

IEEE Corporate PowerPoint Quick Start Guide

Windows and Mac

Create new presentations or refresh old ones using the IEEE Corporate PowerPoint template and this Guide.

Step-by-step instructions and frequently asked questions take you through the new templates to elevate your presentations to the next level.

Need assistance creating a new or editing an IEEE PowerPoint or Google Slides presentation?

[IEEE Frequently Asked Questions](#)

Quick Start Guide - Table of Contents

The new IEEE Quick Start Corporate PowerPoint template includes updated features and an easy-to-use guide.

The instructions are designed to work with the latest versions of Office 2016/2019, Office 365, and Online. To ensure you have the best experience, please check your software version of PowerPoint.

What's new:

- Fresh, bold design with a variety of content slides
- Contemporary look and feel with options for divider slides
- Compelling imagery that you can keep, or edit and replace
- Improved usability and flexibility when working with templates
- Better accommodation of content and visual elements
- Adaptable to any audience and subject matter
- Recommended best practices for presentations
- Intuitive PowerPoint training videos and resources

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Note, your PowerPoint desktop software may look different than the online PowerPoint (One Drive) version. Some of the screens represented in this user guide are for reference and may look different than what you are experiencing. If you need additional assistance, please visit [Microsoft PowerPoint support](#).

Presentation Basics Guide

Pages 3-8

New Templates to Download and How-to Videos

IEEE Master Brand PowerPoint Templates

- [Link to IEEE Brand Experience website for helpful guidelines and PowerPoint templates you can download.](#)



Tips and How-to Video on Converting Existing Presentations and Customizing New Templates

- [Link to a list of frequently asked questions](#) related to the IEEE Brand Identity Toolkit. Educate yourself and your team before you begin.
- [Watch the video.](#) Learn how to merge presentations and replace or add photographs and logos.

IEEE Corporate PowerPoint Alternate Color Series

- [Download PowerPoint templates.](#) Each deck contains a full set of slides in one color theme with coordinating imagery.
- Select IEEE Brand Blue or one of the 16 accent colors from the approved IEEE Brand Color Palette.



Google Slides

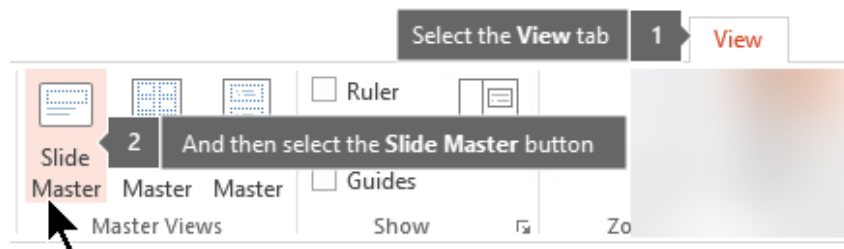
- [Watch the Google Slides tutorial](#) before you begin. We have provided answers to frequently asked questions in this helpful video.

Presentation Basics and Tips

What is an IEEE Slide Master?

When you want all slides to contain the same fonts and images (such as logos), you can make the changes in the Slide Master, and the change will be applied to all slides.

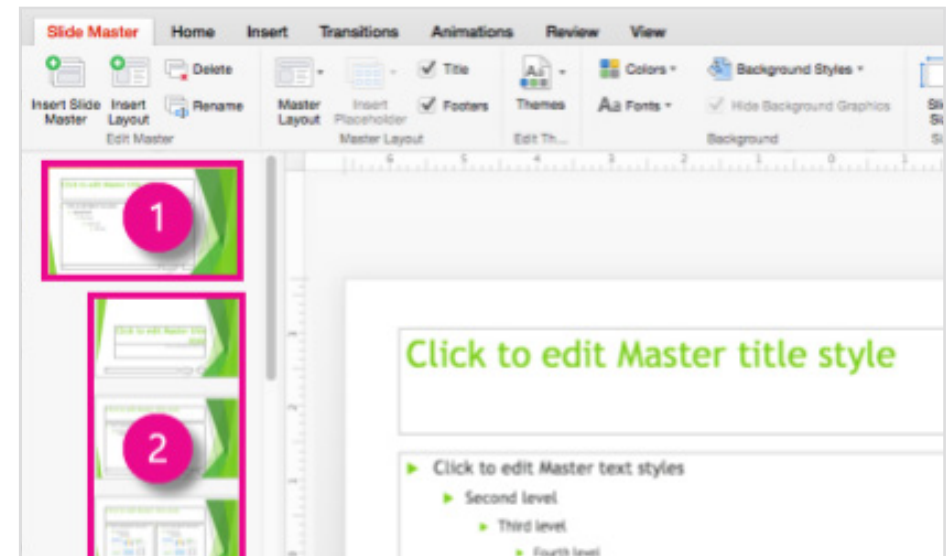
1. Navigate to **View Tab**.
2. Select **Slide Master Button**.



The slide master is the first slide in the thumbnail panel in the Slide Master view.

1. **Slide Master**.
 2. **Layout Masters**, inherits all changes from slide master
- When you edit the Slide Master (1), all slides linked to the master will contain those changes. However, the majority of changes you make will most likely be to the Layout Masters (2).

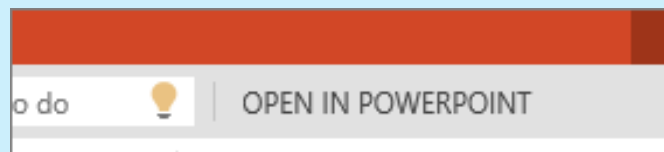
Note, if you are working in Normal View and find that you are unable to edit an element on a slide (such as, “why am I unable to remove this picture?”) it may be because the element you are trying to change is defined on the Slide Master or Layout Master.



Where is the Slide Master?

If you are used to creating your presentations in Slide Master View in the PowerPoint desktop application, you have probably noticed that PowerPoint online version (One Drive) for the web does not have a slide master.

If your using PowerPoint for the web, click **Open** in PowerPoint.



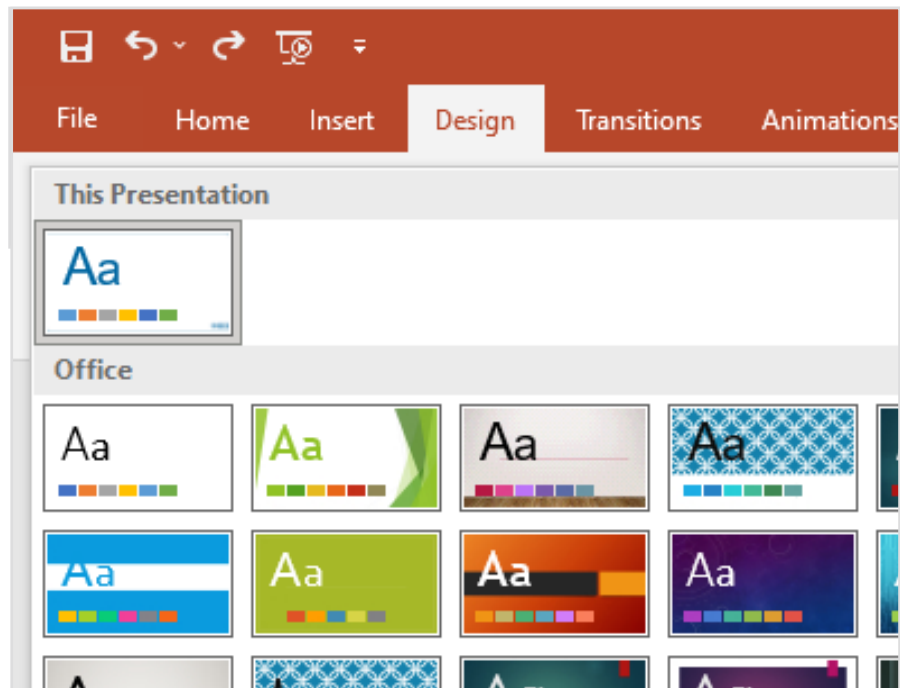
Presentation Basics and Tips

What are IEEE Themes?

A theme is a palette of branded colors and fonts that complement each other. The pre-designed IEEE theme is available on the **Design Tab** in Normal view.

All IEEE themes include a slide master and a related set of layouts. It is recommended that you do not have more than one theme in your presentation.

You can download additional themes from the [IEEE Brand Experience website](#).



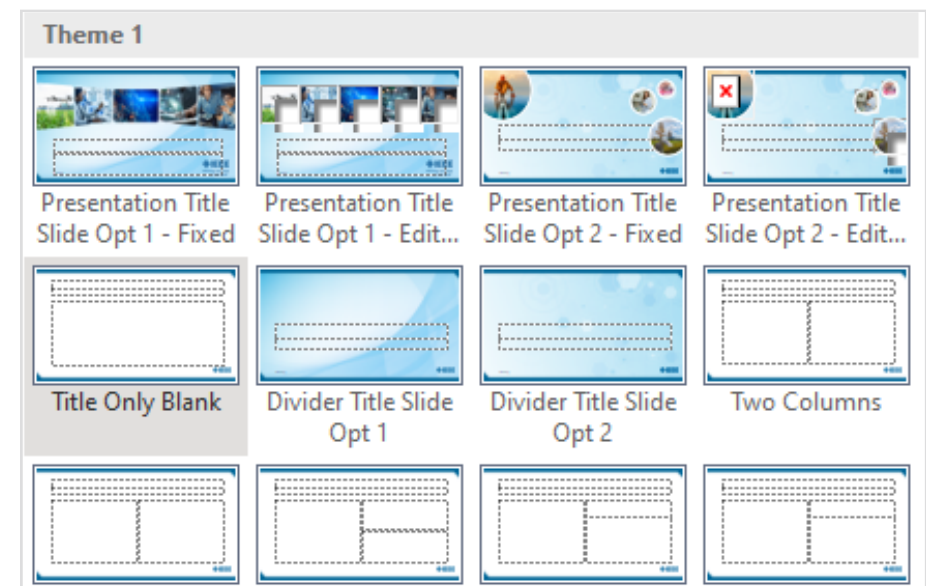
What are IEEE Templates?

A template is a theme, plus some content for a specific purpose such as a sales presentation, business plan, or a classroom lesson.

Templates have design elements that work together (colors, fonts, backgrounds, effects) and generic content that you can change to tell your IEEE story.

You can create and save your own custom templates and share with others.

Download [IEEE PowerPoint templates](#) in the Corporate Blue or one of 16 accent additional colors from the approved branded color palette.

