

19.1 Master Slides and Layouts

Syllabus 2026 - 2028

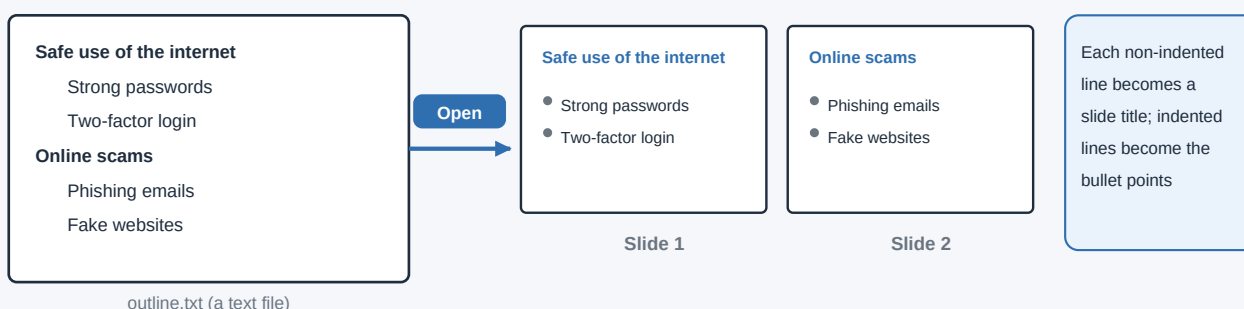
WHAT YOU NEED TO KNOW

- Create a new presentation using a text file
- Insert and edit objects consistently: images, text, shapes, logos, slide headers and footers, placeholder position, automated slide numbering
- Format master slide objects: headings, subheadings, bullets, background colour
- Apply a slide layout; insert a new slide; move or delete a slide

Creating a presentation

A **presentation** is a set of slides shown to an audience, usually with a speaker. A new presentation can be started from a blank file, a template, or by **opening a text file** (outline) so that the text is turned into slides automatically.

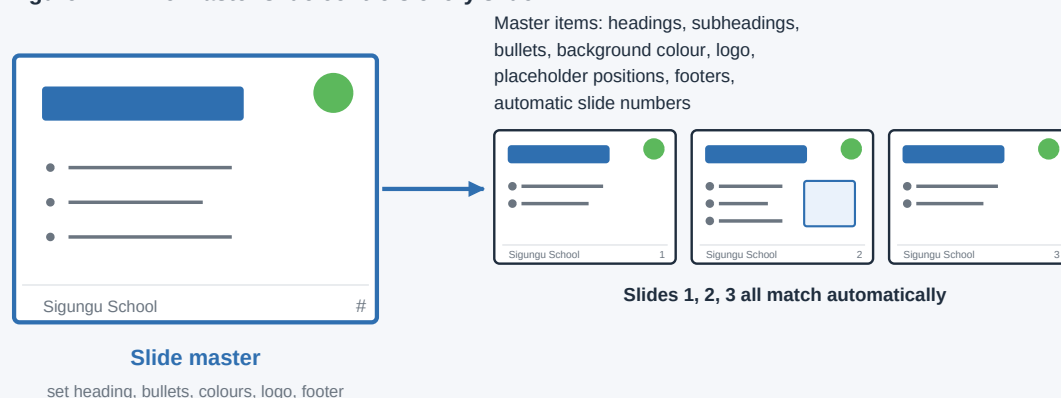
Figure 110: Creating a presentation from a text file



- In the text file, each line that is **not indented** becomes a **slide title**, and **indented** lines become bullet points on that slide
- Open the text file in the presentation software, then check and format the slides it creates
- Save the work as a presentation file, for example .pptx

The master slide

Figure 111: The master slide controls every slide



The **slide master** is the template for the whole presentation. Anything set on the master appears on every slide, so the slides are **consistent**. Change the master once, and every slide updates.

Master setting	What to set
Headings and subheadings	Font, size, colour and alignment of titles and subtitles

Master setting	What to set
Bullets	Bullet shape, size, colour and indent
Background colour	A colour (or image) that gives enough contrast with the text
Logo, shapes and images	Placed once on the master, in a consistent position
Slide header and footer	Text such as the school name or title, shown on every slide
Automated slide numbering	A slide-number field that updates itself
Placeholder position	Where the title and content boxes sit on each layout

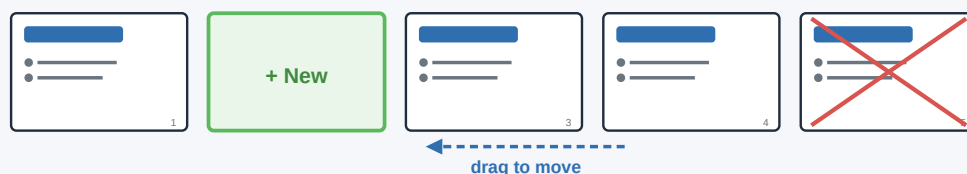
Layouts and slides

Figure 112: Slide layouts



- A **layout** arranges placeholders for the title, text, pictures or charts, for example Title slide, Title and content, or Two content
- **Apply** a layout to a slide to match the type of content being shown

Figure 113: Inserting, moving and deleting slides



- Insert:** choose New Slide, then a layout
- Move:** drag in slide sorter or the thumbnail panel
- Delete:** select the slide and press Delete

EXAM TIP

Make changes on the **master slide**, not on each slide. If a logo or colour is changed on one slide only, the presentation becomes **inconsistent**. Automatic slide numbers must be a **field**, not typed text.

Key terms

Term	Meaning
Presentation	A set of slides shown to an audience.
Slide master	The template that controls every slide.
Layout	The arrangement of placeholders on a slide.
Placeholder	A box that holds a title, text or object.
Slide number	An automatic number shown on each slide.
Text file	A file of plain text that can create slides.
Background	The colour or image behind the slide content.
Consistency	Using the same style on every slide.

Practice questions

Answer each question in full sentences. Command words used: State (give a short answer), Describe (say what it is like), Explain (give reasons), Analyse (break it down and examine it), Suggest (apply your knowledge to a situation), Compare and contrast (similarities and differences), Evaluate (weigh up and reach a judgement).

No.	Question	Marks
1	State two items that can be set on a master slide.	[2]
2	Describe how a presentation can be created from a text file.	[3]
3	Explain why a logo should be placed on the master slide and not on each slide.	[3]
4	Suggest the layout that could be applied to a slide containing a heading, bullet points and a picture.	[2]
5	Compare and contrast a slide layout with the slide master.	[4]
6	Evaluate the use of a master slide when producing a presentation of twenty slides.	[5]

Total: 19 marks