

GSD. PowerPoint – How to Apply Template to a New and Existing Presentation in Microsoft PowerPoint

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General Information:

Possible symptoms/errors:

How to Apply Template to a New and Existing Presentation in Microsoft PowerPoint

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

A PowerPoint template is a pattern of a slide or group of slides which can contains layouts, colors, fonts, effects, background styles, and even content. User can find different types of free templates which they can apply to their presentation or they can create their own template.

This article shows a guide on how to apply a template in a PowerPoint presentation.

Note: When user wants to apply a template, either to a new or existing presentation, they need to start fresh with a blank presentation.

Details:

A. Apply the template to a new presentation

1. In PowerPoint, advise the user to click on File then to select New.

2. Ask the user to select Featured/ Office or Personal/ Custom.

Note: If user does not see Personal or Custom tab, then they probably do not have any custom templates stored in their templates folder.

3. Advise the user to click to select their chosen template.

4. It will display details about the selected template. Ask the user to click Create.

5. A new presentation will open with user's template applied to it.

6. If user does not have existing slides to import, simply they need to begin creating slides in their new file. If user has existing slides which they want to apply the template to, advise them to proceed with the

steps below:

B. Apply the template to existing presentation

1. Ask the user to open the file which contains the existing slides.
2. Advise them to click the thumbnail pane and then to select the slides they want:

To select all slides, tell the user to press Ctrl+A on their keyboard. To select multiple slides, user needs to press and hold Ctrl while they click the individual slides they want to select.

3. Now user needs to copy the selected slides. Ask the user to right-click on any of the selected slides then to click Copy.

User can also simply press Ctrl+C on their keyboard.

4. Now, user needs to switch to the new file where they applied the templates. Advise the user to Right-click the thumbnail pane, and under Paste Options to select Use Destination Theme.

5. All the copied slides are inserted in the new presentation.

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