

---

# PowerPoint: Masters & Multimedia

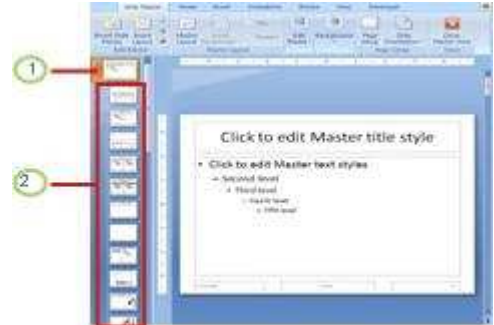
## Quick Reference

### Create and customize one or more slide masters


For each slide master that you want to create, do the following:

1. Open a blank presentation.
2. On the View tab, in the Presentation Views group, click **Slide Master**.  
*A blank slide-master with the default, associated layouts appears.*
3. If you want to add another slide master, do the following:
  - a. Click a location in the slide thumbnail pane where you want the new slide master to appear.
  - b. On the Slide Master tab, in the Edit Master group, click **Insert Slide Master**.

**NOTE** *In the slide thumbnail pane, the slide master is the larger slide image, and the associated layouts are positioned beneath the slide master.*

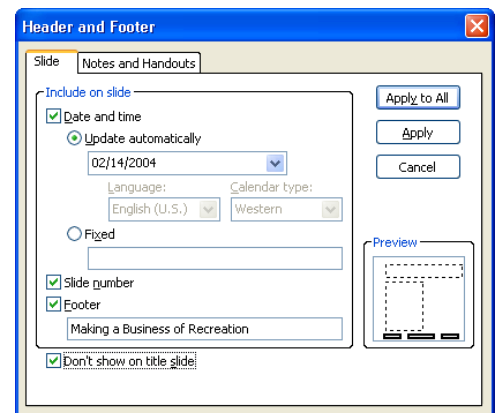


- 1 A slide master in Slide Master view
- 2 Slide layouts associated with the slide master

4. Click in the area you want to format.
5. Format the selected area as desired.
6. Click the **Microsoft Office Button** , and then click **Save As**.
7. In the File name box, type a file name.
8. In the Save as type list, click PowerPoint Template, and then click **Save**.
9. On the Slide Master tab, in the Close group, click **Close Master View**.

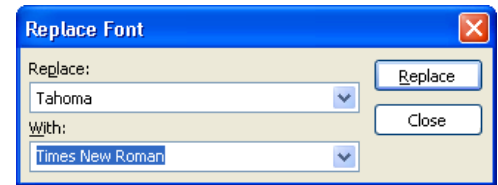
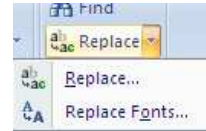
### Adding Header and Footer Information

1. Select a slide, if necessary.
2. On the Insert tab, in the Text group, click **Header & Footer**.
3. Select the **Slide** tab.
4. Select the desired options.
5. Select the **Don't show on title slide** option to omit the header and footer information from the title slide.
6. Select **Apply** or **Apply to All** as desired.



## Changing a Font for a Presentation

1. On the Home tab, in the Editing group, click the arrow to the right of **Replace**.  
*A dropdown list will appear.*
2. Select the **Replace Fonts** command.  
*The Replace Font dialog will appear.*
3. Click the arrow for the dropdown **Replace** list.
4. Select the font you want to replace.
5. Click the arrow for the dropdown **With** list.
6. Select the replacement font.
7. Click the **Replace** button.
8. Click the **Close** button.



