

Tools Used To Customize the Slide Master:

(Go to–View > Master > Slide Master)

How to Apply Valuable Features or Tools to the Slide Master

(Key: > illustrates the path or route on how to apply Valuable Tools to the Master Slide Layout)

Font Format Palette

View > Toolbars > **Formatting**

Bullets and Numbering

Text box must be selected

Format > **Bullets + Numbering**

Paragraph Line Spacing

Text box must be selected

Format > **Line Spacing**

Text Box and Text Margin Placeholder Location

Text box must be selected

Format > **Placeholder^(PC) or AutoShape^(MAC) > Text Box**

Slide Color Scheme

Format ^(PC) > **Slide Design > Color Schemes > Edit Color Schemes > Custom**

Format^(MAC) > **Slide Color Scheme > Custom**

Presentation Header and Footer

View > **Header + Footer**

Slide Reformat:

How to Keep A Consistent Look

View > **Normal**

Format or right click > **Slide Layout**

