

## POWERPOINT NOTES #2

### SLIDE MASTER

View tab --- Slide Master button

Slide Master Tools

Main Master Layout

Title Layout Master

Click to edit Master title style

Click to edit Master text styles

- Second level
- Third level
- Fourth level
- » Fifth level

Date (automatically inserted)

Footer Placeholder

Slide Number Placeholder

Never replace the text in the Master placeholders on the layout! They're used for Formatting and Design only.

Sub Masters for each different Layout

The Slide Master lets you change default settings on slides, such as bullet styles, and allows you to add logos (clip art) and quotes without having to change individual slides.

The Title Master changes the title slide only. Make the desired changes and return to Slide View by clicking Close Master View Button.

## COLOR SCHEME- (customize)

Design tab --- Colors button

Preset color schemes for themes and templates. Rollover each to see the changes that is made.

To customize and change individual items: Click on Create New Theme Colors.

Themes and Design Templates that are available have preset colors. These colors may be changed to give your slide a more original look.

## REPLACE FONTS

Home --- Replace

Replaces one Font with another. It will put the font you are on here. You will need to pull down on the with arrow and choose a new font