

PowerPoint

Slide Layouts and Slide Masters

What is a slide layout?

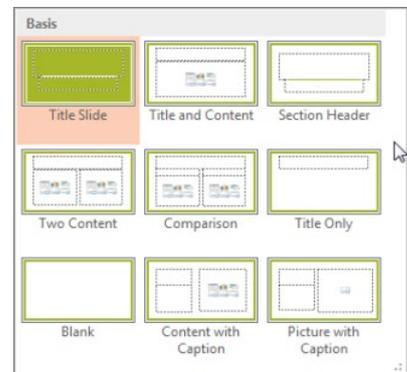
Slide layouts contain formatting, positioning, and placeholder boxes for all of the content that appears on a slide. *Placeholders* are the dotted-line containers on slide layouts that hold such content as titles, body text, tables, charts, SmartArt graphics, pictures, clip art, videos, and sounds. Slide layouts also contain the colours, fonts, effects, and the background (collectively known as the theme) of a slide.

You can use slide layouts to:

- Improve the readability and clarity of your content
- Match your taste and preferences
- Maintain a consistent look across your presentations as you are using the same layout each time.

PowerPoint includes built-in slide layouts, and you can modify these layouts to meet your specific needs.

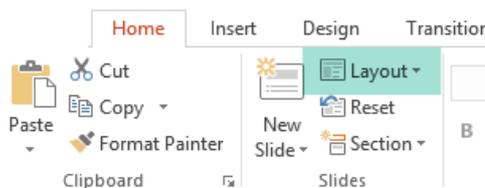
Standard slide layouts in PowerPoint, showing the placement of various placeholders for text or graphics



Where can I find slide layouts?

If you want to apply a defined slide layout to a particular slide,

select the slide. Then, on the toolbar ribbon, select **Home > Layout** and choose a layout from the gallery of options that appears. You may need to hover your mouse over the different icons to find the Layout button.



You can change the appearance of the individual slide, add in new text boxes, change backgrounds ect, but a more effective way would be to customise the layout options as that will give a more consistent end result. You do this through the Slide Master.

What is a slide master?

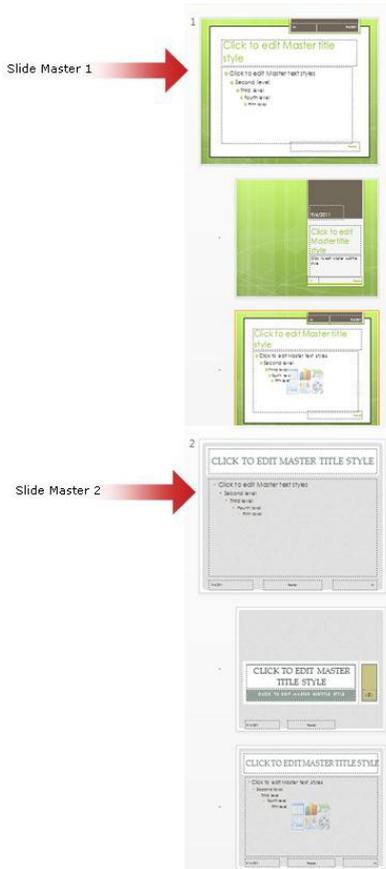
When you want all your slides to contain the same fonts and images (such as logos), you can make those changes in one place—the Slide Master, and they'll be applied to all your slides.

To open Slide Master view, on the **View** tab, select **Slide Master**:

The master slide is the top slide in the thumbnail pane on the left side of the window.

When you edit the slide master, all slides that are based on that master will contain those changes.

However, the majority of changes that you make will most likely be to the layout masters related to the master.



It is possible for a presentation to have more than one Slide Master, each with its own layouts and themes.

Each slide layout is set up differently — with different types of placeholders in different locations on each layout.

You can change anything about a layout to suit your needs.

When you change a layout master and then go to Normal view, every slide that's based on that layout should reflect the changed look of the layout. This may depend on your version of PowerPoint. Earlier versions may require you to reapply or reset the layout.

Change an existing layout

In the thumbnail pane that contains the slide masters and layouts, pick the layout that has closest arrangement of placeholders to how you want your slide to look.

*If you don't like any of the layouts, pick the **Blank Layout** and start over by adding placeholders to contain text, pictures, videos, etc.*

You can rearrange the placeholder boxes and change their size and position. Click on the text if you want to change its type, size, colour etc. The text styles have up to five levels. Each level will have its own formatting.

In this example, the Second level text is used for responses said by the congregation and the Third level is for instructions.

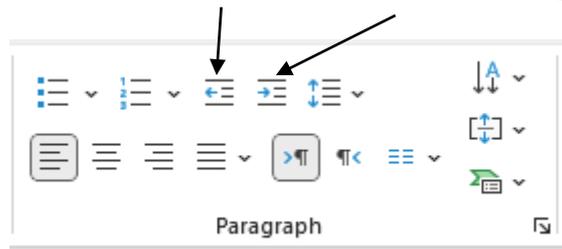
This will give continuity across the presentation without having to remember what size, colour etc had been used previously.

It may be helpful to rename the layout to something meaningful, so that you know which to pick when creating your presentation.



Close the Master View to return to the actual presentation.

To move between the different levels, you decrease or increase the paragraph “List Indent” buttons



Slide masters are saved as Themes, which can be applied to existing presentations as well as to create a new presentation.