Slide Master and the bottom slide is the Title Master. On the bottom right side of the main slide pane, a description will appear to tell you which master you are looking at.

**Manipulating the Slide Master:**

**Formatting Text**

1. **Scroll up** to view the Slide Master in the main slide pane.
2. Select the **master title style text box** at the top of the slide.
3. Drag the middle resize handle on the left edge to the right until it is positioned under the ruler’s left 3-inch mark.
4. Select the **master text styles text box** in the middle of the main slide pane.
5. Drag the middle resize handle on the left edge to the right until it is positioned under the ruler’s left 3-inch mark.
6. **Select all the text** in the master title style text box.
7. On the Formatting toolbar, click the **Left Alignment button.**
8. **Choose Format>Font.**
9. From the **Font** drop-down box, **select Arial Black.**
10. From the **Color** drop-down box, **select More Colors...**
11. In the crayon color view, **select the Lemon color** in the 3<sup>rd</sup> row.
12. **Click OK.**
13. **Click OK again.**
  
14. In the master text styles text box, **select all the text.**
15. **Choose Format>Font.**
16. From the **Font** drop-down box, **select Arial Black.**
17. From the **Color** drop-down box, **select the Yellow square.**
18. **Click OK.**

### **Inserting a Picture**

1. **Choose Insert>Picture from File.**
2. Navigate to the Master-Template-Reviewing Training Files folder on the desktop.
3. Double-click the **IWlogo2.png** file to insert the picture into the slide.
4. Move the inserted graphic to the **upper left corner** of the slide.
5. **Resize the graphic** so that its length and width fit to the left of the slide textboxes.

### **Copying Text from one Master to another**

6. **Choose File>Open.**
7. Navigate to the Master-Template-Reviewing Training Files folder on the desktop.
8. Double-click the **IWcolors\_AnnMeeting.ppt** file to open it.
9. **Choose View>Master>Slide Master.**
10. **Select** the Text Box that has the “International Widget” text.
11. **Choose Edit>Copy.**
12. Go back to the previous presentation.
13. **Choose Edit>Paste.**
14. **Reposition the text box** so that it is in alignment with the picture.

### **Changing the Background of a Master**

15. **Choose Format>Slide Background.**
16. From the **Background fill color** drop-down box, **select More Colors...**
17. In the Colors windows, click the **Color Palettes view** in the toolbar.
18. **Select Magenta.**
19. **Click OK.**
20. **Click Apply.**
21. **Choose File>Save.** Name your file “Magenta Master” and save it to the Desktop.
22. Close PowerPoint.

### **Insert slides from another file**

1. Navigate to the Master-Template-Reviewing Training Files folder on the desktop.
2. Double-click the **IWcolors\_AnnMeeting.ppt** file to open it.
3. **Choose PowerPoint>Preferences.**
4. Select the **Advance tab.**
5. **Check** the “Keep Design When Copying Slides Between Presentations” text box.
6. **Click OK.**
7. **Choose Insert>Slides from file.**
8. Navigate to the **Magenta Master.ppt** file on the desktop and double click on it to insert it into the presentation.
9. Verify that the existing slides were not affected from the new slide that was inserted.
10. Exit PowerPoint.

## **Activity 2 – Setting Up the Title Master**

### **Setting up the Title Master**

1. Open the **Magenta Master.ppt** file on the Desktop.
2. If the Master view is not open, choose **View>Master>Title Master.**
3. **Choose Insert>Picture from File.**
4. Navigate to the Master-Template-Reviewing Training Files folder on the desktop.
5. Double-click the **IWlogo2.png** file to insert the picture into the slide.
6. Move the inserted graphic to the **top** of the slide.

7. **Choose Format>Slide Background.**
8. From the **Background fill color** drop-down box, **select More Colors...**
9. In the Colors windows, click the **Color Palettes view** in the toolbar.
10. **Select Spring.**
11. **Click OK.**
12. **Click Apply.**
13. Save the file and close PowerPoint.
  
14. Re-open the **Magenta Master.ppt** file on the Desktop.
15. Make sure that you are in **normal view**.
16. Add a new slide (**Insert>New Slide**) and **choose Title Slide** from the New Slide Window.
17. **Notice** how the title slide takes the formatting from the Title Master and the previous slide takes the formatting from the Slide Master.
18. Rearrange the slides so that the Title slide is the first slide in the presentation.
19. Close the presentation.

