



CREATING A POWERPOINT TEMPLATE

POWERPOINT TEMPLATE TRAINING

● POWERPOINT TEMPLATE TRAINING

PowerPoint Template Creation

Build a branded PowerPoint template that gives every presentation a professional, consistent identity — instantly.

🕒 ~5 min

🎨 Design & Brand

📅 Templates & Layouts



👋 **Welcome! I'm Kate.**
Let's build your branded template!

What is a PowerPoint Template?

A **master blueprint** for your presentations — design it once, use it forever.

- Your brand colours & fonts
- Slide layouts & placeholders
- Logo & background
- Consistent professional style

1 Template → ∞ Presentations



STEP 1 — OPEN SLIDE MASTER

The Slide Master View

Your template control centre — where all slide designs are managed.

1 Click the View tab in the ribbon

2 Click Slide Master

3 Edit the Master Slide at the top



A screenshot of the Microsoft PowerPoint interface in Slide Master View. The title bar shows "Company Presentation Template.potx — PowerPoint". The ribbon is set to "View", with the "Slide Master" tab selected. The ribbon includes buttons for "Edit Master", "Insert Slide Layout", "Insert Placeholder", "Colors", "Fonts", and "Background Styles". The main workspace is divided into a "MASTER" section at the top and "Individual Layouts" below. The "MASTER" section contains a blue header bar labeled "VNC" and a dashed box for "Click to add title". The "Individual Layouts" section contains a dashed box for "Click to add content" and a footer bar with the text "Your Company — Confidential". Annotations include a yellow box around the "View" tab with the text "↑ View → Slide Master", a yellow box around the "Insert Placeholder" button with the text "← Master Slide — edits flow to ALL layouts", and a yellow box around the "VNC" header bar.

STEP 2 — APPLY BRANDING

Customize Brand & Design

Apply your brand colours, fonts, logo, and background in the Slide Master ribbon.



Brand Colours



#5846DF
Your Primary Colour



#FFBD2E
Your Accent Colour

Slide Master → Colors → Customize Colours

Typography

Segoe UI Bold

Heading Font

Segoe UI Regular

Body Font

Slide Master → Fonts → Customize Fonts

Background Style



Dark



Indigo



Light

Slide Master → Background Styles

Logo Placement



Insert → Pictures → position on Master Slide

Design Your Slide Layouts

Placeholders define exactly where content goes on each slide type.

- 1 Click a layout in left panel
- 2 Slide Master → Insert Placeholder
- 3 Choose type: Title, Content, Picture...
- 4 Draw, resize, and style it



VNC SLIDE MASTER — CONTENT LAYOUT

Click to add title

TITLE placeholder

Content Placeholder
(text, bullets, tables...)

Picture Placeholder

CONTENT placeholder

PICTURE placeholder

FOOTER placeholder

Footer Placeholder

The diagram illustrates a slide master layout for a content slide. It features a blue header bar with the text 'VNC SLIDE MASTER — CONTENT LAYOUT'. Below the header, there are four distinct placeholder areas defined by dashed lines: a title placeholder at the top, a large content placeholder in the middle, a picture placeholder on the right side, and a footer placeholder at the bottom. Each placeholder is labeled with its respective type and a callout box. The content placeholder is further divided into two sections, one labeled 'Content Placeholder (text, bullets, tables...)' and another labeled 'Picture Placeholder'. The footer placeholder is labeled 'FOOTER placeholder' and 'Footer Placeholder'.

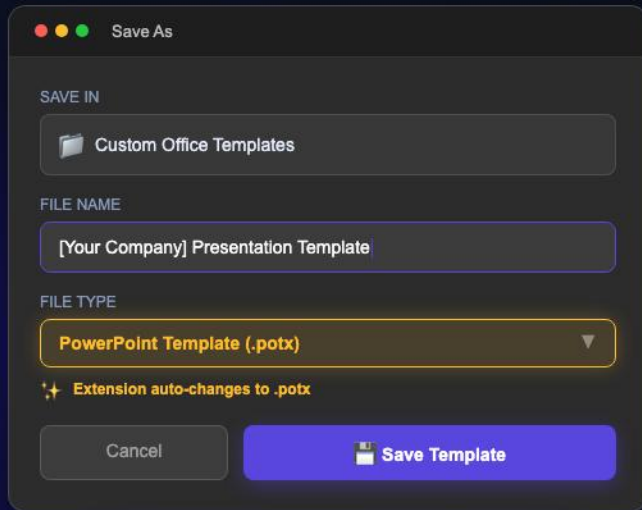
Save Your .potx File

The key step: save as a PowerPoint Template, not a regular presentation.

1 Press Ctrl+S or File → Save As

2 Change file type to PowerPoint Template

3 Name it clearly and Save



Template Saved!

[Your Company] Presentation Template.potx

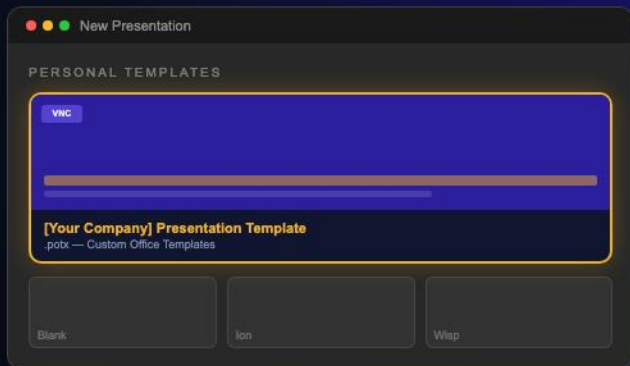
Use the Von Newman Template in New Presentations



1 File → New

2 Click Personal / Custom

3 Select Von Newman Template → open



Click to
Open



TRAINING COMPLETE!

Outstanding Work! 🏆

- ✓ Opened the Slide Master view
- ✓ Applied your brand colours & fonts
- ✓ Added your company logo to Master Slide
- ✓ Designed slide layouts
- ✓ Inserted content placeholders
- ✓ Saved as .potx template file



Training Complete

PowerPoint Template Training



Explore more in the **PowerPoint Template Training**



Keep learning, keep growing!

— Kate, Von Newman Training Guide

MODULE COMPLETE!

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