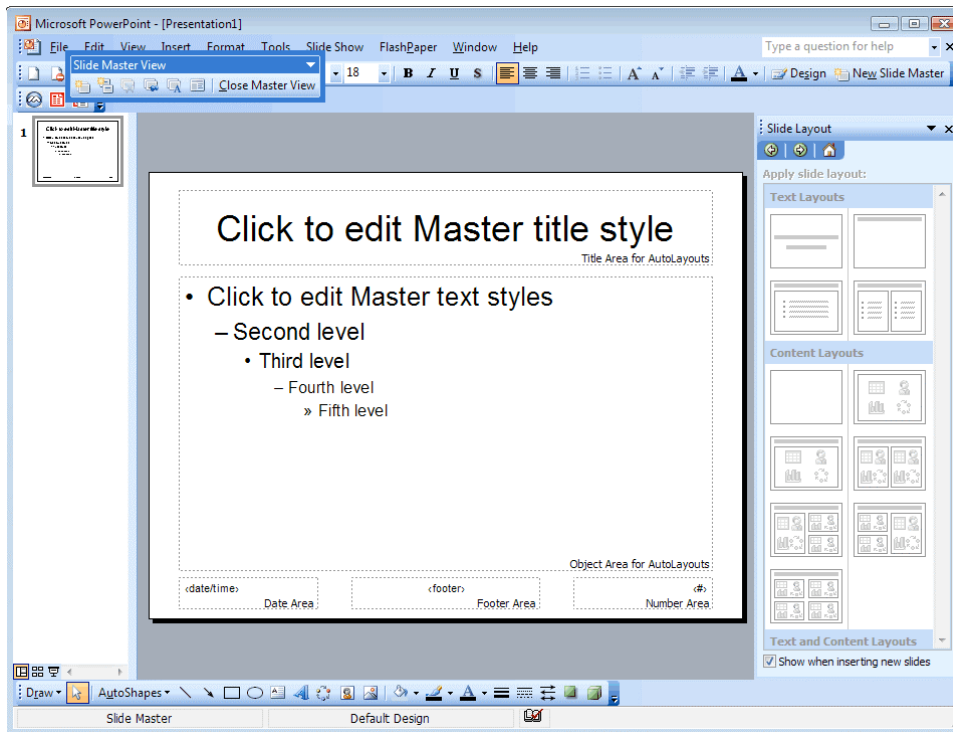
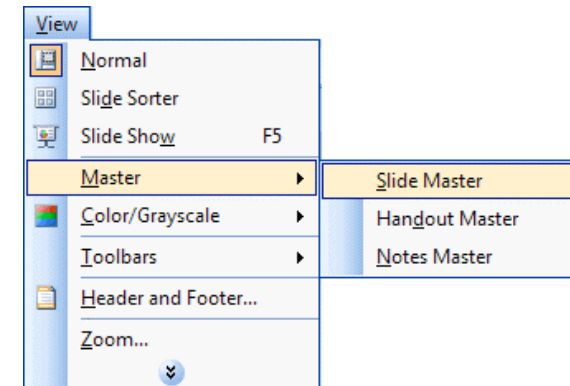


Using Slide Masters

Using Slide Masters you can save yourself a lot of time.

To view the slide Masters, from the View menu, **select** 'Master'. From the pop-out menu, **select** 'Slide Master'.



The view will alter to show the Slide Master view.

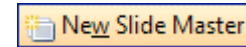
Edit the text on the slide master, and slides will adopt the font, size and colour you choose. (*For more information on this, see 'Lesson 08 – Working with Text'*)

Insert a background onto a slide master, following the skills you already have learned (*see 'Lesson 19 – Adding a Background'*)

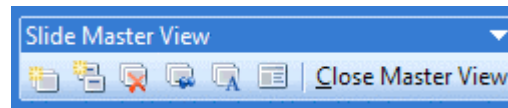
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You can have more than one Slide Master – **click** the **‘New Slide Master’** button to add in a new Slide Master.



To close the Slide Master view, **click** **‘Close Master View’** from the Slide master View toolbar.



To select which of the slide masters your individual slides use, **click** the **‘Design’** button from the formatting toolbar.



Your masters are shown in the task bar under **‘Used in This Presentation’**.

