

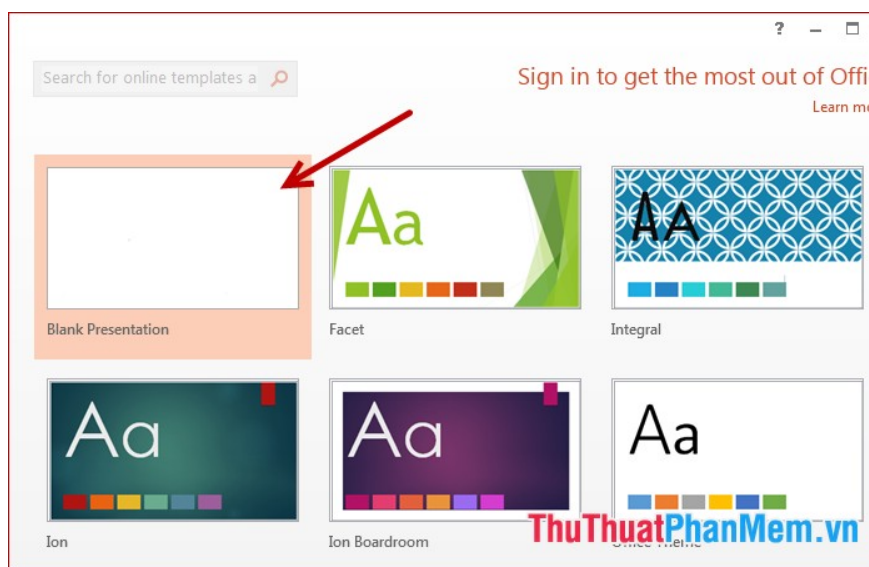
# Instructions to create a Template for PowerPoint

PowerPoint has many templates (templates) available that you can use to create presentation files. But if you want to create your own template to use, it is not difficult.

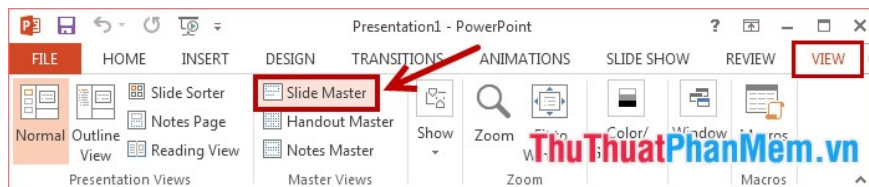
PowerPoint is an effective tool to help you create presentations, with many built-in features to help you create presentation files as you like. PowerPoint has many templates (templates) available that you can use to create presentation files. But if you want to create your own template to use, it is not difficult.

The following article shows you how to create a template for PowerPoint.

**Step 1:** Start a blank PowerPoint page, with versions prior to 2010, the default PowerPoint startup will be a blank page. As for PowerPoint 2013, when starting, select **Blank Presentation** to create a blank page.



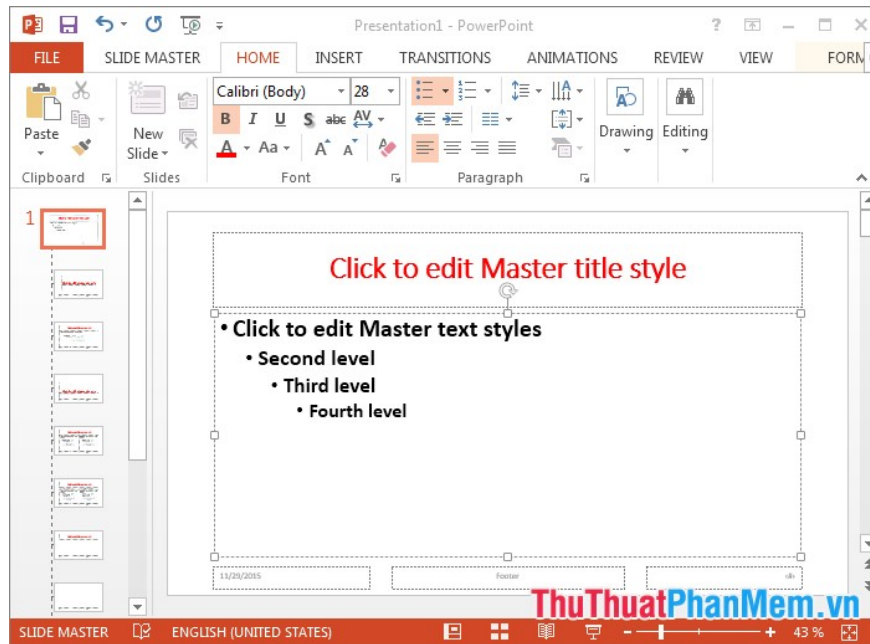
**Step 2:** Click the **View** -> **Slide Master** tab ( **Slide Master** is a tool to help you create a common format for all slides in a PowerPoint file).



