1. **Step-by-Step: Apply a Theme to a Slide Master**
   1. To apply a theme to a slide master, perform the following steps:
   2. Locate and open the ***Rates*** presentation and save it as ***Rates Masters***.
   3. With slide 1 active, click the **View** tab.
   4. Click the **Slide Master** button in the Presentation Views group. Slide Master view opens with the Title Slide Layout selected in the left pane, as above.
   5. Click the first slide in the left pane, the slide master for the current theme. (It’s the top slide in the left pane, the one that is slightly larger than the others.)
   6. Click the **Themes** button in the Slide Master tab to produce the Themes gallery; click the   
      **Solstice** theme in the gallery. The theme is applied to the slide master as well as all slide   
      layouts in the left pane, as shown above.
   7. **SAVE** the presentation.
   8. **LEAVE** the presentation open in Slide Master view to use in the next exercise.
   9. The slide master, displayed at the top of the left pane, looks like a blank Title and Content slide. To change to the master, edit it as you would any slide using tools on any of the Ribbon’s tabs.
   10. Some changes you make to the slide master display on the masters for other slide layouts. You can also click any of these layouts to display it in the Slide pane so you can make changes to that layout. Any changes you make to these layouts will display on slides that use those layouts. Your changed masters display in the slide layout gallery to be available when you create new slides.
2. **Step-by-Step: Move and Resize Placeholders**
   1. **USE** the ***Rates Masters*** presentation that is still open from the previous exercise.
   2. In Slide Master view, click to select the **layout master for the Title Slide Layout** in the left pane (hover your cursor over the slide to see a KeyTip indicating the layout master’s name). The Title Slide layout master appears in the right pane.
   3. In the Title Slide layout master, click the **outer border of the subtitle placeholder** (click to edit Master subtitle style) to select that text box.
   4. Drag **the bottom selection handle** upward to decrease the height of the subtitle placeholder to 1” (see above).
   5. Position the mouse pointer over the border of the subtitle placeholder, but not over a selection handle, so that the mouse pointer becomes a four-headed arrow (see above). Click and drag **the box** to the bottom of the slide.
   6. Using the same process as in step 4, move the title placeholder immediately above the subtitle, as shown at right.
   7. **SAVE** the presentation.
   8. **LEAVE** the presentation open in Slide Master view to use in the next exercise.
3. **Step-by-Step: Add a New Element to a Slide Master**
   1. **USE** the ***Rates Masters*** presentation that is still open from the previous exercise.
   2. Click the **Slide Master** at the top of the left pane.
   3. On the Insert tab, click the **Text Box button** in the Text group.
   4. In the bottom left corner of the slide master, click to place a new text box, and type **Copyright 2012 Southridge Video**. See right.
   5. Select all the text in the copyright notice and change its color to **Tan, Background 2, Darker 25%**.
   6. Click the **Slide Master** tab, and then click the **Close Master View** button to return to Normal view.
   7. View each slide to confirm that the copyright text appears on each one.
   8. **LEAVE** the presentation open in Slide Master view to use in the next exercise.
4. **Step-by-Step: Create a Custom Layout Master**
   1. **USE** the ***Rates Masters*** presentation that is still open from the previous exercise.
   2. On the View tab, click **Slide Master** to return to Slide Master view.
   3. Click the **Slide Master** at the top of the left pane.
   4. On the Slide Master tab, click **Insert Layout**. A new blank layout appears at the bottom of the left pane. It is blank except for a title placeholder and the copyright information, as shown above.
   5. On the Slide Master tab, click the **Insert Placeholder button’s drop-down arrow**. A menu opens, as shown at right.
   6. In the menu, click **Text**. The mouse pointer turns into a crosshair.
   7. Draw a new text placeholder on the slide in the position shown at right.
   8. Click the **Insert Placeholder drop-down arrow** again, and click **Picture** in the menu that   
      appears. Draw a placeholder box to the right of the text placeholder, as shown on the next slide.
   9. Right-click the **new layout** **master** in the left pane and click **Rename Layout** in the menu   
      that appears.
   10. In the Rename Layout dialog box, type **Text and Picture** and click **Rename**.
   11. On the Slide Master tab, click **Close Master View**.
   12. On the Home tab, click the New **Slide button’s drop-down arrow**. On the gallery   
       of layouts that appears, click your new layout, **Text and Picture**, to create a new slide using it.
   13. **SAVE** the presentation.
   14. **EXIT** PowerPoint.
   15. You can use tools in the Master Layout group to customize placeholders for your new layout. You can decide whether to display a title or the footer placeholders, and you can use the Insert Placeholder button to select from a number of standard placeholders, such as Text, Picture, Clip Art, or Table.
   16. If you have inserted a text placeholder, you can format the placeholder text the way you want text to appear on the slides. If you don’t specify formatting, the text will be formatted as specified on the slide master.
   17. When you have completed the custom layout, use the Rename button on the Slide Master tab to give the custom layout a meaningful name. It will then be available in the slide layout gallery any time you want to add a slide in that presentation.