Tip

PowerPoint: Changing attributes for all slides

The Design Template and Slide/Title Master allow you to edit attributes for all slides.

Design Template

The Slide Templates incorporate the firm’s color scheme, logo, and text formatting to provide a consistent look and feel to all presentations. The template dictates the color scheme, bullet type, and other features of the slide. These features can later be edited using the Slide/Title Master.

1. Click Format | Slide Design from the menu. The Slide Design Task Pane will appear along the right panel.
2. Select a design template under Apply a design template:

If the design templates do not appear, click the Browse... button, then navigate to a template.

Fun Fact:

It took 13 years for television to reach 50 million users. It took the Internet less than 4 years.
All slides will have the attributes of the selected template.

**Slide/Title Master**

The Slide/Title Master allows for formatting of font size, type and color, bullets, and other settings, which will be applied to all slides that are created using predefined text boxes. For example, you may wish to bold the title on all slides. Instead of editing each slide, one at a time, edit it only once using the Slide Master.

1. Click **View** | **Master** | **Slide Master** from the menu.
2. In the Slide Panel (to the left), select either the (regular) Slide or Title Master.
3. Highlight all of the text within the text box, then change elements such as font size, type, color, etc.
4. Click the **Close Master View** button located on the Slide Master View toolbar or Click **View** | **Normal** from the menu.

All Slides (or Title Slides) that are created using predefined text boxes will have the updated attributes.