**Step 3:** General format for slides in Template.

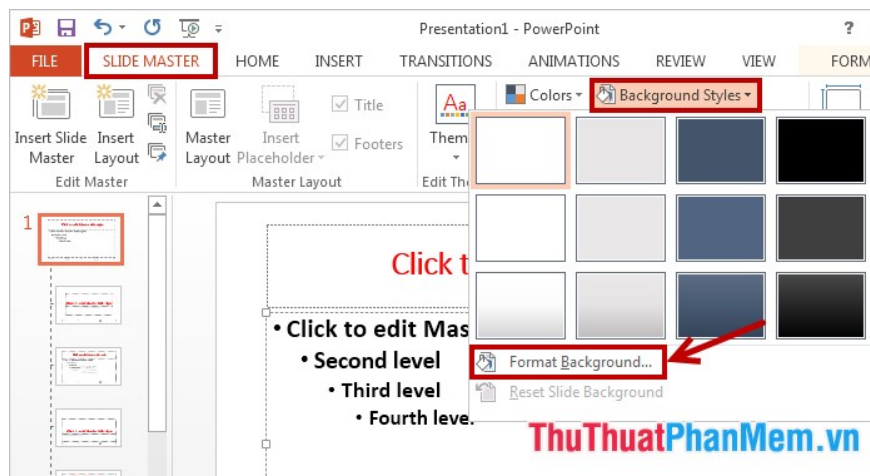
Select the first slide in the list of miniature slides on the left, where you can format the slide: Font color, font size, font style, alignment . in the **Home** tab . When formatting the first slide, all other slides are changed as such.

**Note:** In **Slide Master** you are not allowed to enter the content but only to change the format.

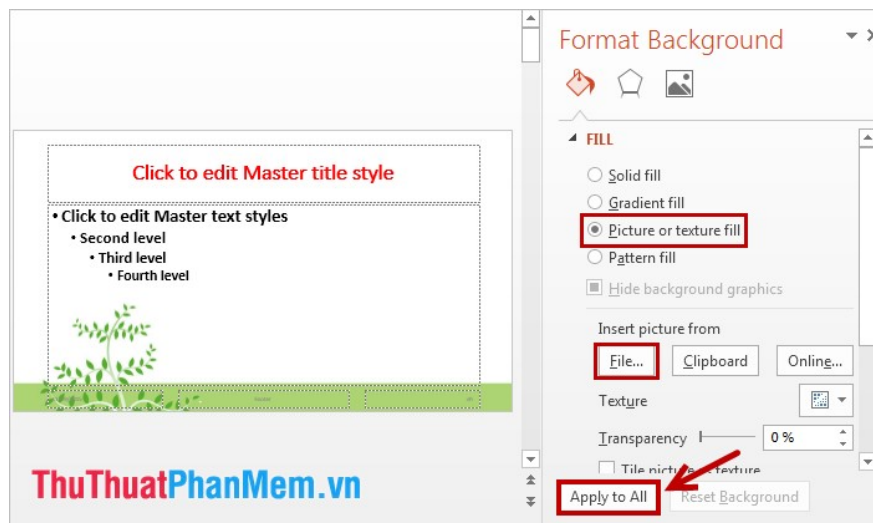


**Step 4:** Insert the background image for the Template.

You choose the background style in the **Background Styles** section , otherwise you can also choose the wallpaper you created by selecting the **Slide Master** tab -> **Background Styles** -> **Format Background** .

