



Slide Global Changes

Quick Reference Guide

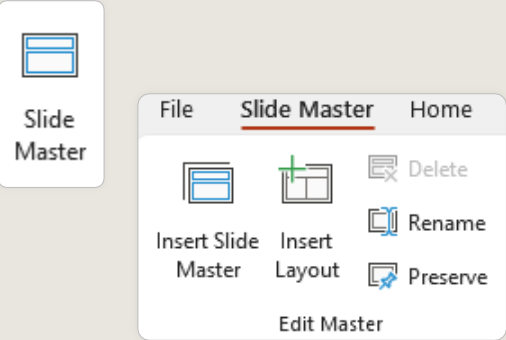


Enhance Presentation Consistency Through PowerPoint's Slide Master

Streamline slide design with PowerPoint's Slide Master feature. It lets you create a template that ensures consistency across your entire presentation. To start, go to the “**View**” tab, select “**Slide Master**”, and edit the main master slide. Changes like adding logos, fonts, or themes apply to all slides automatically. Customise specific slide layouts and adjust fonts or colors for a unified look. Once done, exit “**Slide Master View**” to apply the design across new slides. Save time, reduce errors, and maintain brand consistency with Slide Master!

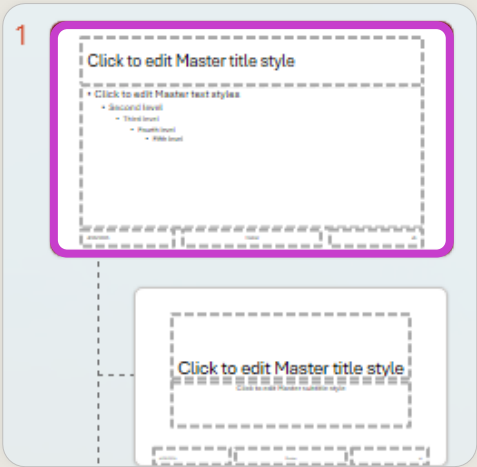
Access Slide Master

Open “**View**” tab and select “**Slide Master**”. This will open a Slide Master tab.



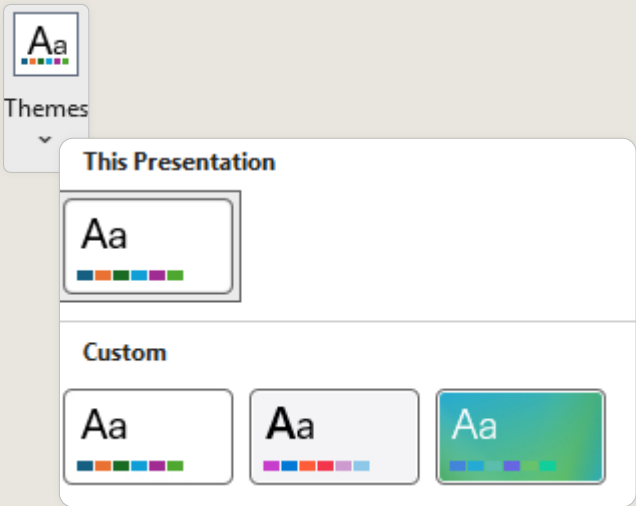
Edit Master Slide

Edit top slide, also known as the Master Slide, for edits made for all slides.



Apply a Theme

Select “**Themes**” and choose from the options available to be applied to all slides.

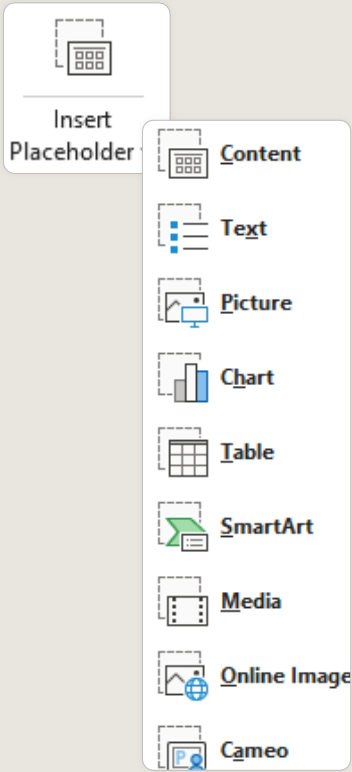


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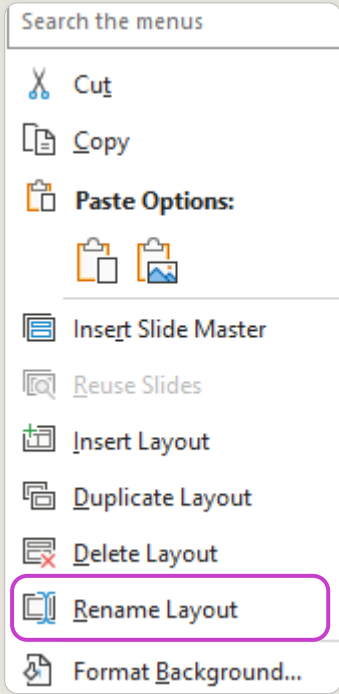
Add new Placeholder

This can only be done on an individual slide.
Select a slide > Insert Placeholder and
choose from available options.



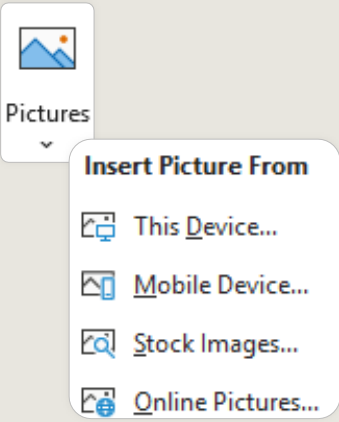
Rename Slide

Right click slide > Rename Layout.



Add a logo

Copy and paste from a saved image or open
Insert tab > Pictures > Choose location.



Close Slide Master

Slide Master tab > Close Master View.

