

What is a **master** slide?

In view, select slide master. This is a master slide.

There is a head - head of the master. Any change done in the master slide will get populated on all the slides. Master slide should be made on a template. After that you have to only write content. Make a change and click on apply to all. If you want to make a template, what is considered a good template?

There is no rule. Don't have more than 10 to 15 % of the space wasted on template, except the title. Every NGO is associated with one colour, use that background colour as your colour; think about a colour with which people associate you. If the template is dark the text would be light colour, and vice versa.

I create a new presentation, with no master slide. I go under view and select master slide, make changes - there is a footer and there is a header. You by default have a date and a page number. Three things are done. Now you need to decide what you want on the TOP and what you want on the SIDE.

Then change the colour. Did I get this colour on all the slides? Now whenever I create a new slide it will have the same colour. So once you have created a master slide then it is easy to create other slides.