Masters

Creating a Slide Master
Slide Masters allow you to make design changes to all slides in a presentation.
1. Click on the View tab.
2. Click the Slide Master View button in the Presentation group.
(A blank slide master with default layouts will appear.)
Note: To add an additional slide master, click the Insert New Slide Master button in the Edit Master group.

Formatting a Slide Master
1. Select the master that you want to format.
2. Make formatting selections in the Edit Theme, Background, and Page Setup groups.
3. When you are finished, click the Close group to return to your presentation.

Renaming a Slide Master
1. Select the master you want to rename.
2. Click the Rename button in the Edit Master group.
3. Enter a new name in the Master name box.
4. Click the Rename button.
5. When you are finished, click the Close Master View button in the Close group to return to your presentation.

Deleting a Slide Master
To delete a slide master you must have more than one slide master in your presentation.
1. Select the slide master you want to delete.
2. Click the Delete Slide button in the Edit Master group.
3. When you are finished, click the Close Master View button in the Close group to return to your presentation.

Editing the Handout Master
1. Click on the View tab.
2. Click the Handout Master View button in the Presentation Views group.
3. In the Page Setup group, do any of the following:
   • To change the page setup, click the Page Setup button. Make selections and click the OK button.
   • To change the handout orientation, click the Handout Orientation button and select Portrait or Landscape from the resulting menu.
   • To change the slide orientation, click the Slide Orientation button and select Portrait or Landscape from the resulting menu.
4. Optional: To display or hide placeholders, check or clear the boxes in the Placeholders group.
5. When you are finished, click the Close Master View button in the Close group to return to your presentation.

Text

Inserting a Symbol
1. Click in the presentation where you want to insert the symbol.
2. Click on the Insert tab.
3. Click the Symbol button in the Text group.
4. Click the arrow on the Font box and select a font from the resulting menu.
5. Select the symbol you want to insert.
6. Click the Insert button.
7. Click the Close button.
Note: To insert a recently used symbol, click on the Insert tab. Click the Symbol button in Text group and select and select the symbol you want in the Recently used symbols box. Click the Insert button.

Changing Text Direction
1. Click on the Home tab.
2. Click the Text Direction button in the Paragraph group and do one of the following:
   • To rotate text 90°, select Rotate all text 90° from the resulting menu.
   • To rotate text 270°, select Rotate all text 270° from the resulting menu.
   • To stack text, select Stacked from the resulting menu.
   • To apply additional text options, select More Options from the resulting menu. Make selections and click the Close button.

Working with Text Columns
1. Click on the Home tab.
2. Click the Columns button in the Paragraph group and do one of the following:
   • To apply a preformatted column style, select One Column, Two Columns, or Three Columns from the resulting menu.
   • To apply a custom column style, select More Columns from the resulting menu. Enter the number of columns in the Number box and enter the space between columns in the Spacing box. Click the OK button.