

PowerPoint 2016

Slide Master View

Introduction

You may have noticed that when you select a different theme in PowerPoint, it rearranges the text on your slides and adds shapes to the background. This is because each theme has built-in **slide layouts** and **background graphics**. You can edit these layouts with a feature called **Slide Master view**. Once you learn how to use Slide Master view, you'll be able to customize your entire slide show with just a few clicks.

Optional: Download our [practice presentation](#).

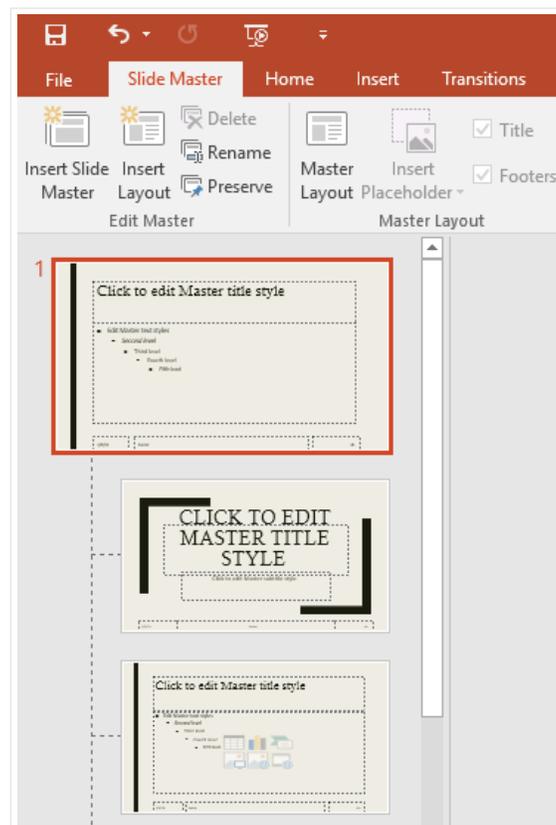
Watch the video below to learn more about using Slide Master view.

*Video removed from printing pages

What is Slide Master view?

Slide Master view is a special feature in PowerPoint that allows you to quickly modify the slides and slide layouts in your presentation. From there, you can edit the **slide master**, which will affect **every slide** in the presentation. You can also modify individual **slide layouts**, which will change any slides using those layouts.

For example, let's say you find a theme you like but you don't like a few of the slide layouts. You could use Slide Master view to customize the layouts to look exactly the way you want.



In Slide Master view, the **Slide Master** tab will appear first on the Ribbon, but you'll still be able to access commands on different tabs as normal.

Using Slide Master view

Whether you're making **significant changes** to your slides or just a few **small tweaks**, Slide Master view can help you create a consistent, professional presentation without a lot of effort. You could use Slide Master view to change just about anything in your presentation, but here are some of its most common uses.

- **Modify backgrounds:** Slide Master view makes it easy to customize the **background** for all of your slides at the same time. For example, you could add a watermark or logo to each slide in your presentation, or you could modify the background graphics of an existing PowerPoint theme.
- **Rearrange placeholders:** If you find that you often rearrange the placeholders on each slide, you can save time by rearranging them in Slide Master view instead. When you adjust one of the layouts in Slide Master view, all of the slides with that layout will change.
- **Customize text formatting:** Instead of changing the text color on each slide individually, you could use the Slide Master to change the text color on all slides at once.
- **Create unique slide layouts:** If you want to create a presentation that looks different from regular PowerPoint themes, you could use Slide Master view to create your own layouts. Custom layouts can include your own **background graphics** and **placeholders**.

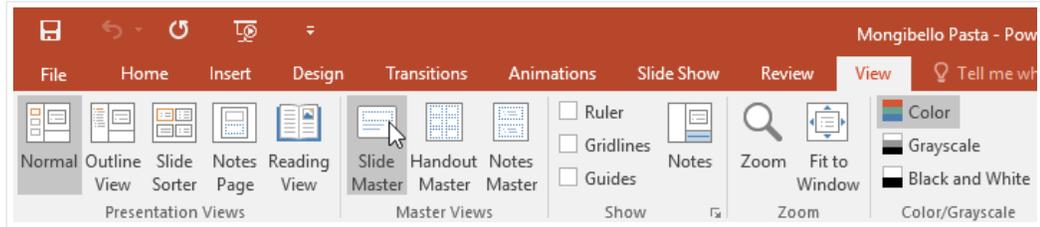
Some overall presentation changes—like customizing the **theme fonts** and **theme colors**—can be made quickly from the **Design** tab. Review our lesson on [Modifying Themes](#) to learn more.

To make changes to all slides:

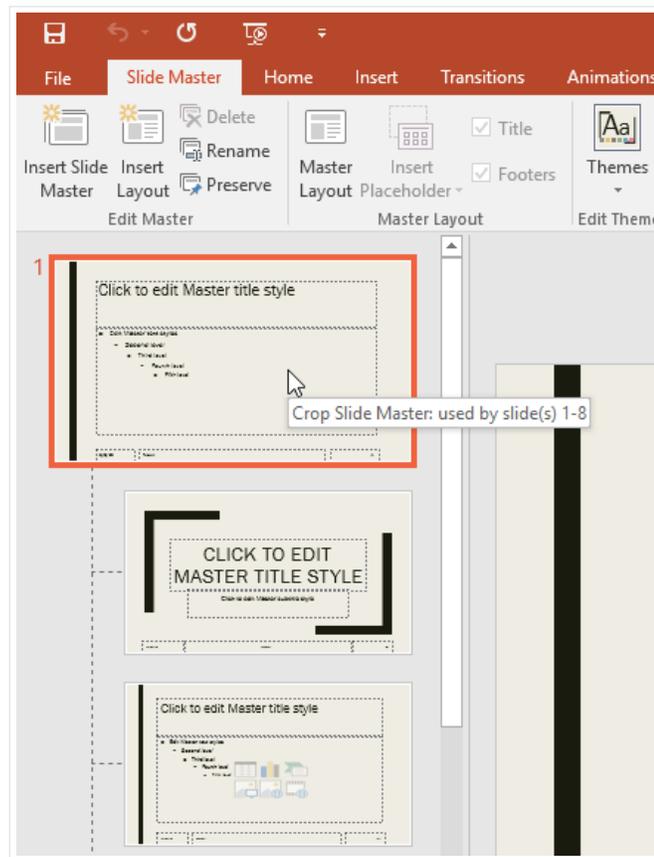
If you want to change something on all slides of your presentation, you can edit the Slide Master. In our example, we'll add a **logo** to every slide. If you'd like to work along with our example, right-click the image below and save it to your computer.



