



Understand the Slide Master in PowerPoint



A Quick Guide to Slide Master Efficiency in PowerPoint

Slide Master simplifies the design process, allowing for quick and consistent formatting in PowerPoint presentations.

Five things you need to know about Slide Master:

01 Access the Slide Master

Navigate to the **"View"** tab and click **"Slide Master"** to access the global formatting options for your presentation.

02 Understand Slide Layouts

Identify and select the slide layout you want to modify from the list on the left. Each layout corresponds to different slide types.

03 Make Global Changes

Modify formatting on the selected layout to ensure consistent design elements across your presentation. Changes in the root master slide apply to all the slide layouts in the presentation.

04 Format Background and Text

Use the Slide Master ribbon to format backgrounds and text. Apply changes specifically to the layouts you want to customise.

05 Apply and Exit

Click **"Close Master View"** to return to your presentation. New slides will now inherit the formatting, providing a cohesive and efficient design.

