Suppose that, at we put together the presentation, we decide that the original design we chose does not fit our topic very well. We have the freedom to change the side design at any time. Under the Design tab, look at the various themes. Let’s choose the Flow theme, which looks a bit more aqueous.

You may notice that the text and picture in the third slide are no longer lined up with each other. Move them around to line them up again.

Although PowerPoint supplies pre-designed themes, we always have the freedom to change the design of a theme or to design our own slides. We can do this using the Slide Master.
The Slide Master

Instead of changing fonts or colors each time you enter text, you can control the appearance of every slide in a set using the Slide Master.

Select the one of the Title and Content Layout slides, say #2, from the Slide View list.

Choose the View tab and then Slide Master.

You will see the Slide Master display, which controls the standard appearance of all slides in the set.

Note that the list on the left now is a list of Slide Layouts – Table and Contents, for example.
Changing a Font on All Slides

Suppose, for instance that you want the titles at the top of each slide to be in italics and be colored black rather than blue. Select the title on the Slide Master by sweeping the cursor over it with the left mouse button depressed. The text will be highlighted when it is selected.

Under the Home tab, click on the Italic icon.

Then display the Text Color menu and change the text color to Black.

Do the same for the Two Content Layout (used by slides #3 and #6) and for the Title Only Layout (used by slide #5).

Changing the Background Color

If you are dissatisfied with the built-in color schemes, you also can create your own. For one thing, you can change the background color.

Under the Slide Master tab, click on the small arrow in the lower right corner of the Background section.

Make sure that Solid Fill is checked and click on the Color button.
There are only a limited number of colors available in each theme. To see more colors, click on *More Colors...*

A color chart will pop up. In an appalling moment of bad taste you decide to try a lavender background.

If you had the temerity to actually use lavender as a background, you could click on *Apply to All* to make the background of all the slides lavender.

Luckily you come to your senses and decide that this is not a very good background color. Click on *Reset Background* to return to the previous white background color.
When you are finished modifying the Slide Master, under the Slide Master tab, click on Close Master View.

Adding a Header or Footer

You may want to number the pages or date your slides. You can add these in the Header or Footer of your slides. Choose the Insert tab, and Header and Footer.

You can make several choices in the Header and Footer window.

- If you want the date and time displayed:
  - Update it automatically or fix it on today’s date?
  - What format do you want for the date and/or time?
- Do you want the slides numbered?
- Place the information in the Footer?
- Do you want the information to show on the title slide?

In the example at the right I have chosen to update the date automatically, to number the slides, and to include my name in the footer.

Click on Apply to All when you have made your choices.
Changing the Order of Slides

As you develop your presentation, you may decide to reorder your slides. If you want to move slides around, it is convenient to change to the **Slide Sorter View**. Click on the **Slide Sorter** icon in the lower right corner of the screen.

This will display numbered thumbnail pictures of the slides.

Suppose that you want to move the third slide “Sampling the Lake Water” in front of the second “Problems in Lake Gonagachi.”

Grab the third slide and, holding the left mouse button down, drag to the left until you see a line between the first and second slides.

Drop the slide in its place by releasing the mouse button.
Undoing an Action

Now the slides will be reordered with the “Sampling the Lake Water” slide in front of the “Problems in Lake Gonagachi” slide.

We decide we don’t like this order. Click on the Undo icon at the top of the PowerPoint window to undo the change.

Keeping Notes

It often is convenient to print copies of your slides, either for your use or to distribute to the audience. It also may be useful to keep notes with different slides, which you can print as reminders of points you may want to make during the presentation.

PowerPoint has a pane for entering notes that relate to each slide.

For instance, you might record the concentration of the dissolved iron in the lake.
Setting Up a Page for Printing

You can set up the format of the page before printing anything out. Choose the **Design** tab and then **Page Setup**.

I usually set the orientation of both the slides and handouts to Landscape.

Printing Copies of a Set of Slides

You may want to print copies of your slides so that the audience will not be distracted by writing things down.

Click on the **Office Button** and hold the cursor over **Print** for a moment. In the menu that pops up, click on **Print**.

**NOTE:** If you are doing this in class, do not actually print out the slides.
There are a lot of things to specify on the Print window:

- **Print range**: How many slides do you print? In this illustration all the slides will be printed.
- **Number of copies**: How many copies will you print?
- **Print what**: You can print out the following:
  - Copies of the *slides*
  - *Handouts* containing pictures of more than one slide
  - Your *notes*
  - The *Outline View* of the slides
- **Handouts**: If you are printing handouts with more than one slide per page, you can specify the number of slides per page and the order in which they appear on the page.

Before you actually print what you have selected it is a good idea to click on the Preview button at the bottom of the page to preview what your print job will look like.