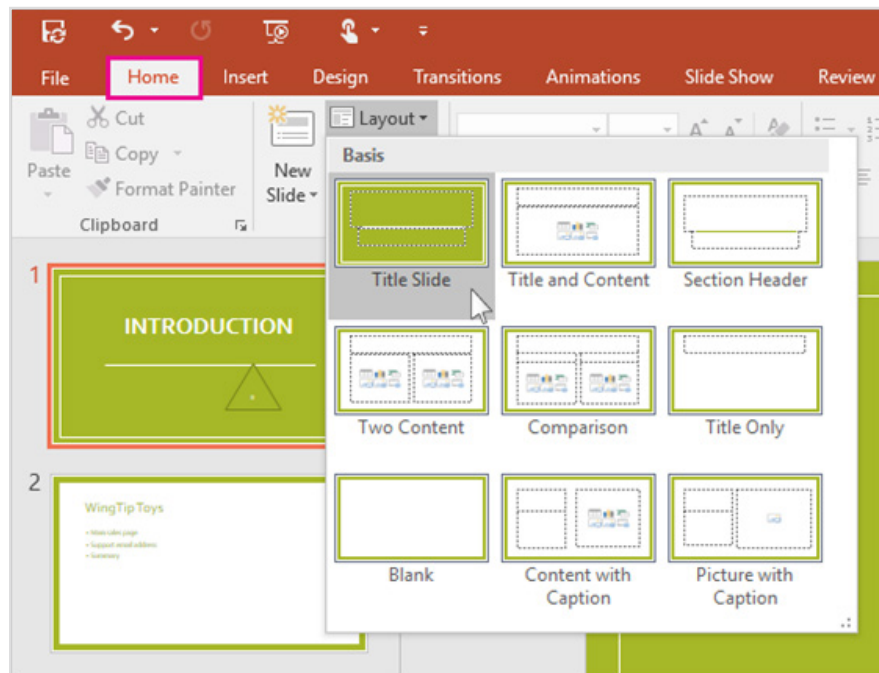


Presentation Basics and Tips

What is an IEEE Slide Layout?

Change and manage slide layouts in **Slide Master** view. Each theme has several slide layouts. Choose a layout that best matches your slide content.

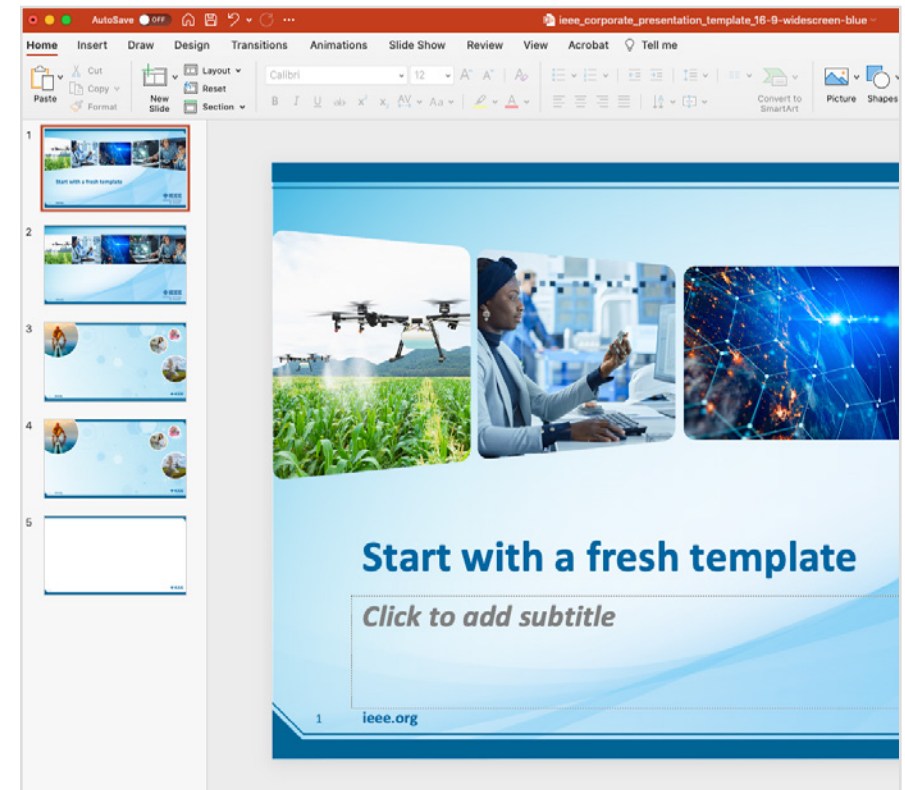
Note, some layouts are designed for text while other layouts work better with photos or graphics.



Why it is Best to Start Fresh When Applying an IEEE Template?

Even if you have existing slides, we recommend you apply a template to it by starting fresh with the template and then importing the existing slides into the new template.

This process helps ensure that everything in your IEEE presentation (especially things you have not created yet) adopts the look and branding of the prescribed template.



Best Practices

Best Practices for Creating a Better PowerPoint Presentation

Clip art. Fancy fonts. Animations. Charts. Graphics. Sound. A wide variety of color schemes. PowerPoint provides a lot of options for creating a more exciting presentation. But do not be tempted to use them all or your message could get lost.

Here are a few helpful tips when creating a presentation.

Before You Start

- Think about your audience
- Decide what you want them to learn
- Avoid telling them what they already know
- Organize your information so your presentation has a beginning, middle, and an end
- Make sure slides will build on/follow each other to deliver message

Keep the Message Simple

- Limit one message per slide
- Write short, powerful headlines
- Decide what to show on each slide and what to speak
- Use “seven by seven” rule: no more than seven lines of text on each slide. No more than seven words per line
- Use the notes section to add additional information
- Create a script



- Use visuals that conveying a global concept
- Combine visuals with text for added interest and impact
- Avoid visuals or “chart junk” that do not add to the message

Tips for Effective Presentations

- Keep design elements consistent and avoid using too many colors
- Use Calibri as your typeface, it is a universal font that is compatible on any device
- Use upper and lower case — not all caps
- Use consistent messaging and images
- Use photos, if from outside source there could be usage fees, as well as usage permission
- Review all content for proper branding

Get Ready to Present and Practice

- Show the presentation to someone not involved in the project to see if they understand it
- Think about how you can keep your audience involved; prepare challenging questions you can ask during your presentation to encourage participation

Windows Quick Start Guide

Pages 9-21

Windows - Quick Start Guide

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

See what PowerPoint can do by selecting the ribbon tabs and exploring available tools.

Discover contextual commands

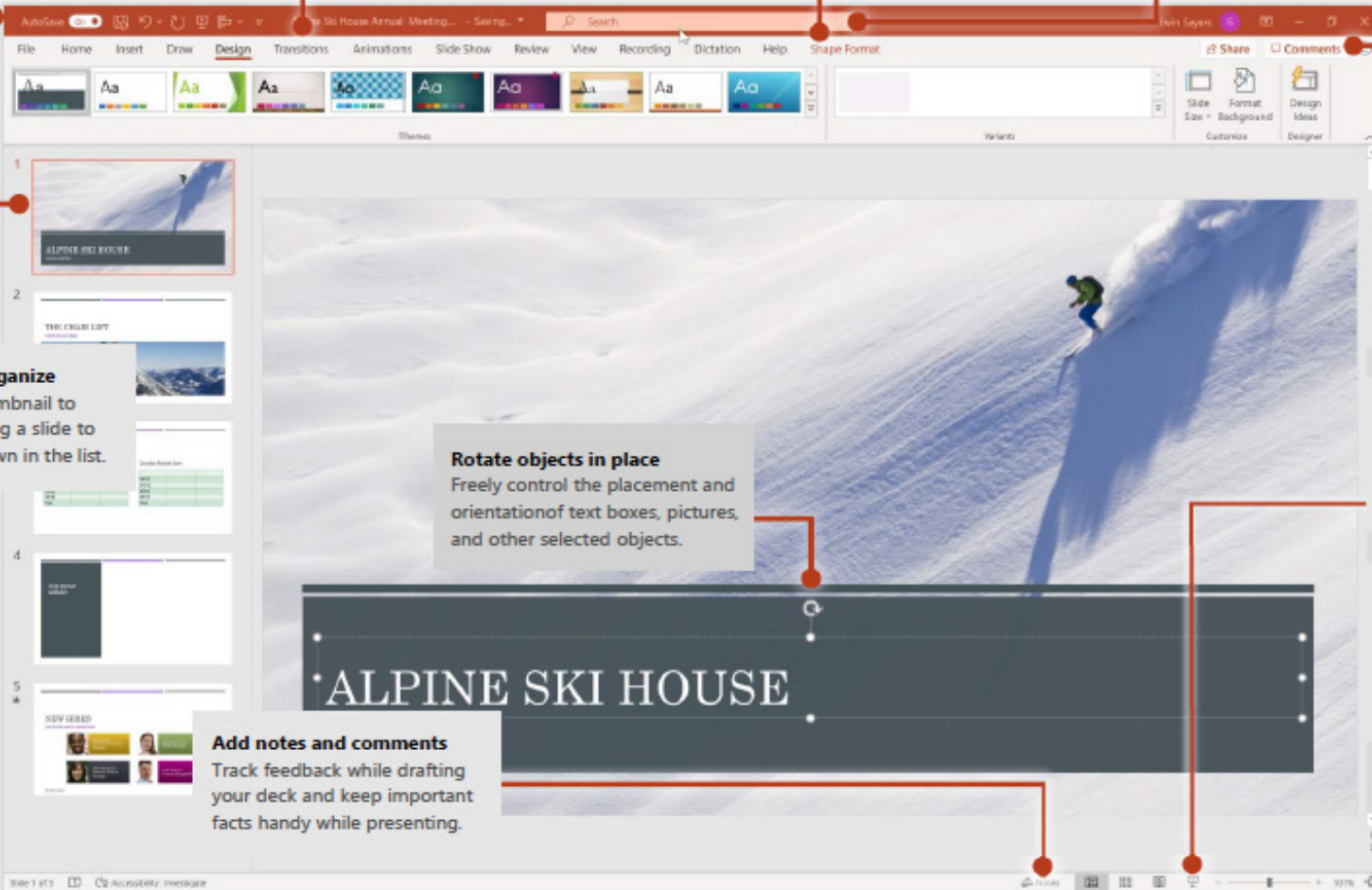
Select text, pictures, or other objects in a presentation to reveal additional tabs.

Find whatever you need

Look up PowerPoint commands, get Help, or search the Web.

Share your work with others

Invite other people to view and edit cloud-based presentations.



Navigate and organize

Select a slide thumbnail to switch to it or drag a slide to move it up or down in the list.

Rotate objects in place

Freely control the placement and orientation of text boxes, pictures, and other selected objects.

Add notes and comments

Track feedback while drafting your deck and keep important facts handy while presenting.

Show or hide the ribbon

Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

Start the show

Select to present from the current slide, or select the Slide Show tab on the ribbon.

