



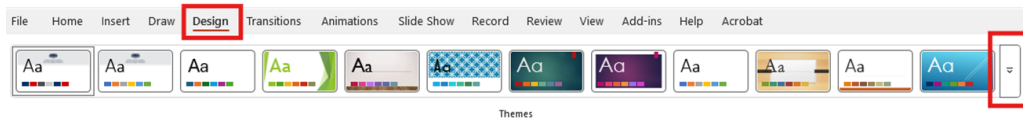
[Knowledgebase](#) > [Instructional Resources](#) > [PowerPoint: Apply Template to an Existing Presentation](#)

PowerPoint: Apply Template to an Existing Presentation

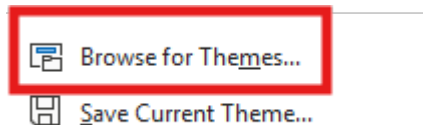
Samantha Starr - 2025-11-14 - [Instructional Resources](#)

Apply a New Template to an Existing Presentation

1. Open the PowerPoint presentation you want to update
2. Go to the **Design** tab
3. Click the **More** button (down arrow) in the Themes group



4. Select **Browse for Themes...** at the bottom



5. Navigate to your saved theme file and select it
6. Select **Open**
7. Reset slides by selecting all slides (Ctrl + A) then select **Reset** from the **Home** tab

