

GSD. PowerPoint – How to Save and Use a Custom PowerPoint Template

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General Information:

Possible symptoms/errors:

How to Save and Use a Custom PowerPoint Template.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Microsoft PowerPoint provides different types of free templates which user can apply to their presentation. If user cannot find a template which is just right for them or their presentation and got a custom template they want to use, user have to copy or save it first in the Templates folder. To save and use PowerPoint templates which user created, received or downloaded, they need to follow the guide below.

Details:

A. Save your Custom PowerPoint template

1. In user's customized PowerPoint template, they need to click on File tab and then select Save As.
2. Under Other locations, advise the user to select Browse.
3. In the Save As dialog box, ask the user to select PowerPoint Template from the list of options in Save as type field.
4. When the PowerPoint Template file type is selected, PowerPoint automatically redirects user to the Custom Office Templates folder. Advise the user to Select the folder then to click Open.
5. Then, to click on Save.
6. User's template will now be saved and is ready to be used.

B. Use Custom PowerPoint template

1. To find user's template, they need to click the File tab and select New.

2. Advise the user to select Custom tab then to select Custom Office Templates.
3. The user will now see their custom template. Advise them to Select it to start using their custom PowerPoint template.
4. It will display details about the selected template. Ask the user to click Create.

Note: By default, folder location for most user-created templates is in Documents\Custom Office Templates, where they will show up alongside templates user creates in any other Office app.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A