Change your view

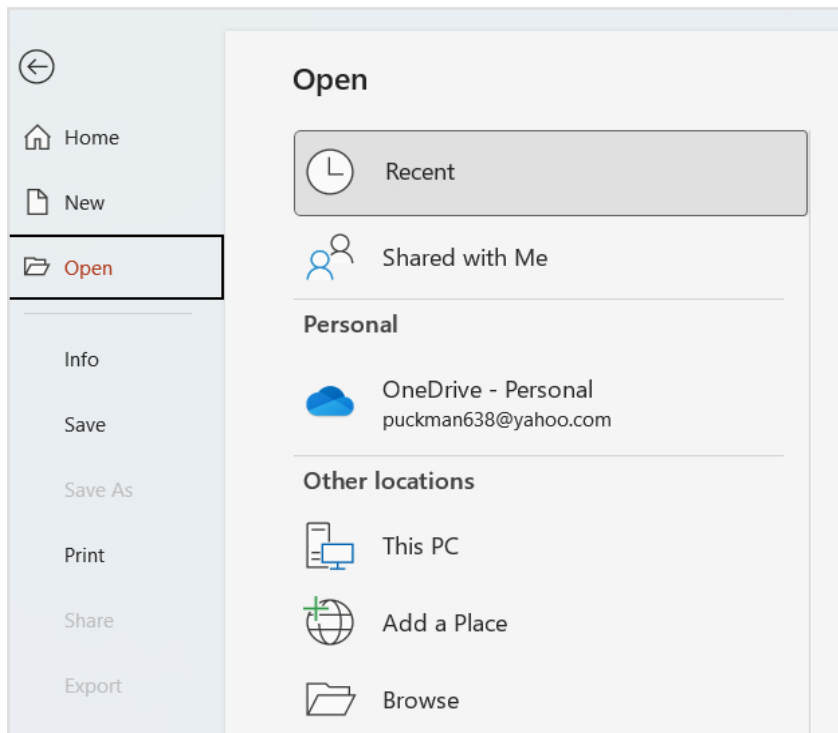
Select the status bar buttons to switch between views, or use the zoom slider to magnify the slide display to your liking.

Windows - Quick Start Guide

Create an IEEE Presentation

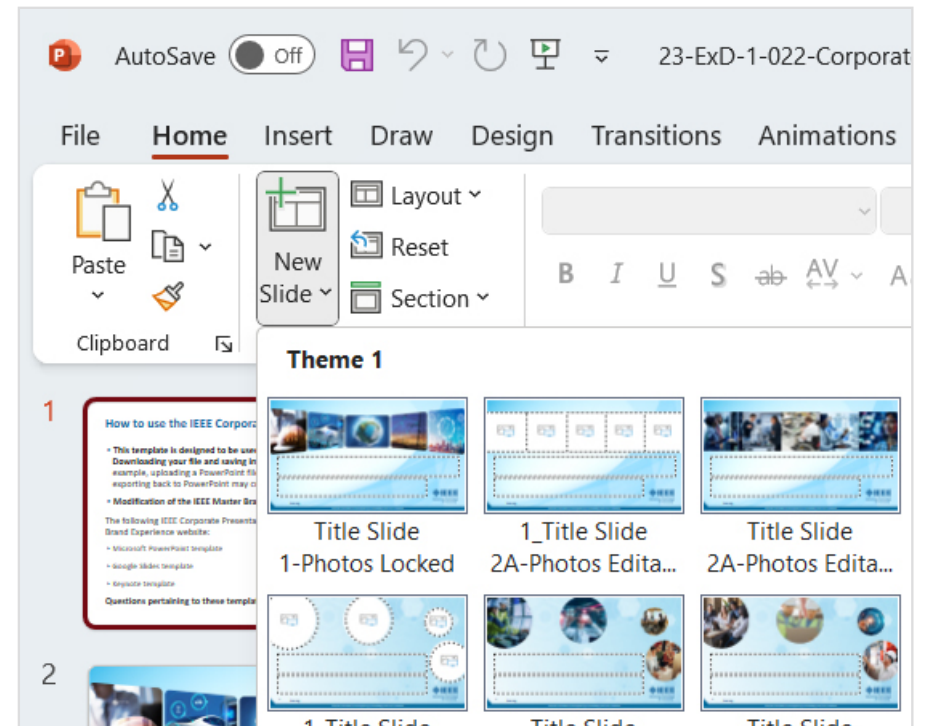
Download the [IEEE Branded PowerPoint templates](#).

1. Open PowerPoint.
2. In the left panel, select **Open**.
3. Select the **IEEE Branded Presentation**.



Add an IEEE Slide

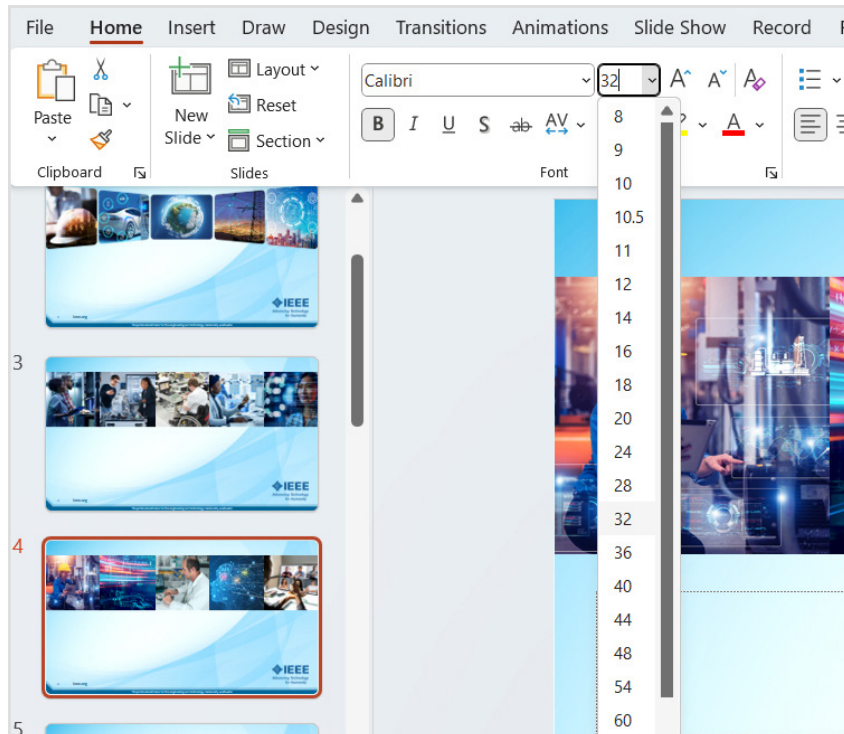
1. Navigate to **Home Tab**.
2. In thumbnails on left panel, select the **Slide** you want your new slide to follow.
3. Select **New Slide**.
 - From menu select the **Layout** you want to insert.
 - A new slide will be added.



Windows - Quick Start Guide

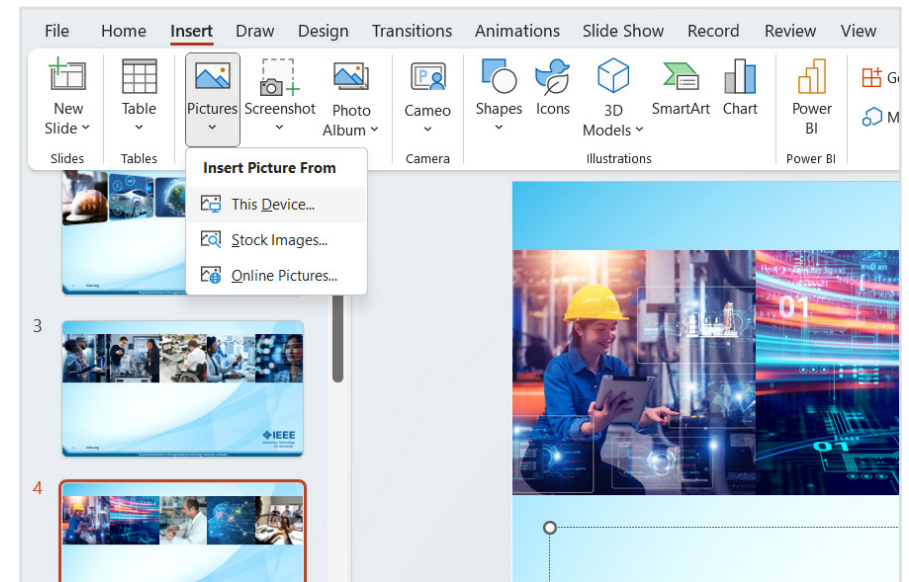
Add and Format Text on IEEE Text Slide

1. Navigate to **Home Tab**.
2. Insert **Cursor** into text box and type a few words.
3. Select the **Text**.
 - Select a **Font, Increase Font Size, Decrease Font Size, Bold, Italic, Underline, etc.**
4. Create bulleted and numbered lists, select the **Text** and select **Bullets** or **Numbering**.



Add Photos, Shapes, Tables, and Charts

1. Navigate to **Insert Tab**.
2. To add a picture:
 - Select **Pictures**.
 - In the Picture Menu, select **Source**, and from menu photo browser, picture from file, stock image, etc.
 - Select the image and click **Insert**.
3. To add illustrations:
 - In the **Illustrations** section, select **Shapes, Icons, 3D Models, SmartArt, or Chart**.
 - Select the illustration type and prompts to insert.



Windows - Quick Start Guide

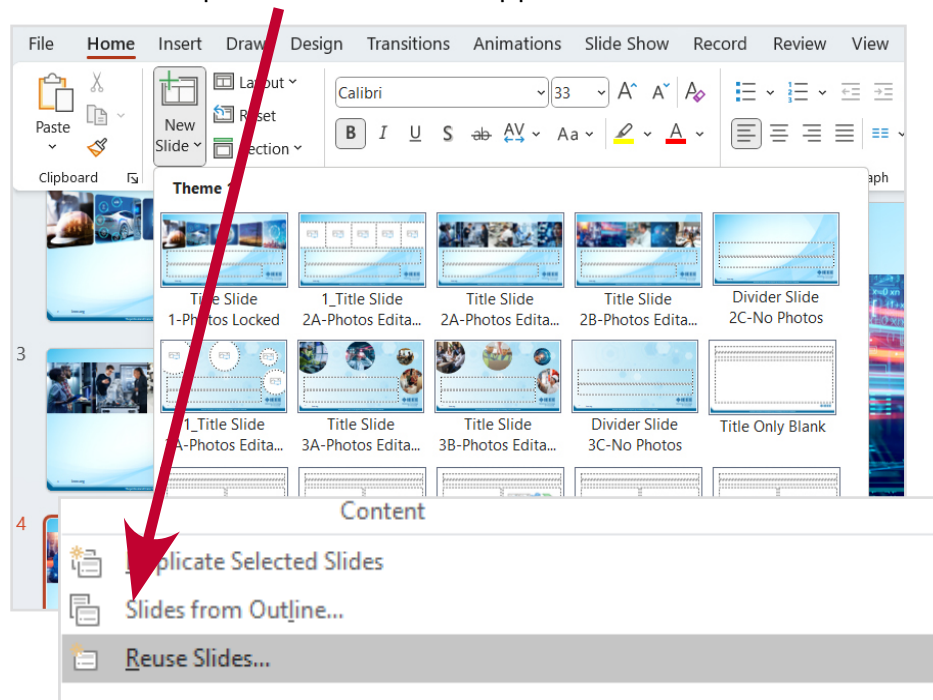
Merge Old PowerPoint Files into the New IEEE Master Brand Template

OPTION 1 - Reuse Slides Tool

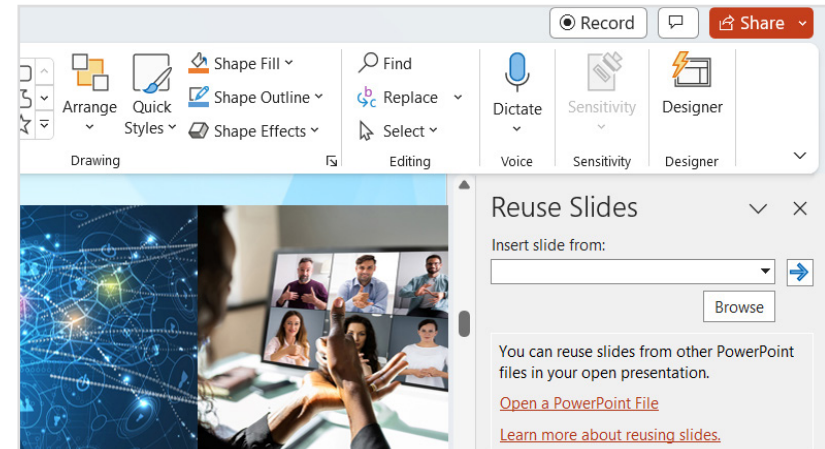
This feature merges slides from one presentation into another, matching the theme of the new presentation.

