Poewerpoint mOve presentation template

Last update: 14/1/2019

Contents

General info

Available files:

1. ***template_slide_move_4_3.potx***
2. ***template_slide_move_16_9.potx***

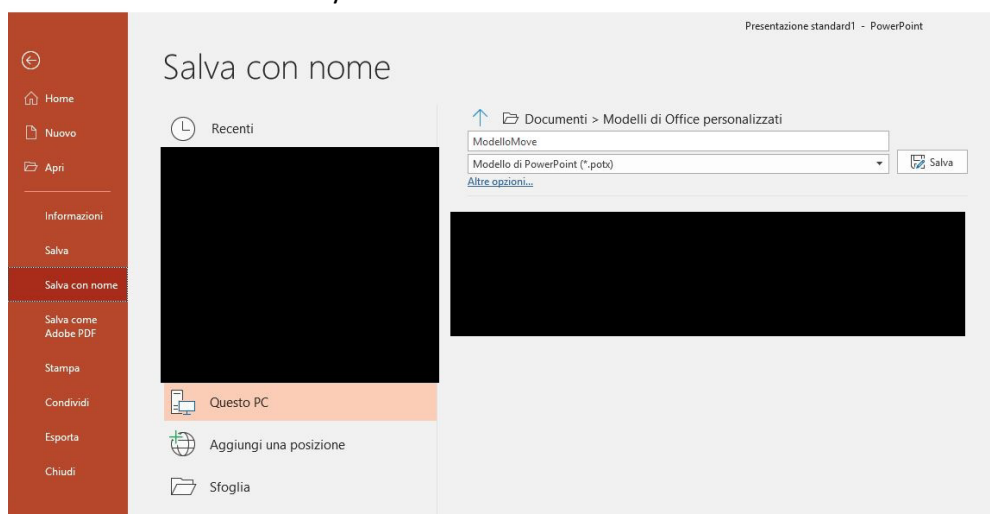They are two "PowerPoint template" files. The first one has a 4:3 dimension, the second one a 16:9.

What is the "PowerPoint template" and how to use it

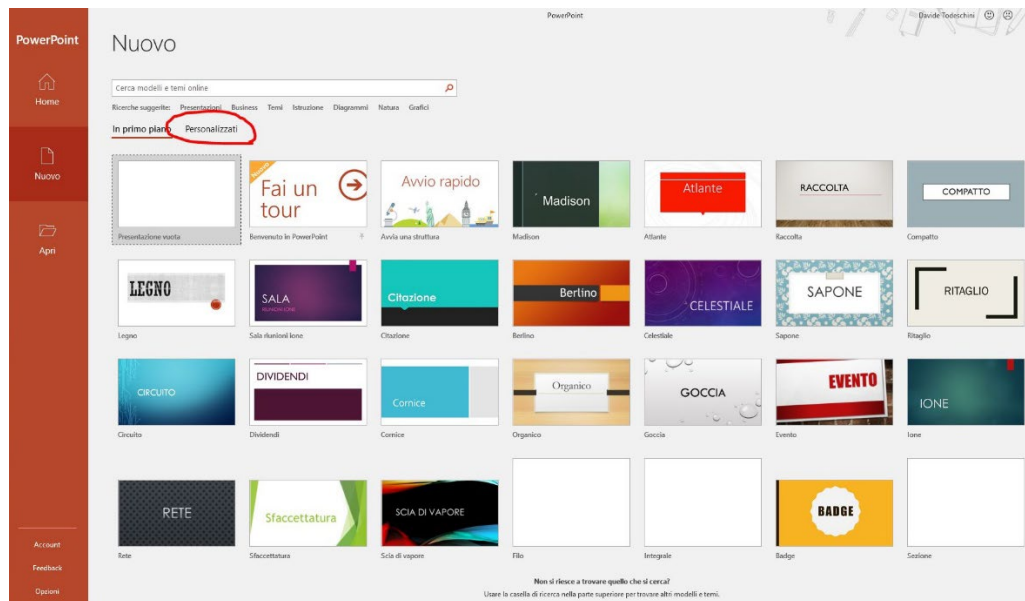***template_slide_move_X_Y.potx*** can be used in two ways:

1. You can open it and it generate a new presentation. **ATTENTION: the new presentation must be saved with a new name, otherwise you will lose the original file used to create the new presentation.**
2. You can add it to the "Custom office templates" such that you can select it directly from powerpoint.

