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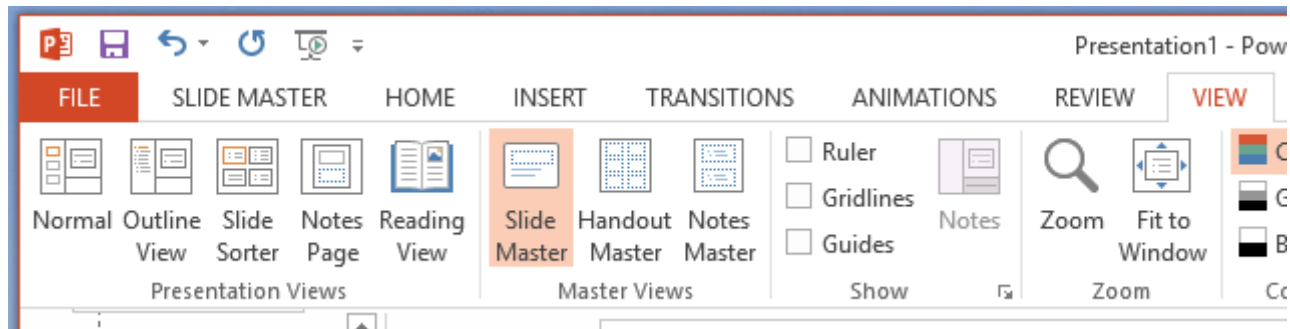
Change the default font in PowerPoint

PowerPoint for Office 365, PowerPoint 2019, More...

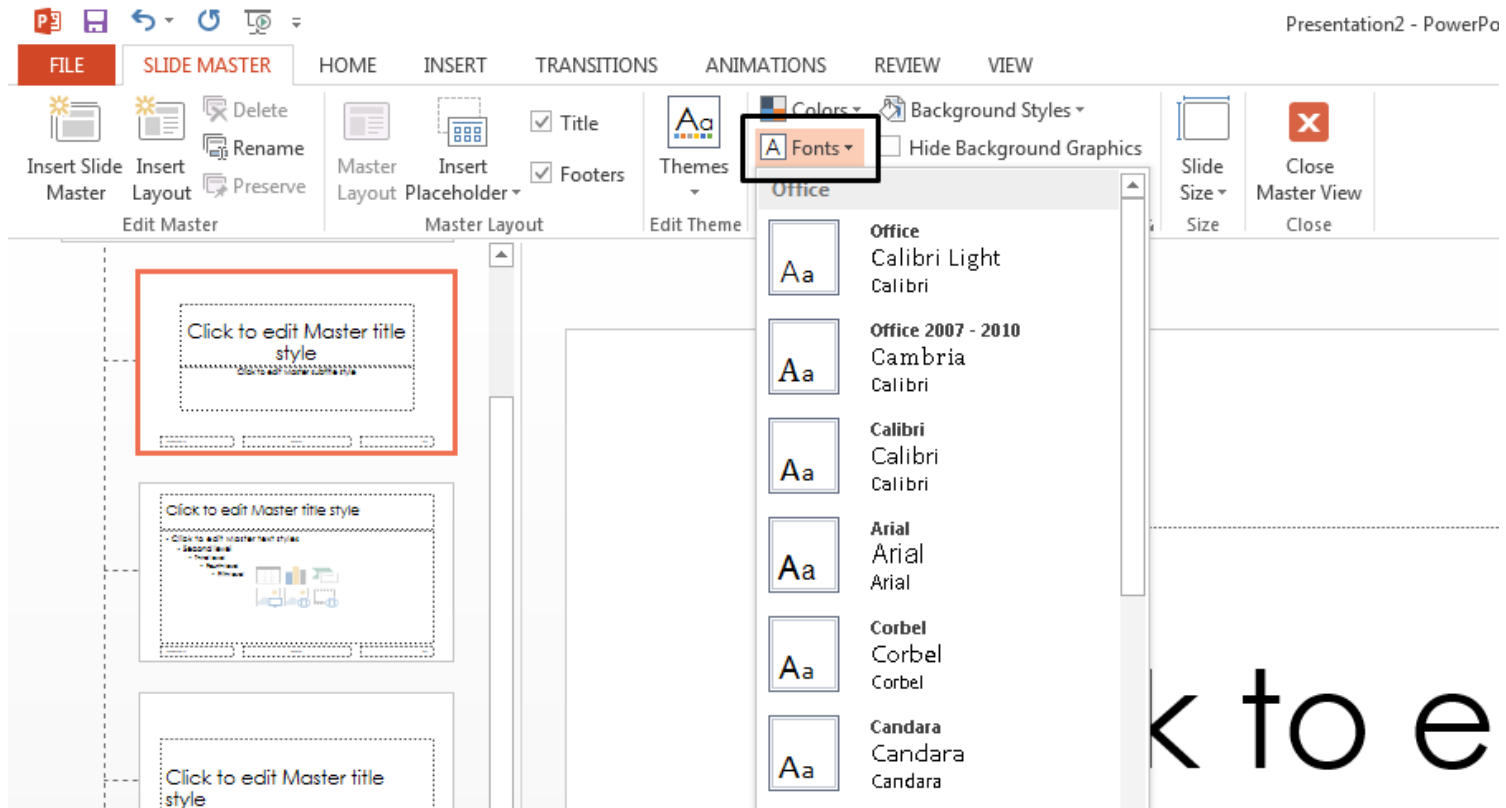
Rather than changing fonts in your slides one by one, you can change the default fonts for your entire presentation.