Open the New IEEE Master Brand Template.

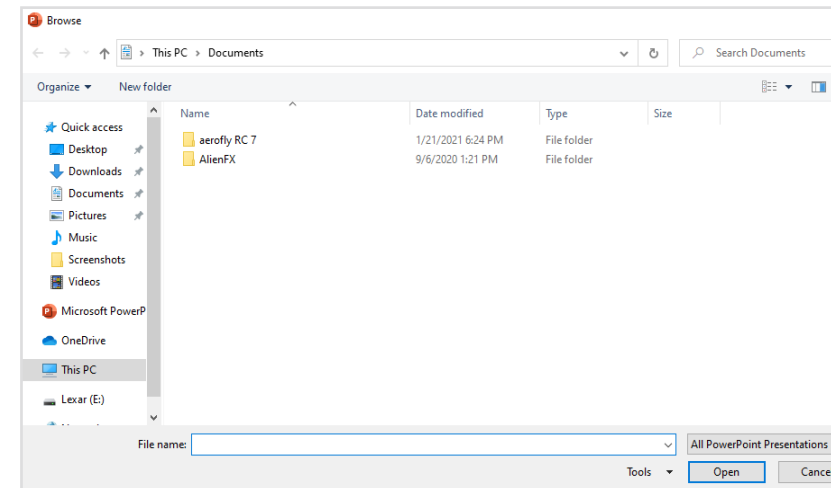
1. Navigate to **Home Tab**.
2. Select the **New Slide** button.
 - Click the **Reuse Slides** option at the bottom of the drop-down menu that appears.



3. A menu will appear. Click **Browse** to locate the older PowerPoint file you want to import.



4. Select the PowerPoint file, click **Open** to insert file.

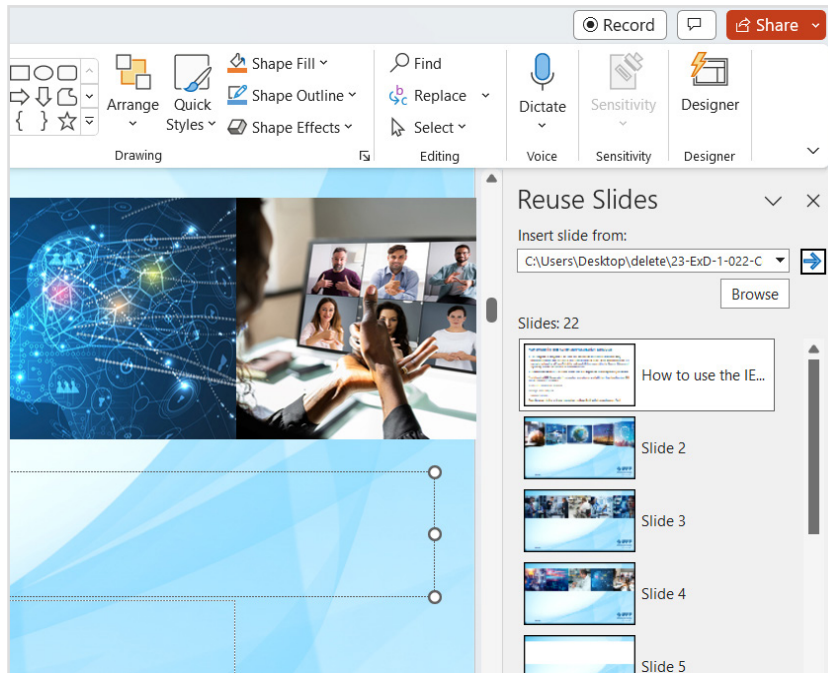


Continued on next page

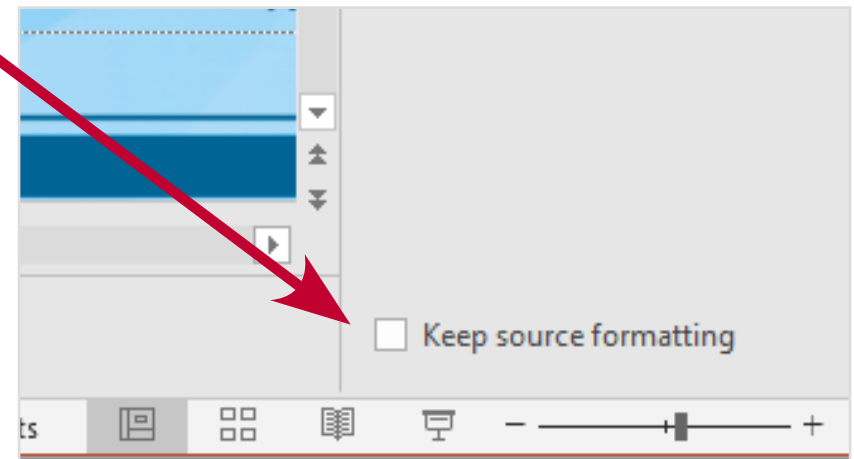
Windows - Quick Start Guide

OPTION 1 - Reuse Slides Tool, *continued*

5. A list of slides from your older presentation will appear in the Reuse Slides menu.
- Do not check the **Keep Source Formatting** box. If the box is checked the old formatting will be imported into the new presentation.
 - The objective is to not import the old formatting into the new presentation.



6. Right-click each slide you want to import and select **Insert Slide**.
- Or click **Insert All Slides**, this will copy all slides into the new presentation.
 - Confirm the slides have been imported.
 - Save the file by clicking **File > Save or Save As**.



NOTE: Importing slides from different PowerPoint files may have unexpected results and will only work on content with default placeholders.

Content that does not import with the new formatting should be deleted and manually re-entered into the new template. This ensures all your slides will look the same.

Windows - Quick Start Guide

Copy and Paste Slides from Old Presentations into New IEEE Master Brand Template

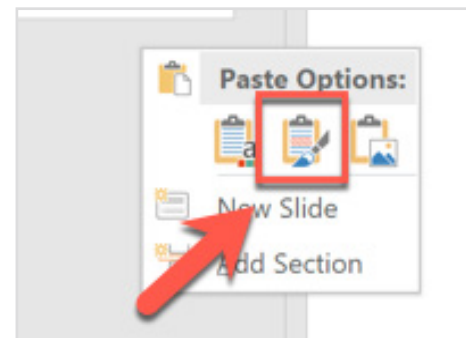
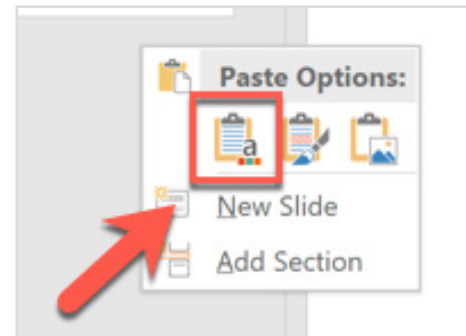
OPTION 2 - Copy and Paste Tool

This is an alternate way to copy slides from one presentation and insert them into another.

1. Navigate to **Home Tab**, in the thumbnail bar on the left click on the **Slides** you want to copy.
2. Right-click on the **Slides** and select **Copy**.



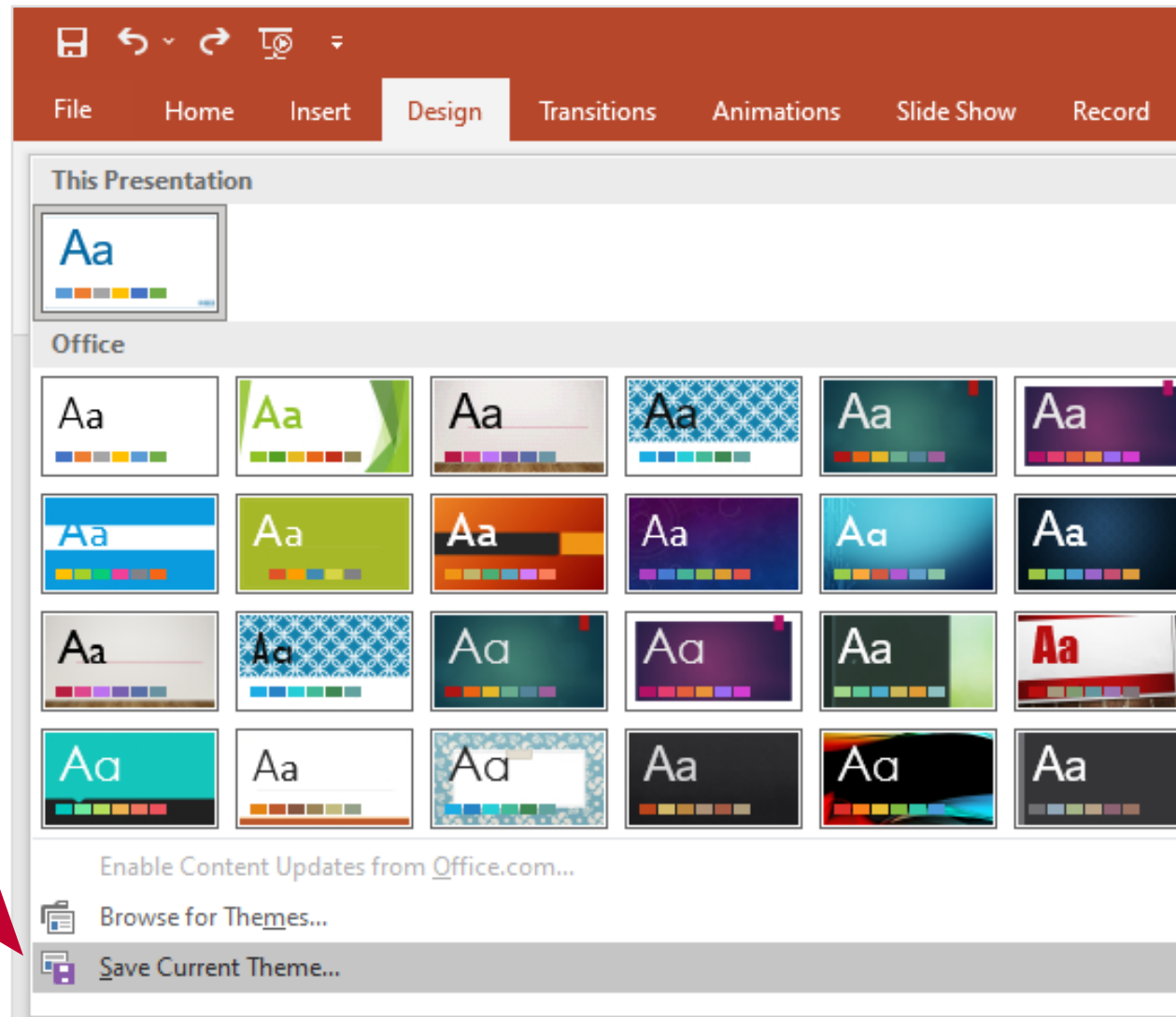
3. Open the new PowerPoint file and right-click **At The Location** you want the slides inserted.
 - Two paste options are available:
 - Click **Use Destination Theme** so the slides inherit the new formatting (**Preferred**).
 - Or click **Keep Source Formatting** to keep old format (**Not Preferred**).
 - Confirm the slides have been pasted into the presentation.
 - Save the file by clicking **File > Save or Save As**.