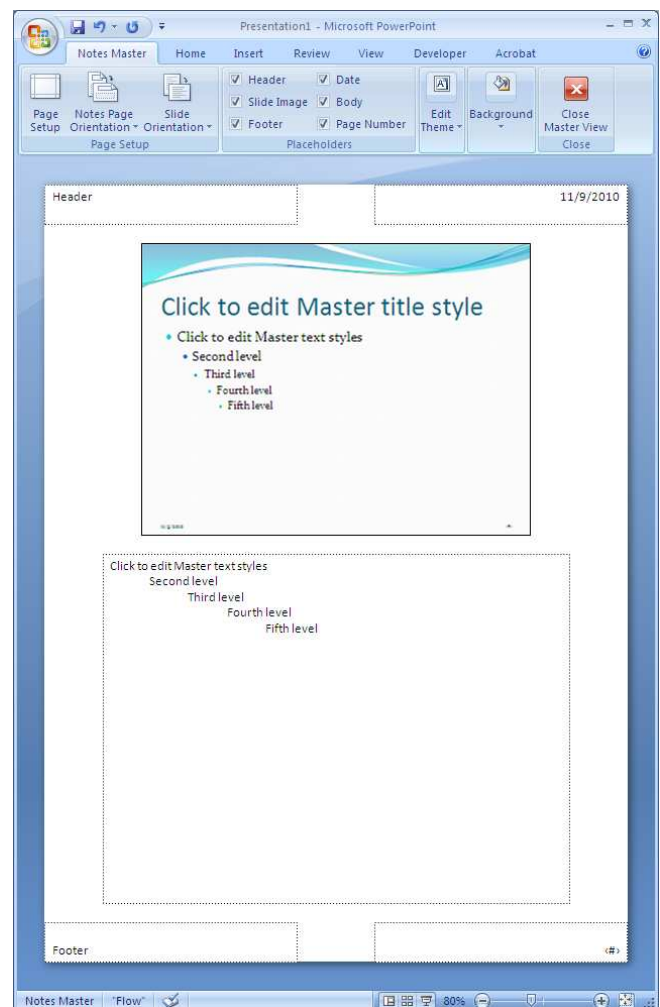
## Editing Notes and Handout Masters

### Formatting the Notes Master

1. On the View tab, in the Presentation Views group, click **Notes Master**.
2. Check or uncheck placeholders in the Placeholders group on the Ribbon.



3. Click in the area you want to format.
4. Position the insertion point in the line of text you want to format, if necessary.
5. Apply the desired formats.

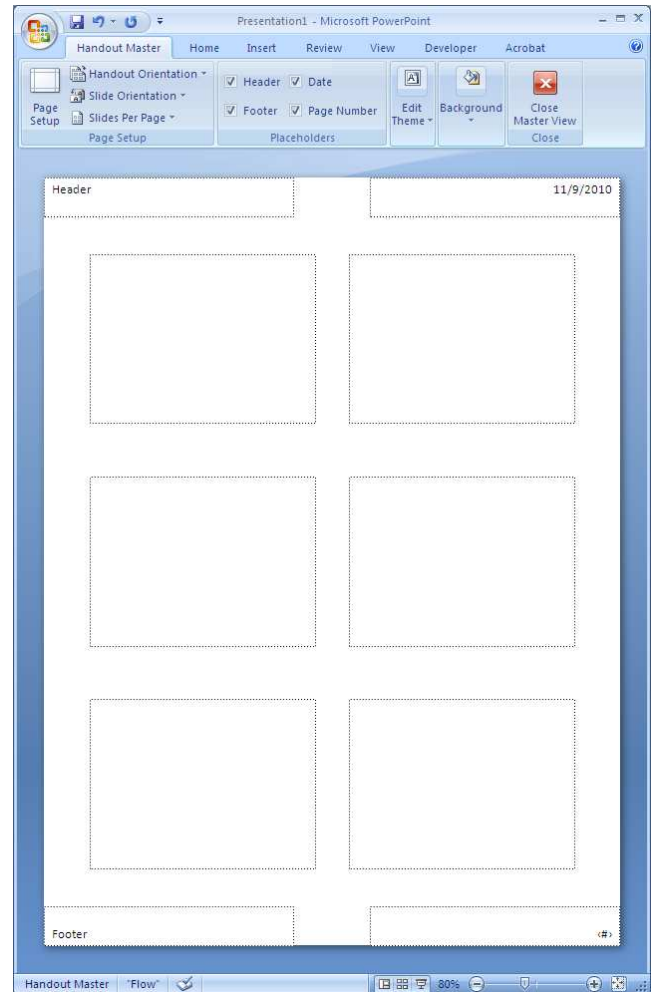


## Formatting the Handout Master

1. On the View tab, in the Presentation Views group, click **Notes Master**.
2. Check or uncheck placeholders in the Placeholders group on the Ribbon.



3. Click any other desired options on the Ribbon.



## Adding Special Effects

### Applying Animation to One Slide

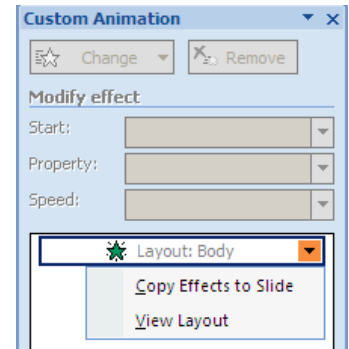
1. Select the slide to which you want to apply animation.
2. Select the object you wish to animate.
3. On the Animation tab, in the Animations group, click the **Animate** dropdown arrow.
4. Select the desired animation scheme. (*See “Custom Animation” for more options.*)

### Applying Animation to All Slides

1. On the View tab, in the Presentation Views group, click **Slide Master**.
2. Select the slide type to which you want to apply animation.
3. Select the object you wish to animate.
4. On the Animation tab, in the Animations group, click the **Animate** dropdown arrow.
5. Select the desired animation scheme. (*See “Custom Animation” for more options.*)
6. On the Slide Master tab, in the Close group, click **Close Master View**.

