

C&NS Source Guide

Microsoft PowerPoint 2003: Templates and Masters

Activity 1 - Creating Templates.....	1
Activity 2 - Decorate the background, colorize, add art, and save	5
Activity 3 – Fun with masters.....	9
Activity 4 – Working with Multiples.....	14

Activity 1 - Creating Templates

Start designing your template

In this practice session, you'll see how changes to the master affect your slides. You'll change the font on the slide master and move a placeholder to change the layout; then you'll insert a title master and make a change to it.

Exercise 1: Get a sense for templates

In these steps, you'll look at the templates in the **Slide Design** task pane.

1. **Open the “Designing Templates and their master1.ppt” file in the “Master-Template-Reviewing Training Files” folder on the desktop.** This is the default view, and the Default Design template is applied. This is also what appears when you click the **New** button on the **Standard** toolbar.

More about this view: This is **normal** view, in which you put text and other content on slides in a show. Later you'll switch views to work on the slide master, so it's important to understand clearly what you can do in each view.

2. **Choose Format>Slide Design.**

The **Slide Design** task pane opens. This is where you go to apply a different design template.

Look at the top of the gallery in the task pane. The Default Design, which is applied, shows under **Used in This Presentation**. (If you point to the thumbnail, its name appears in the ScreenTip)



3. To see how these template thumbnails work, **scroll down to the Available For Use area of the task pane, and click a different template.**

The template that you chose is applied to the single slide in the show. For any new slides, this template would apply unless you selected another template.

4. **Reapply the Default Design template:** In the **Available for Use** section, point to the first thumbnail, which is white with black writing. When you point to it, the ScreenTip shows the name: **Default Design.pot** (if your Microsoft Windows® options aren't set to show file name extensions, you won't see the ".pot" part of the file name). **Now click the Default Design template to apply it.**

Exercise 2: Go to master view

With the goal of designing your own template, you'll make some changes to the Default Design template, which you'll save as a distinct, new template (as long as you save your template with a new name, the original template is not affected and stays intact). Do you remember how to start?

1. **Here's how:** Go to master view: On the **View** menu, point to **Master**, and then click **Slide Master**.

Master view opens, with the slide master thumbnail in the pane on the left, and the slide master displayed in the slide pane. Instead of a blank slide with text such as "Click to add title," which is what you'd see in normal view, the slide master's default title text says "Click to edit Master title style."

The changes that you make in master view will apply universally to your slide show's styles and design.

2. Look closely at the slide master. Its fonts, layout, and colors represent the design elements of the Default Design template. The font, font size, and font color are shown for title text and five levels of body text. Bullet styles are also shown.

The slide background is white (you'll work with it in the next practice); you see how the title, body, and footer placeholders are sized and arranged to make up the layout. Now you'll make some changes.

Exercise 3: Change the font

In these steps, you'll change the font for the title text.

1. **On the slide master, select the text in the title placeholder.**
2. **Choose Format>Font.**
As you see, there are various changes that you could make in the **Font** dialog box.
3. In the **Font** list, Arial is the currently selected and used font. **Change this to Comic Sans MS** by scrolling down the list and clicking that font. **Click OK.** The font for title text is changed on the slide master.
4. **Now change all the body text to Comic Sans MS, also.** The quick way is to click the body text placeholder's border; this selects the placeholder and everything in the placeholder.
5. **Choose Format>Font.** Then select **Comic Sans MS** in the **Font** list. Click **OK.** (Tip: Another way to change the font is to click a new selection in the **Font** box on the **Formatting** toolbar.) The font for all titles and body text will now be Comic Sans MS.
6. **Make the footer text Comic Sans MS also:** Hold down the CTRL key as you click the border of each footer placeholder to select all three of them.
7. **Choose Format>Font** and then select **Comic Sans MS** in the **Font** list. Click **OK.** (The change won't be so obvious here because the footer fields are very small; it'll be more visible when you see footer text on slides.)
8. How does this affect your slides? Return to normal view to find out: In the lower left of the PowerPoint window, click the **Normal View** button or click the "Close Master View" button on the Slide Master View toolbar.

In normal view, the only slide in the show so far is the default slide, which is a title slide. Its title text, in the top placeholder, reflects the changed font. Its subtitle picks up the font for the first level of body text, which you also changed to Comic Sans MS.

7. To see the new font on another slide layout, **insert a new slide**: First, click the slide thumbnail on the **Slides** tab; then **press ENTER**.