Windows - Quick Start Guide

Saving the IEEE Master Brand Template as a Theme

1. Navigate to **Design Tab** and click the **Bottom Arrow** to expand the theme carousel window.
2. Click **Save Current Theme** at the bottom of window.
3. Name the theme "IEEE Master Brand Template".
4. Click **Save** and the presentation will be saved in the theme bar.

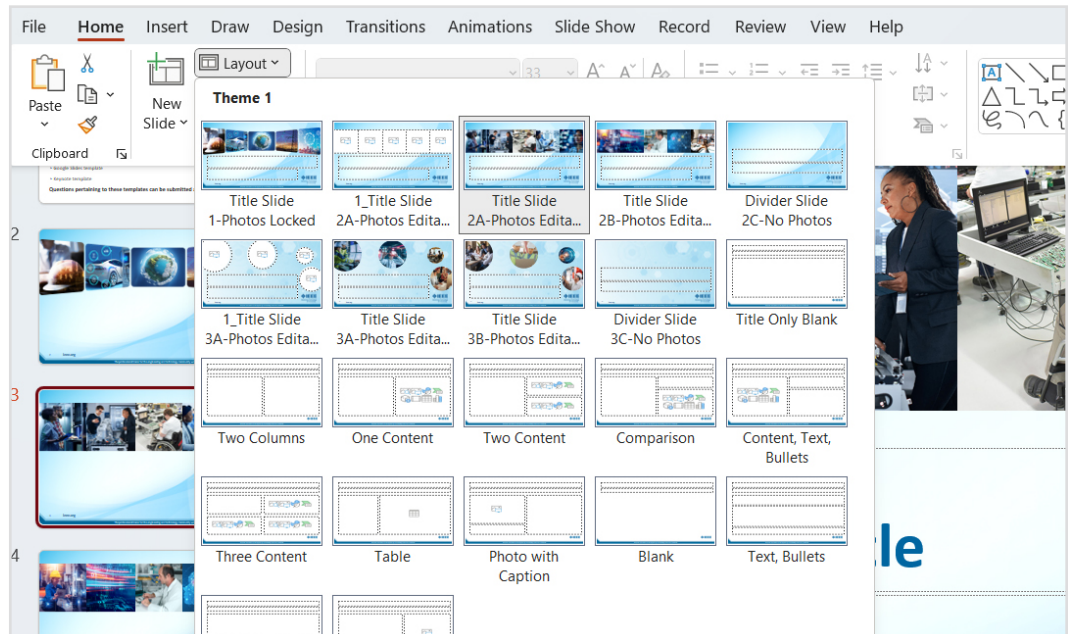
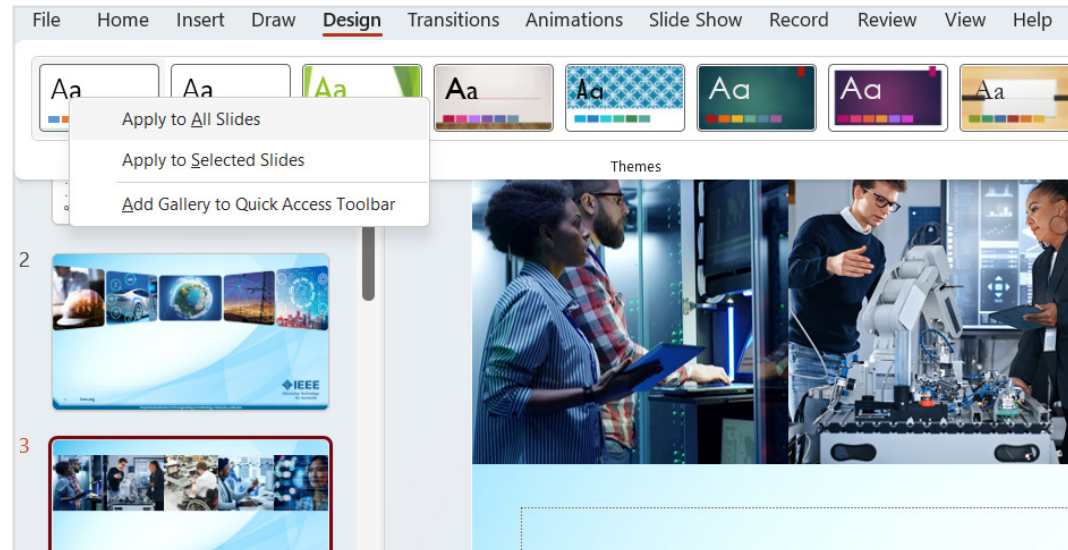


Windows - Quick Start Guide

Apply the IEEE Master Brand Theme to Existing Presentation

1. Navigate to **Design Tab** and right-click on the **IEEE Master Brand Template** and click **Apply to All Slides**.
2. You may need to re-apply the layout function to change old bullets and text styles and update with the new format.
 - Navigate to **Home Tab**.
 - Click **On Slide**.
 - Click on **Layout Button** in menu bar and select the style from the drop-down menu to apply.

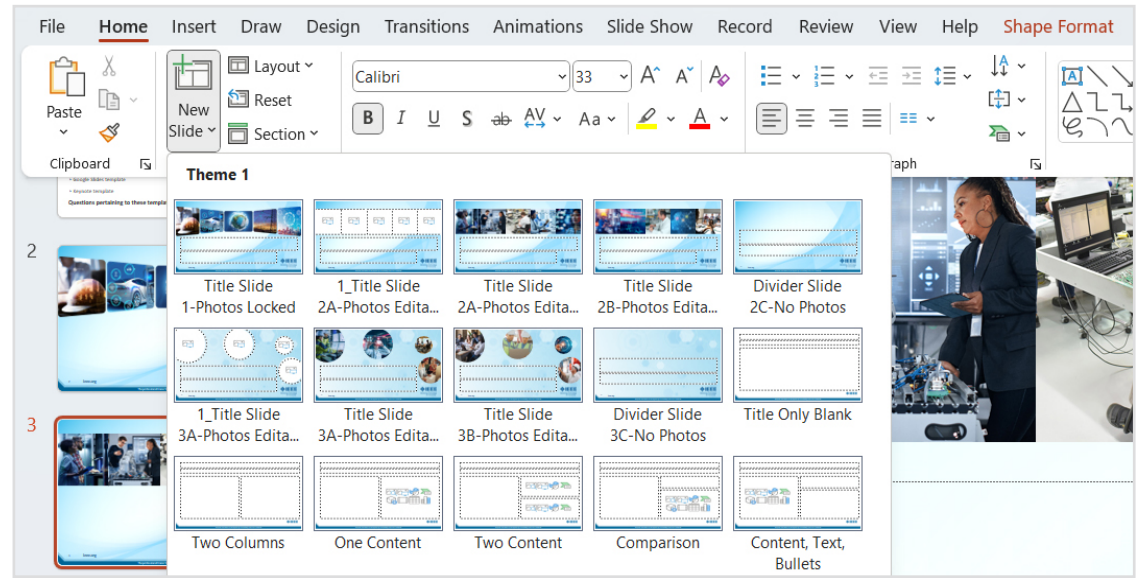
NOTE: This will only work on content with default placeholders. You may need to reformat other content manually and delete unnecessary elements.



Windows - Quick Start Guide

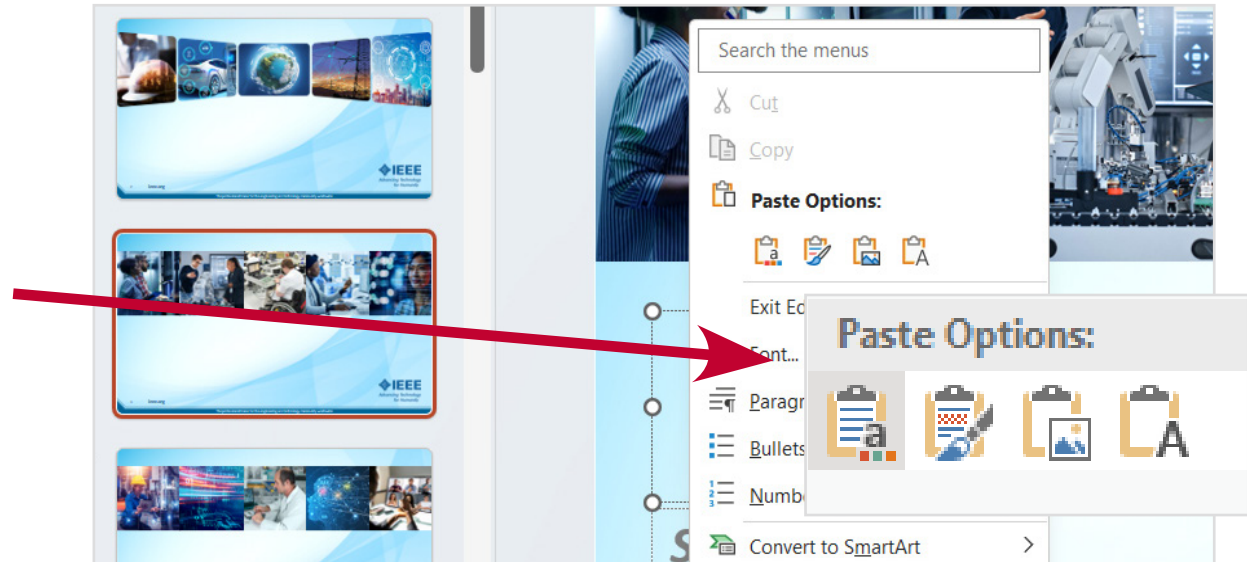
Difference Between a Title Slide, Divider Slide, and Content Slide

- **Title slides** are used as a cover slide. New presentations automatically populate with the "Presentation Title" slide.
- **Divider slides** are used to break up content sections. There are two options for the divider slides.
- **Content slides** are a variety of preloaded slides in the layout section for you to choose (copy only, copy with images, multiple images, etc).



