Getting Started With PowerPoint Templates

©Presentation-Process.com

Table of Contents

What is in this guide? 2
STEP 1: DOWNLOAD THE TEMPLATES CORRECTLY 2
How to Unzip the Templates 2
STEP 2: FIND & INSERT A TEMPLATE 4
Finding a template quickly 5
Copying the template into your file: 9
Customizing the template 11
HOW TO FIND A SPECIFIC TEMPLATE 12
HOW TO BROWSE THROUGH ALL THE TEMPLATES 15
MORE RESOURCES ON USING TEMPLATES EFFECTIVELY 17
How to customize your templates 17
How to work with animations: 17

©Presentation-Process.com

Hey, welcome to this usage guide. We've got a few queries from our customers on how they can use the templates quickly and effectively. So we put together this guide for you!

What is in this guide?

This is a basic guide that shows you step by step how to get started with using templates in your existing presentation.

PowerPoint is very flexible. There may be other ways of doing these same things that we've shown here. We've shared the easiest & fastest method to get you going. So you can use the power of templates, even if you are a novice in PowerPoint.

So, let's get started straightaway…

STEP 1: DOWNLOAD THE TEMPLATES CORRECTLY

The first step is to get your template pack downloaded and saved in an easy to access place. Then, it will be always available whenever you are creating a presentation.

Need help in downloading the files?

You should have received an email with download details. If you'd like some help with that, you can go over and checkout this step-by-step video guide.

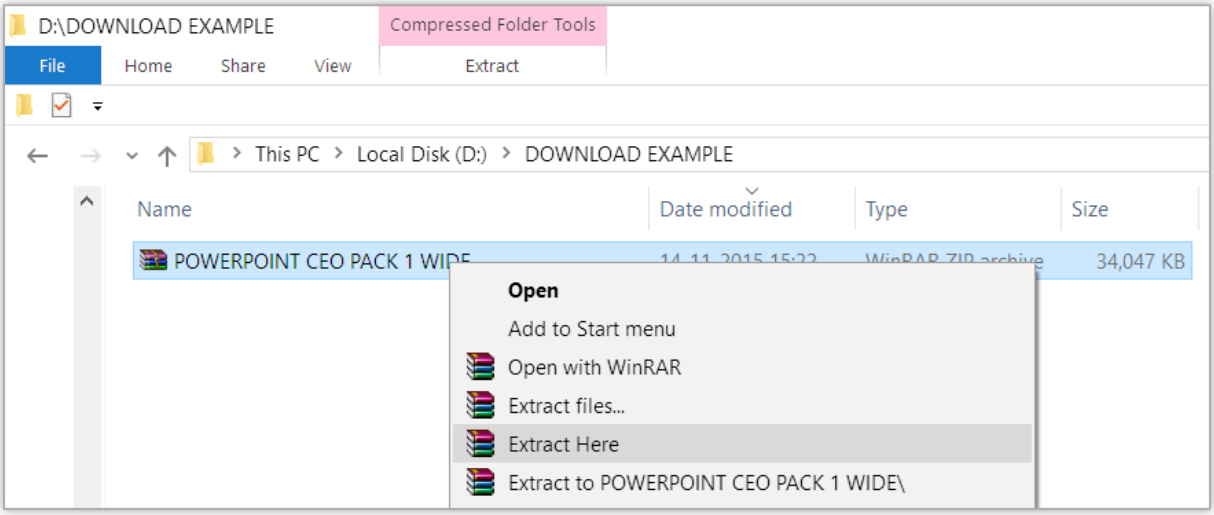
Once you download the file, you need to unzip it. If you try to use the zipped file directly in PowerPoint, it will generate an error.

How to Unzip the Templates

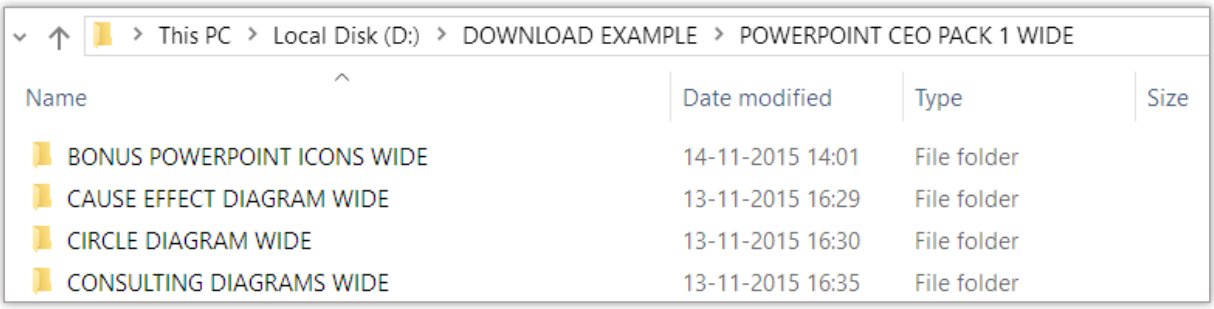
Here are the steps to follow:

- Locate the zipped file you downloaded on your computer
- Right Click on the zipped file
- Select Unzip or Extract Here as the option

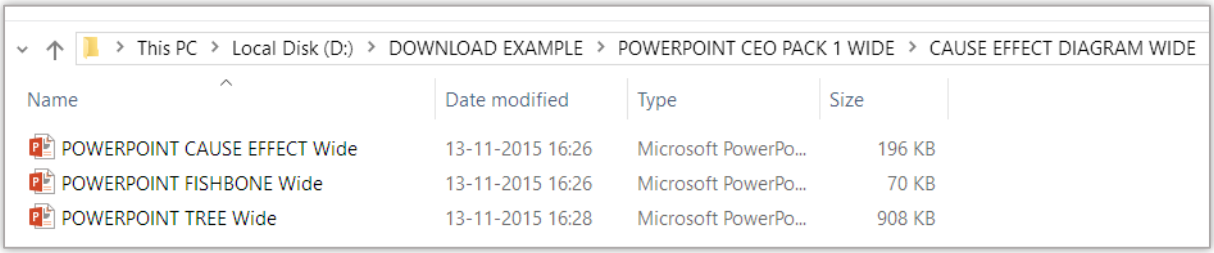
©Presentation-Process.com



The contents in the zipped file will get extracted. In this example, we've used the PowerPoint Charts & Diagrams CEO Pack. When unzipped, there are a number of new **FOLDERS** created like this…

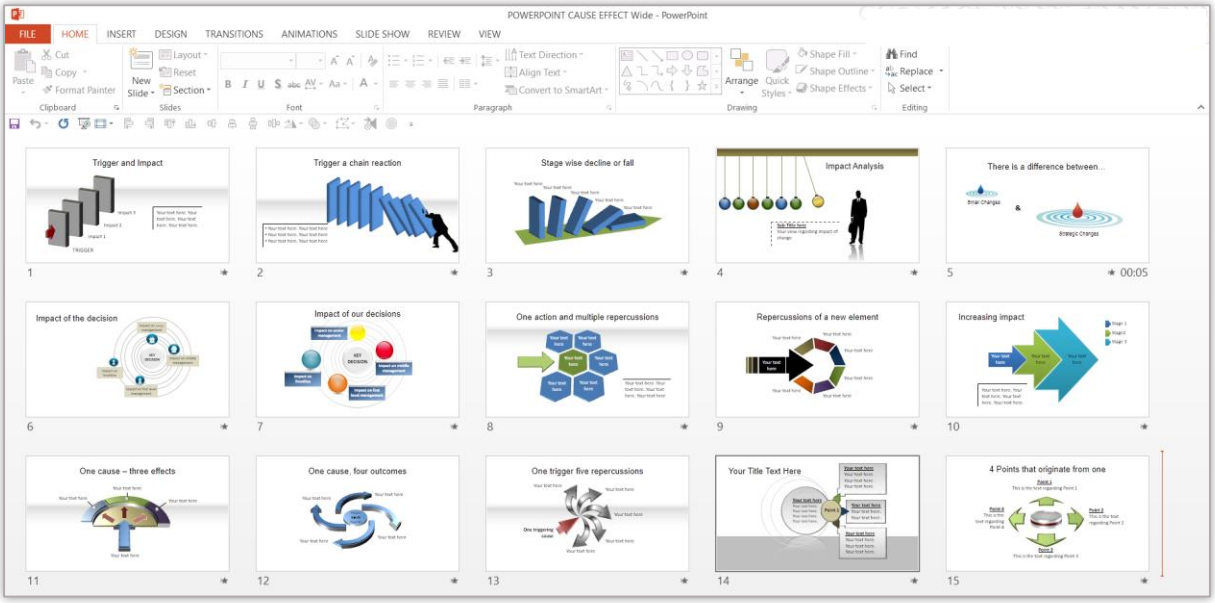


Each folder has a number of new PowerPoint **FILES** within them.



Each file is a different category and has a number of **SLIDES**. Each slide is a unique template. The screenshot below shows what the file looks like.

©Presentation-Process.com



The CEO Pack has 100s of templates. So it is organized under folders.

In smaller packs, there may be just 1 PowerPoint file. That file contains all the templates.

Don't have software to Unzip files?

There are a number of free software available online. You can use WinZip or WinRAR for Windows and iZip for Mac

Now that we have the templates ready for use, it is time to start…

STEP 2: FIND & INSERT A TEMPLATE

In this example, we'll start with the most common way templates are used – in an existing presentation.

We'll assume you already have a presentation that you are working on. We'll add some templates to this presentation. This is a presentation with about 10 slides already in it:

 ©Presentation-Process.com

It already has some company logo, background theme etc. applied.