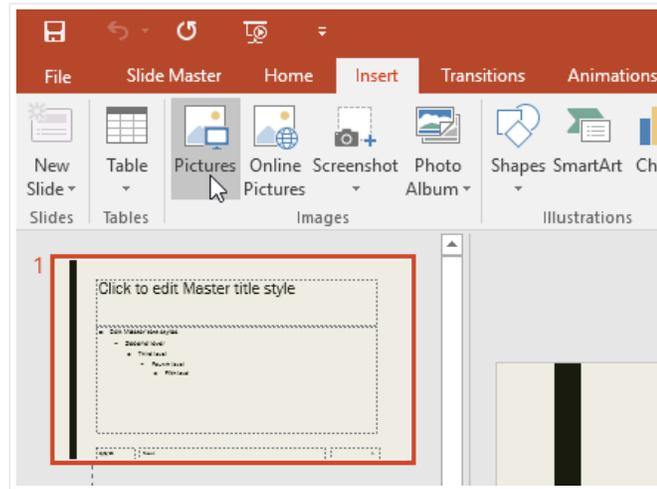
- 1 Select the **View** tab, then click the **Slide Master** command.



- 2 The presentation will switch to **Slide Master view**, and the **Slide Master** tab will be selected on the Ribbon.
- 3 In the left navigation pane, scroll up and select the **first slide**. This is the **slide master**.



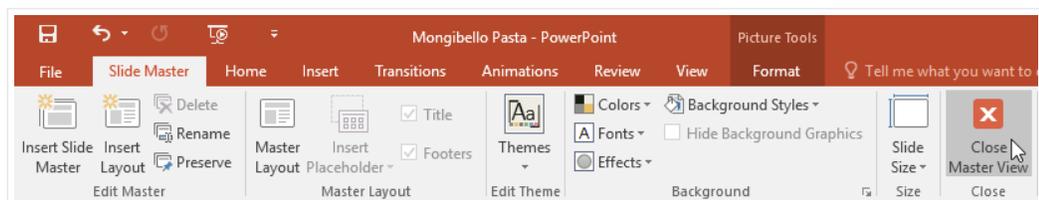
- 4 Make the desired changes to the slide master. In our example, we'll insert a **picture** of the Mongibello logo.



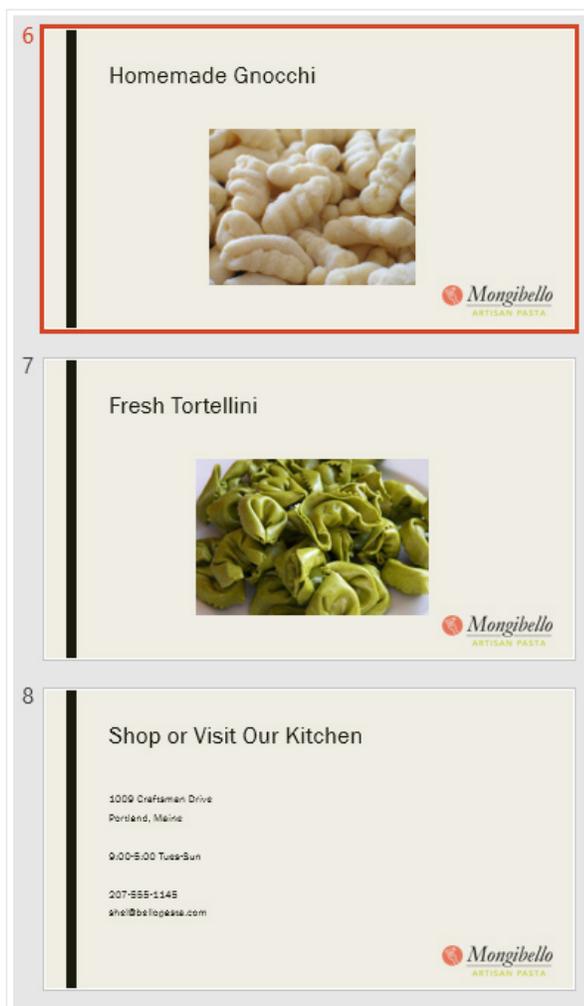
- 5 **Move, resize, or delete** slide objects as needed. In our example, we'll resize the logo and move it to the bottom-right corner.



- 6 When you're finished, click the **Close Master View** command on the **Slide Master** tab.



- 7 The change will appear on all slides of the presentation.



When you make a change to the slide master, it's a good idea to **review your presentation** to see how it affects each slide. You may find that some of your slides don't look exactly right. On the next page, we'll show you how to fix this by customizing individual slide layouts.