Copy and Paste Text into an IEEE Slide Template

1. Copy text from source document.
2. Navigate to **Home Tab**, right-click on the **Copy Block** where you want to add text.
3. Click on **Paste Button** in menu bar, click **Use Destination Theme** to apply new formatting.
 - You may need to adjust and reformat some text and bullets.

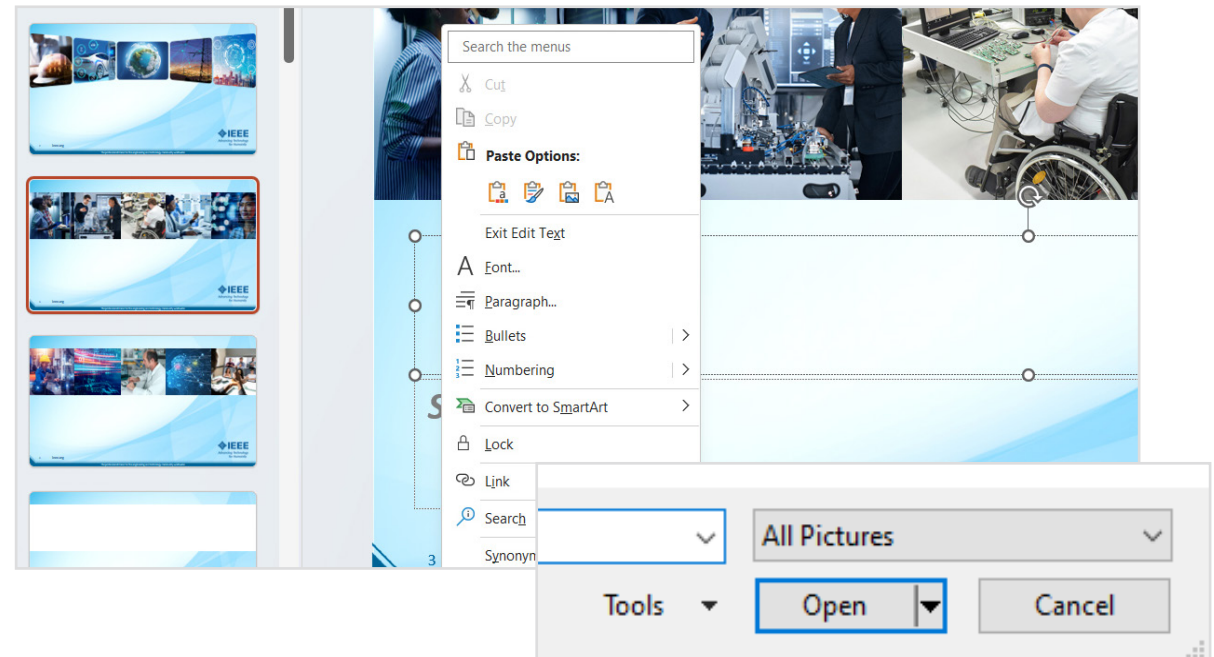
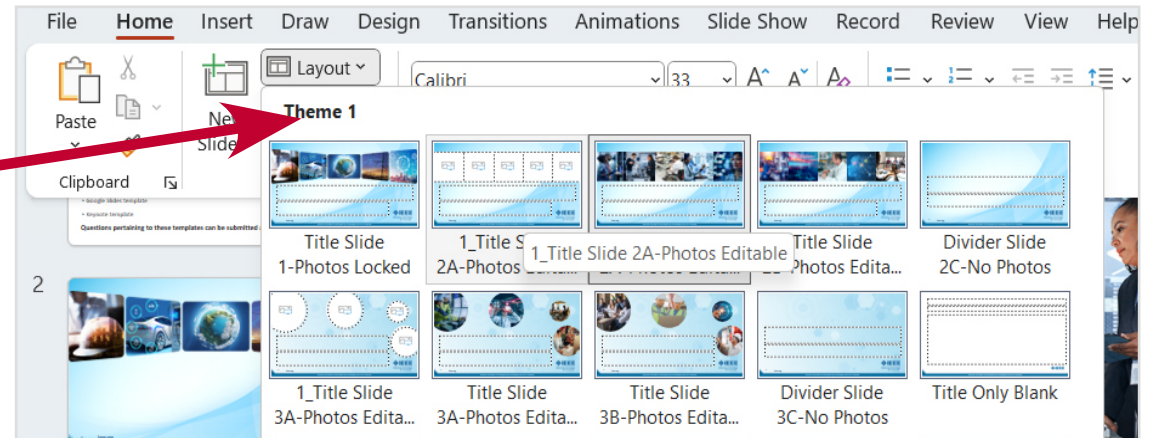


Windows - Quick Start Guide

Change Images on Cover Page

IEEE presentations have a default cover page. If you prefer to change the images use the directions below.

1. Navigate to **Home Tab** and click on **Layout Button** in menu bar and select the "Title Slide" from drop-down menu.
2. Change image by clicking **Icon** within each image block.
 - File window opens.
 - Browse and select a **New Image**.
 - Click **Insert**.
3. Adjust the cropping.
 - Click the **Image**.
 - Click the **Picture Tools & Format Tab**, click on **Crop**. Move image to desired position.

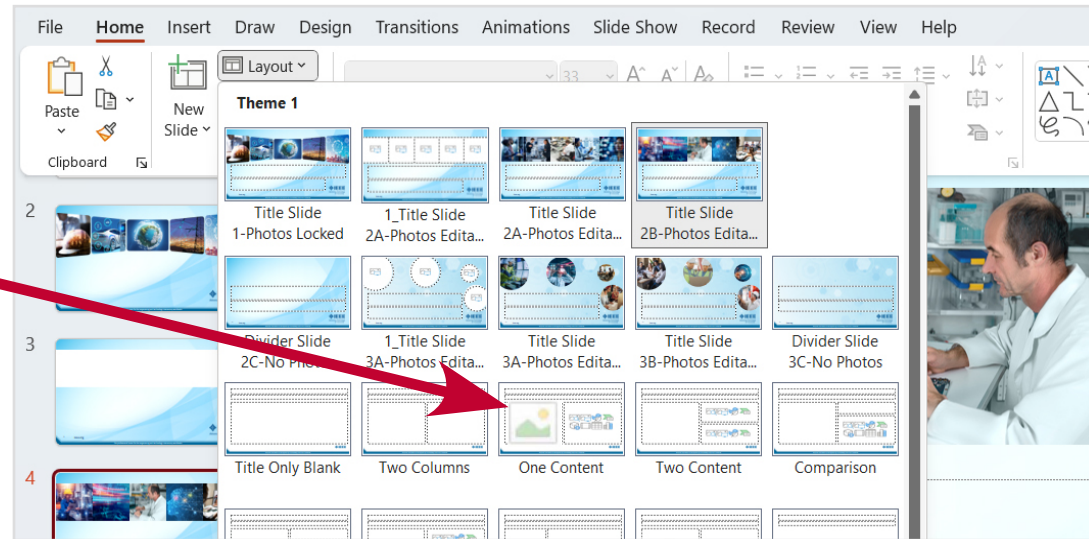


Windows - Quick Start Guide

Placing Images and Photos

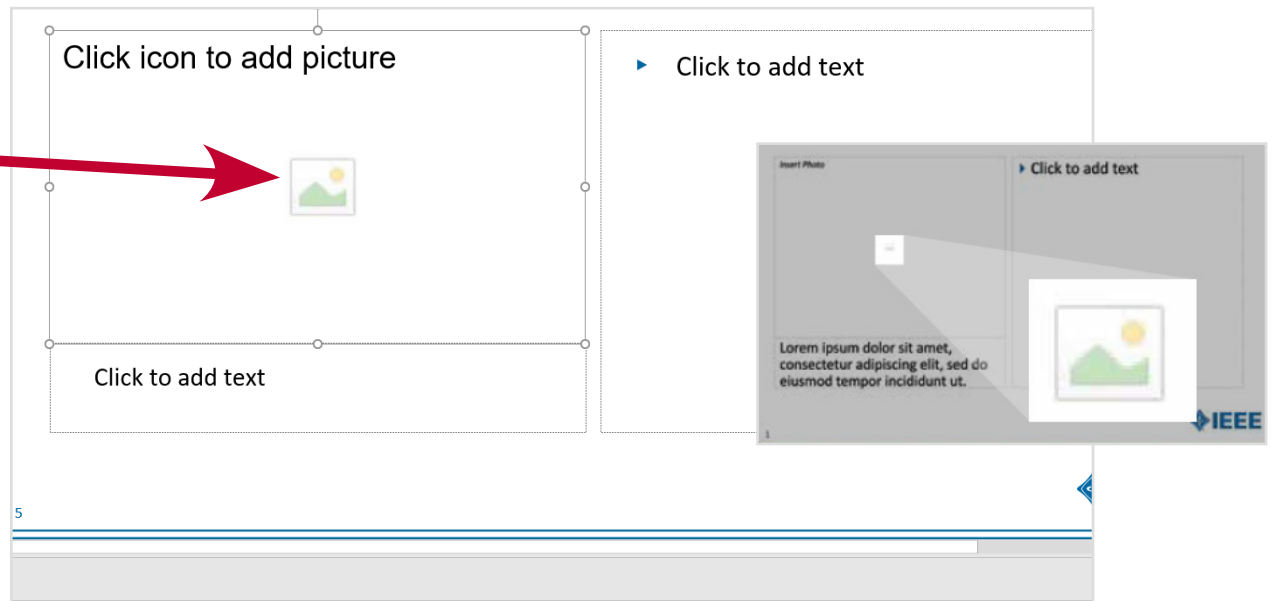
Not all slides have editable fields.

1. To select an editable slide, navigate to **Home Tab** and click on **Layout Button** in menu bar and select a slide with an Image Block Icon.
 - Only slides with image block icons are editable.