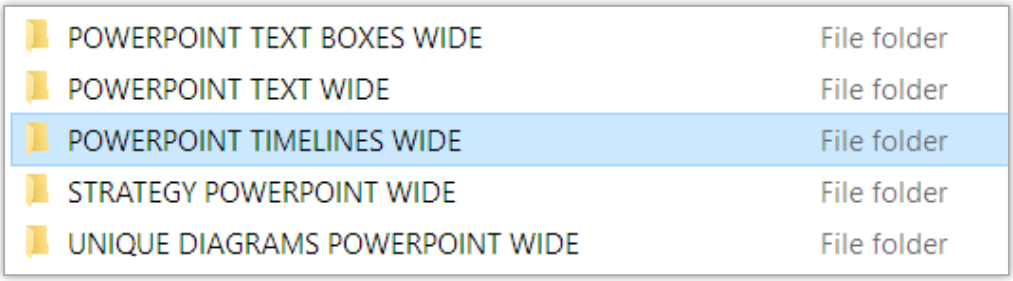
We'll see how to find and insert templates into this existing presentation.

Finding a template quickly

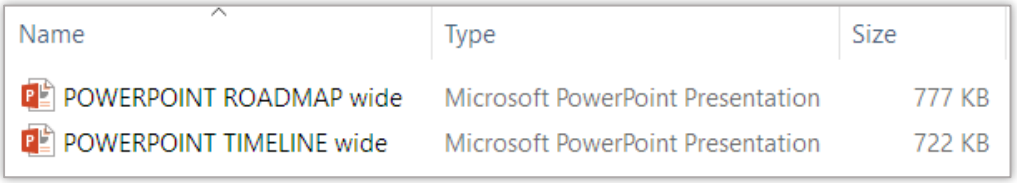
Say, you want to insert a template showing how the company has changed over the years...

The type of template you need would be called a **Timeline**.

Go over to the folder where you extracted the templates. Scan the list of folders, to find a folder called Timeline.



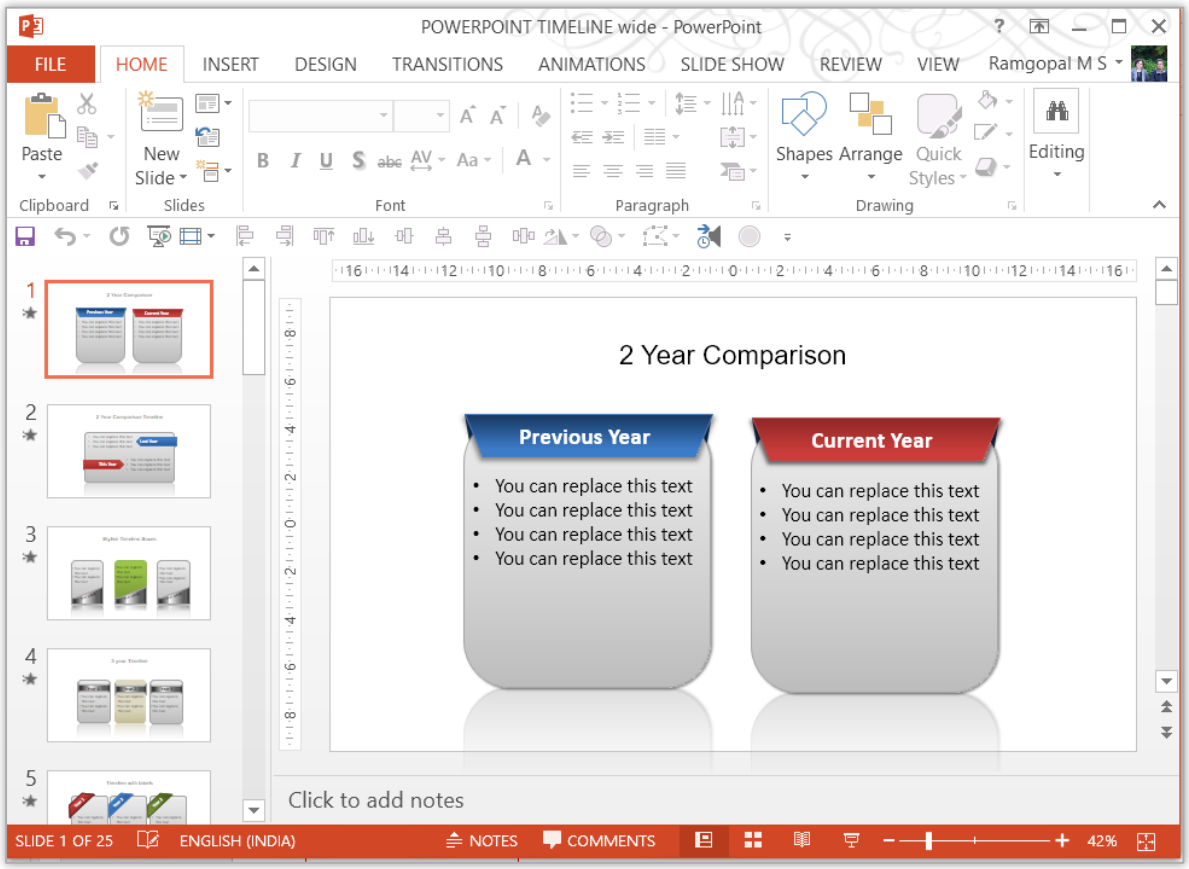
When you double click and enter into the folder, you find these 2 files:



There! You can see a file named Timeline! Open up the Timeline file. It will usually open up in the Normal view.