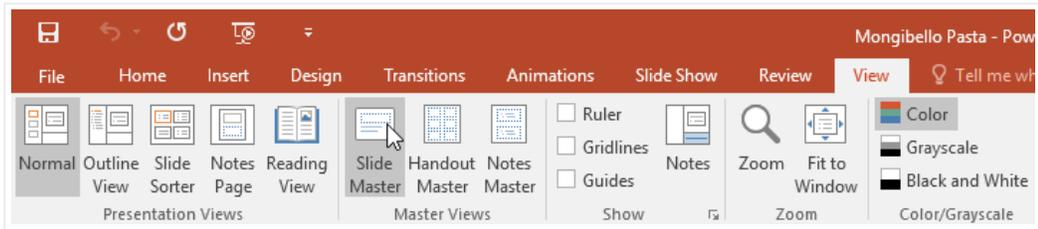
Customizing slide layouts

You can use Slide Master view to modify any **slide layout** in your presentation. It's easy to make small tweaks like adjusting background graphics and more significant changes like rearranging or deleting placeholders. Unlike the slide master, changes to a slide layout will only be applied to slides using that layout in your presentation.

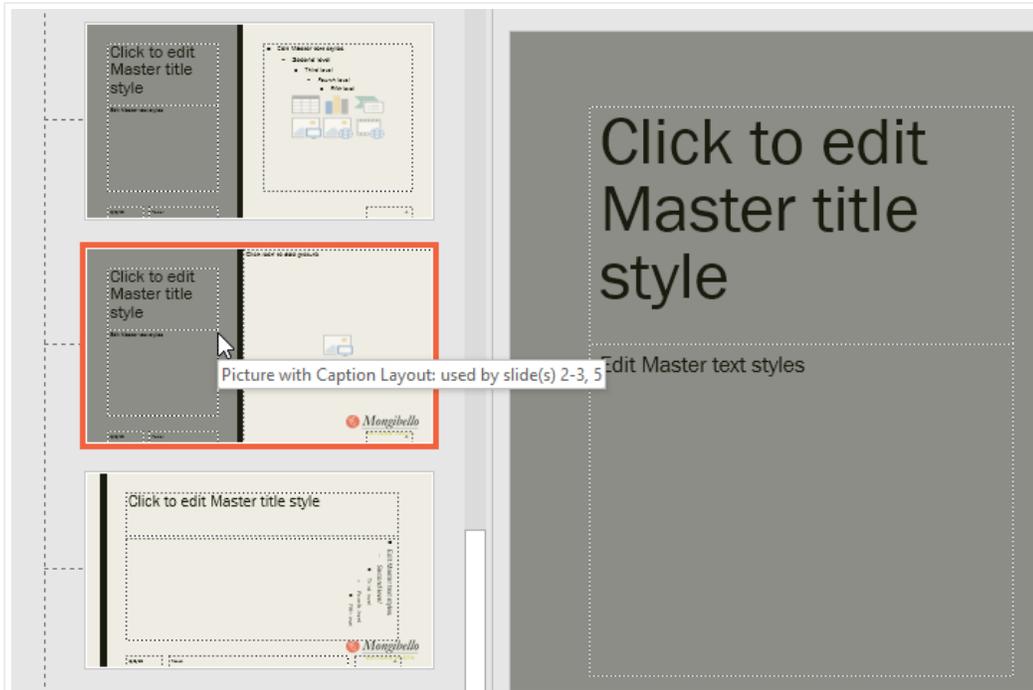
To customize an existing slide layout:

In our example, our newly added logo is hidden behind the photo in the **Picture with Caption Layout**. We'll customize this layout to make room for the logo.

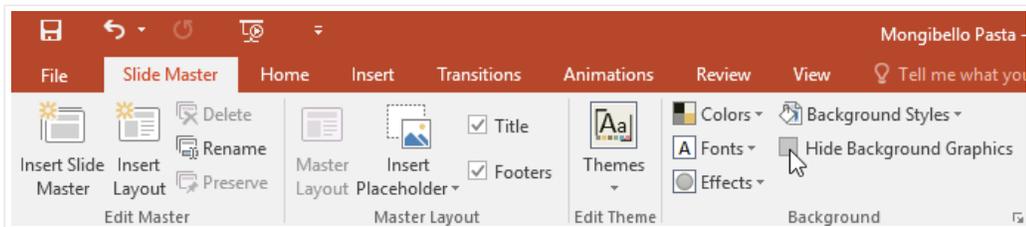
- 1 Navigate to **Slide Master** view.



- 2 Locate and select the desired layout in the left navigation pane. You can hover the mouse over each layout to see which slides are currently using that layout in the presentation.



- 3 In some layouts, the background graphics may be hidden. To show the graphics, uncheck the box next to **Hide Background Graphics**.



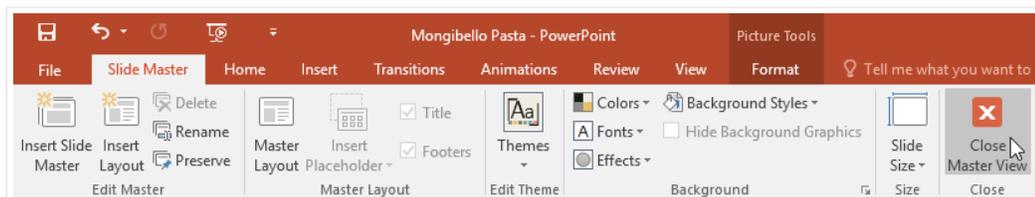
- 4 Add, move, or delete any **objects** as desired. In our example, we'll delete the gray background shape.



- 5 If you want to change the arrangement of the placeholders, you can move, resize, or delete any of them. In our example, we'll move our text placeholders and the black bar to the right side, and the photo placeholder to the left side.