## Activity 3 – Customizing your Masters

### Exercise 1: Prepare a graphic to use as a background

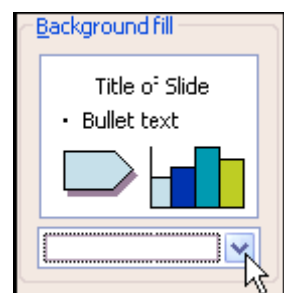
There's a great, but not obvious, way to turn a graphics file into a slide background. To get ready to do that, you'll first edit the graphic so that it will be suitable as a background.

1. **Open the “Color scheme background and logo2.ppt” file in the “Master-Template-Reviewing Training Files” folder on the desktop.** PowerPoint is open in normal view. **Choose View>Master>Slide Master.**
2. In master view, **click the slide master;** you'll see that it has a photograph inserted on it. You'll edit this by applying a watermark effect and save it to your computer. Then you'll apply it to a slide as a background image. (This picture was inserted from the **Clip Art** task pane.)
3. **Click on the graphic, Choose Format>Format Picture.**
4. On the **Picture** tab, look for the **Color** box (under **Image Control**). Click its arrow; then click **Watermark** in the list. Click **OK**. The effect to the picture is dramatic; the colors are completely muted now. This is a way to add transparency to a picture that would otherwise be too bright for a background.
5. Now save this picture to your computer because you're going to use it in the next exercise. **Right-click on the graphic (ctrl+click),** and then click **Save As Picture option** on the shortcut menu. Browse to the desktop to save the picture there. Name the picture: Sunset.
6. Click **Save**.
7. **Now delete the graphic from the slide master (click it to select it; then press DELETE).** You're going to insert it another way.

### Exercise 2: Apply the background

Here's how to apply the graphic that you saved as a background.

1. In master view (**View>Master>Slide Master**), on the **Format** menu, click **Slide Background**. In the **Background** dialog box, click the drop-down arrow under the **Background fill** box.



2. In the list that appears, several color swatches are available; these are colors in the color scheme, and you could click one of them to apply it as a background; the current background, which is white, is selected. You could also click **More Colors** for more choices, outside the scheme; but just now, you won't do either.
3. **Instead**, do this: In the drop down list, **click Fill Effects**. These tabs offer gradient color; textures; patterns; or a picture of your choice as options for a background.
4. Click the **Picture** tab, and click the **Select Picture** button.  
Locate the picture on the desktop.
5. Select the picture you saved, and click **Insert**. In the **Fill Effects** dialog box, click **OK**.
6. In the **Background** dialog box, click **Apply to All**.

Your image is now the slide background on both the slide master and title master (if you had clicked **Apply**, the picture would become the background only on the slide master).

7. To see how this will look on your slides, go back to normal view: Click the **Normal View** button in the lower left of the window.

In normal view, on the single slide that appears in the slide pane (this is the default title slide), **type: Your Getaway Vacation!**


To see how your text and picture will look in a slide show, go into slide show view by choosing **Slide Show>View Show**. Press the ESC key to return to normal view.

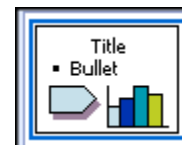
**Note about bitmapped images:** Graphics such as photographs can significantly add to the size of your presentation file. The Quick Reference Card at the end of the course points you to information about compressing graphics files to keep them as small as possible.

### **Exercise 3: Look at the current color scheme**

So far, you've used the Default Design template as a basis for your template; you've changed the font, the layout, and the background. In these steps, you'll see what the current color scheme for this template is, and you'll edit that, too.

1. **Choose View>Master>Slide Master.**
2. **Choose Format>Slide Color Scheme.**
3. A gallery of color scheme thumbnails appears in the pane. These are the color schemes that are part of the template.
4. To identify which scheme is applied, look closely at the thumbnails.

The first one in the gallery is selected: this is the scheme that's currently applied. It looks like this  At a glance, you see the colors, but it may not be clear what portions of the slide they apply to.



5. To determine that, click **the Custom tab**.  
In the **Custom tab**, each color is shown next to the element that it applies to.
  - **Background** is white; while you've replaced that with a picture, the default color remains white.
  - **Text and lines** and **Title text** are black in this color scheme. If you wanted different colors for title text and body text, you could select new colors here.