Insert Images and Photos onto a Slide

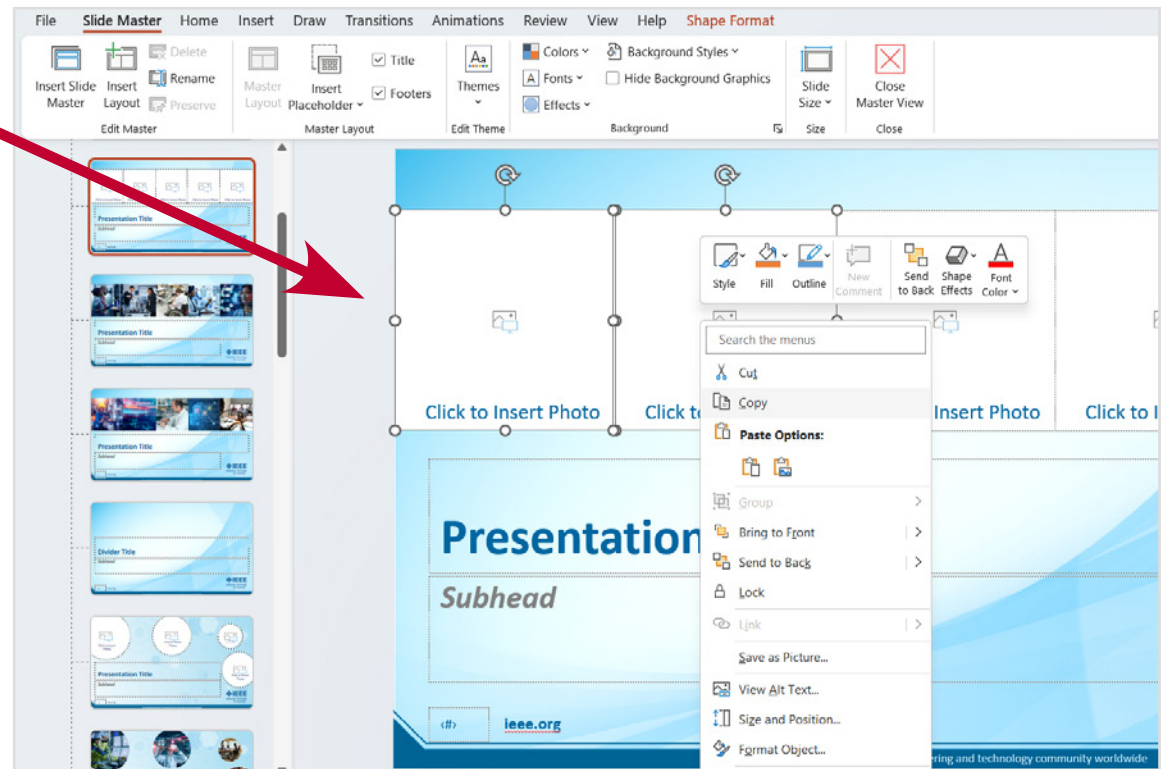
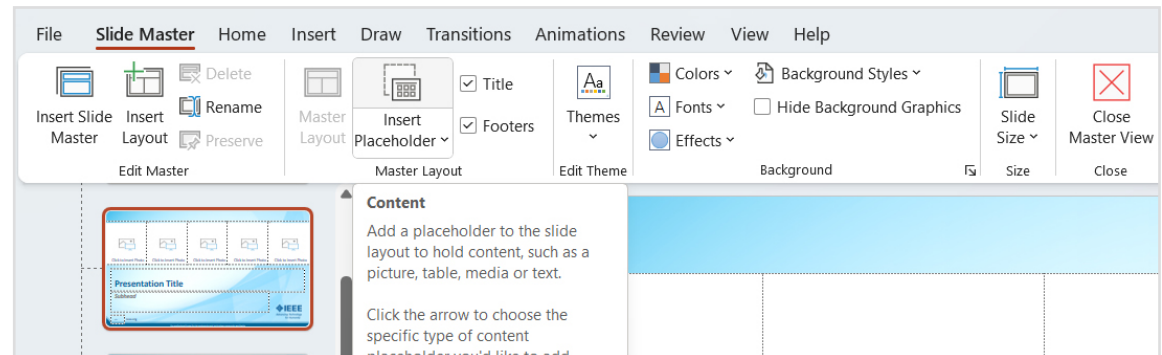
1. Click on a **Image Block Icon**, and a File Window opens.
2. Browse and select an **Image**.
 - Click on **Insert**.
3. Adjust the cropping.
 - Click the **Image**.
 - Click the **Picture Tools & Format tab**, click on **Crop**. Move image to desired position.
 - Hold **Shift** while resizing image to retain aspect ratio.



Windows - Quick Start Guide

Copying Design Elements and IEEE Wedge on Master Pages

1. Navigate to **View Tab**, then click on **Slide Master**.
2. A list of all Master Slides are on left.
 - Select a **Master Slide** that contains design elements you are looking for.
3. Click on the **Design Element**.
 - Hold **Shift Key** to select multiple elements.
 - Right-click and select **Copy**.
4. Click **Close Master View**.
5. Select the **Slide** you want to paste the design elements into.
 - Right-click and select **Paste**.



Apple Mac Quick Start Guide

Pages 22-34

Mac - Quick Start Guide

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

See what PowerPoint can do by selecting the ribbon tabs and exploring available tools.

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Show or hide the ribbon

Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

Change your view

Select the status bar buttons to switch between views, or use the zoom slider to magnify the slide display to your liking.

Add notes and comments

Track feedback while drafting your deck and keep important facts handy while presenting.

Start the show

Select to present from the current slide, or select the Slide Show tab on the ribbon.

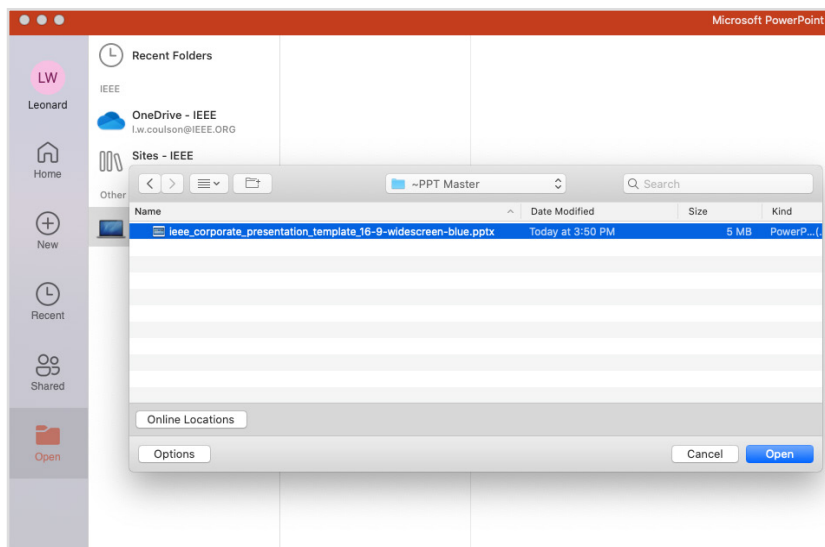
The screenshot shows the Microsoft PowerPoint Mac interface. At the top, the title bar displays the file name "23-ExD-1-022-Corporate-Presentation-Template-071323" and "Saved to my Mac". The ribbon is set to the "Design" tab, showing various font and background options. The main slide area features a blue-themed corporate presentation slide with a "Presentation Title" and "Subhead" placeholder. The slide includes images of a hard hat, a car, a globe, and a power line. The footer of the slide contains the IEEE logo and the text "Advancing Technology for Humanity" and "The professional home for the engineering and technology community worldwide". The status bar at the bottom shows "Slide 2 of 22", "English (United States)", "Accessibility: Investigate", "Notes", "Comments", and a zoom level of "178%".

Mac - Quick Start Guide

Create an IEEE Presentation

Download the [IEEE Branded PowerPoint templates](#).

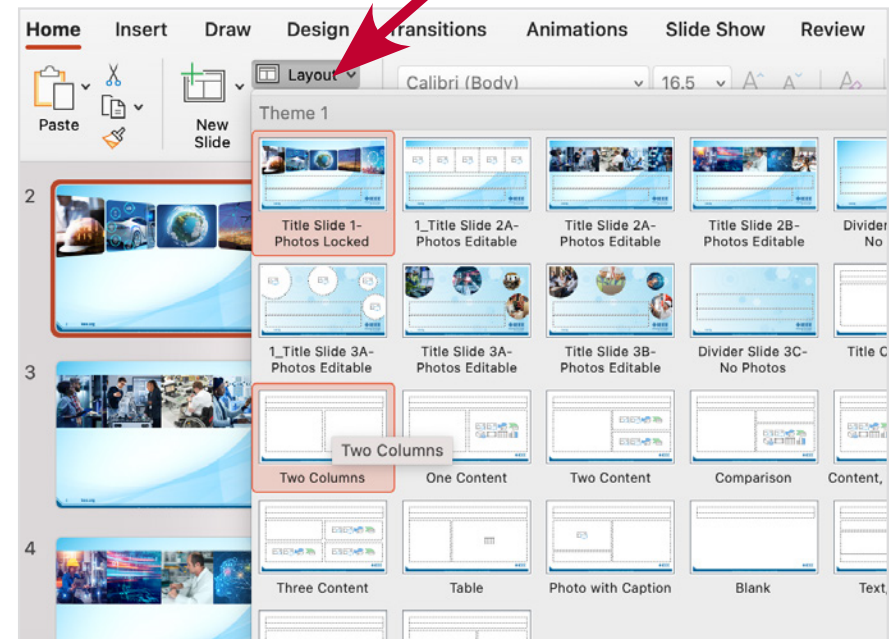
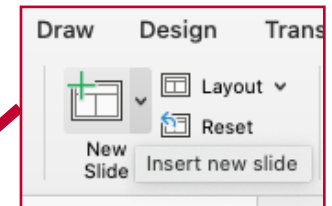
1. Open PowerPoint.
2. In the left panel, select **Open**.
3. Select the **IEEE Branded Presentation**.



Add a Slide

1. Navigate to **Home Tab**.
2. In thumbnails on left panel, select the **Slide** you want your new slide to follow.
3. Select **New Slide**.

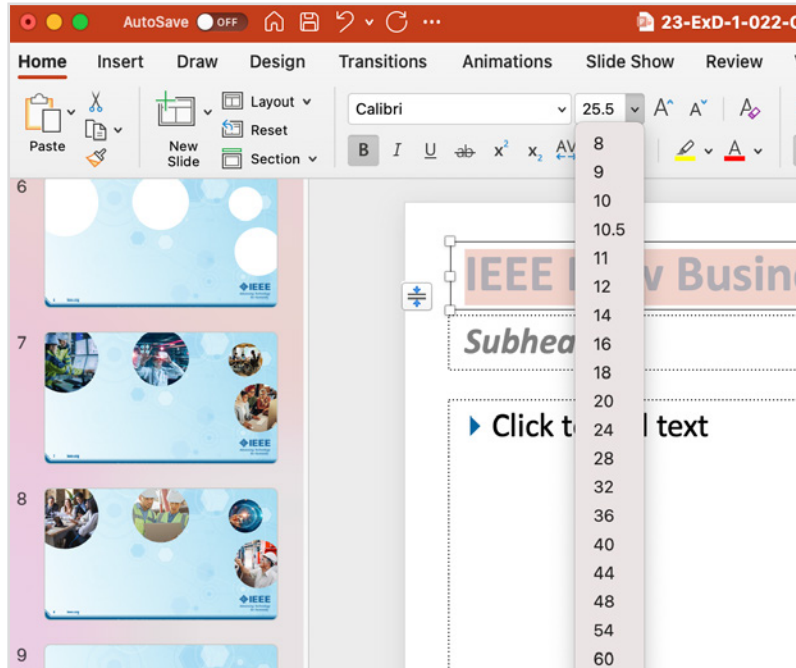
- From menu select the **Layout** you want to insert.
- A new slide will be added.