- 6 When you're finished, click the **Close Master View** command on the **Slide Master** tab.



- 7 All slides using the layout will be updated.



You can also move placeholders on the **slide master**, which will move the placeholders on multiple slide layouts at the same time. However, some slide layouts may still need to be adjusted manually.

Customizing text formatting

You can also customize the **text formatting** from Slide Master view, including the **font**, **text size**, **color**, and **alignment**. For example, if you wanted to change the font for every **title placeholder** in your presentation, you could modify the **master title style** on the slide master.



Each title placeholder is **connected** to the master title style on the slide master. For example, take a look at the slides before changing the title font.

1

MONGIBELLO ARTISAN PASTA

About Our Business

2



Our Mission

To create unique, high-quality pasta—made to hand without additives or preservatives—for individuals who seek fresh, one-of-a-kind ingredients.



3



Our Team

Owner/Chief Rheingold (with Manager) Stefan Luzzi leads a talented team with over 20 years of experience making pasta by hand, crafting unique flavors that tantalize the palate, and putting the touchstones of traditional artisan pasta making.



Now look at the same slides after changing the title font.

1

MONGIBELLO ARTISAN PASTA

About Our Business

2



Our Mission

To create unique, high-quality pasta—made to hand without additives or preservatives—for individuals who seek fresh, one-of-a-kind ingredients.



3

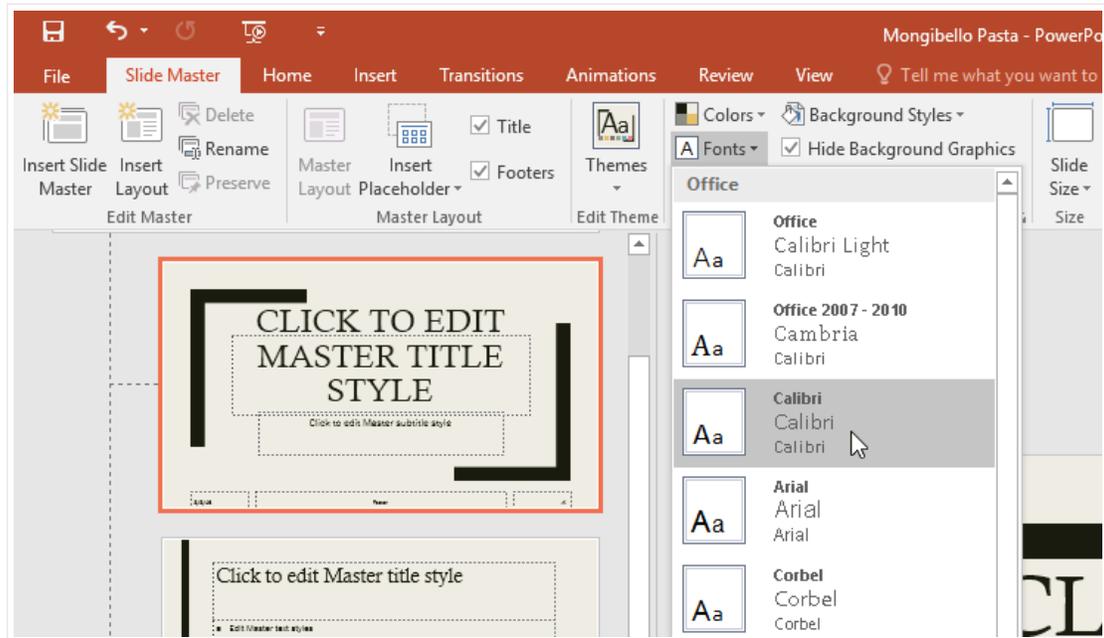


Our Team

Owner/Chief Rheingold (with Manager) Stefan Luzzi leads a talented team with over 20 years of experience making pasta by hand, crafting unique flavors that tantalize the palate, and putting the touchstones of traditional artisan pasta making.

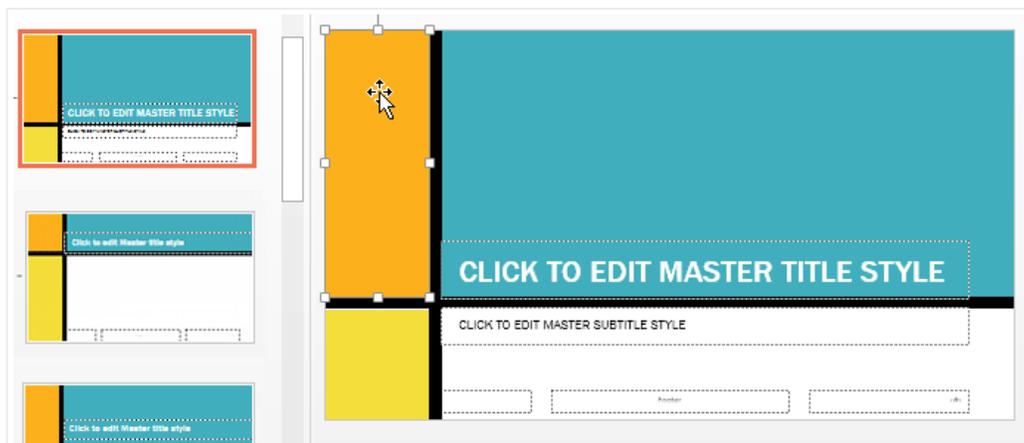


Instead of customizing individual placeholders, you could change the **theme fonts** for a presentation. From the **Slide Master** tab, click the **Fonts** command in the **Background** group, then select the desired fonts.



