PowerPoint: Saving Templates

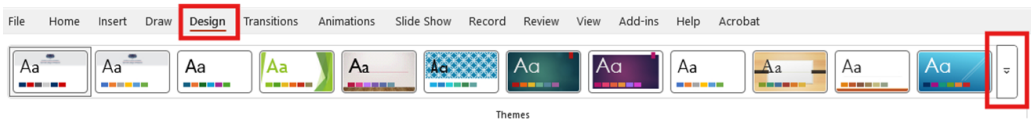
Samantha Starr - 2025-06-03 - Instructional Resources

Save a PowerPoint File as a Template

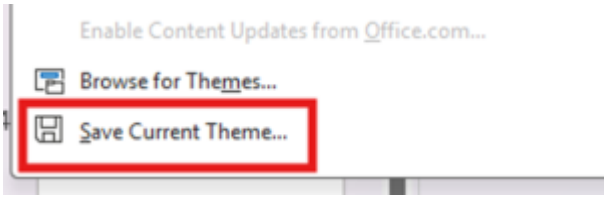
1. Open the PowerPoint file you want to use as a template.

2. Go to the **Design** tab

3. Select the **More** button (down arrow)



4. Select **Save Current Theme**



5. Title the theme and select the file location

6. Click **Save**