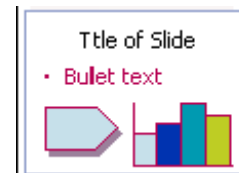
- **Fills** refers to the color used to fill in AutoShapes; this is also the first color used to represent values in charts.
  - **Shadows** refers to the color applied to an AutoShape when you click the **Shadow Style** button at the end of the **Drawing** toolbar and apply a type of shadow.
  - The three accent colors apply as follows: The **Accent** color is the second color used in a gradient or patterned background, and also the second color used for chart values. The other two accent colors apply to hyperlink text, and the hyperlink text after the link is clicked. Those two colors also apply to the third and fourth colors used for chart values.
6. Leave the **Color Scheme** dialog box open for the next exercise.

#### Exercise 4: Edit the colors

Select new colors that go better with your background, and save them as a new color scheme.

1. In the **Custom Color Scheme** dialog box, leave **Background** white.
2. The text color is currently black, and it works well against this washed out background. The other way you can go is to have a darker background and white or yellow text; in any case, you should strive for high contrast between the background and the text.
3. Just for the experience, try using a different color for text: Click the box next to **Text and lines**, and then click the **Change Color** button.
4. On the **Color Pallets** tab, click **Midnight** and then click **OK**. The color that you select will apply to all body text and to AutoShape lines and shape borders.
5. In the **Color Scheme** dialog box, the Preview box next to **Text and lines** shows the new color.

6. Repeat what you did in steps 3-4 to change the color of the **Title Text** to the **Ocean** color.



**Color tips:** Choose a fill color that will show well against the background. To test it, insert an AutoShape onto the slide master from the **Drawing** toolbar, and see how your fill-color choice looks. Be sure that your body-text-color choice, and your accent colors for text hyperlinks, show up against the fill color and against the background.

7. If you want a greater range of colors to work with, in the **Color Scheme** dialog box, click the box next to the element whose color you want to change, and then click **Change Color**.
8. When you have the set of colors you like, click the **Add As Standard Scheme** button, and then click **Apply**.

The new color scheme is added to the gallery, at the end of the thumbnails on the Standard tab, and it is also preserved in your master. An additional version of the scheme is placed in the gallery each time you edit the scheme. Having added your own scheme, you won't have to re-create it in the future. You can always come back and edit it, too.

9. The maximum number of schemes you can have for a design template is 16. To delete some of the schemes for the template, you would do this: Click the **Standard** tab. Here are all the schemes for the template. To get rid of one, you would click the scheme thumbnail, and click **Delete Scheme**. Then click **Apply**. If you don't want to delete any schemes, click **Cancel**.



## Exercise 6: Add a graphic or logo

Add a graphic that you want to use only on title slides. Imagine that it functions as a logo representing your organization.

1. In master view, **click the title master (View>Master>Title Master)**. You'll insert a graphic onto the title master now.
2. **Choose Insert>Picture>Clip Art.**

Because you already have a photo as a background, use a simple piece of drawing clip art to represent an imagined logo: In the **Search** box, type: symbols and then **click Search**. Click the \$ sign symbol to apply it to the title master.

**Note:** If you wanted to insert your own graphic, Choose **Insert> Picture>From File**, find the file, and then click **Insert**.

3. On the title master, click the graphic. If you want to size it (chances are you'll want it to be smaller; it should be unobtrusive on the slide), point to a side or corner sizing handle until the pointer becomes a two-headed arrow, and then drag the sizing handle. If you hold down **Option** as you drag a sizing handle, the center of the picture stays in the same position though its size changes. 
4. You'd like this logo-type image to appear in the upper-right portion of all your title slides. To reposition it, point to it until the pointer becomes a four-headed arrow pointer, and then drag the graphic to its new position. 

This graphic will appear only on slides that use a **Title Slide** layout. If you wanted the graphic to appear on all slides, you'd need to insert it on both the slide master and title master.

## Exercise 7: Save as a template

1. Before saving, click the **Normal View** button in the lower left of the window; you don't want any extra slides in the show when you save your design template, so select all slide thumbnails (if you've added any) on the **Slides** tab except slide 1, and then press **DELETE**. (This doesn't affect your slide master or title master styles at all; they stay in place, in master view, regardless of how many slides you've added to normal view.)
2. Also, delete the practice text that you typed onto your first slide. Select the title text (don't select the placeholder border), and then **press DELETE**. Do the same for the subtitle text. (The default text on the slide should be restored in the placeholder when you click the slide outside the text paragraph.)
3. Note that there's header text on the slide, **Organizing Committee**. Unless you want this template for a very specific purpose, chances are you won't want to save header or footer text in it. On the **View** menu, click **Header and Footer**. In the **Footer** box, delete the text **Organizing Committee**. Click **Apply to All**.