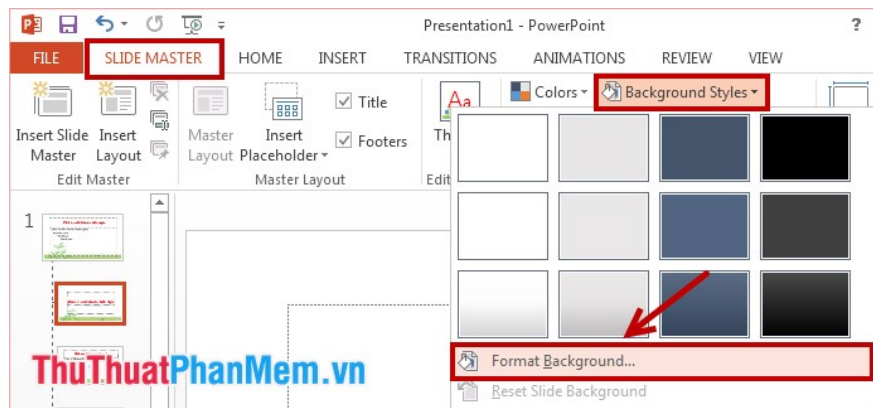


**Format Background** window appears on the right, select **Picture or texture fill** , then choose **File** and navigate to the background image to insert for the **Template** . To apply a background image to all existing or new slides, select **Apply to All** .

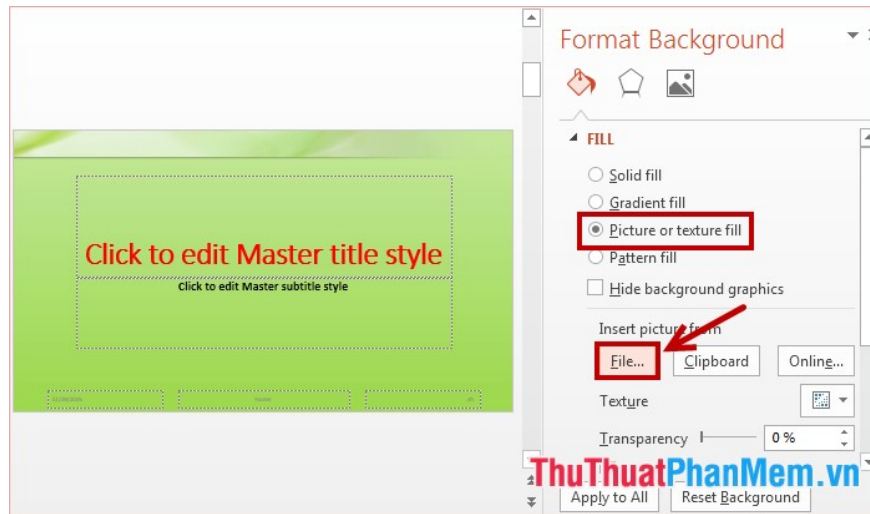


**Step 5:** Create a cover page for a PowerPoint template.

The second slide in Slide Master is the cover of PowerPoint (the first page in the PowerPoint file). This page will usually be different design, different background (wallpaper should be similar to the background of the other slides) than the following slides. To add a background image for the cover, you do the same, select slide -> **Slide Master** tab -> **Background Styles** -> **Format Background** .

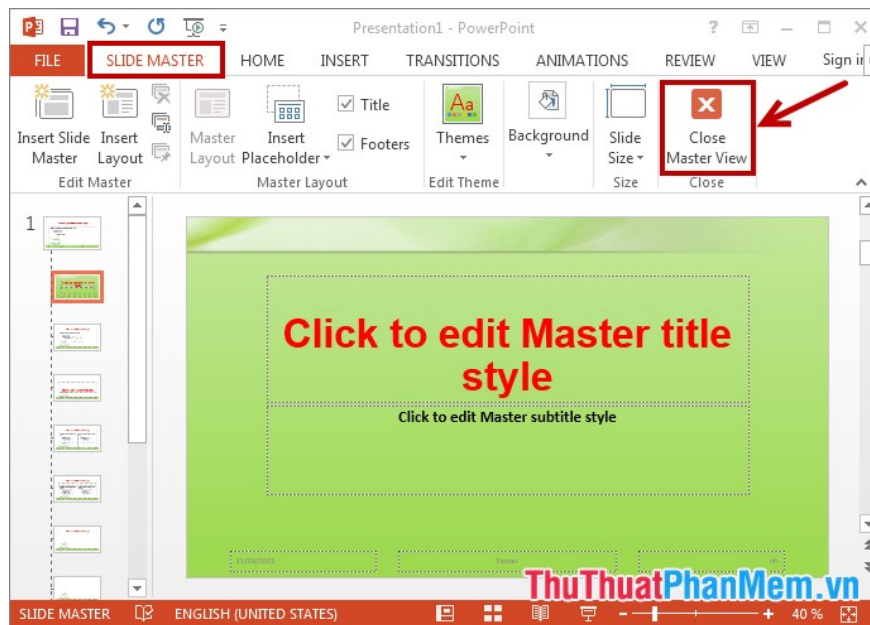


**Format Background** window appears, select **Picture or texture fill** -> **File** -> select the background to insert. Because this background image only applies to the cover, you do not need to select **Apply to All** .