A new slide is inserted below the original one; its thumbnail is selected, and the slide itself is displayed in the main pane of the window.

As you'd expect, the title text in the new slide, as shown in the boilerplate text on the slide, is Comic Sans MS. (If you click inside the placeholder and look at the **Font** box on the **Formatting** toolbar, you'll see the new font name.)

Each level of body text will also be Comic Sans MS because you changed the font for the whole body text placeholder to Comic Sans MS.


Note: The layout for the new slide differs from the title slide; in fact, it has the same layout as the slide master. If you typed five different levels of body text, each would be in the style of the text that you saw on the slide master.

Exercise 4: Change the layout

You like the basic layout on the slide master, except for the footers. You'll change them in this exercise.

1. Go to master view (**Hint: View** menu).
2. You won't need the footer placeholder on the bottom right, whose text says **Number Area**; this is where slide numbers appear if you select the option to display them (don't worry about knowing how to do that right now).

Click the **Number Area** placeholder. **Press Delete**. The placeholder disappears.

3. You'd like your footer text to appear in the lower-right corner; that placeholder is currently in the bottom center of the slide. **Drag that placeholder over:** Click the **Footer Area** placeholder's border, point to the placeholder until the pointer becomes a four-headed arrow, **hold down SHIFT** to keep the alignment horizontal, and then **drag**  **the placeholder** over to the bottom-right corner.

(You could also move the selected placeholder by **pressing the RIGHT ARROW key**.)

4. To see how this change to the layout affects your slides, switch to normal view by clicking the **Normal View** button.
5. No footers show on your slides in normal view because you have not selected any footer options. Do so for the sake of this exercise: On the **View** menu, click **Header and Footer**.

On the **Slide** tab of the dialog box, in the **Footer** box, type: **Planning Committee**. Then click **Apply to All**.

The footer text, **Planning Committee**, shows in the bottom-right corner of both your slides, reflecting the layout change that you made to the slide master. The footer will appear there on all subsequent slides that you insert. And it uses the Comic Sans MS font because of your earlier change to the slide master.

Note: You may not want to include footer text in your design template. You did so here so that you could see a footer, reflecting changes you made to the slide master.

Exercise 5: Insert and make a change to the title master

Thus far you have used only the slide master, but there's another type of master that you might find useful, **the title master**. After you see how to use the title master, you'll appreciate the design flexibility that it gives you.

1. Go to master view (**View** menu). The slide master is displayed and is the only master available at the moment.

Now imagine that you want a different layout on the title slide in your show. Remember, the title slide is any slide that uses the **Title Slide** layout. By default, it's the first slide in a show.

But you can apply this layout to any slide. Because the **Title Slide** layout has just title and subtitle placeholders, it is also effective for introducing any new section of a show. If you use it this way, and thus have multiple title slides in the show, the title master has even more value for you.

2. To see what we mean, **insert a title master**: On the **Insert** menu, click **New Title Master**. A title master thumbnail is inserted below the slide master in the left pane, and the two thumbnails have a bracket linking them. The title master is selected and shows in the main pane.

In contrast to the slide master, the title master has styles just for title and subtitle text. Note that the title master has inherited the Comic Sans MS font type from the slide master. It will always inherit font changes from the slide master, but any changes that you make directly to the title master will be preserved.

The title master won't inherit other changes made on the slide master. For example, the title master's text footer is still in the bottom center of the slide. Note that your deletion of the slide number footer carried over to the title master, though.

3. On the title master, **move the text footer to a different position**: Click the **Footer Area** placeholder to select it, point to the placeholder until the pointer becomes a four-headed arrow, and then drag it to the upper left corner of the slide.

Exercise 6: See the effect of this change on title slides

1. Now look at the effect on your slides. Click the **Normal View** button in the lower left of the window.
2. In normal view, **click the first slide thumbnail**, the title slide. You see the repositioned text footer now in the upper left.
3. **Click the slide 2 thumbnail**. The lower-right positioning of the text footer is still in effect here, and will be in effect for every slide except those with a **Title Slide** layout.

Any slide that you apply a **Title Slide** layout to will reflect the footer's placement on the title master.

4. To see this, **insert a new slide** and apply a **Title Slide** layout to it: With the slide 2 thumbnail selected, **press ENTER to insert a new slide**. The new slide reflects the styles of the slide master.
5. In the **Slide Layout** task pane, click the first layout, called **Title Slide** (point to it and a ScreenTip appears, revealing the layout's name).

