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This process differs between the Windows and Mac versions of PowerPoint: Windows: Click File, click Save As, select a location and enter a name for your template. Click the Save as type drop-down box, click PowerPoint Template, and then click Save. Mac: Click File, click Save as Template, enter a file name, and click Save.

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How to Create a Simple PowerPoint Presentation

When you first open PowerPoint, you will see a blank slide with a space for a title and a subtitle in two boxes. You can use this page to begin creating your presentation right away. You can put a title and subtitle in the boxes if you want to (click inside and type), but you could delete them and insert anything you want.

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The possible uses of PowerPoint are countless. A slide show can help a teacher teach a lesson, illustrate an event in history, easily display statistical information, or be used for training in corporations.

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Create and save a PowerPoint template PowerPoint

When you create a presentation and then save it as a PowerPoint template (.potx) file, you can share it with your colleagues and reuse it again. To create a template, you'll need to modify a slide master and a set of slide layouts. The slide master is the largest slide image at the top of the slide

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How to Create a Great PowerPoint Presentation Bizfluent

A great PowerPoint presentation doesn't require fancy graphics or effects, but it does require your ability to tell a comprehensive and easy to follow story. Make a presentation that is streamlined and simple. The slides are your vehicle for moving the story forward and reinforcing important information.

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How to Create a Custom PowerPoint Template Nuts Bolts

So you want to learn how to build a PowerPoint template Okay, great. Here is everything you need to know about creating a PowerPoint template from scratch the right way.

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