

How to create a template for PowerPoint presentation slides

Often the process of making slides you often use the template available. But in some cases you want to be unique from everyone by creating your own presentation templates. The following article helps you create your own template in PowerPoint.

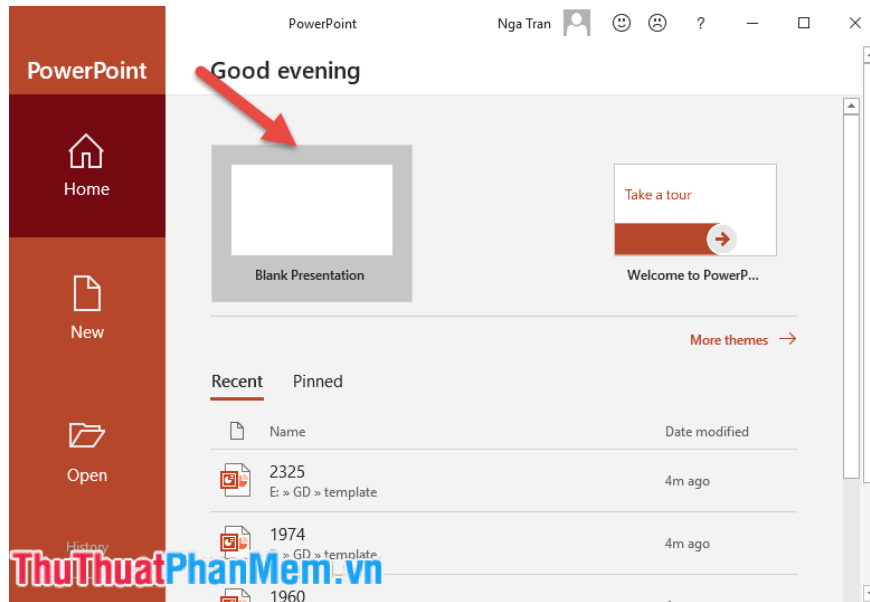
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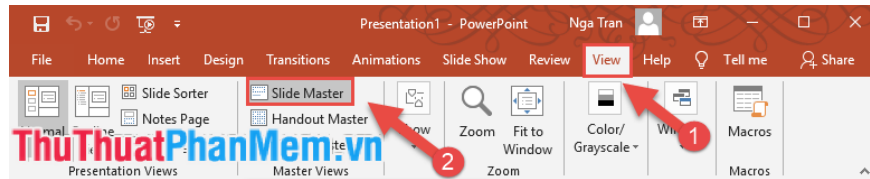
Use Slide Master to create a general template for your presentation.

How to create the following:

Step 1: Open the PowerPoint file, create a new file by clicking **Blank Presentation** .



Step 2: Go to View card -> Slide Master .



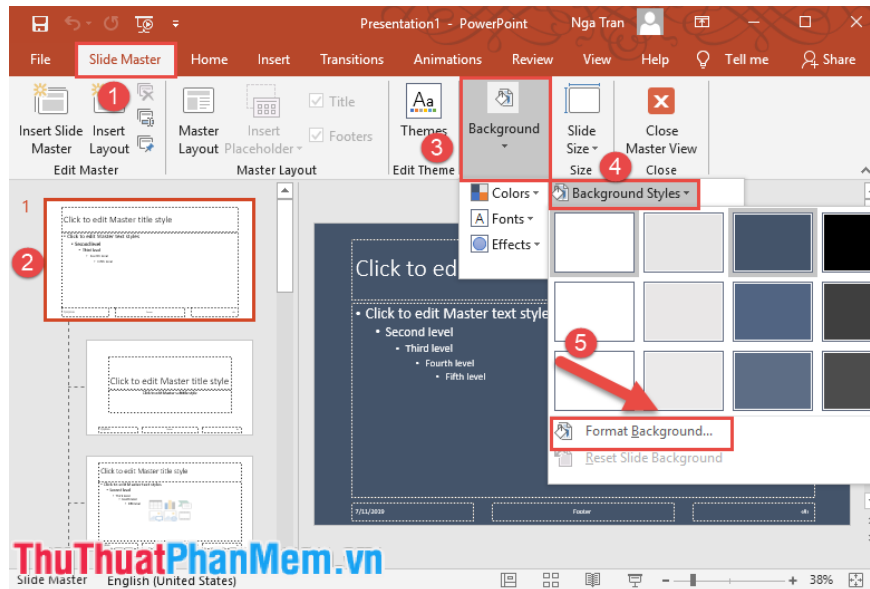
GENERAL FORMAT FOR SLIDE

Note: To general format the first slide you need to click the first Slide in Slide Master.