This won't have any effect on the footer placeholder, which you repositioned on the slide master and title master. This step merely empties the placeholder of text.

4. On the **File** menu, click **Save As**. In the **Save as type** box, at the bottom of the dialog box, select **Design Template (\*.pot)**.
5. Give the template a name that you will recognize, and then click **Save**.

6. When you're done with this course, exit PowerPoint and then restart it. **Choose Format>Slide Design.** Your template will be listed in the list. Select it and click apply.

This is your template, available whenever you want to use it in a presentation.

## **Activity 4 – Fun with masters**

### **Exercise 1: View slides and open master view**

1. **Open the “make the master work for you3.ppt” file in the “Master-Template-Reviewing Training Files” folder on the desktop.**
2. The slide show has three slides in it so far. Click through the slide thumbnails to see the slides. Finish by clicking the top slide, which is the title slide, again.
3. A design template, called Botany, is already applied to the slides. To see the design template's masters, go to master view: On the **View** menu, point to **Master**, and click **Slide Master**.
4. Click on the **Slide Miniature button** on the Master toolbar to show you which slides are using the slide master.
5. **Select the Title Master** and then click on the Slide Miniature button on the Master toolbar to show you which slides are using the Title Master

**Note:** When you open a new, "blank" presentation, the Default Design template is applied. (Yes, even a blank presentation has a template applied, which contains a set of masters.) By going to the **Slide Design** task pane and applying a different template to your slides, such as the Botany one now applied, you replace the Default Design masters with the Botany masters.

### **Exercise 2: Masters in detail**

1. **Click the title master thumbnail (the bottom one).** In the slide pane, examine the title master: There are text styles for title text and subtitle text, contained in placeholders. The background design includes a big graphic of a plant, which is all right because you don't need a lot of room for text on the title slide.

Present along the bottom are three placeholders for footers. You see the dotted lines around each footer; these boxes will hold the date, footer text, and slide number — if you specify to PowerPoint that you want such information on the slides (more on that, below).

2. Look closely at the text styles for this master. **Click the text in the title placeholder** — and note that this text is descriptive only, you would never type slide text in here. With the title text selected, look at the **Font Size** box and the **Font** box on the **Formatting** toolbar. **Font size for the title is 40; font type is Verdana.**
3. Do the same thing for the subtitle text: Click the text within the subtitle placeholder and check the font type and size. **Font is still Verdana, point size is 32.**
4. **Now click the slide master** to view the slide master. Click the slide title; **it has the same font size (40) and font (Verdana) as the title on the title master.**
5. Click within the second placeholder on the slide master, which shows you what the font styles are for five levels of body text. Click each line of text to see what its font and font size are.

Note that the top level of body text has a point size of 32, which is the same size as the subtitle on the title master. All the body text uses Verdana. Notice that the slide master has a lot more room for text on it than the title master does.

6. Return to normal view either by clicking the **Close Master View** button on the **Slide Master View** toolbar, or by clicking the **Normal View** button in the bottom left corner of the window.

### **Exercise 3: Compare slide styles with master styles**

Have a look now at the styles on your slides and see how they compare with those on the masters.

1. In normal view, **click the title slide** first (slide 1), if it's not already selected. On the slide, click the title text and then the subtitle text: You'll see that the font (Verdana) and font size (40 and 32, respectively) for each corresponds with the styles you saw on the title master.

The date shows up (faintly) in the lower left corner. You'll fix that later. (Note: You didn't see an actual date on the masters because you apply date settings in a dialog box that's separate from the masters.)


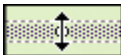
2. **Click slide 2.** This slide's layout corresponds directly to the layout on the slide master—a title placeholder and text at the top and a big placeholder for a bulleted list or other type of text paragraph below that. (Click the slide to see the placeholders.) This layout is the default one for all slides except title slides.

Click through the types of text and check out their font and font size. The title on this slide corresponds to the title on the slide master: Verdana, 40 points. All of the body text is consistent with styles on the slide master, 32, 28, and 24 for the top three levels.

3. **Click slide 3.** It uses the same layout as slide 2 — and you see the slide master styles again. Every slide you insert that uses this design template will have these same basic styles, though the placeholders and font size can differ according to the layout you choose. At the end of the practice, you'll see the impact of using a different layout.