The font pairing (header font, body font) is an important design decision in PowerPoint.

1. Click **View** > **Slide Master**.



2. On the **Slide Master** tab, click the **Fonts** drop-down menu. Select the font you want to use for all the slides in the presentation. You don't have to choose from the pre-defined font pairs on the menu; choose **Customize Fonts** at the bottom of the menu to select your own fonts.



Note: Any changes you make in Slide Master view affect all the slides that use the master.

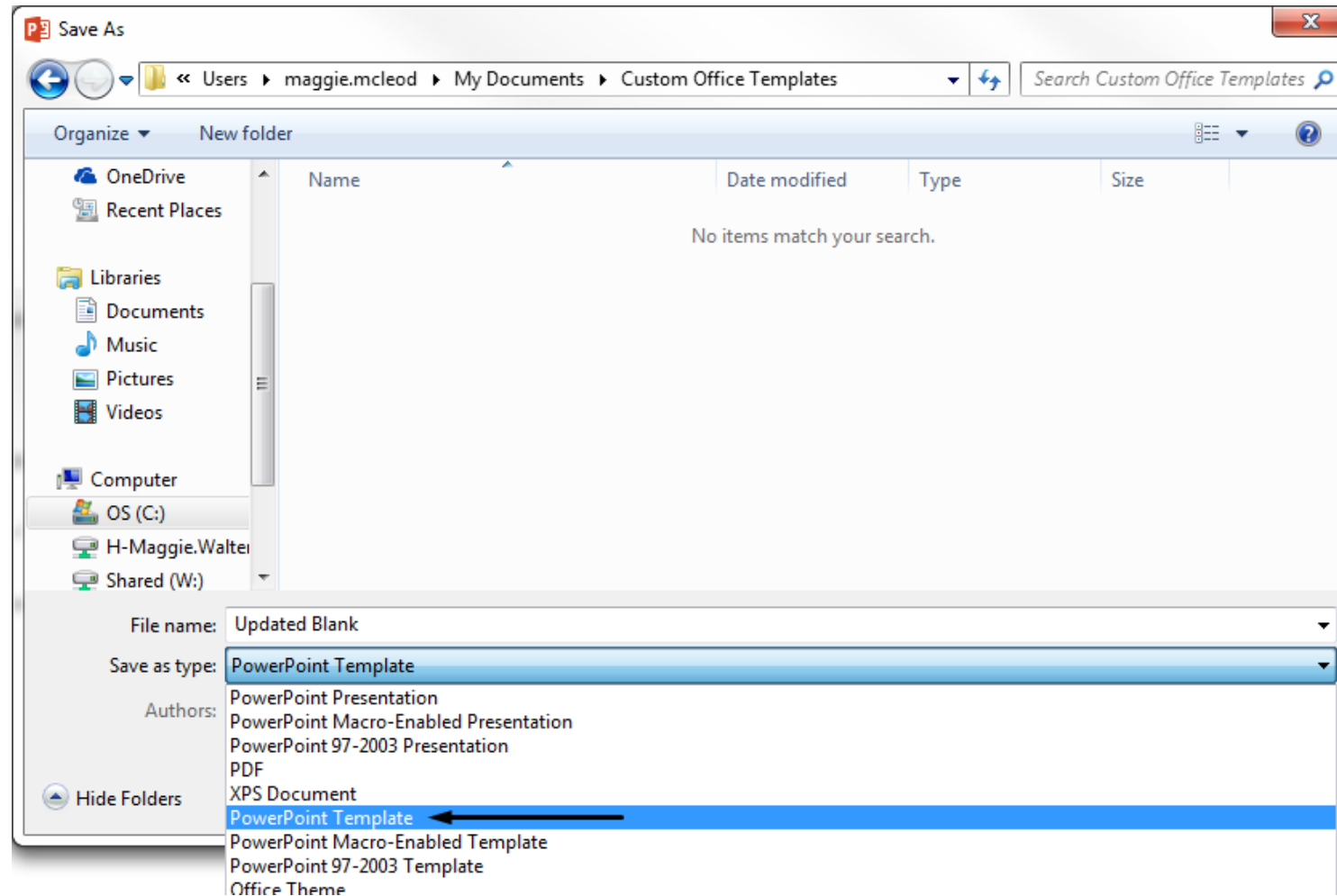
3. Click **Close Master View**. The text throughout your presentation is automatically updated to the new font.