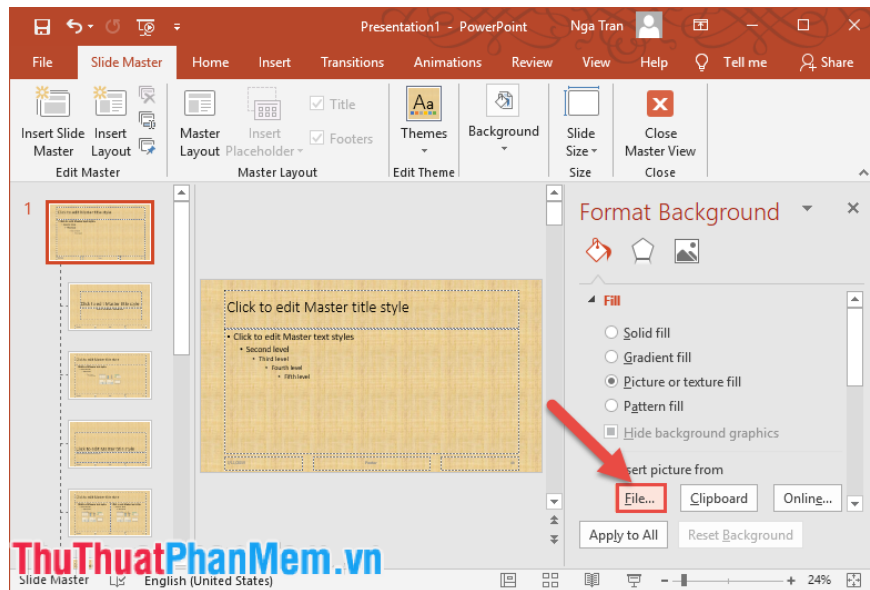
Step 3: General format for slides in the presentation.

After clicking the general Template template displayed, click the first Slide to make the format common to all slides.

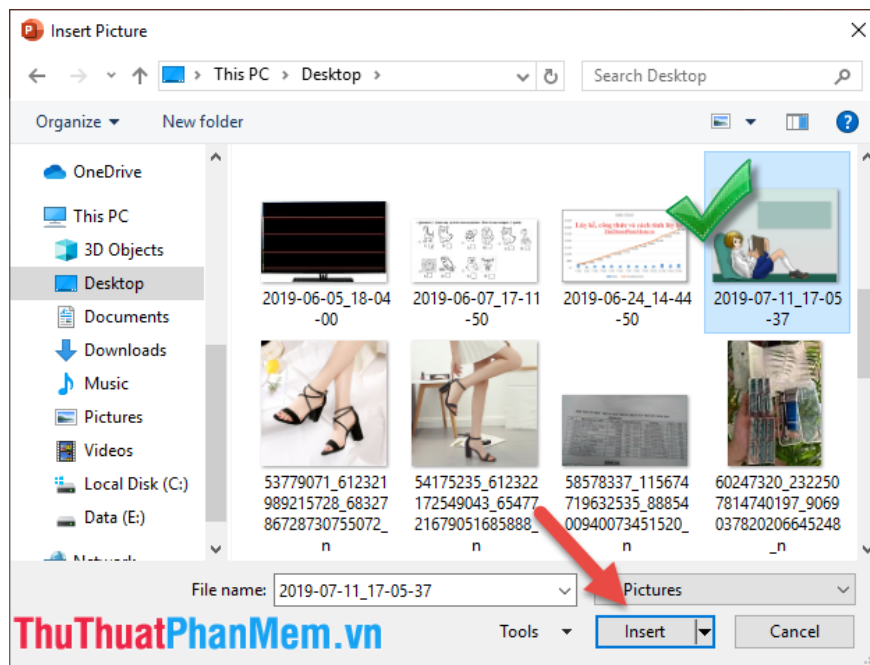
- Create a background for the Slide: Click the **Slide Master** tab -> **Background** -> **Background Styles** -> if you want to fill the available background color -> select the appropriate color, in case you want to create a wallpaper with an existing image file Select **Format Background** .



