

# Design Templates

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## What are Design Templates?

Design templates are pre-set formats that add graphics, colours and fonts consistently onto all the slides in your presentation.

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## Applying a Design Template

1. *Click on Common Tasks icon*
2. *Click on Apply Design*
3. *Click on the template you require*
4. *Click OK*

Or

1. *Click on Format menu*
2. *Click on Apply Design*
3. *Click on the template you require*
4. *Click OK*

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## Applying the Blank Presentation Template

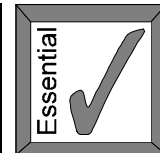
This will get rid of any formatting, and leave you with a white background and black text.

1. *Click on Common Tasks icon*
2. *Click on Apply Design*
3. *Change the "Look In" box to C:\windows\shellnew*
4. *Double-click on the template called "PwrPnt9"*

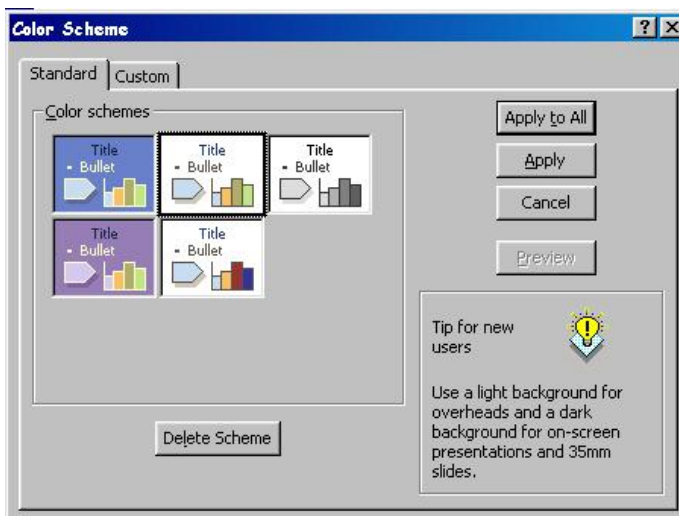
# Colour Schemes

## Changing the Colour Scheme

***If you are in slide sorter view, you must have at least one slide selected!***



1. Click on Format menu
2. Click on Colour Scheme



3. Click on the Colour Scheme you require
4. Click on Apply to All to change all the slides  
or  
Click on Apply to change selected slides

## What do those diagrams mean?