Slide 3 gets the **Title Slide** layout and reflects the styles on the title master, as you can see because the text footer moves from the lower-right to the upper-left corner of the slide.

You now have the beginnings of your customized design template. But just make a mental note that, before saving this template, you would delete the extra slides in normal view that were added for this practice. It's best to save the template with the single default slide, or no slides. You might also not want any specific footer text (like "Planning Committee") to be saved with the template.

Activity 2 - Decorate the background, colorize, add art, and save

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.

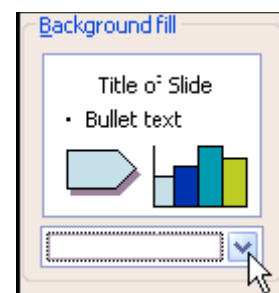
1. **Open the "Color scheme background and logo2.ppt" file in the "Master-Template-Reviewing Training Files" folder on the desktop.** PowerPoint is open in normal view. Use the **View** menu to go to master view.
2. In master view, **click the slide master thumbnail**; you'll see that it has a photograph inserted on it. You'll edit this by applying a washout 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 **Washout** 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**, and then click **Save As Picture** option on the shortcut menu.

This will open the My Pictures folder within My Documents, as you can see in the **Save As Picture** dialog box. Name the graphic: **Sunset**. Browse to the desktop to save the picture there. Click **Save**.

6. **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. On the **Format** menu, click **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 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 **Select Picture**.
Unless you've changed the default location for pictures, this will take you to the **My Pictures** folder, where you saved the edited picture. 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).

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. Go to master view.
2. **Choose Format>Slide Design.**
3. Click the **Color Schemes** link near the top of the task pane. 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 **Edit Color Schemes**, at the bottom of the task pane.
In the **Edit Color Scheme** dialog box, 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 **Edit Color Scheme** dialog box open for the next exercise.

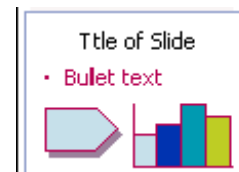
Exercise 4: Edit the colors

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

1. In the **Edit 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 **Change Color**.
4. On the **Standard** tab, click a dark BLUE color 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 **Edit Color Scheme** dialog box, the little box next to **Text and lines** shows the new color.

The little picture in the lower-right corner of the dialog box shows the effect of the color choice, for example:

The new color is shown as the text color for **Bullet text**, the outline color for shapes, and the color for lines.



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

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 **Edit Color Scheme** dialog box, click the box next to the element whose color you want to change, and then click **Change Color**. In the next dialog box, click the **Custom** tab, and then drag the cross-hairs (looks like this) to select a color. Then drag the arrow on the right down the spectrum that goes from light to dark. Watch the area under **New** in the lower-right corner of the dialog box. When you see a color there you like, click **OK**.
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, 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: In the **Slide Design-Color Schemes** task pane, click **Edit Color Schemes**. 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 thumbnail** (if in doubt, point to the thumbnail and read its ScreenTip). 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 for** box, type **symbols**. Under **Results should be**, be sure that **Clip Art** is selected. Click **Go**. 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 CTRL 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. Open the **Slide Design** task pane (on the **Format** menu, click **Slide Design**; or, click the **Slide Design** button on the **Formatting** toolbar), and then scroll to the **Available for use** area. The template thumbnails are arranged alphabetically. You should see a thumbnail that represents the .pot file that you saved; point to it for the ScreenTip.

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

Activity 3 – Fun with masters

To ensure that you have results that are consistent with these exercises, turn off the autofit feature for text within PowerPoint:

1. On the **Tools** menu, click **AutoCorrect Options**.
2. On the **AutoFormat As You Type** tab, look under **Apply as you type**. Clear the check boxes for **AutoFit title text to placeholder** and **AutoFit body text to placeholder**. Then click **OK**.

When selected, these options automatically resize slide text to fit into the placeholder. Note: You may want this feature active for future presentations. At the end of the practice, there are steps for turning autofit back on.

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**.

In master view, the slide and title masters appear as thumbnails, in the left pane, hooked together by a gray bracket.

When you left normal view, the title slide was selected; correspondingly, the title master thumbnail (the bottom one) is selected in master view, and the title master itself is displayed in the slide pane. The **Slide Master View** toolbar also appears in the slide pane.