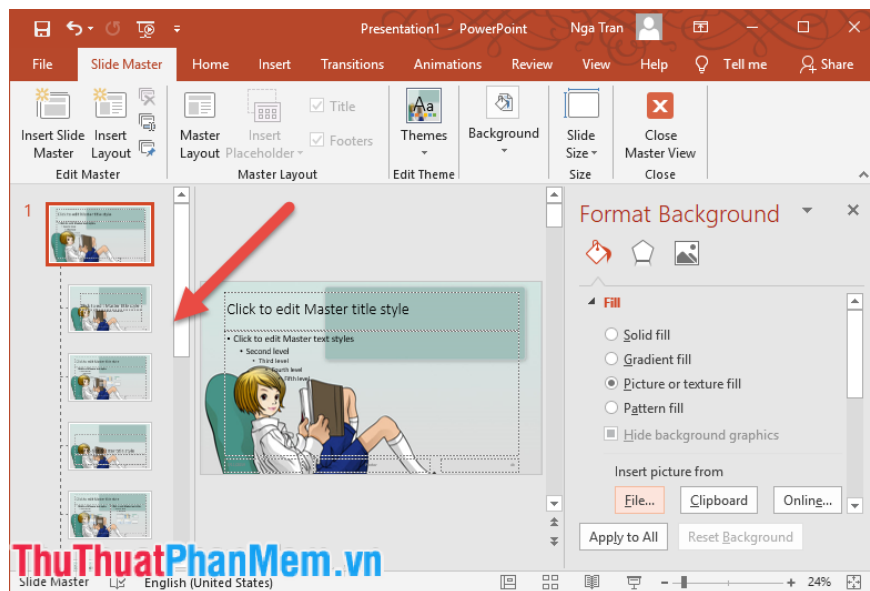
Step 4: The window appears -> move down, click **File** .



Step 5: Select the image file you want to use as wallpaper -> click **Insert** .

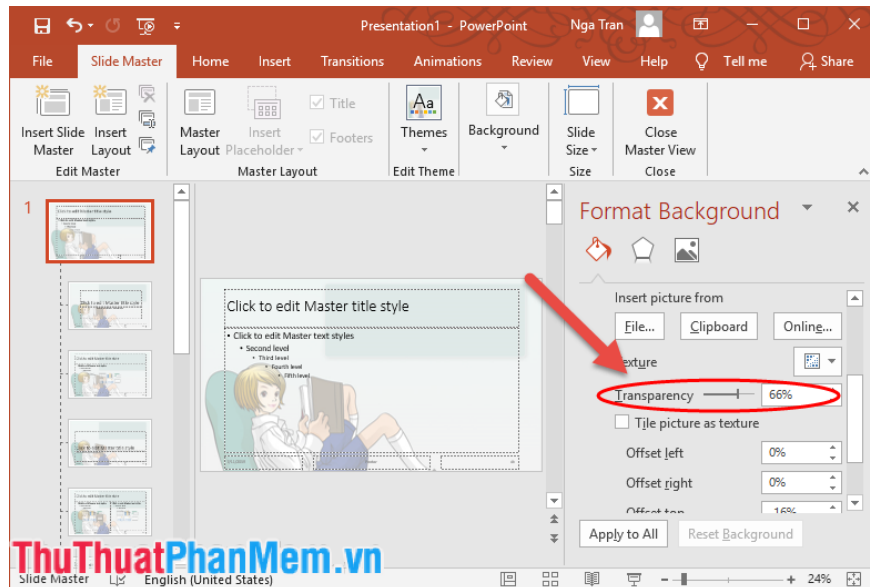


After selecting the image file, all slides have the same wallpaper settings:



You can customize the font, the common font size for the slides, pay attention to the general settings for the slides in the template, click on the first slide.

For example, you can customize the transparency of the background image of the slides in the template by changing the value in the **Transparency** section .



