



# Creating PowerPoint Templates

Quick Reference Guide

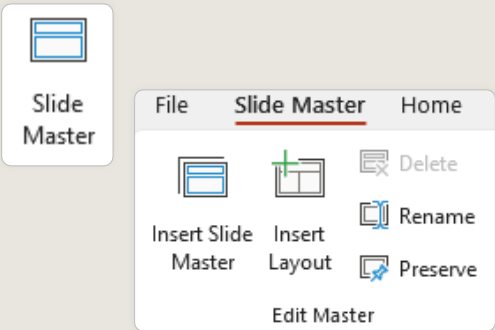


## Build Branded Templates and Boost Your Presentation Game

Want to save time and ensure every presentation looks sharp and consistent? PowerPoint Templates are your solution. In this guide, you'll learn how to use Slide Master view to create custom designs that reflect your brand, update multiple slide layouts at once, and save your work as a reusable template. Whether you're building presentations for a team or streamlining your own process, templates are a smart way to start strong every time.

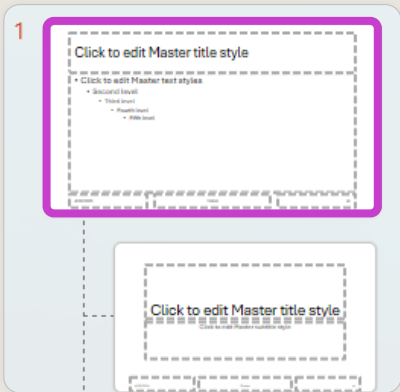
### Access Slide Master

Open View tab > Click **“Slide Master”**. This will open a Slide Master tab.



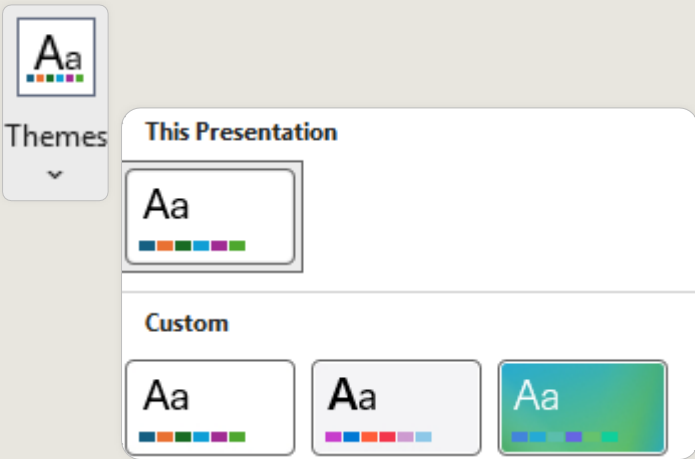
### Edit Master Slide

Edit top slide, also known as the Master Slide, for edits made for all slides.



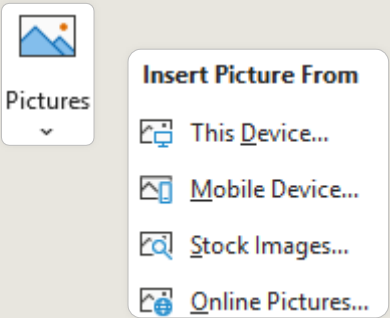
### Apply a Theme

Select **“Themes”** > Select from options available to be applied to all slides.



### Add a Logo

Copy and paste from a saved image or open Insert tab > Pictures > Choose location.

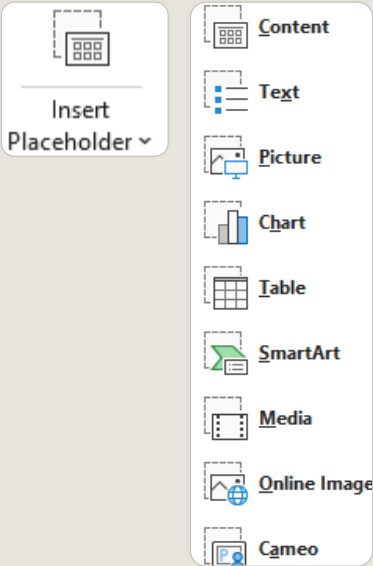


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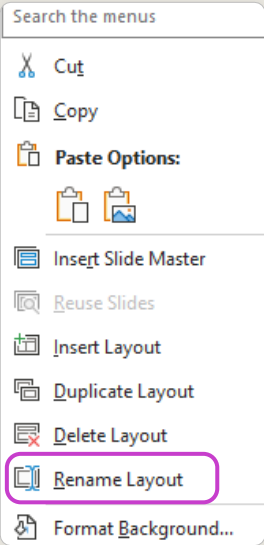
Add new Placeholder

This can only be done on an individual slide. Select Slide > Insert Placeholder > select from options.



Rename Slide

Right click slide > Rename Layout.



Close Slide Master

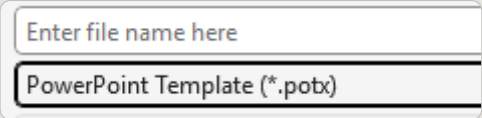
Slide Master tab > Close Master View.



Save as Template

File > Save as > Name template > Select “PowerPoint Template (\*.pptx)” as file type.

Use prompt to go to recommended folder > Save.



We recommend another folder for the type of file you've selected. [Go to recommended folder](#)

Reuse Template

Open File > New > Custom > Custom Office Templates to view and reuse a saved template.