©Presentation-Process.com

Your typical Normal View will looks like this:

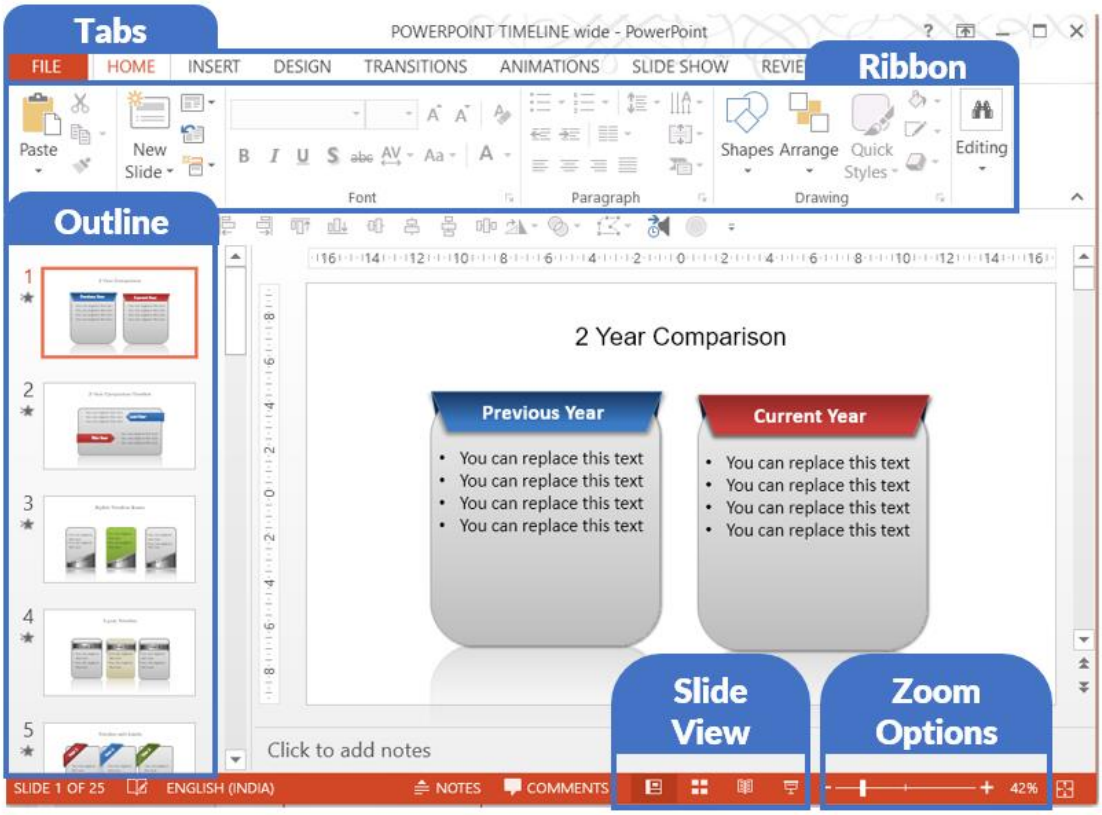


These are the important terms you need to be aware of in this view:

1. Outline Pane
2. Slide View
3. Zoom Options
4. PowerPoint Ribbon & Tabs

These are shown in the screenshot below:

©Presentation-Process.com

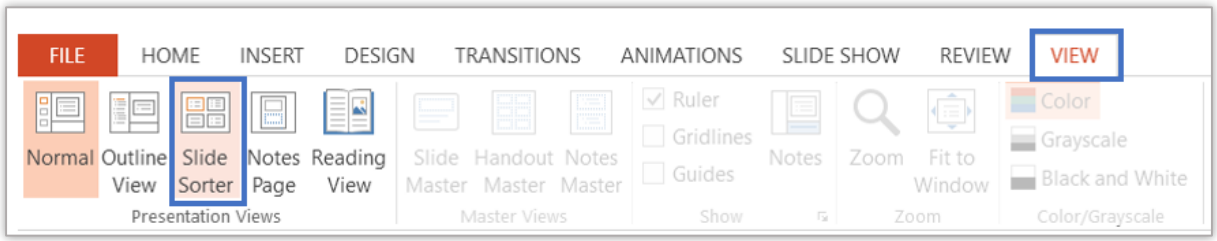


To view all the templates in this file easily, go to the Slide Sorter view.

You can find it in 2 places.