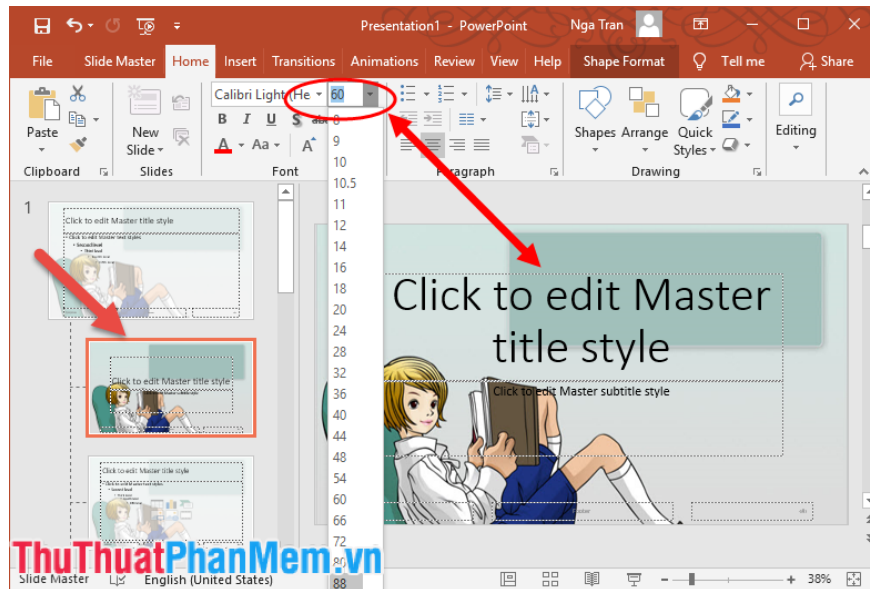
CREATE COVER COVER IN TEMPLATE

- The second slide in **Slide Master** is the cover of the presentation or the first slide displayed.
- Why is it necessary to create a cover page, to differentiate and clearly distinguish between the cover page and the content.

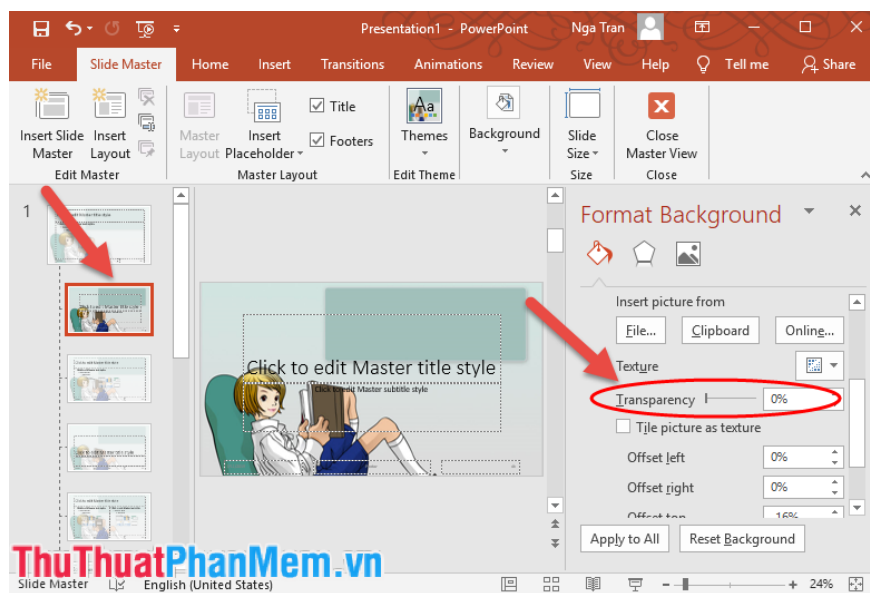
In the cover you need to make the following changes:

- **Create a featured** background image (the background image should be in sync with the rest of the slides, but the level of lightness should be changed to differentiate).
- **Change font, font style:** On the cover should make the font larger than the rest of the Slide, maybe to other fonts.

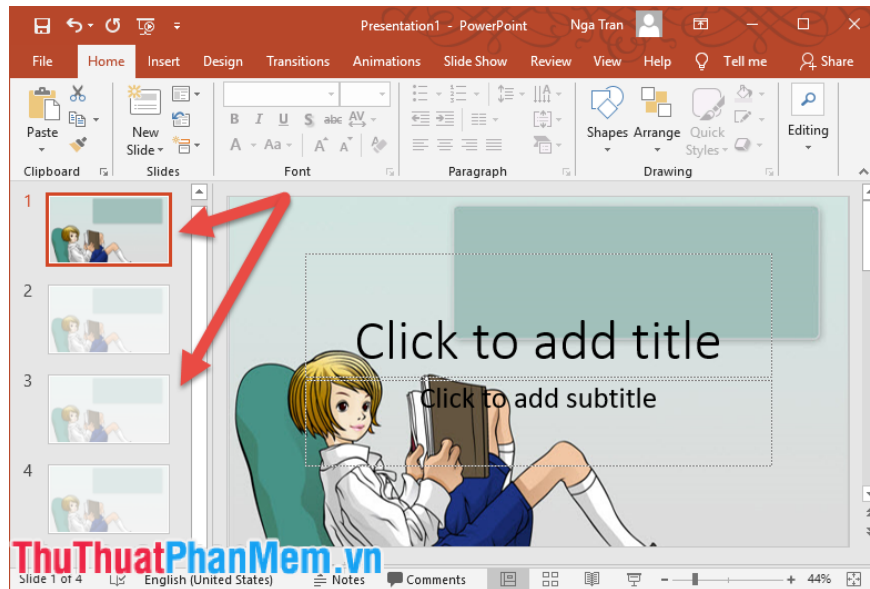
Step 1: Click on the 2nd Slide in Slide Master on the **Home** tab -> change the font, increase the font size in the Font section.