### **Exercise 4: Change the slide master**

In these steps, you'll customize the slide master, changing font size, text position, and placeholder size and position. One ultimate goal is to move the date placeholder up on the slide so the date is more visible.

1. In master view, **click the slide master** (top).
2. On the slide master itself, click the border of the title placeholder (labeled as the **Title Area for AutoLayouts**). The border turns into dense dots, like this: 
3. On the **Formatting** toolbar, change the number in the **Font Size** box from **40** to **36**.
4. You'd also like your slide titles to sit flush left on the slide. With the title placeholder still selected, look at the **Formatting** toolbar; you should see the **Center** alignment button selected. This means that the title text is currently set to be centered within the placeholder. Click the **Align Left** button, and watch the text move left.
5. Now, decrease the height of the title placeholder. To do so, click the placeholder's border to select it (if it's not selected already). Then, point to the middle sizing handle (white circle) on the bottom border and watch for the two-headed arrow pointer: 

Drag the sizing handle up until the bottom border almost reaches the title text. When you release the mouse button, the title text jumps up to sit evenly within the placeholder.

6. Now move up the body-text placeholder (the big, main one on the slide, with the label **Object Area for AutoLayouts** at the bottom): Click the placeholder border, point to the top border, and look for the four headed arrow pointer. Drag the placeholder up until it's just below the title placeholder.



7. Next, you'll decrease the font sizes for the first two levels of body text (the text within the large placeholder).

**Important:** There are two ways to change text within a placeholder: If you want all the text to get the change you're making, you could select the placeholder itself (click the border and you see the dense, fine dots).

But here, you want varying changes for different levels of text. So, **you must select each level of text**, rather than the placeholder, and make the change just to that level. When you're making a text change rather than changing a property of the entire placeholder, the placeholder border turns into slanted lines rather than fine dots.

8. On the slide master, click within the top-level body text (first bullet level) to select it all. In the **Font Size** box, change its size from **32** to **28**. For the **Second level** of body text, select it and change its size from **28** to **24**.

### **Exercise 5: Move the date placeholder and check your slides**

You want to have the date showing, but it's not very visible on the slides given that it sits within the flowery art accent in the lower left corner of the slide.

1. **On the slide master**, click the border of the date placeholder on the bottom left of the slide (it has the text **Date Area**, just barely visible in front of the flowers). When selected, its border is like the others — it turns into dense, fine dots.
2. Press the UP ARROW key, and move the date placeholder until it sits just *below* the body text placeholder's border, so that the flower border fits around it. Use the RIGHT ARROW key to nudge it to the right a little bit, so it's clearly visible. Now the date will be readable on the slide.
3. Have a look at the slides. Click the **Normal View** button .
4. In normal view, click on slide 2.

The title position on the slide is now flush left, and the title text size is smaller (36 rather than 40). All the text on the slide has moved up, due to the resizing and repositioning of the placeholders. The body text is smaller on the two top levels (now 28 and 24, respectively). And the date is now visible on the lower left (don't worry, it won't be so small when projected and in slide show mode; but if you did want the font size bigger, you'd go to the master, select the date placeholder, and change the font size).

Because there's a connection between the text styles on the slide and title masters, all the text changes you made on the slide master also affect the title slide. (All other changes are in effect for the main slides only.) However, in this case, you don't want those text changes on the title slide.

5. For example, click slide 1: The title text was originally centered, but it has moved left in accordance with your title-text change on the slide master. This could be a good thing, but in

this case, you prefer that the title be centered. You'd also like to apply bold formatting to these titles.

**Note:** The date is still positioned near the bottom on the left. The title master doesn't inherit changes to placeholder size or positioning on the slide master. In the next steps, you'll see the value of the title master.

### **Exercise 6: Change the title master**

You'll now work in master view again to make changes to the title master.