4. Point to the title master thumbnail and read its ScreenTip: **Botany Title Master: used by slide(s) 1**.

5. Point to the slide master thumbnail, the top one, and read its ScreenTip: **Botany Slide Master: used by slide(s) 2-3**. These ScreenTips will come in handy as you work with masters. Master pairs are always linked by a gray bracket.

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 thumbnail 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 thumbnail 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. Use a shortcut to open master view: press **SHIFT** and click the **Normal View** button . Or, if you prefer, get there through the **View** menu.
2. In master view, click the slide master thumbnail (top).
3. 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: 
4. On the **Formatting** toolbar, change the number in the **Font Size** box from **40** to **36**.
5. 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.

(If you don't see the alignment buttons, use the same method described in Exercise 2, Step 2, to access the buttons. You start by clicking the **Toolbar Options** arrow at the end of the toolbar.)

6. 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.

7. 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. 
8. 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.

9. 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 the slide 2 thumbnail.

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. Open master view. (Either use the **View** menu, or press SHIFT and click the **Normal View** button .) The title master should be displayed in the slide pane. If it's not, click the title master thumbnail (the bottom one).

2. To make the text on your title slides stand out more, you'll apply bold formatting to it on the title master.
3. To change the text styles for the title and subtitle, first select the text placeholders: Press and hold CTRL 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.
4. 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 .
5. 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.
6. 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.
7. 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.
8. Click slide 2 and then slide 3. As you should expect, their titles and date footer are unaffected by the changes you just made.
9. Try something else. Click slide 2. Click the **New Slide** button on the **Formatting** toolbar; a new slide is inserted beneath slide 2. 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 3 thumbnail. In the **Slide Layout** task pane (open in the right of the PowerPoint window), point to the **Title Slide** layout — it's the first one in the gallery — and hover to see the ScreenTip. Click the layout.

Tip: If the **Slide Layout** task pane isn't showing, you can open it from the **Format** menu by clicking **Slide Layout**. 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. The **Slide Layout** task pane should still be open on the right side of the window. In the task pane, the **Title and Text** layout thumbnail (hover for its ScreenTip), which is the third one in the top group, is selected; this is the layout currently applied to slide 2.

Click the two-column layout next to it, the fourth thumbnail, which is called **Title and 2-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.

2. 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.

Exercise 8: Turn on text autofit

You may want the text autofit features activated for your future work in PowerPoint. To turn them back on, do this:

1. On the **Tools** menu, click **AutoCorrect Options**.
2. On the **AutoFormat As You Type** tab, select these check boxes under **Apply as you type**: **AutoFit title text to placeholder** and **AutoFit body text to placeholder**. Click **OK**.

Activity 4 – Working with Multiples

Exercise 1: Identify the design templates being used

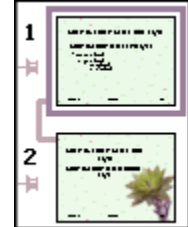
1. **Open the “the beauty of multiple masters4.ppt” file in the “Master-Template-Reviewing Training Files” folder on the desktop.**
2. The slide show has six slides so far, and two design templates have been applied — the **Botany** template that you saw in the first practice session, and a different one, applied to slide 5, which introduces a new section.
3. To see and identify the design templates by name, open the **Slide Design** task pane (**Slide Design** button, **Formatting** toolbar; or, **Format** menu, **Slide Design** command). At the top of the task pane, look in the **Used in This Presentation** section (you may need to scroll to see the top). Thumbnails for the two design templates being used are included there. Hover over each thumbnail to read its **ScreenTip**, which identifies the design template and says which slides it's applied to. The **Botany** template is on the left; the other template is called **Meadow**.
3. Now, see how things look in master view. Shortcut: Press **SHIFT** as you click the **Normal View** button (or, 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: Preserve all the masters

It's a good idea to **preserve** all your masters — that is, take an action that will keep PowerPoint from deleting them. PowerPoint will delete masters whose design template is not currently

applied to any slides. If you preserve the masters, though, PowerPoint will never delete them. (But you can delete them by using the **Delete Master** button on the **Slide Master View** toolbar.)

1. With master view open, click master thumbnail 1. Press and hold SHIFT as you click master thumbnail 4. All four masters are selected.
2. On the **Slide Master View** toolbar, which opens whenever you're in master view, click the **Preserve Master** button . (The **Preserve Master** command is also on the **Edit** menu.) On the left side of the master thumbnails, a pushpin icon now appears: It means that the masters are preserved.