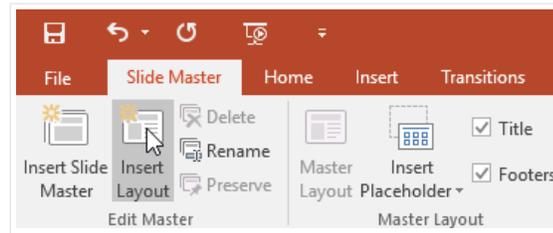
Creating new slide layouts

One of the most powerful features of Slide Master view is the option to create **new slide layouts**. This is an easy way to add interesting and unique slide layouts to an existing theme. You could even use this feature to design an entirely **new theme**, as in the example below.



To insert a new slide layout:

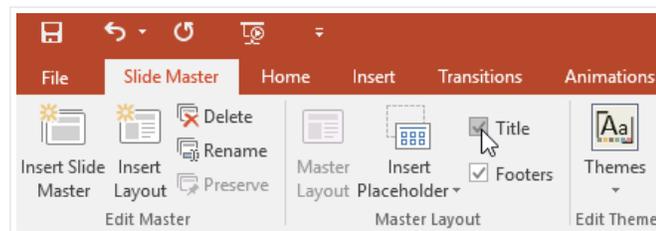
1. Navigate to **Slide Master** view. From the **Slide Master** tab, click the **Insert Layout** command.



- 2 The new slide layout will appear.



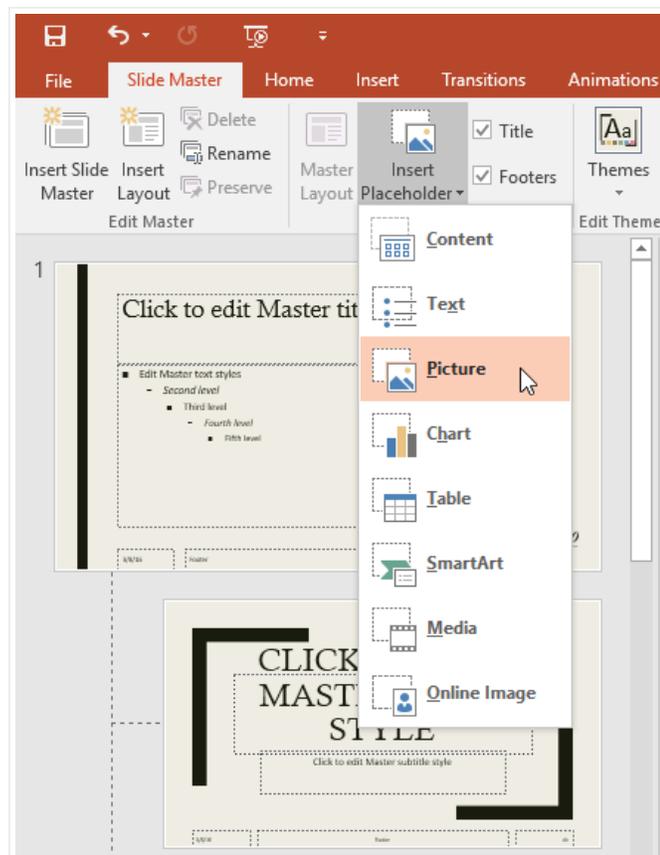
- 3 The layout will include **title** and **footer** placeholders by default. Click the **Title** and **Footers** boxes in the **Master Layout** group to toggle these placeholders on and off.



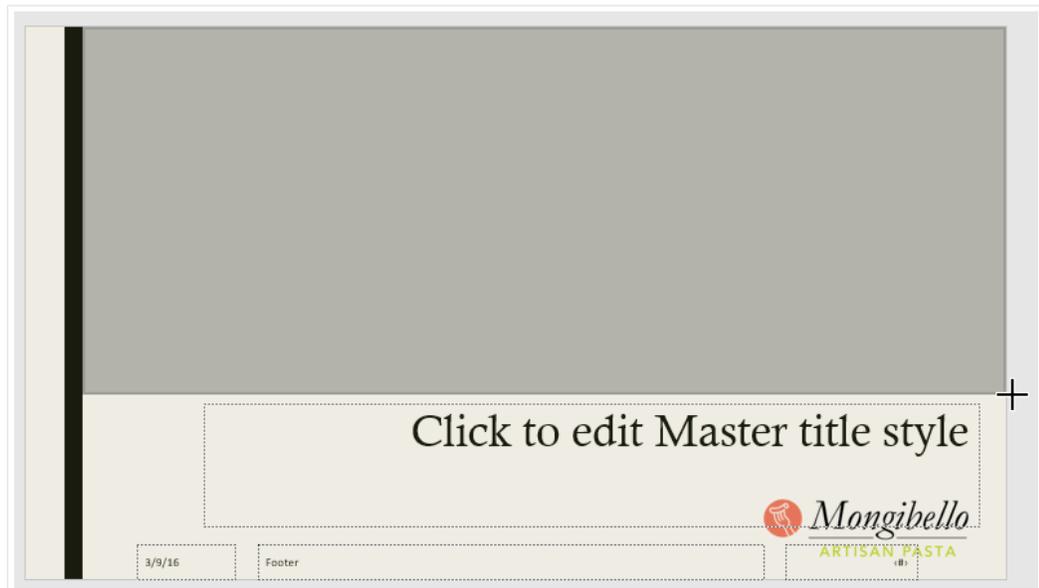
- 4 You can now add background graphics, shapes, and pictures to the slide layout. You can also move, adjust, and delete the existing placeholders. In our example, we'll **move the title placeholder** to the bottom-right corner. We've also **changed the text alignment to align right** instead of align left.



- 5 To add new placeholders, click the **bottom half** of the **Insert Placeholder** command, then select the desired placeholder type. In this example, we'll use the **Picture** placeholder.