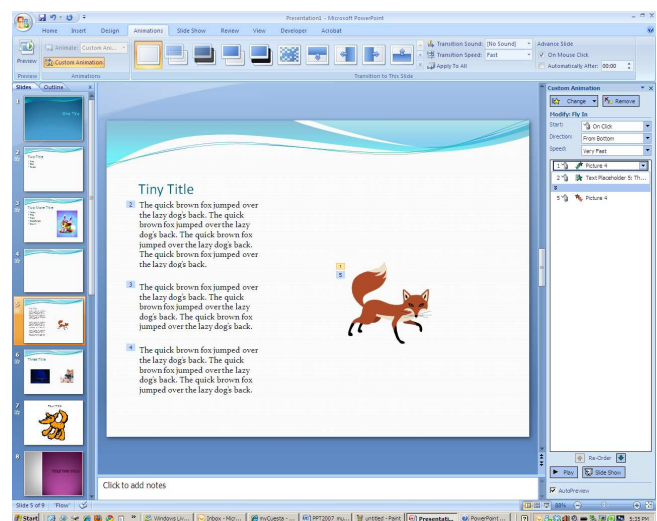
## Modifying (Slide Master) Animation on One Slide

1. On the Animation tab, in the Animations group, click the **Custom Animation** button.  
*The Custom Animation task pane will appear on the right.*
2. In the Custom Animation task pane, right-click the grayed (Master) animation.
3. From the dropdown menu, select **Copy Effects to Slide**.  
*The effects can now be modified. (See “Custom Animation”)*



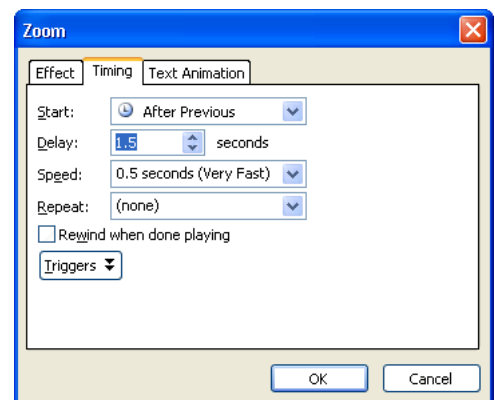
## Custom Animation

1. Select the object you want to animate.
2. On the Animation tab, in the Animations group, click the **Custom Animation** button.  
*The Custom Animation task pane will appear on the right.*
3. Click the **Add Effect** button in the **Custom Animation** task pane.
4. Point to the desired menu item.
5. Select the desired animation effect.
6. To change the animation effect for the object, select the appropriate list arrow under **Modify: <animation effect>** in the **Custom Animation** task pane.
7. Select the desired animation effect.



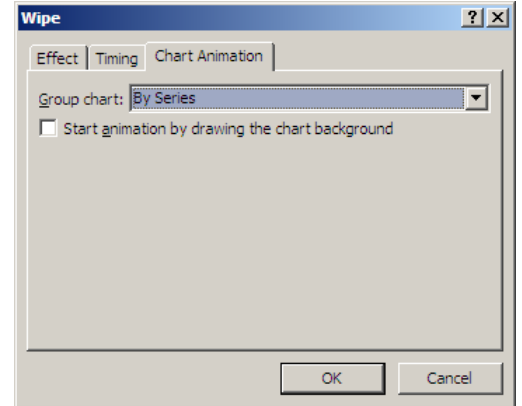
## Setting Animation Timing

1. Switch to **Normal** view and display the **Custom Animation** task pane.
2. In the **Custom Animation** task pane, right-click the animation for which you want to set the timing.
3. Select the **Timing** command.
4. Select the **Timing** tab.
5. Select the **Start** list.
6. Enter the desired option.
7. Enter the desired number of seconds in the **Delay** box, if applicable.
8. Select **OK**.



## Animating a Chart

1. Select the chart you want to animate.
2. On the Animation tab, in the Animations group, click the **Custom Animation** button.  
*The Custom Animation task pane will appear on the right*
3. In the Custom Animation task pane, right-click the chart animation.
4. Select the **Effect Options** command.  
*A dialog will appear.*
5. Select the **Chart Animation** page.
6. Select the **Group chart** list.
7. Select the desired option.
8. Optional: Uncheck “Start animation by drawing the chart background”.
9. Click **OK**.



## Inserting Sounds and Video

1. Switch to **Normal** view.
2. Select the slide onto which you want to insert the sound or video.
3. On the Animation tab, in the Media Clips group, click the **Movie** (or **Sound**) button.
4. Select the **Movie from File** (or **Sound from File**) command.
5. Select the **Look in** list, and then select the drive and folder where the sound or video file is located.
6. Select the desired sound or video file.
7. Select **OK**.
8. Select **Yes** to have the sound or video play automatically or **No** to play it manually.

## Changing Multimedia Settings

1. Switch to **Slide** or **Normal** view.
2. In the **Custom Animation** task pane, right-click the multimedia object whose settings you want to change.
3. Select the **Effect Options** command.
4. Select **Effect** and **Timing** options, as desired.
5. Select **OK**.

