

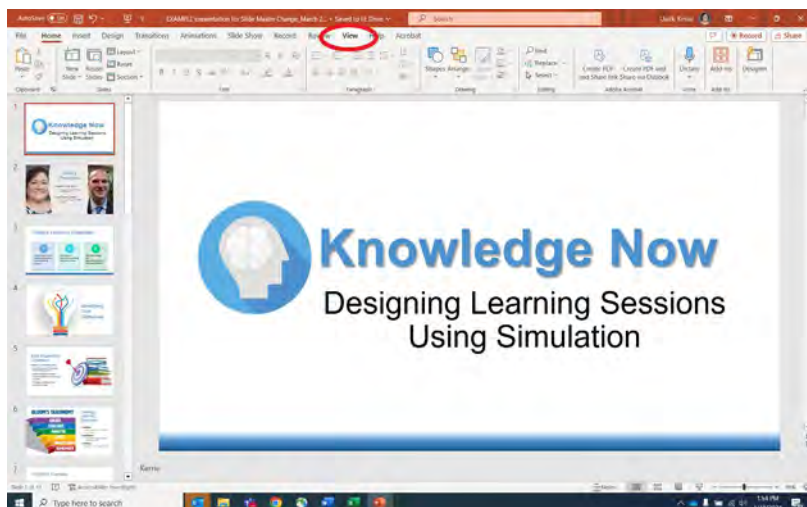
Using PowerPoint Templates

A Guide to Applying a Different Slide Master

March 2024

How Do I Apply a Different Slide Master to Existing Slides?

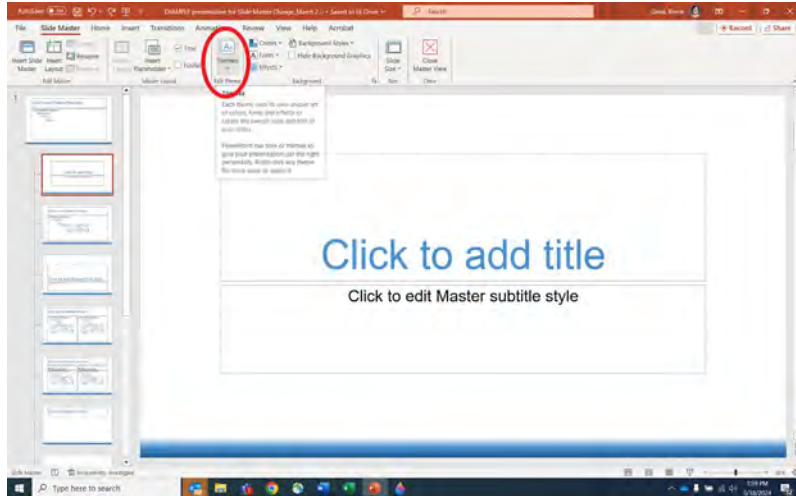
- Open the PowerPoint presentation you want to transition into a new template. Click “View” on the top menu bar.



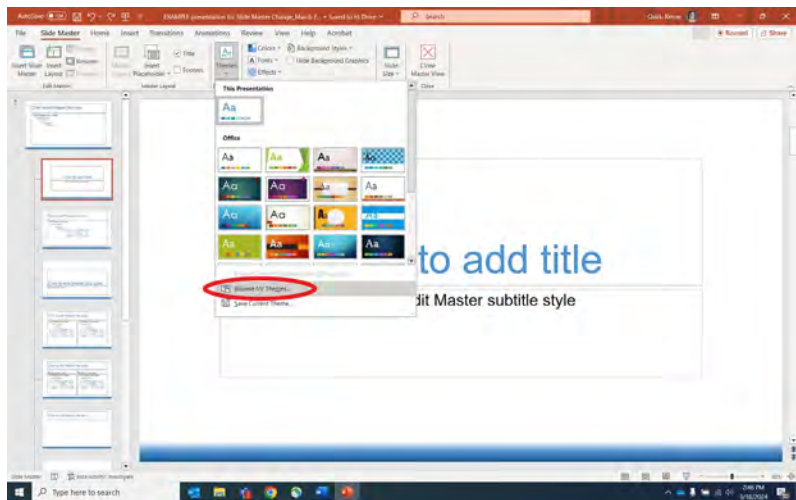
- Click on the “Slide Master” icon.