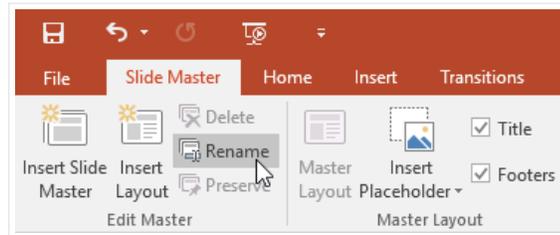
- 6 Click and drag to **draw the placeholder** on the slide.



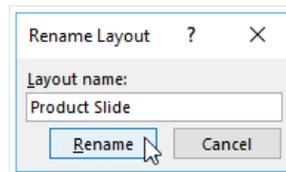
To rename a custom layout:

When you're done designing your custom layout, you'll want to give it a **unique name** so it will be easy to find.

- 1 From **Slide Master view**, select the desired layout, then click the **Rename** command.



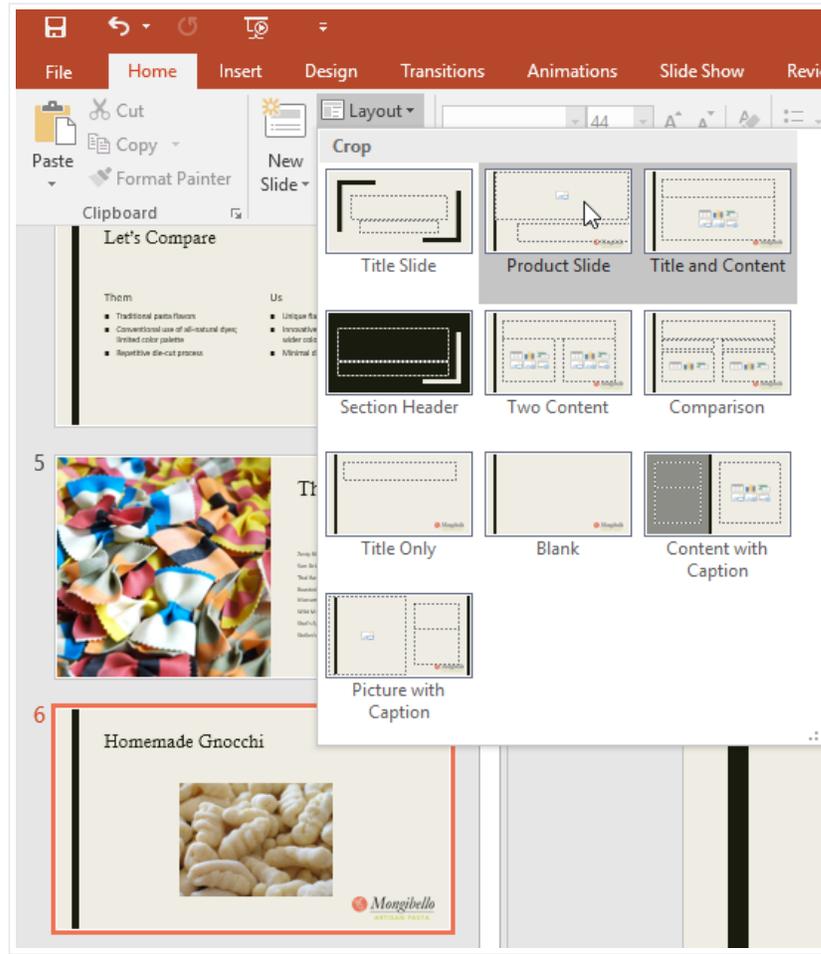
- 2 A dialog box will appear. Type the desired name, then click **Rename**.



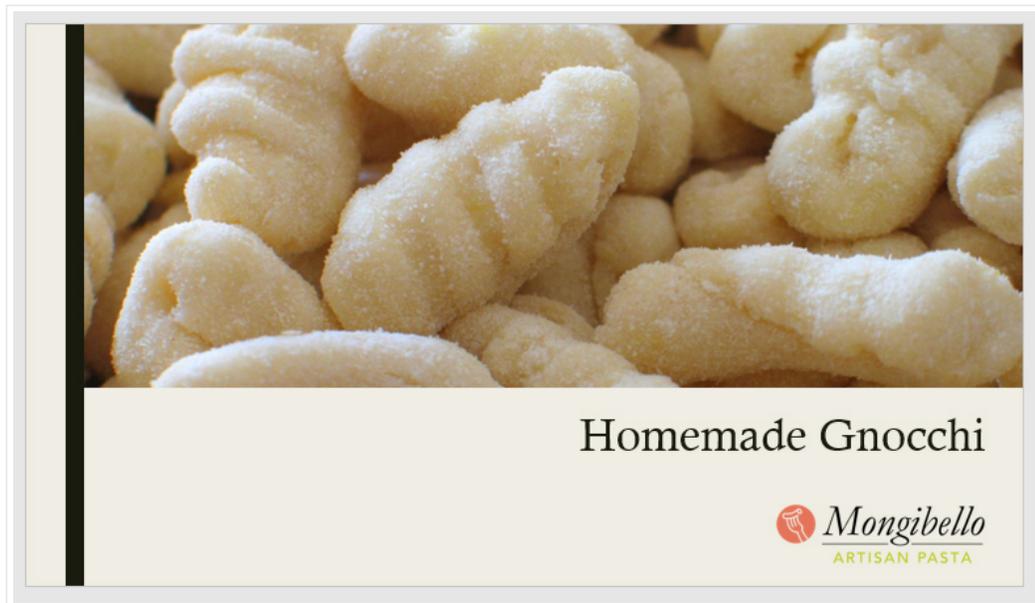
To use a custom layout:

Once you've created a custom slide layout, it's easy to add a new slide with that layout or apply it to an existing slide.