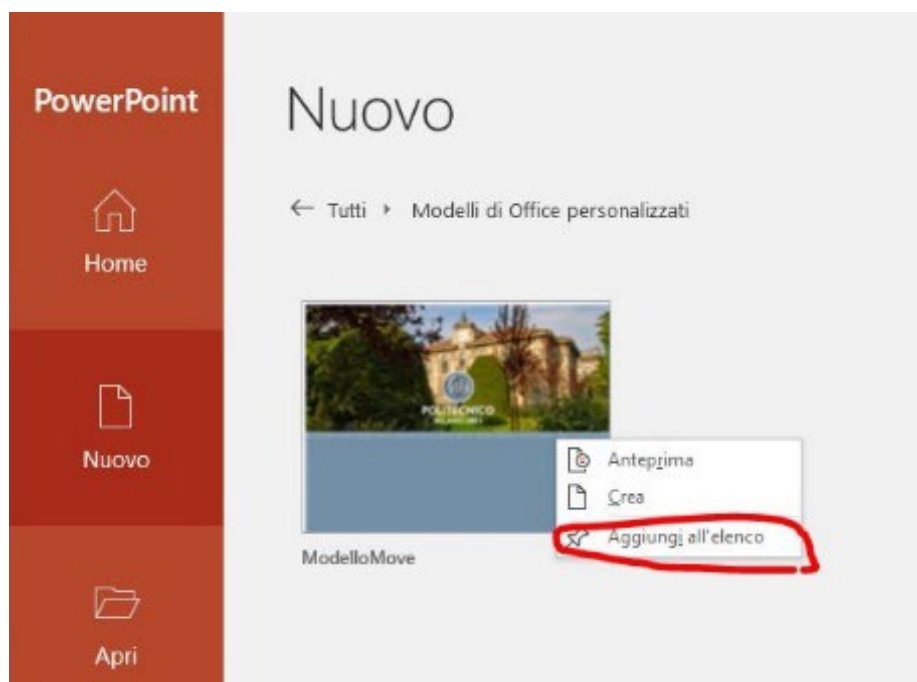In order to add it to the "Custom office templates":

1) Open the file ***template_slide_move_X_Y.potx***, a new presentation is created.
2) Click: File → Save as…
3) Enter the name you prefer and select the .potx extension (PowerPointTemplate). The "Custom Office Template" folder will be automatically selected. Click Save.
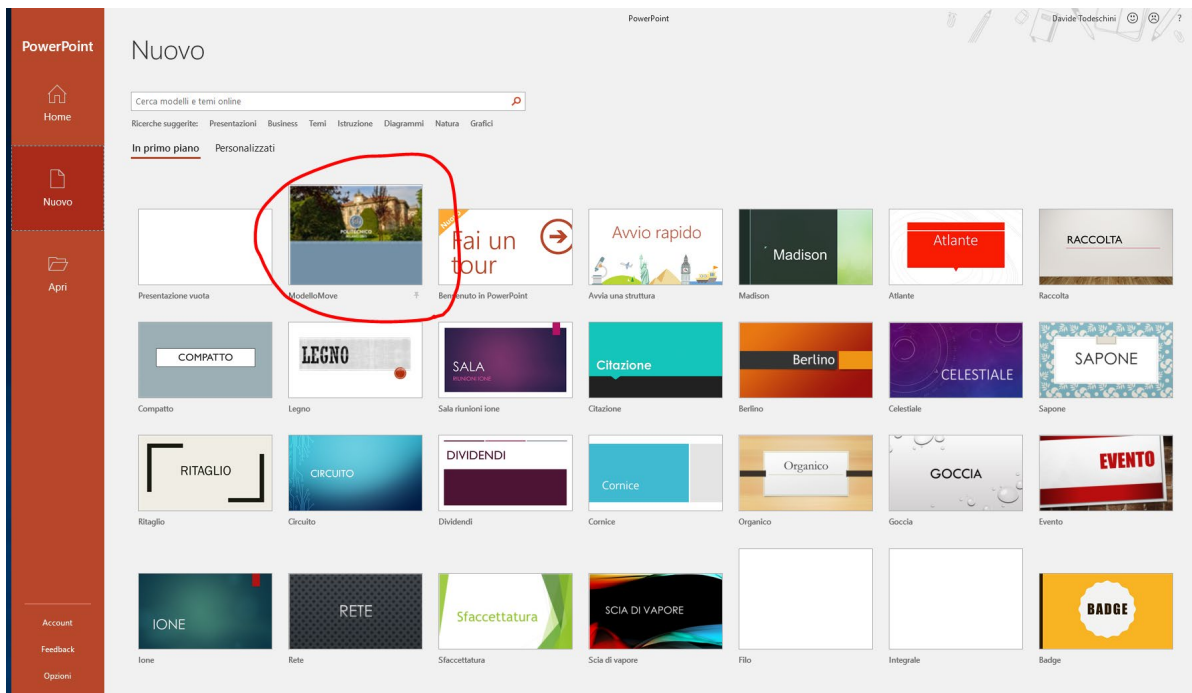

4) In order to use it for a new presentation: open a New file (click *New*).
5) In the *New* window, select the "Custom" tab and navigate to the "Custom Office template" folder.

6) **template_slide_move_X_Y** is there. If you want, you can add it to the Featured tab: right click → pin to list.

What Template contains

Different layout are available (to modify: View -> Slide Master) that can be selected for each new slide (right click on the slide → layout).

1. *Title_single_line*: Cover page designed for "short title", it should occupy just one line.
2. *Title_multiple_lines*: Cover page designed for "long title", it can occupy to lines.
3. *Title_subtitle_content*: slide for standard content. On top there is the slide title and the subtitle.
4. *Section_title_content*: slide for standard content. On top there is the section (small fontsize) first, and then the slide title (bigger fontsize).
5. *Title_content*: slide for standard content. On top just the title (nor subtitle neither section).
6. *Thanks*: final slide to thank with Polimi Logo.
7. *Thanks_blank*: final slide to thank blank
8. *Blank_page*: blank slide

In the template there are already some slides that explain different layouts.