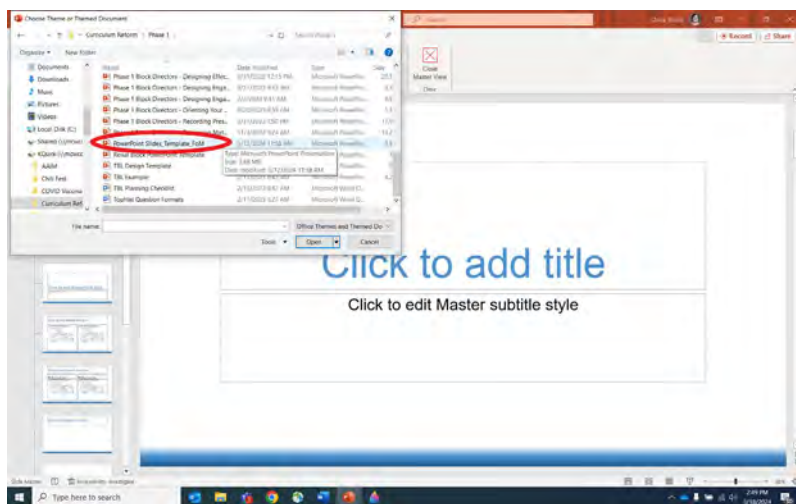
- Click on “Themes” to edit your theme.



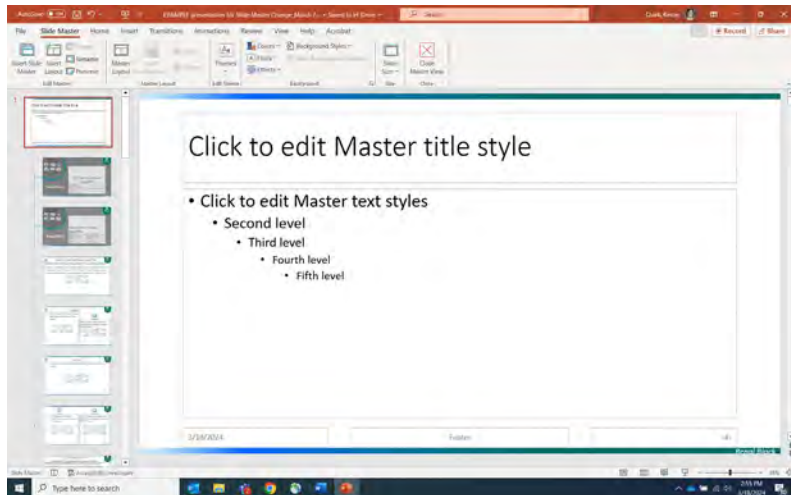
- Click on “Browse for Themes” to search for the template you want to use.



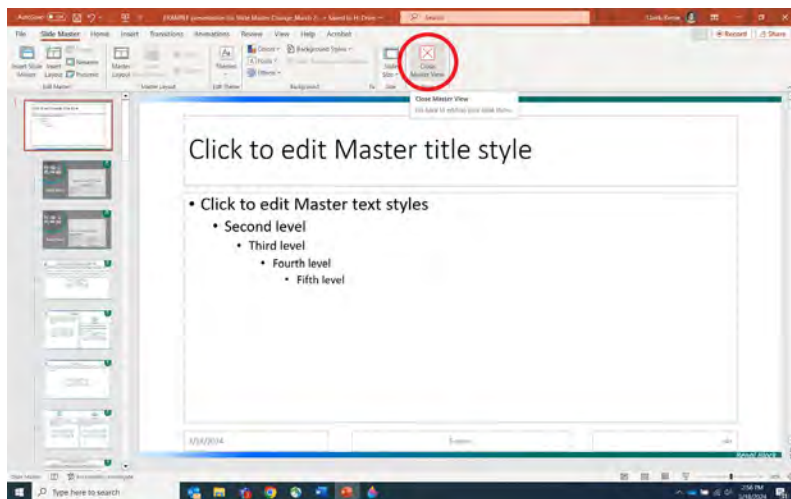
- Search your files to locate the slide template you want to use. Click to open the file.



- The new slide master will display in Slide Master view.



- Select “Close Master View” to go into editing mode for your slides.



- Click on “Layout” to choose different layouts for different types of slides in your presentation. Change the layout as needed for your content.

