



PowerPoint 2010

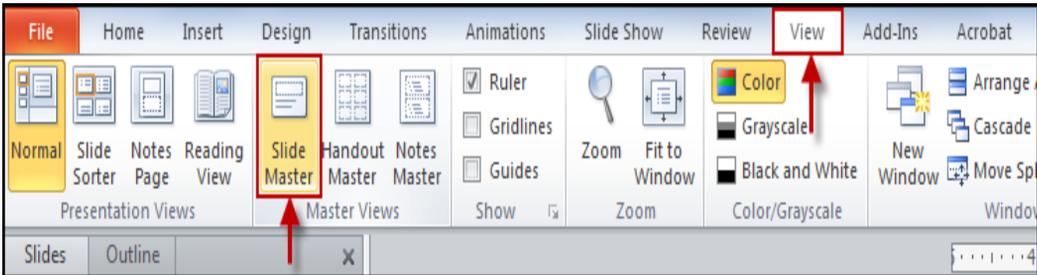
Working with the Slide Master

Did You Know?

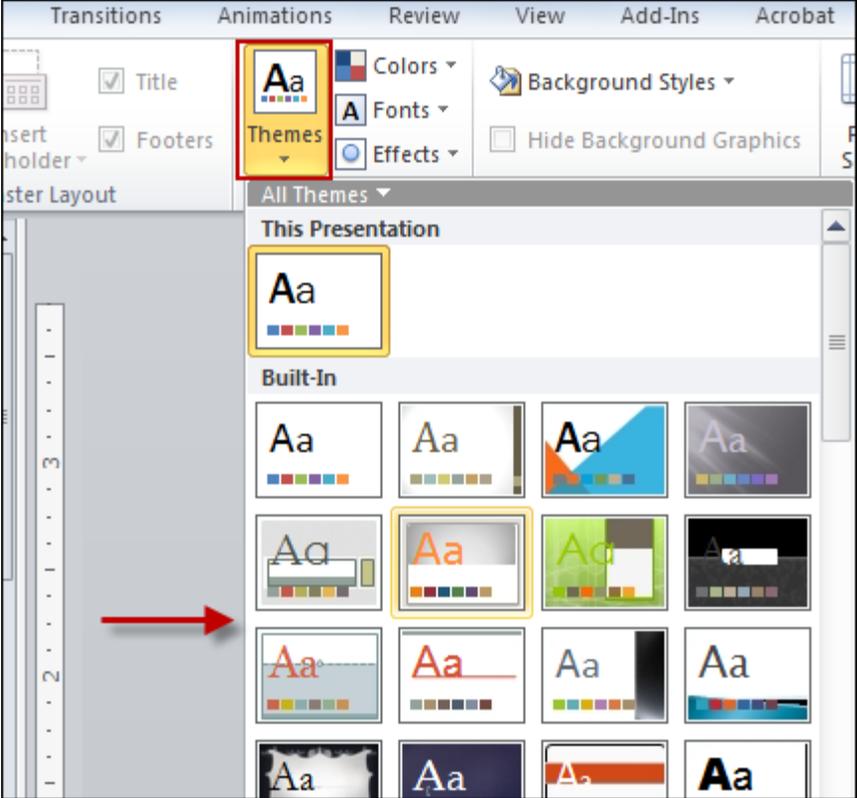
Did you know that using the slide master allows you to make universal style changes to every slide in your presentation, including ones added later to the presentation? When you use a slide master, you save time because you don't have to type the same information on more than one slide. The slide master especially comes in handy when you have long presentations with lots of slides. Here's how to do it.

Instructions

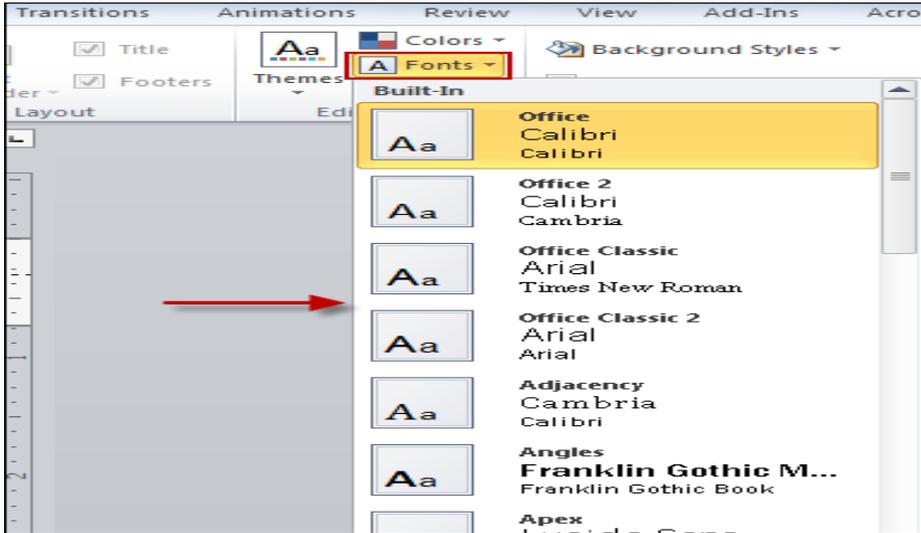
It is a good idea to create a slide master before you start to build individual slides, rather than after. When you create the slide master first, all of the slides that you add to your presentation are based on that slide master and the associated layouts.