Exercise 3: 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 thumbnail called **Meadow Slide Master (used by no slides)**; it's master thumbnail 3. On the **Drawing** toolbar, click the **Oval**.
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 circle. You now have a circle 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 slide thumbnails. 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. Right-click slide thumbnail 6, which currently uses the **Botany** design template, and click **Slide Design** from the shortcut menu.
7. In the **Slide Design** task pane, look in the **Used in This Presentation** area. The **Meadow** design template thumbnail is there, and includes the graphic that you added to the **Meadow** slide master.

Click the arrow on the **Meadow** design template thumbnail, and on the shortcut menu, click **Apply to Selected Slides**.

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 4: Copy and change a set of masters

Things get a little more challenging if you decide you want to copy one of the sets of masters and modify it. Try that here.

1. Go into master view (press SHIFT and click the **Normal View** button). Imagine that you want a version of the **Botany** design template (its masters are the top set) that has a red star to indicate very rare plants.

First, select the **Botany** masters: Click the slide master (thumbnail 1, called **Botany Slide Master: used by slide(s) 2,4**) to select it. Then, press and hold CTRL, and click the title master

(thumbnail 2, called **Botany Title Master: used by slide(s) 1,3**). Both **Botany** masters are selected.

2. On the **Insert** menu, click **Duplicate Slide Master**.

You get a duplicate set of **Botany** masters — thumbnails 3 and 4. Point to the new masters and look at how they're named: **1_Botany Slide Master: used by no slides**, for example.

The new masters are not currently applied, via a design template, to any slides, so they come in automatically with the preserve pushpin icon.

3. Rename this set of masters in a way that's more helpful to you. Select master thumbnails 3 and 4 (if they're not already selected). Find the **Rename Master** button on the **Slide Master View** toolbar and click it.

In the **Rename Master** dialog box, under **Master name**, type **Botany rare**. Click **Rename**.

4. Point to masters 3 and 4 now. You'll see the new name reflected in their ScreenTips.

5. Add a star to this set of masters: Select the master thumbnail 3 (**Botany rare Slide Master**). On the **Drawing** toolbar, click **AutoShapes**, point to **Stars and Banners**, and click one of the star shapes (such as **4-Point Star**).

You'll get the crosshairs pointer when you point to the slide master. Drag it to draw a star in the lower left area of the text placeholder. Leave the star selected (white round sizing handles show around it).

6. Press CTRL+C to copy the star to the Clipboard. Now click master thumbnail 4 (the **Botany rare Title Master**) and press CTRL+V.

The star is pasted onto the **Botany rare** title master in the same position as on the slide master. (Imagine that this is a real graphic and looks good on the slide.)

Exercise 5: Again, apply the right design template

1. To work in normal view, click the **Normal View** button .

2. Slides 3 and 4 in the slide show are the ones you've got so far that will cover very rare plants. Select both of them (press CTRL as you click). Right-click on either selected thumbnail, and click **Slide Design** on the shortcut menu.

3. In the **Slide Design** task pane, look in the **Used in This Presentation** area. Along with the **Meadow** template, you'll see the two versions of the **Botany** design template. One is called **Botany** and one is called **Botany rare**.

Point to the **Botany rare** template thumbnail, click its arrow, and click **Apply to Selected Slides**.

The slides that cover rare plants now have the "rare" graphic (your dazzling star), and any slides you insert after them, or that you apply the **Botany rare** design template to, will also have the graphic.

Bonus exercise: Use the Paste Options button

The default behavior for PowerPoint design templates is that a new slide inherits the design of the slide it follows. However, when you are copying and pasting a slide that has a different design template applied, you may want it to retain its original design. The **Paste Options** button lets you do that.

1. Still working in normal view: You decide to move slides 3 and 4 to a position that's later in the show, after the slides about flowers (which have the **Meadow** template). To do that, select slide thumbnails 3 and 4 (if they're not already selected), and press CTRL+X. Don't be alarmed when they disappear: they're copied to the Clipboard.
2. In the **Slides** tab, click below what's now slide thumbnail 4, so you see a flashing horizontal line. Press CTRL+V.

The two slides you moved, which you'd carefully authored to use the **Botany rare** design template, have inherited the **Meadow** design template because they now follow it. Don't worry. Look closely beneath the slide 6 thumbnail: you'll spot this button .

3. Click the button, and on its menu, click **Keep Source Formatting**. Slides 5 and 6 return to the **Botany rare** design template. Of course, another way to get the right design would be to apply the **Botany rare** template to these two slides again, from the **Used in This Presentation** area of the task pane.

