After completing this lesson, you will be able to:

- Understand and apply design templates.
- Understand PowerPoint masters.
- Change the display using the master.
- Modify master placeholders.
- Format master text.
- Format bullets.

(continued)

After Completing This Lesson, You Will Be Able to:

- Adjust master text indents.
- Reapply a slide layout.
- Hide master objects.
- Save a presentation as a template.

Understanding and Applying Design Templates

To apply a template

1. On the Formatting toolbar, click Slide Design.
2. In the Slide Design task pane, click Design Templates and then click Browse.
3. Navigate to the folder that contains the template you want to apply.
4. In the list of file and folder names, click a template.
5. Click Apply.

Understanding PowerPoint Masters

To view the Title Master and Slide Master

1. On the View menu, point to Master and then click Slide Master.
2. Click the slide miniature of the Title Master or Slide Master.

Understanding PowerPoint Masters

To insert another slide or title master

1. On the Slide Master View toolbar, click the Insert New Slide Master button.
2. On the Slide Master View toolbar, click the Insert New Title Master button.

Changing the Display Using the Master

To remove the footer from the title slide

1. On the View menu, click Header and Footer.
2. Select the Don't show on title slide check box.
3. Click Apply to All.

Modifying Master Placeholders

To move master placeholders

1. On the View menu, point to Master and then click Slide Master.
2. Select the placeholders with the dotted selection box that you want to move.
3. Drag the placeholders to the location where you want the placeholders to go.
4. Click a blank area of the slide to deselect the placeholder.

Formatting Master Text

To format master text attributes

1. On the View menu, point to Master and then click Slide Master.
2. Select the master text placeholder that you want to format.
3. On the Formatting toolbar, click a formatting button (such as Bold, Italic, Underline, Shadow, or Font Color).
4. Click a blank area outside the master text placeholder to deselect it.

Formatting Bullets

To format master bullets

1. On the View menu, point to Master and then click Slide Master.
2. Click the bulleted line of text in the master text placeholder that you want to format.
3. On the Format menu, click Bullets and Numbering.
4. Click Customize.

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Formatting Bullets

To format master bullets *(continued)*

5. Click the Font down arrow and select a font.
6. Click a bullet and then click OK.
7. Click the Color down arrow and then click a color.
8. Click the Size down arrow and then click a size.
9. Click OK.

Formatting Bullets

To format master bullets using a picture

1. On the View menu, point to Master and then click Slide Master.
2. Click the bulleted line of text in the master text placeholder that you want to format.
3. On the Format menu, click Bullets and Numbering.
4. Click Picture.

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Formatting Bullets

To format master bullets using a picture *(continued)*

5. Click the down scroll arrow until you locate the bullet you want to use and then click the bullet.
6. Click OK and then click OK again.

Adjusting Master Text Indents

To adjust indent markers

1. Click to position the insertion point in the text that you want to adjust the indent markers.
2. Display the ruler.
3. Drag the indent markers to adjust.

Adjusting Master Text Indents

To adjust the margin level

1. Click to position the insertion point in the text that you want to adjust the margin marker.
2. Display the ruler.
3. Slowly drag the margin marker of the first indent level to the measurement that you on the ruler.

Reapplying a Slide Layout

To reapply a slide layout

1. Display the slide to which you want to apply a slide layout.
2. On the Format menu, click Slide Layout.
3. In the Slide Layout task pane, click a slide layout.
4. Click the down arrow next to the layout.
5. Click Reapply Layout.

Hiding Master Objects

To hide master objects on a slide background

1. Display the slide with the master objects on the slide background that you want to hide.
2. On the Format menu, click Background.
3. Select the Omit background graphics from the master check box.
4. Click Apply.

Saving a Presentation as a Template

To save the presentation as a design template

1. On the File menu, click Save As.
2. In the File name box, type a file name.
3. Click the Save as type down arrow and then click Design Template.
4. In the Save in box, navigate to the location where you want to save the presentation as a template.
5. Click Save.