- 1 If you're currently in Slide Master view, click the **Close Master View** command on the **Slide Master** tab.
- 2 From the **Home** tab, you can **insert a new slide** with the custom layout or **apply it to an existing slide**. In our example, we'll select the **Layout** command and apply the new style to slide 6.



- 3 The custom slide layout will be applied.



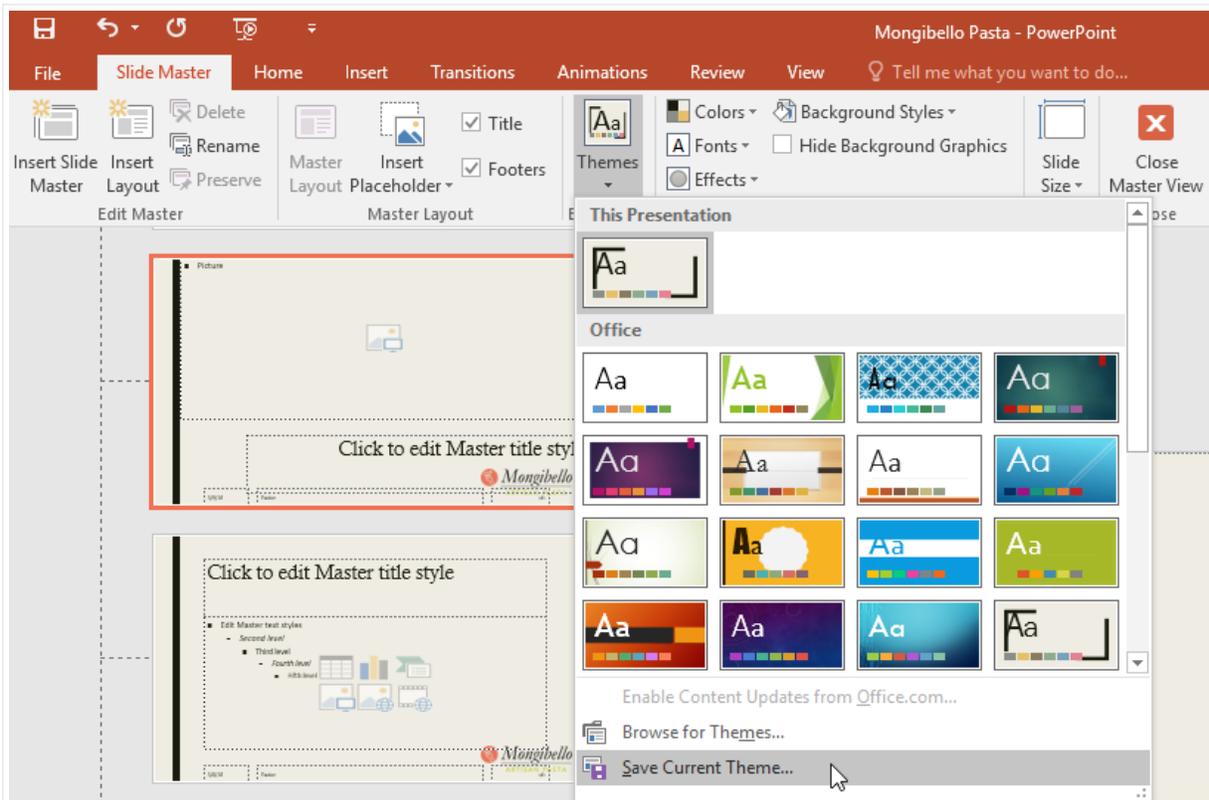
PowerPoint also allows you to add new placeholders to **existing** slide layouts.

Using custom layouts in other presentations

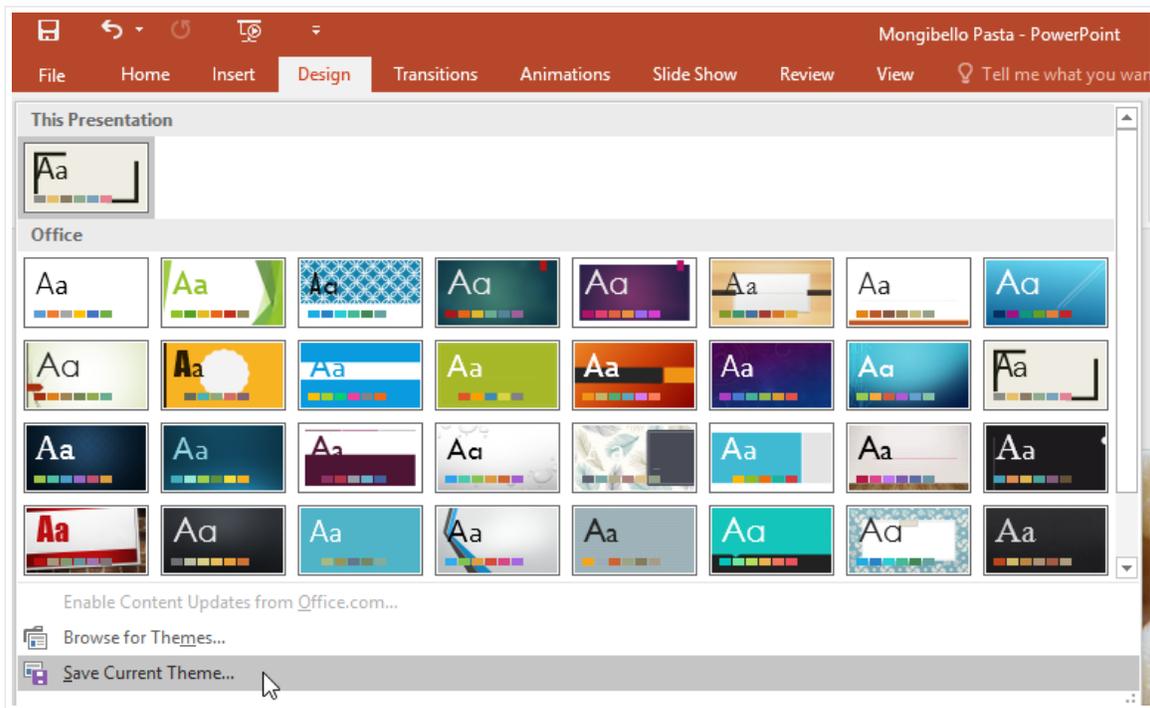
When you modify the slide master or slide layouts in Slide Master view, you're actually creating a custom version of the current theme. If you want to apply the theme to other presentations, you'll need to **save it**.

