



Microsoft PowerPoint Templates Webinar

August 13th 2025



Welcome

The webinar will begin at 2pm

Your microphone and camera will be automatically disabled, but if you have questions, please use the Q&A option at the top of your screen.



Today's Speakers

James Earl,
Digital Transformation Manager

James has been with Heliocentrix for the last 3 years and works with clients to develop bespoke web applications, websites, low-code apps, and power solutions that help companies achieve more with less by fully leveraging digital technology .



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Agenda

- What are Microsoft PowerPoint templates?
- Why do they matter?
- Key PowerPoint terms
- How do we create a template?
- Distributing templates to your organisation

What Are PowerPoint Templates?



What Is a PowerPoint Template?

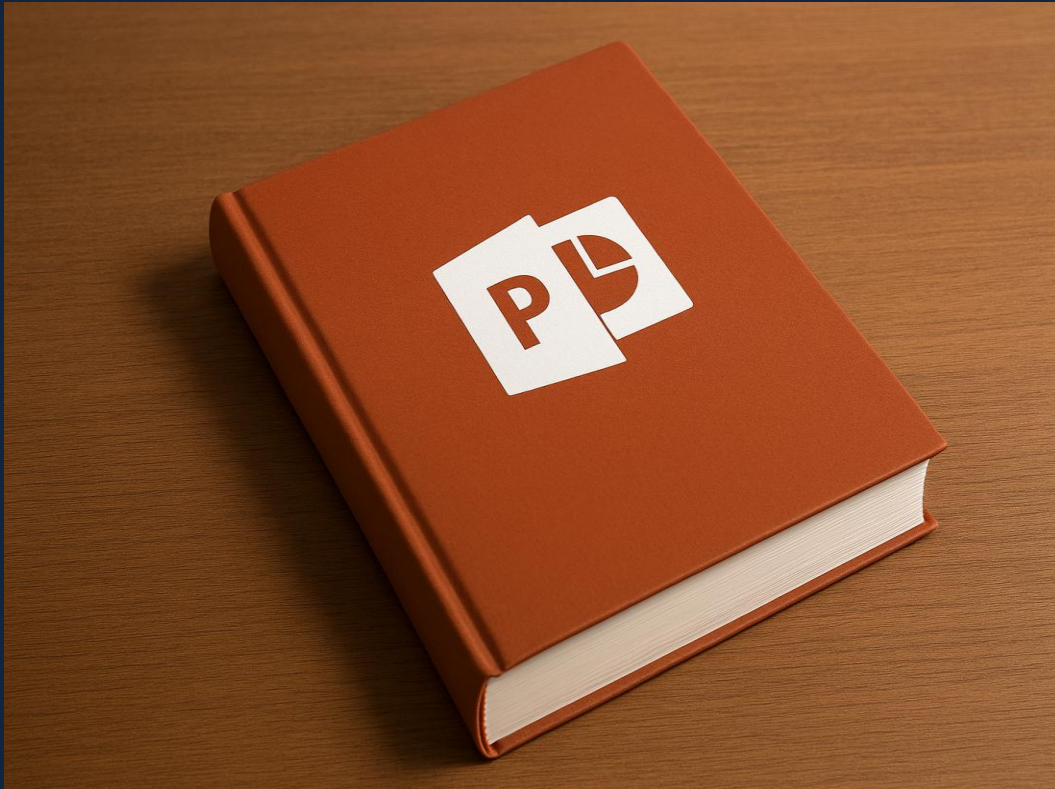
- Templates are files with certain elements pre-set
- Safely generate new presentations from a template without changing the template
- Can be used with Copilot

Why Templates Matter

- **Ensures Consistency**
- **Saves Time**
- **Enhances Professionalism**
- **Reinforces Branding**



Essential PowerPoint Terms



Slide Master

Slide Master controls the overall formatting and design of all slides, ensuring consistency throughout your presentation.

Layouts and Placeholders

Layouts define how content is arranged, while placeholders allow easy insertion of text, images, or charts on slides.

Themes and Backgrounds

Themes set the color schemes and fonts, and backgrounds determine the visual appearance of each slide.

How to Create PowerPoint Templates



Distribution of Templates

- Traditional methods
 - Email
 - Shared Folder
- Best Practice
 - Deploy a templates folder

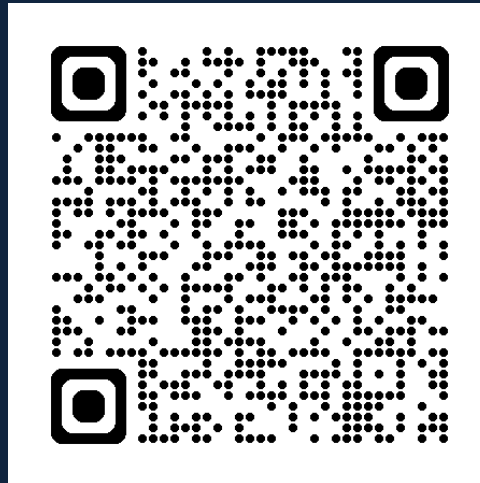


Next Steps

- Define templates list
 - Internal (e.g. Regular Meetings)
 - External
- Create your templates
- Deploy your templates
 - Deploy Templates folder

How to learn more

- Further webinars
- Bespoke Training and Consultancy



Heliocentrix.co.uk/events