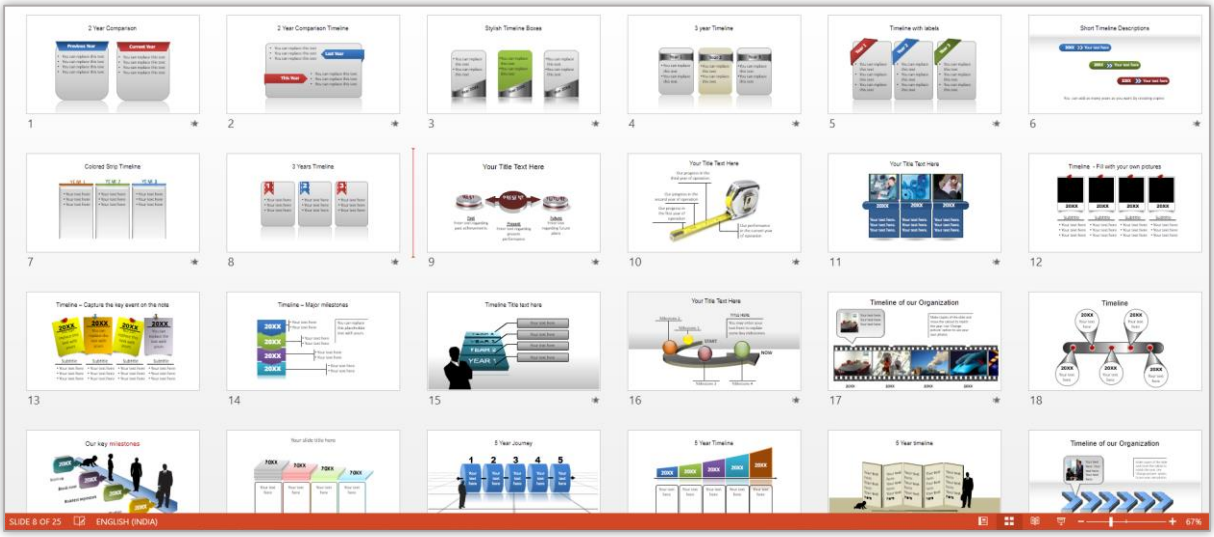
1) Bottom right of your PowerPoint in the Slide View section.

2) In your PowerPoint Ribbon, under VIEW > Slide Sorter View



©Presentation-Process.com

This is what the Slide Sorter view looks like:



You can adjust the size of this preview by adjusting the ZOOM options in the bottom right of your PowerPoint screen.

You can browse through these slide previews and select the template you would like to use.

Finding templates faster

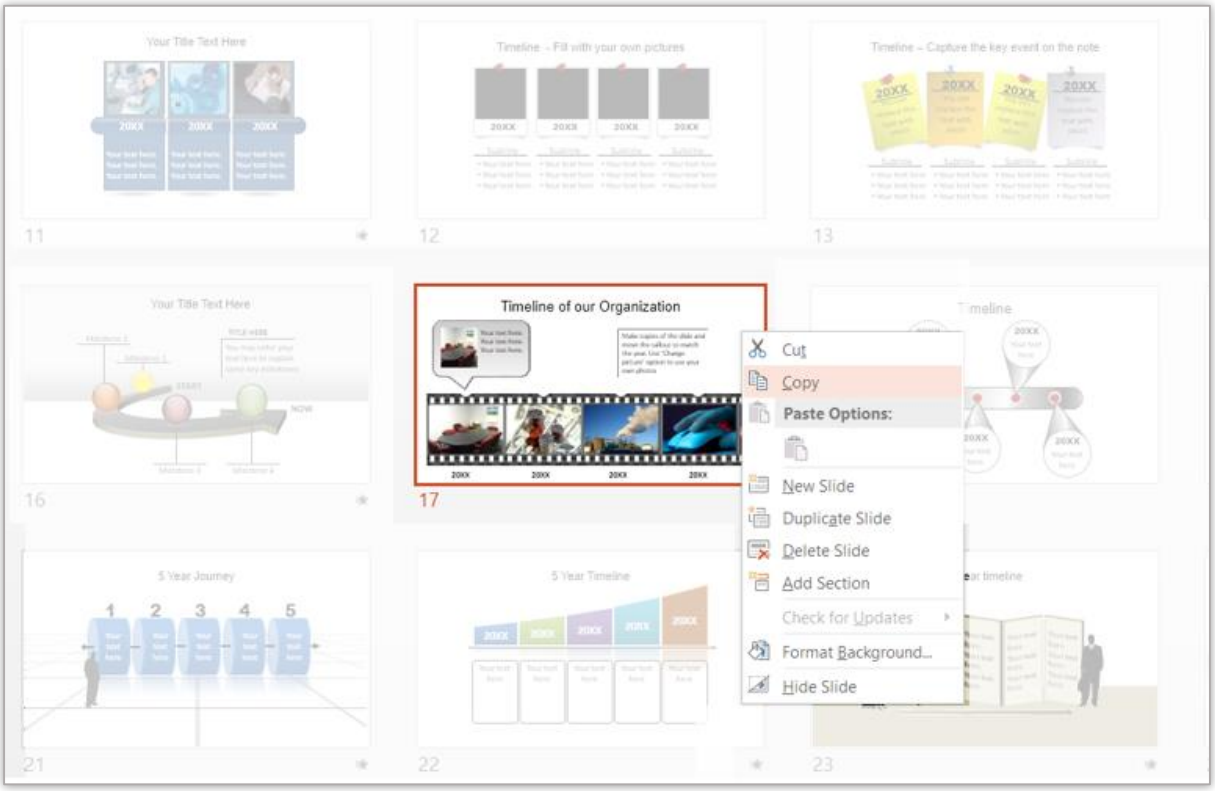
You can spend a few minutes go through all the folders (or the PDF file) to get an idea of how the files are named and organized. This will help you find the templates you need faster.