To save a theme:

From the the **Slide Master** tab, click the **Themes** command, then select **Save Current Theme** from the drop-down menu.

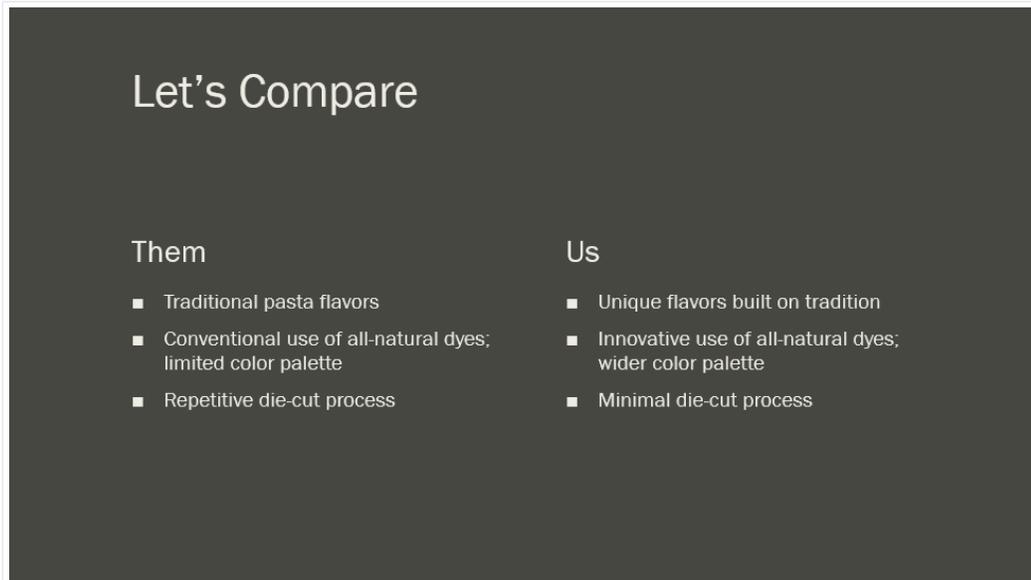


If you're not in Slide Master view, you can save the theme from the **Design** tab. Just click the drop-down arrow in the **Themes** group, then select **Save Current Theme**.

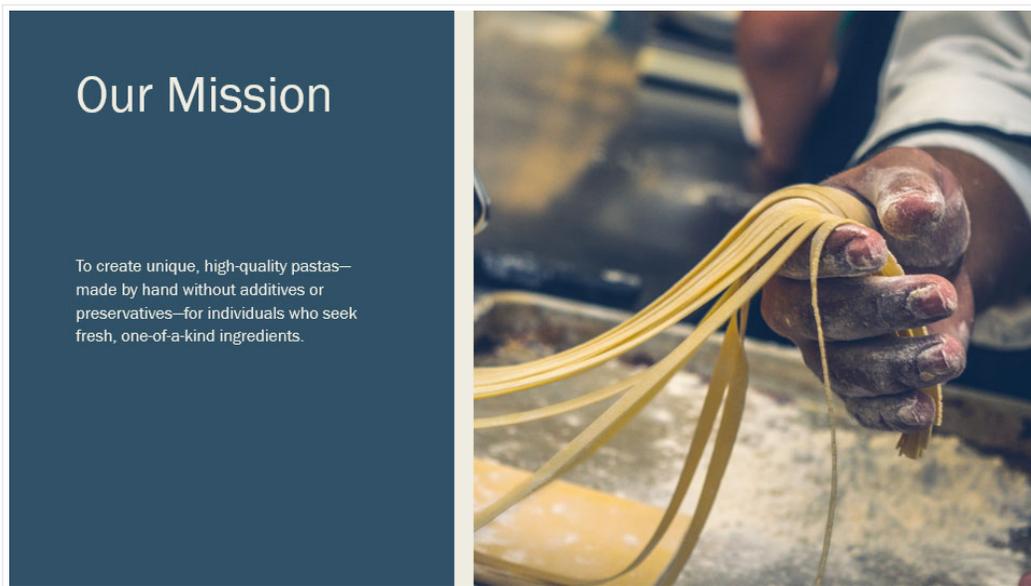


Challenge!

- 1 Open our [practice presentation](#). If you already downloaded our presentation to follow along with the lesson, be sure to download a fresh copy.
- 2 On the slide master, change the **Background Style** to Style 7.
- 3 **Delete** the tall rectangle shape near the left of the slide master.
- 4 **Close Slide Master view** and select slide 4. Your slide should look like this:



- 5 Reopen Slide Master view. In the **Picture with Caption** layout, select the background shape on the left side of the slide behind the text, and change the color to **Dark Aqua**.
- 6 When you're finished, slide 2 should look like this:



- 7 **Optional:** Save your theme to your computer.