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WHAT's New?

Make Global Changes using Slide Master in MS PowerPoint 2007

Use the **slide master** to make global changes in all your PowerPoint slides at one time. Using the slide master allows you to:

- change font colors and styles for every slide
- add a clipart or picture to every slide
- add a footer or date to every slide

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**

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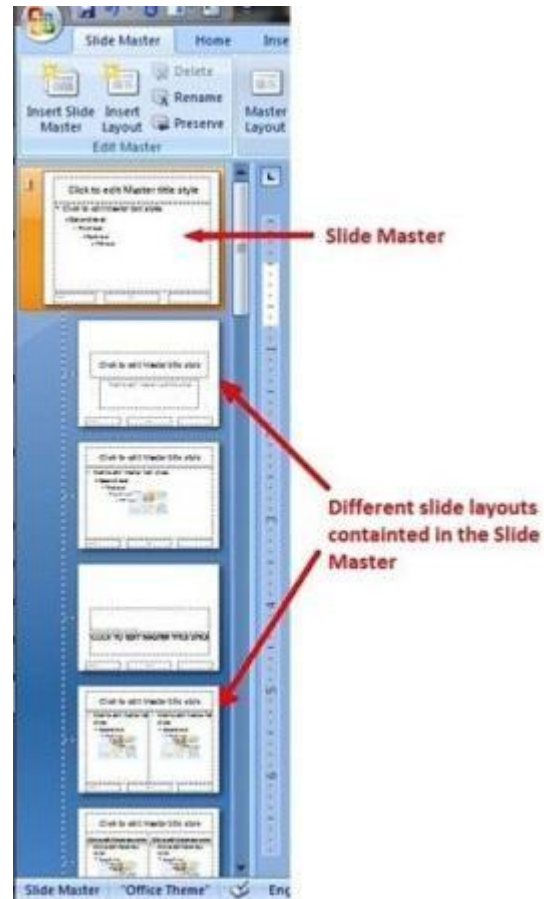*Missed an issue? Click here to visit the ProductivI.T.y section in MyLink for back issues.*

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ProductivI.T.y tip 35_Make Global Changes Using Slide Master in MS PowerPoint 2007_04132011

1. In the **View** tab of the ribbon, click on the **Slide Master** button to open the slide master window.

2. In the Slides/Outline pane (left-side of the screen), you will see the thumbnail image of the slide master (top thumbnail image) and all the different slide layouts that are contained within the slide master.
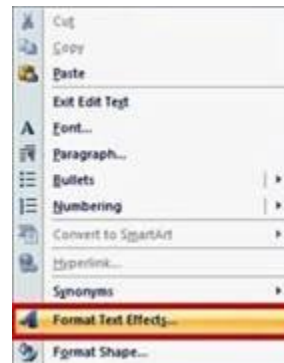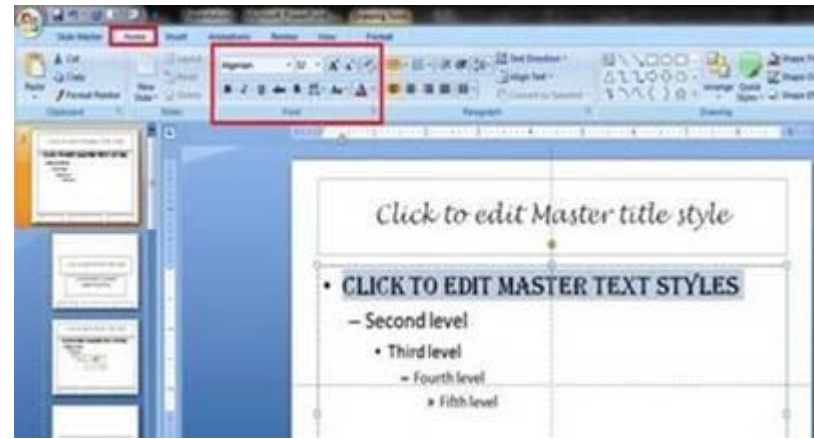
A. **Change Font Colors and Styles for Every Slide**

    a. *Select the text in the placeholder on the slide master. Right click on the selected text.*
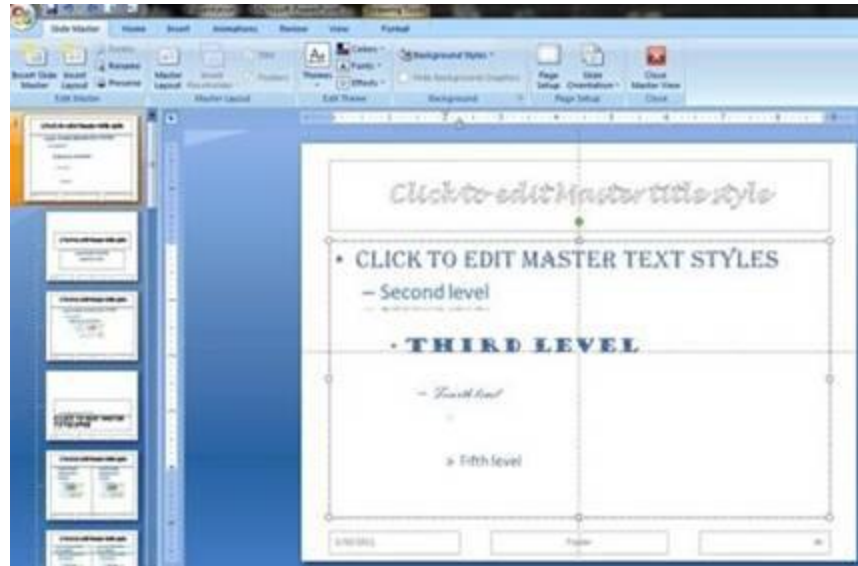
b. Click **Format Text Effects**.

c. *Make changes on the selected text using different features in the* **Format Text Effects** *window. You can also change text font styles by using the* **Font** *group in the* **Home** *tab.*

__Note:__ Font changes to the slide master will affect __most__ text placeholders on your slides. However, due to the variety of layout options available, not all placeholders are affected by changes made to the slide master. Additional changes may need to be made to the different __slide layouts__ – the smaller thumbnail images located below the slide master image.

OUTPUT:

Slide Master

Slide Layouts

Note: *Check future releases of ProductivI.T.y for other Slide Master features in PowerPoint 2007*