©Presentation-Process.com

Copying the template into your file:

Let us say, in this example, we want to use Slide Number 17.

Copy the slide by using Right Click and selecting COPY option.



OR you can copy by using the keyboard shortcut Ctrl + C.

Using PowerPoint On Mac?

Keyboard shortcuts work slightly differently on Mac. You can find the list of keyboard shortcuts for PowerPoint on Mac on Microsoft site here >>

Next we go back to the original presentation we were working on. Say I want this template to be slide number 5.

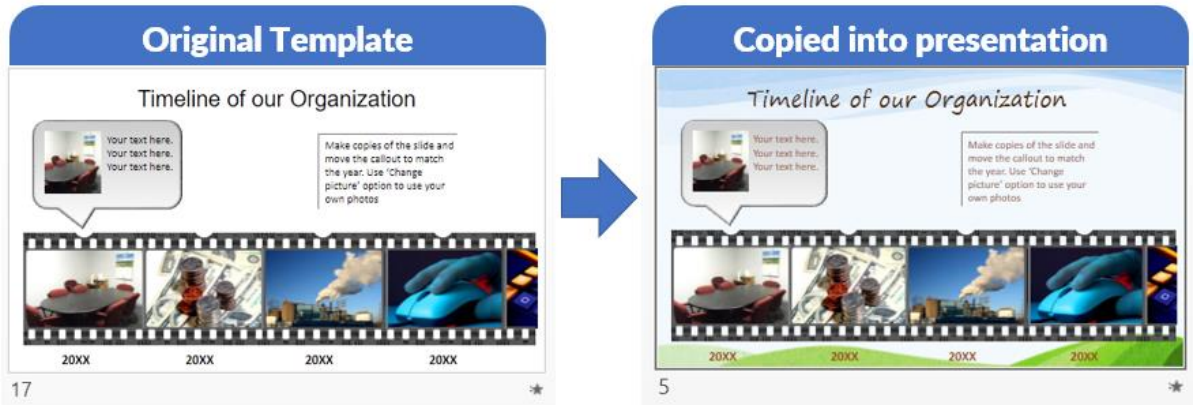
In the Slide Sorter view of that presentation, click on the space between slides 4 and 5:

©Presentation-Process.com

…and insert the slide you copied by Right Click and PASTE (or Keyboard shortcut Ctrl + V)

That's it! You'll find the template inserted into your presentation. Your slides are already looking awesome! Now you just need to customize the contents.

If you look at it closer, you'll find, that it has also automatically taken on the themes, backgrounds, colours, fonts and font colours of YOUR presentation!



©Presentation-Process.com

Customizing the template

To work on this newly copied template, double click on the slide to return to Normal View…

…OR you can also click on the Normal View option in the Slide View.

Now, edit the text and replace it with whatever you need to say in your presentation.

It is that easy to start creating presentations with your templates!