1. **Choose View>Master>Title Master.** To make the text on your title slides stand out more, you'll apply bold formatting to it on the title master.
2. To change the text styles for the title and subtitle, first select the text placeholders: **Press and hold Shift** as you click the border of the title placeholder (its border should turn into dense dots) and then the border of the subtitle placeholder. Both placeholders are selected. On the **Formatting** toolbar, click the **Bold** button. All the text turns bold.
3. **To center the title text,** click away from the placeholders to clear all selections, then click the title placeholder's border to select it. On the **Formatting** toolbar, click the **Center** alignment button .
4. To see how your slides are affected, click the **Normal View** button .  
In normal view, be sure the slide 1 thumbnail, the title slide, is selected. The title is centered, and bold formatting appears on the title and subtitle.
5. You decide you'd like no footers at all on the title slide. You can change your footer settings so that the date doesn't show, and you don't have to go to the master to do that. Header and footer content is set separately from the masters; you can set header and footer options in any view.
6. On the **View** menu, click **Header and Footer**. On the **Slide** tab, note that under **Date and time** the **Fixed** button is selected, with a date typed in it. At the bottom of the tab, select the **Don't show on title slide** check box. You're choosing not to show any footer text on the title slides. Click **Apply to All**. The date is gone from the title slide.
7. **Click slide 2 and then slide 3.** As you should expect, their titles and date footer are unaffected by the changes you just made.
8. Try something else. **Click slide 2.** Click the **New Slide** button on the **Formatting** toolbar; Choose bulleted list from the new slide window. Click OK.
9. On the new slide 3, type the title **Part 2**, and type **Rare plants** for the first level of body text.
10. Now put a **Title Slide** layout on the new slide 3. If it's not already selected, click the slide. **Choose Format>Slide Layout. Choose Title Slide. Click Apply.**

**Tip:** Because it now has a title slide layout, slide 3 picks up the text styles and header and footer settings (no footers, that is) that affect title slides, and it has the background art, a nice succulent, in the corner.

### **Exercise 7: See the effect of a different layout**

How are your slide styles affected when you use a layout that's different from the master layout? PowerPoint adapts the slide to the layout based on master styles, but it reinterprets them.

1. **Click slide 2.** As you saw before, your body text reflects the font sizes on the slide master: 28 for the top level, and 24 for the next two levels down. You'll now apply a different layout:
2. **Choose Slide Layout>Two Column Text.**

The layout on the slide changes to two text columns, and the font size for the top-level bullet is smaller: it's now 24 instead of 28, its size on the slide master.

To adapt to the new layout, PowerPoint had to adjust the different levels of body text accordingly. Now the font size for the second and third levels of text is 20 (compared with 24 on the slide master). If you were to type a fourth level and then a fifth level of text, you'd see they're 18, while being 20 on the slide master.

3. Note that the body-text placeholder position stays true to the adjustment you made to the slide master: the two text placeholders sit neatly above the date.

## **Activity 5 – Working with Multiples**

### **Exercise 1: Identify the design templates being used**

1. **Open the “the beauty of multiple masters4.ppt” file in the “Master-Template-Reviewing Training Files” folder on the desktop.**
2. The slide show has six slides so far, and two design templates have been applied — the **Botany** template that you saw in the first practice session, and a different one, applied to slide 5, which introduces a new section.
3. Now, see how things look in master view. (Point to **Master** on the **View** menu, and click **Slide Master**).  
We hope what you see is what you expected: two sets of masters — one for each design template applied.

### **Exercise 2: Apply the correct design template**

In master view, work with two sets of masters.

1. You want an art element on one of the **Meadow** masters, a graphic to indicate flowers that are great summer bloomers.
2. For this practice, use a shape from the **Drawing** toolbar as the graphic: First, click the slide master called **Meadow Slide Master (used by no slides)**; it's master thumbnail 3. On the **Drawing** toolbar, click the **Rectangle**.
3. On the **Meadow** slide master, your pointer becomes a crosshairs. In the lower left of the text placeholder (the dotted box that contains the main slide text), drag the crosshairs to create a small rectangle. You now have a rectangle graphic on the lower left of the **Meadow** slide master.
4. Press the **Normal View** button in the lower left corner of the window.
5. In normal view, look at the slides. The graphic doesn't appear on the one slide that has the **Meadow** design template applied to it (slide 5). That's because the graphic was put on the slide master, but not on the title master, and the layout on slide 5 is a **Title Slide** layout. That's okay: You don't want the graphic on title slides.
6. But you do want it on the other slides that use this design template. Select slide 5.
7. **Choose Insert>New Slide. Choose Bulleted List. Click OK.**

The design template is applied to slide 6, and includes the graphic. The art will show on every slide that uses this design template and doesn't have a **Title Slide** layout.

**Exercise 3: Copy and change a set of masters – Not available on the Mac**

**Exercise 4: Again, apply the right design template – Not available on the Mac**

**Bonus exercise: Use the Paste Options button – Not available on the Mac.**