

# Microsoft PowerPoint – Creating a corporate template

Course code: MSPW3

An essential tool for ensuring a uniform corporate design in PowerPoint environment, which is consistent with the graphic manual (company visuals) is a template (POTX, POT). This seminar aims to familiarize participants with the specifics of template creation and prepare them for the problems which in practice may encounter. More than training it is practical workshop (hands-on-lab, ...), which is thematically based on the training MSPW2, but unlike these general training is focused specifically on the issue of preparation of templates and related aspects. The result of the seminar is easy to use, well-defined template, with proper built-in layouts, correct color scheme. In the workshop we will also touch on solving conflict situations, template distribution or usage of a new template to an existing presentations using old template or local formatting. Training does not depend on the Powerpoint version, all demonstrations will take place on version 2019.

## Who is the course for

The course is intended for users responsible for the preparation of corporate presentations.

## Required skills

Good knowledge of Microsoft PowerPoint on the level of training MSPW213/MSPW210.

## Course outline

Common problems in corporate environment without templates

- uncontrolled use of corporate identity
- inability to make simple changes in your presentations
- unprofessional visual
- print problems
- long-time preparation and finalization of the complicated presentations
- complicated composing of presentation of different teams

Terminology explanation

- template
- template file
- theme
- slide master
- slide layout
- placeholder/textbox

troubles with so-called. 'local' format

creating of custom template

- company logo
- custom layout
- modification of header/text format
- custom color scheme
- header & footer
- slide background
- slide size
- color variants of presentation
- transitions & default animations
- slide numbering

modification of existing template

solving "TOC" slides in presentation

solving of conflict situations

template distribution

### GOPAS Praha

Kodářská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

### GOPAS Brno

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

### GOPAS Bratislava

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



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- POT or POTX format?
- Office themes
- default template
- template protection

aplying of new template to existing presentations

#### **GOPAS Praha**

Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

#### **GOPAS Brno**

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

#### **GOPAS Bratislava**

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



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