©Presentation-Process.com

HOW TO FIND A SPECIFIC TEMPLATE

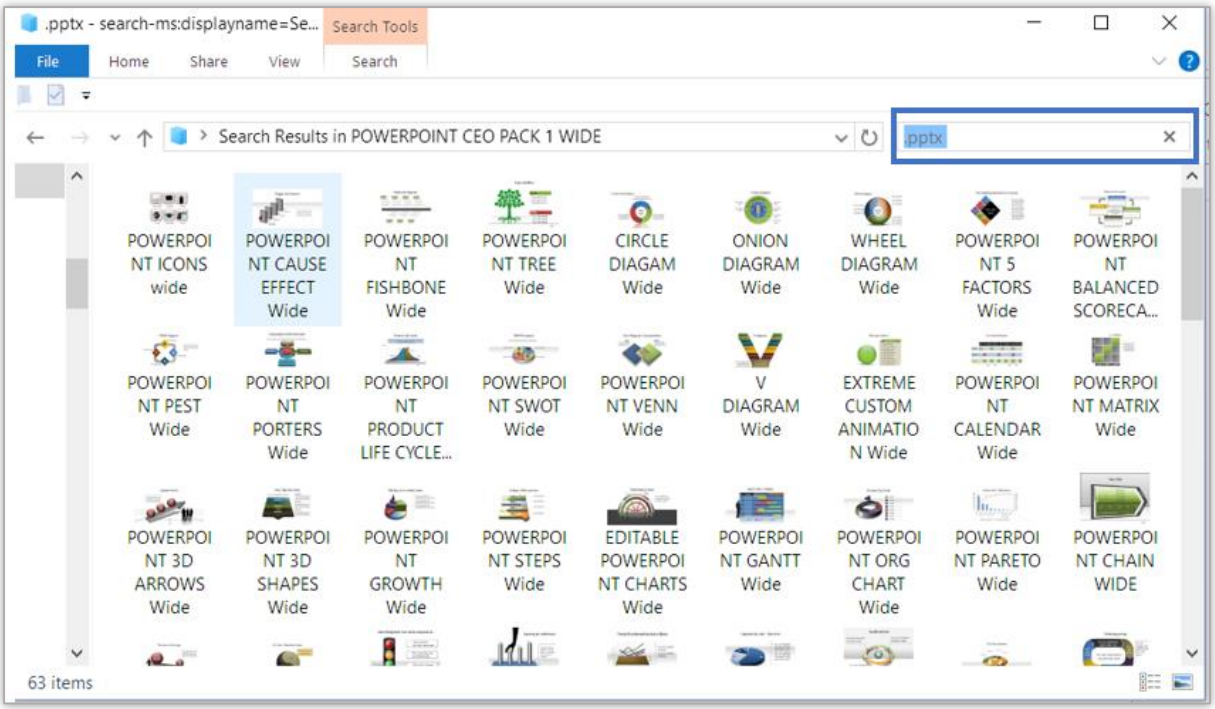
When you have few templates, it is easy to browse through all the slides by opening up the file. But what if you have a larger pack with 100s of templates? We'll see a couple of ways to find a specific template easily.

In the example above, we wanted to use a Timeline template. There was a folder called Timeline and a file called Timeline. Suppose you just want to see ALL the PowerPoint files that are present in the product, can you do that?

Of course, you can! For this we use the power of Explorer in Windows.

Open your **Windows Explorer** (Shortcut: Windows + E) To the top right, you'll find a **search** option.

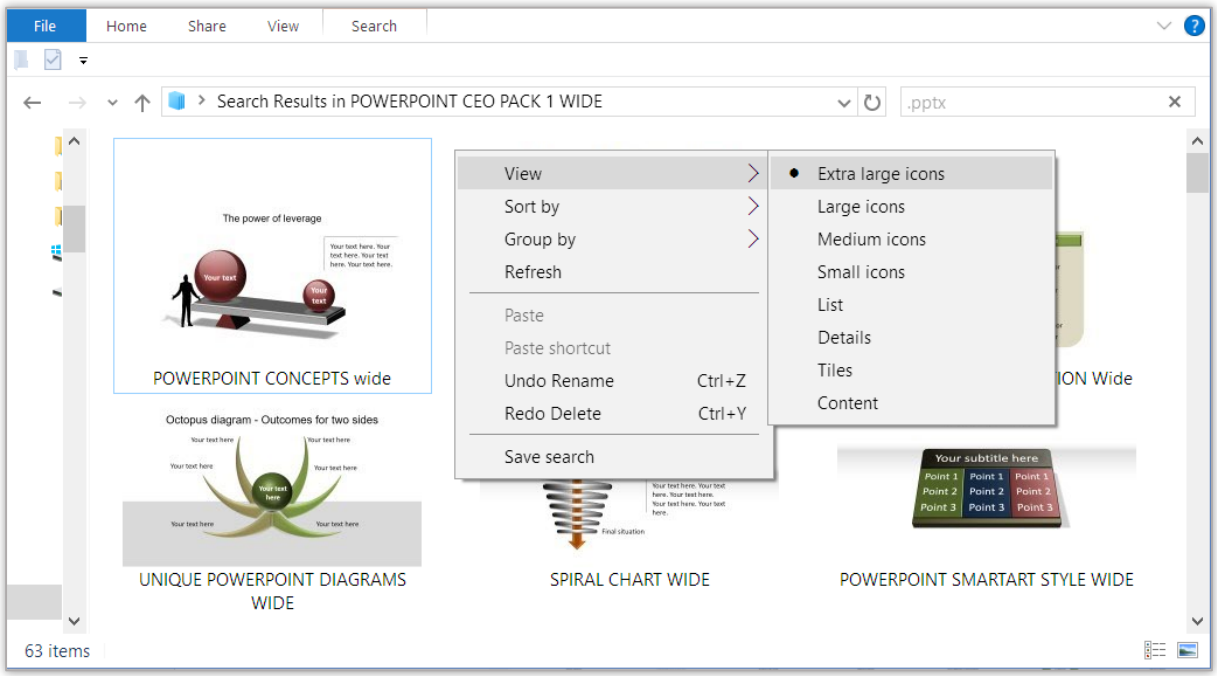
Since all the files are in .pptx format, enter the word .pptx in the search bar to find all files in that folder in .pptx format.