Step 2: Use the Format Background feature to change the transparency of the 2nd Slide to make a difference with the remaining slides by turning the value to 0.



As a result, you have formatted the Slide Master, the difference between the cover and the remaining slides is shown.



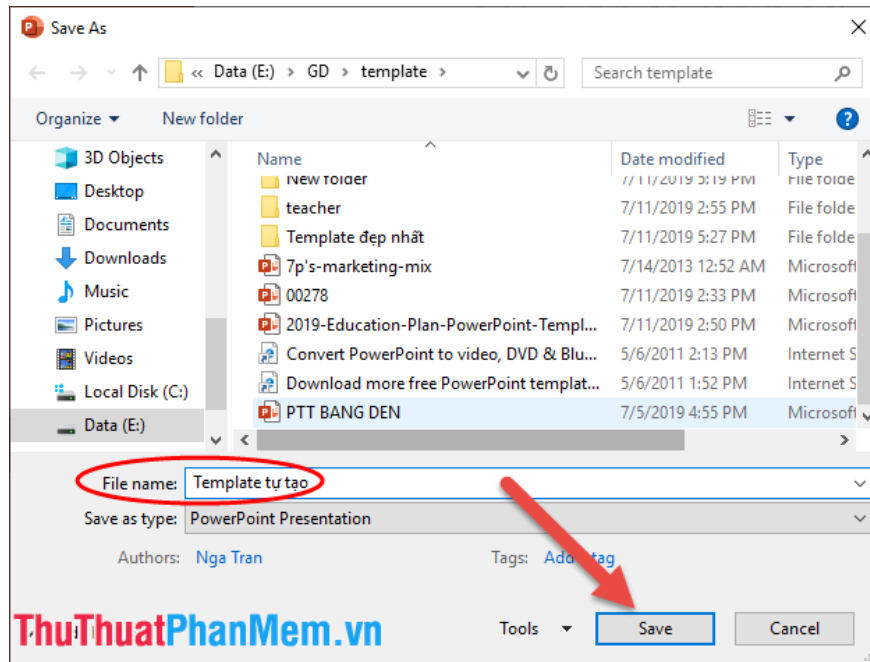
SAVE THE SLIDE MASTER CREATED

After you finish formatting the Slide master, you need to save it so that you can use it right away without formatting.

Go to **File** -> **Save** .

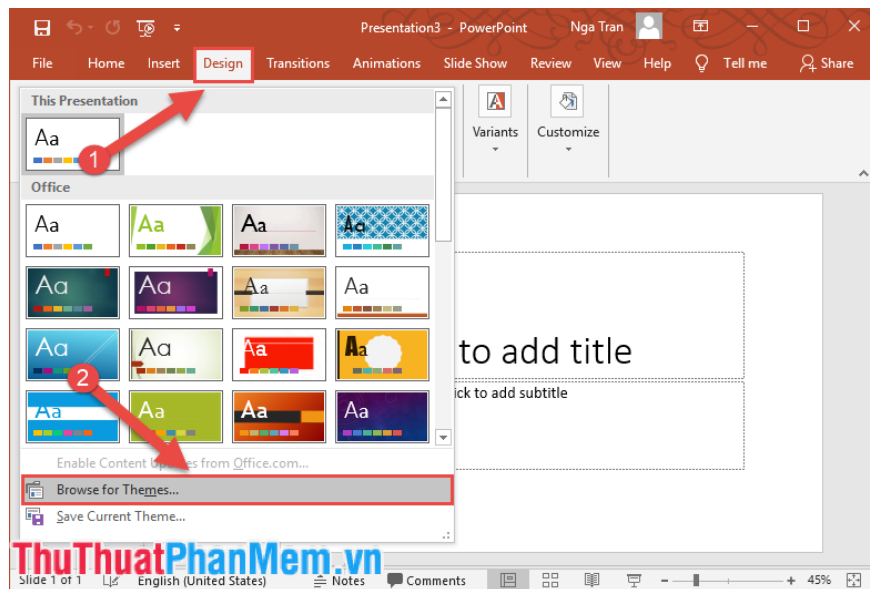


A dialog box appears -> choose a location to save the file and name the file to make it easier to remember -> click **Save** :