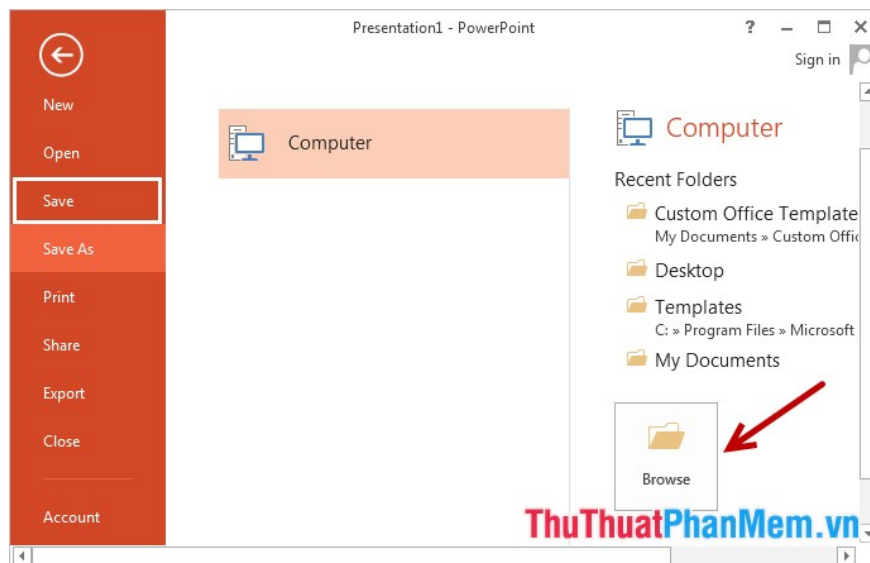
You can also format the cover, with the size of the title larger than the size of the titles of the other slides and you can move the content as you like.

**Step 6:** After creating, select **Slide Master** -> **Close Master View** to close the **Slide Master** design window .

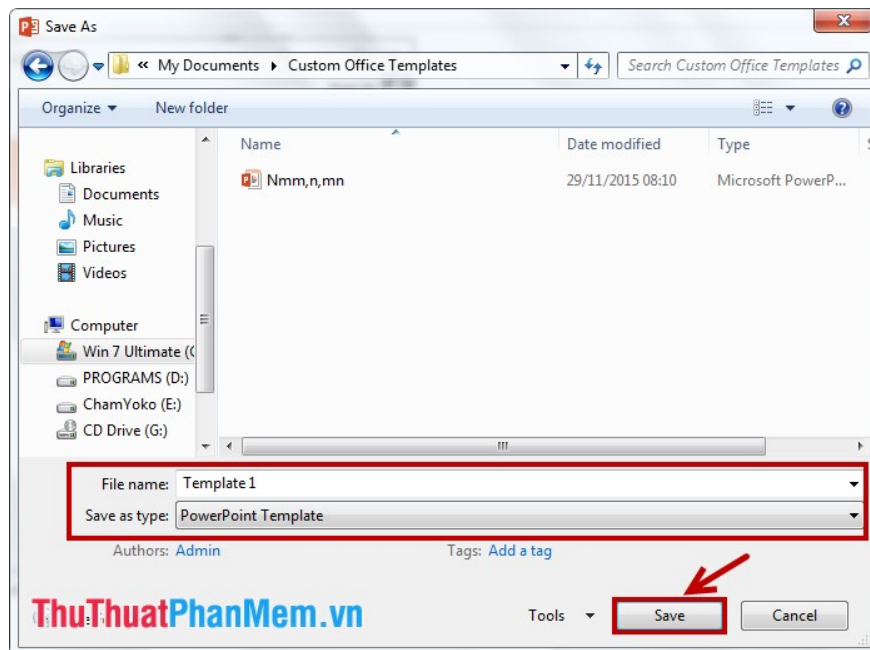


**Step 7:** Save the newly created Template.

Choose **File** -> **Save** ( **Ctrl + S** key combination ), with PowerPoint 2013 select **File** -> **Save** -> **Computer** -> **Browse** .



The **Save As** dialog box appears, find the path to save the file and enter the name for the **Template** in the **File name** box, in the **Save as type** box, select **PowerPoint Template** and select **Save** to save.



**Note:** Template should be saved to the folder at *C: Program FilesMicrosoft OfficeTemplates* for easy searching.

So you know how to create a PowerPoint Template. To use your Template, you just need to **Open** to the path to save the Template. Good luck!

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