Steps	Actions
1.	<p>To open the slide master, go to the View tab then click Slide Master. NOTE: The keyboard shortcut to open the Slide Master is Shift + Normal View icon on the bottom right taskbar.</p>  

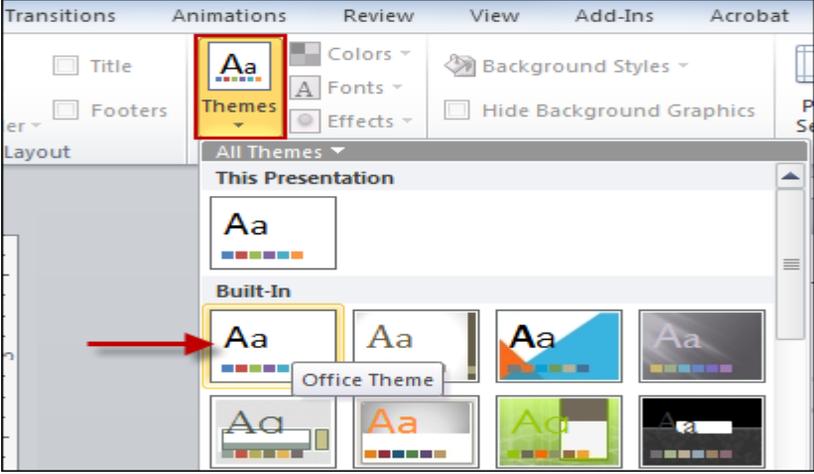
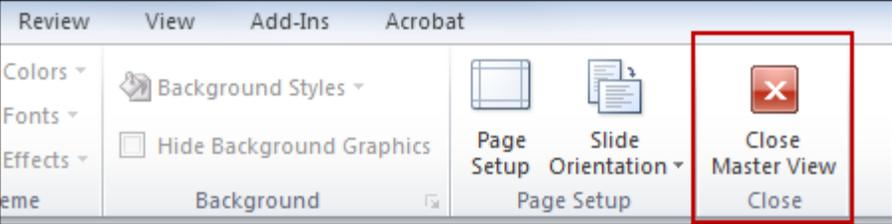


Steps	Actions
	<p>Note: In the slide thumbnail pane, the slide master is the larger slide image, and the associated layouts are positioned beneath the slide master. Remember, you do not build your slides in this view. The slide master view is for layout and formatting.</p> <p>At this point, you can begin adding your design, theme, font choices, background styles, graphics, etc. to your master slide(s). You can create the design and formatting from the Master Slide tab or from any of the other tabs.</p>
2.	<p>Choose the Themes menu option to select a pre-built theme.</p> 



Steps	Actions
3.	<p>The Fonts drop-down menu allows you to change the font for the entire theme of your slides. In other words, both the title and content text box fonts will change. Notice as you roll your mouse over each of the Font themes, the title and content fonts on the master slide will change.</p> 
4.	<p>Background Styles allow you to change the background color with pre-built color options. Roll your mouse over each to see how your slides will display.</p> 



Steps	Actions
5.	<p>To remove any of the built-in slide layouts that accompany the default slide master, in the slide thumbnail pane, right-click each slide layout that you want to delete, and then click Delete Layout.</p> <p>To remove a theme in the Master View, choose Themes, then choose the first built-in theme, which is called “Office Theme”.</p> 
6.	<p>When you are finished making the changes on the Slide Master, go to the Slide Master tab, then click Close Master View.</p> 

Learn More!

This tip and many more are featured in Chubb Agency Technology Training University's **PowerPoint Basics** class. To view the next class offering, please visit www.chubbeducation.com → click on Webcasts → Agency Technology Training University



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