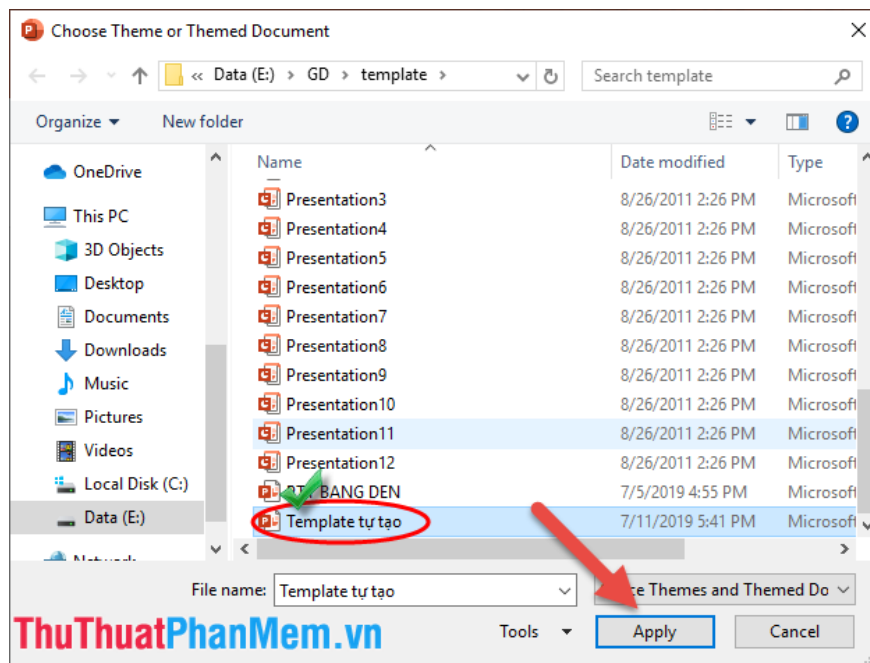


USING THE TEMPLATE TEMPLATE

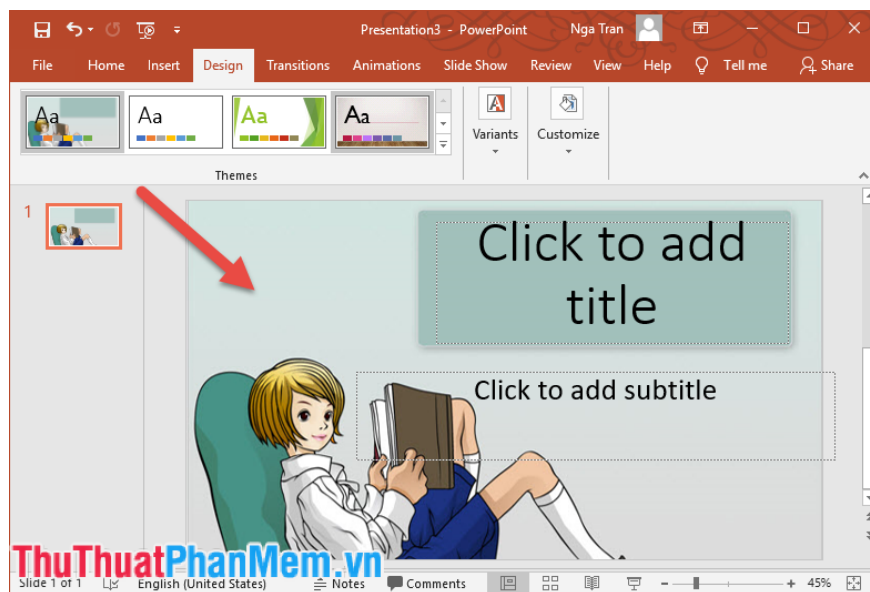
Step 1: After you have created and saved the Template, when you want to use you just go to the **Design** tab -> click **Browse for Themes** .



Step 2: A dialog box appears -> select the path to the created Template -> click **Apply** .



As a result, you have applied the template just created without editing, the slides in the presentation have the same format except the title slide:



Depending on the field you can choose the appropriate image to create a Template. Through this you can create your own Template. Good luck!

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