



Master Slides

Getting Started with Master Slides

Master Slides are an effective set of PowerPoint 2003 tools used to create well-organized presentations. The slide master enables you to apply custom fonts, backgrounds, color schemes, and formatting to a template page, which PowerPoint can use to automatically update every slide in your presentation. This is especially useful for design consistency, or if

you need a recurring element such as a company logo on each slide. The notes master feature allows you to make notes about each slide that can be used as presentation aids, or given to an audience as extra content. The handout master quickly sets up handouts for your presentation, summarizing your slide show for reference or later review.

Click to access Master options.

Click to call up the Slide Design pane.

The slide master.
See *Using the Slide Master*, page 2.

Slide thumbnail pane showing slide masters

Add your company logo to a slide master.
See *Adding Shapes or Pictures to a Slide Master*, page 3.

Normal View

Slide master name

Slide master placeholders. See *To restore removed placeholders*, page 4.

Slide Design pane

Current slide masters.
See *Applying a Slide Master Design*, page 4.

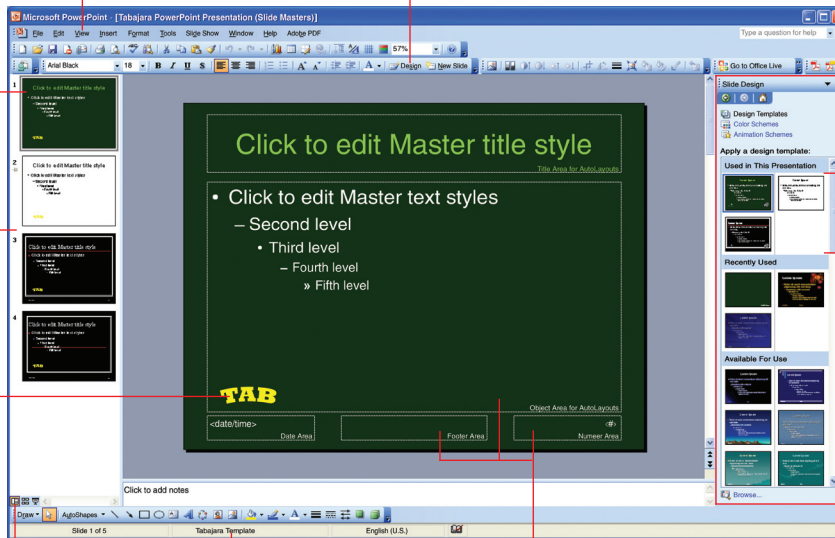


TABLE OF CONTENTS

2 The Slide Master

3 More Slide Master Features

4 Applying Slide Masters

5 The Notes Master

6 The Handout Master

Note: Since some basic knowledge of PowerPoint 2003 is assumed, those in need of a starter guide are referred to the *PowerPoint 2003 Quick Reference Guide* by Nevada Learning Series.