Create a template to save your default font

You can save the above default font updates by creating a PowerPoint template. This template saves your font updates and can be used in future presentations.

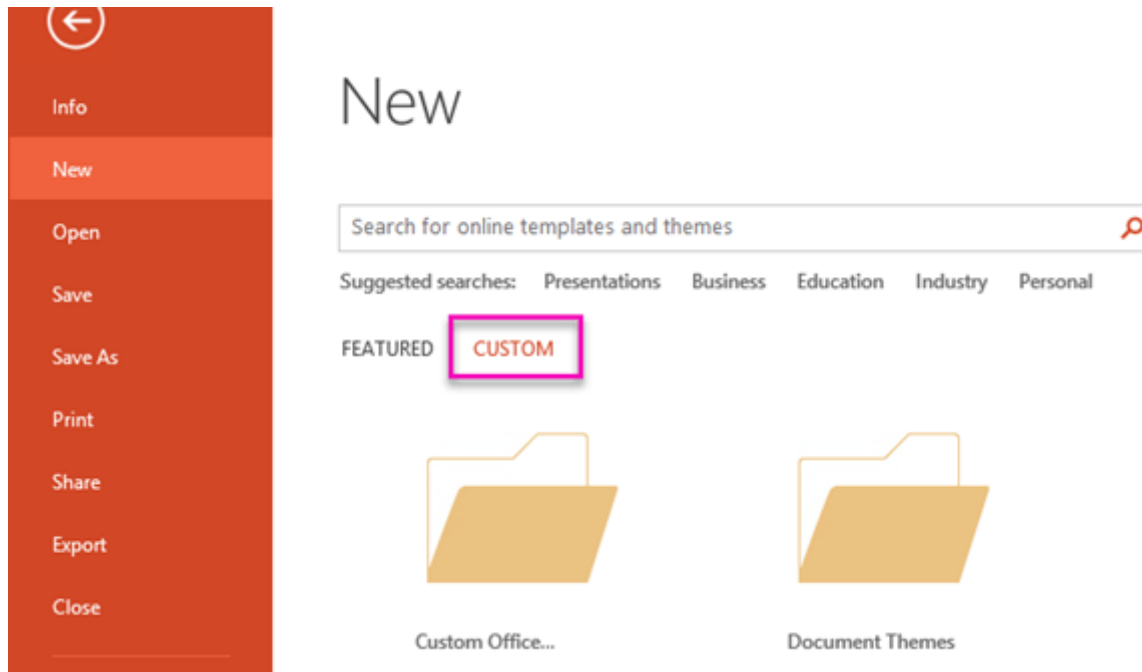
1. Click **File** > **Save As**.
2. Click **Computer** > **Browse**.
3. Navigate to C:\Users\<your username>\Documents\Custom Office Templates.
4. Type the name of your template in the **File Name** box. Click the **Save as type** drop-down menu, and click

PowerPoint Template.



5. Click **Save**.

Note: You can access your template when you create a new presentation. Click **File** > **New**, and click **Custom** > **Custom Office Templates** to find your template.



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Change the fonts



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