As you can see a number of files are displayed. The thumbnails shown here in the search results are small.

©Presentation-Process.com

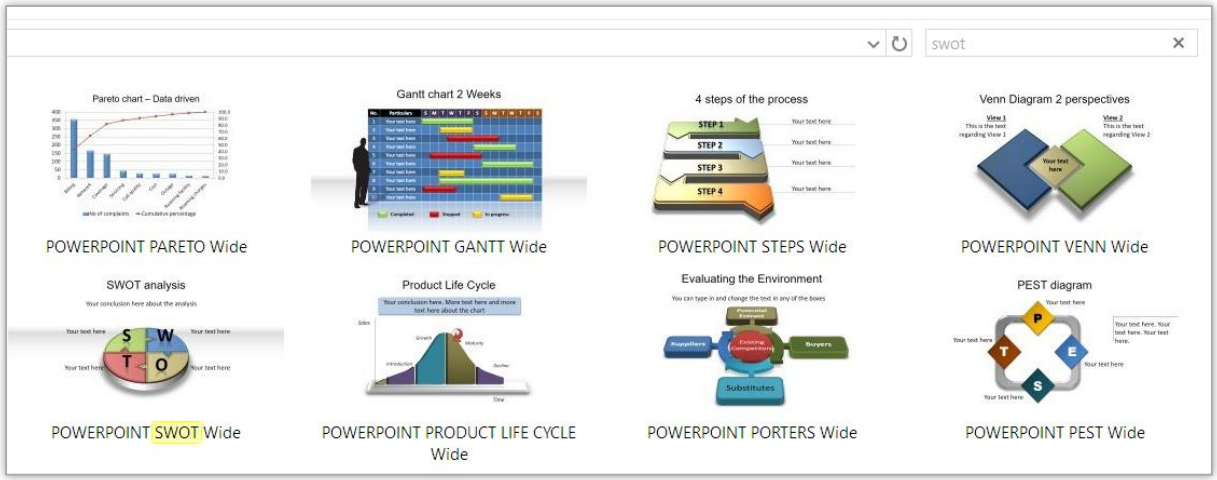
You can make them larger by selecting Right Click > View > Extra Large Icons.



You can use this Search Option in a number of ways. You can find all files in the folder with a specific word.

For example, if you just want to find any file with the word SWOT, instead of opening up each and every file, you can just search for the word “SWOT”

This will be the result:



You can then select the file that seems suitable to you.

©Presentation-Process.com

Finding files on a Mac:

The equivalent to the Windows Explorer in Mac OSX is the Finder. The Finder is the little blue rectangle with a face. It can be found on the far left of your dock.
When you click on Finder, a window with your username will appear. You can then navigate to all of your folders. There is a search option available at the top of the Finder as well.

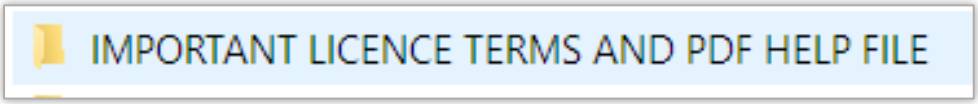
©Presentation-Process.com

HOW TO BROWSE THROUGH ALL THE TEMPLATES

Sometimes you may want to browse through all the templates available. This could be because you want to get a creative idea or don't know the type of template you need or want to take a look at all the templates available to you.

When you have a small pack, it is easy to browse through all the templates by just opening the PowerPoint files with the templates.

If you have a bigger pack, your pack comes with a PDF file containing the screenshots of all the templates. It can be found in the folder called "IMPORTANT"



The PDF file is organized by section. The folder and file where you can find the templates you are browsing are clearly mentioned.

The templates are arranged in the same order as this file. So if you want to use a template from this section – you'll need to go to Cause Effect Diagram Folder > PowerPoint Cause Effect file > Slide in this file.

©Presentation-Process.com

PowerPoint Charts & Diagrams CEO Pack ©Presentation-Process.com

FOLDER: CAUSE EFFECT DIAGRAM (38)

Filename – PowerPoint cause effect

The diagrams in this set can be used to depict **action – reaction** relationship. Whether you want to capture sequence of impact as in **Domino effect**, or multiple outcomes caused by one **centre of influence** like in **Influence diagram** –these diagram templates come in handy. Other concepts you can show using the diagrams in this set are - **Ripple effect**, **Chain reactions and Trigger effect**.

2

MORE RESOURCES ON USING TEMPLATES EFFECTIVELY

How to customize your templates

You can find step-by-step videos on how to change color themes, change the pictures, edit the font themes etc. in our resources site PrezoTraining.com

Link to the help videos >>

How to work with animations:

Many of our templates are fully animated using the Custom Animation feature of PowerPoint.

You can find detailed help on using and customizing animations here >>

Hope you found this guide useful in getting you started with your PowerPoint templates!

-------End of File------

©Presentation-Process.com