



# Efficient Formatting with Masters

## Course Aims

This course empowers information workers to make a design change in Microsoft Office PowerPoint that would apply to several slides at once, saving time and effort. Participants will learn how the slide master helps efficiently alter such elements as the font, text position, and layout. Participants will also work with several masters in a show that has more than one design template.

## Who should attend?

Presenters who have large amount of slides in a presentation and want to reduce time in formatting slides. This course is also for presenter who want to be able to control the slide design using capabilities of PowerPoint masters.

## Productivity Gained

The participants will achieve productivity gain as follows:

- Make changes on the slide master that include repositioning text, changing the font styles, changing the layout, and adding a piece of art.
- See how the title master works with the slide master and gives you more design options.
- Work with different sets of masters to change specific groups of slides in a show that uses several design templates.

## Brief Outline

**Module 1.** Make the master work for you

**Module 2.** The beauty of multiple masters

**Module 3.** Design and layout

**Module 4.** Editing Presentation Masters

**Module 5.** Editing Notes and Handout Masters

**Module 6.** Customizing Presentations

## Course Coverage

Our productivity centric learning includes:

- Three self-paced lessons
- Three practice sessions for hands-on experience
- Three short test, conducted at the end of each lesson
- Three drill lessons
- Three lab exercises

Level	Duration	Time
Advanced	1 Day / 8 Hours	9:00 am to 5:30 pm



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## Pre-requisites

The participants attending this course must have the knowledge stated below:

- This course assumes that you have experience creating a PowerPoint presentation. If you're interested in an introduction to design templates, take the second lesson of the course Slide design and layout.

## Detail Outline

### Module 1. Make the master work for you

This module introduces what is the slide master and how do you work with it. It also answers questions on how can you make changes without changing every slide by hand?

#### Topics and Activities

- Templates and masters: always together
- Opening the masters
- The slide and title master pair
- Typical changes: font and paragraph styles
- Other likely changes: layout and art
- The title master and title slides
- Practice
- Test yourself

### Module 2. The beauty of multiple masters

This module introduces how you can use multiple masters to make changes to specific sets of slides, and to do so efficiently.

#### Topics and Activities

- Use multiple design templates
- What you'll see in master view
- Step 1: Change one pair of masters
- Step 2: See the effect to your slides
- Applying the correct design template
- More tricks with masters
- Practice
- Test yourself

### Module 3. Of Templates and Their Masters

This module introduces the concept of templates and the components that go into the making of a template.

#### Topics and Activities

- PowerPoint Templates: What and Where
- Start With an Existing Template
- Make Changes to the Slide Master
- Getting To Master View
- Change the Font
- Change the Layout
- Vary the Design for Title Slides
- Practice
- Test yourself

### Module 4. Color Scheme, Background, and Logo

This module introduces how to change the other components of templates and how to save the template.

#### Topics and Activities

- Add a Background
- Choose Your Colors
- Add a Piece of Art
- Save As a Template
- Practice
- Test yourself

## Drills

### Module 5. Editing Presentation Masters

- Formatting the Slide Master
- Adding Header and Footer Information
- Formatting the Title Master
- Inserting a New Slide Master
- Inserting a New Design Master
- Applying Multiple Masters
- Preserving a Slide Master
- Changing a Font for a Presentation
- Labs - Editing Presentation Masters

### Module 6. Editing Notes and Handout Masters

- Formatting the Notes Master
- Adding a Notes Master Placeholder
- Formatting the Handout Master
- Adding a Handout Master Placeholder
- Labs - Editing Notes and Handout Masters

### Module 7. Customizing Presentations

- Applying a Color Scheme
- Customizing a Color Scheme
- Customizing the Slide Background
- Saving a Custom Template
- Deleting a Custom Template
- Applying an Existing Template
- Customizing Presentations