

March 2024

- 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.