

Creating a New PowerPoint Template



You can create your own custom PowerPoint template, which you can then apply to your slide shows.

Choose a Background Color

1. Open a new show in PowerPoint.
2. Click **View** on the menu bar, point to **Master**, and click **Slide Master**.
3. Click **Format** on the menu bar and choose **Background**.
4. Click the downward arrow below **Background fill** and choose **More Colors**.
5. Choose a background color and click **OK**.
6. Click **Apply**.

Set Font Size and Style

1. While viewing the Slide Master, select (highlight with the mouse pointer) the font whose size or style or color you want to change.
2. Click **Format** on the menu bar and choose **Font**.
3. Select the font style, color and/or size.
4. Click **OK**.
5. Repeat steps 2-4 for other fonts you want to change.

Add an Image or Logo (optional)

1. While viewing the Slide Master, click **Insert** on the menu bar, point to **Picture** and click **From File**.
2. Choose the image or logo you want to include on your slides and click **OK**.
3. Click the image and drag it to the desired location; logos are usually found in the lower left corner of PPT slides.
4. On the floating Slide Master View toolbar, click **Close Master View**.

Save the Show as a Template

1. Click **File** on the menu bar and choose **Save As**.
2. In the **Save As type** drop-down box, choose **Design Template . *pot**.
3. Re-name the file.
4. Click **Save**. The template should automatically be saved in the location of other design templates.

Apply Your Template to a Slide Show

1. Close PowerPoint and then re-open the program.
2. Click **Format** on the menu bar and choose **Slide Design**. A bar listing all available design templates should appear on the right side of the screen.
3. Scroll through the list and click the template you created.