Mac - Quick Start Guide

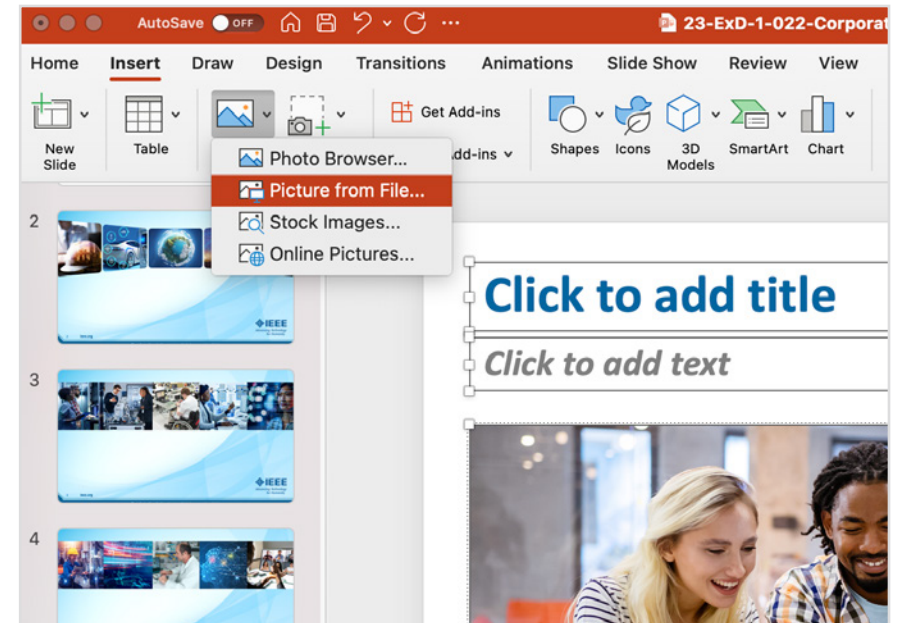
Add and Format Text

1. Navigate to **Home Tab**.
2. Insert **Cursor** into text box and type a few words.
3. Select the **Text**.
 - Select a **Font, Increase Font Size, Decrease Font Size, Bold, Italic, Underline**, etc.
 - Create bulleted and numbered lists, select the **Text** and select **Bullets** or **Numbering**.



Add Photos, Shapes, Tables, and Charts

1. Navigate to **Insert Tab**.
2. To add a picture:
 - Select **Pictures**.
 - In the Picture Menu, select **Picture From File**, and locate the photo on your computer.
 - Select the photo and click **Insert**.
3. To add illustrations:
 - In the **Illustrations** section, select **Shapes, Icons, 3D Models, SmartArt, or Chart**.
 - Follow the steps displayed.



Mac - Quick Start Guide

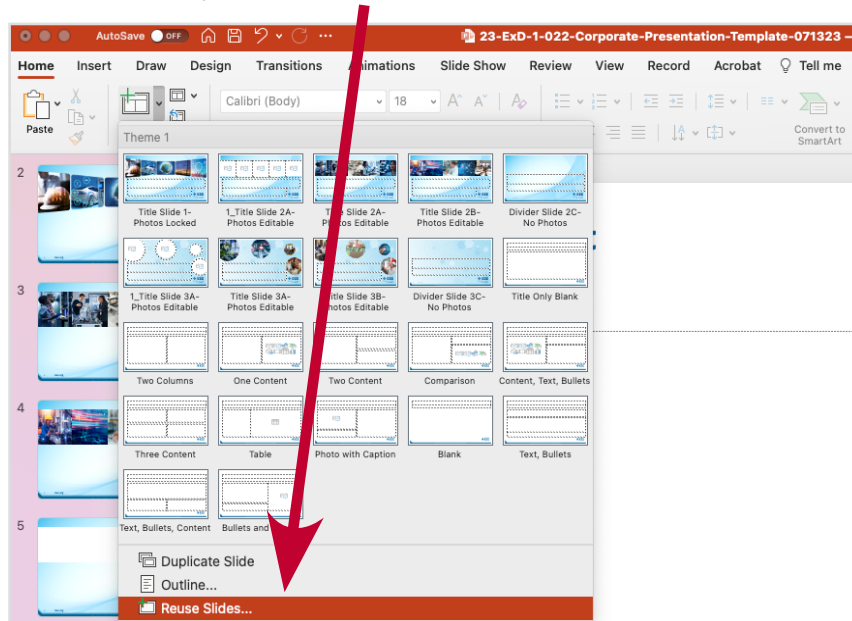
Merge Old PowerPoint Files into the New IEEE Master Brand Template

OPTION 1 - Reuse Slides Tool

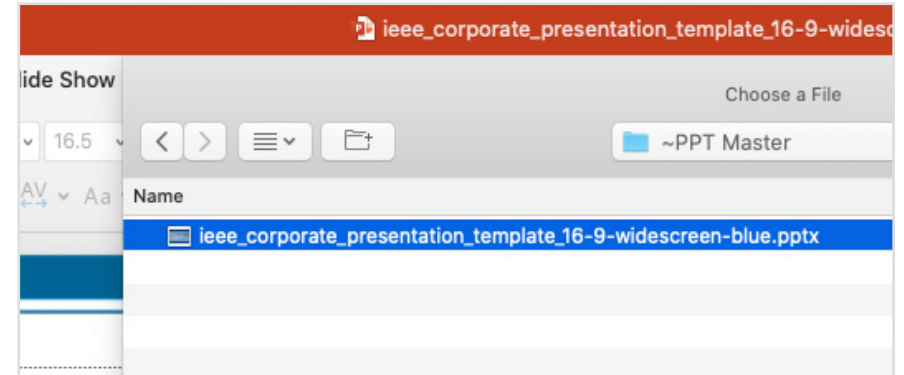
This feature merges slides from one presentation into another, matching the theme of the new presentation.

Open the New IEEE Master Brand Template.

1. Navigate to **Home Tab**.
2. Select the **New Slide** button.
 - Click the **Reuse Slides** option at the bottom of the drop-down menu.



3. Navigate to the old presentation and Click **OK** to import the slides.



NOTE: Importing slides from different PowerPoint files may have unexpected results and will only work on content with default placeholders.

Content that does not import with the new formatting should be deleted and manually re-entered into the new template. This ensures all your slides will look the same.

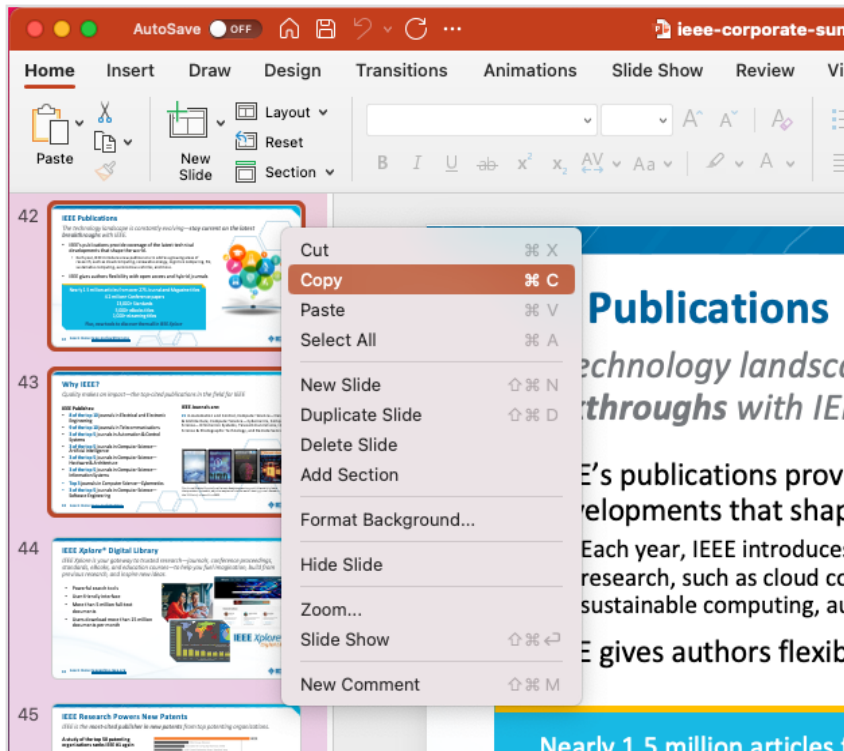
Mac - Quick Start Guide

Copy and Paste Slides from Old Presentations into New IEEE Master Brand Template

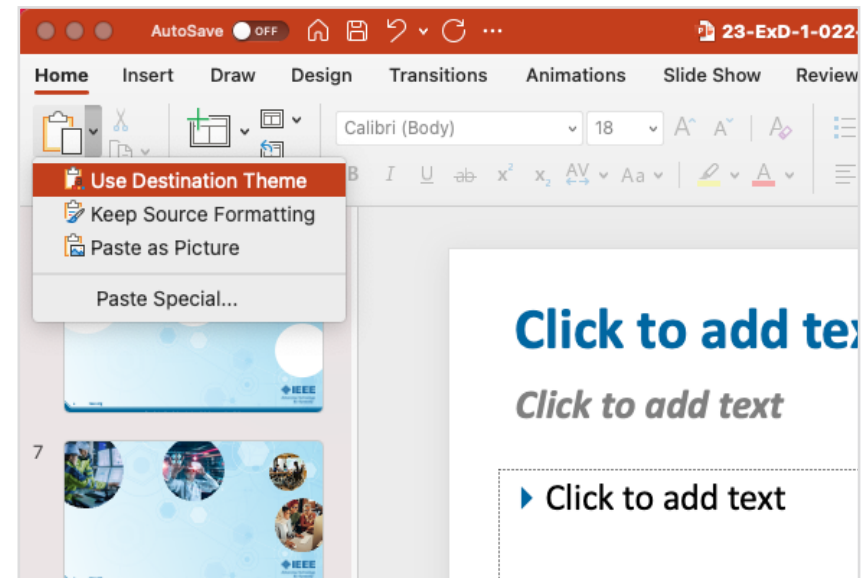
OPTION 2 - Copy and Paste Tool

This is an alternate way to copy slides from one presentation and insert them into another.

1. Navigate to **Home Tab**, in the thumbnail bar on the left click on the **Slides** you want to copy.
2. Right-click on the **Slides** and select **Copy**.



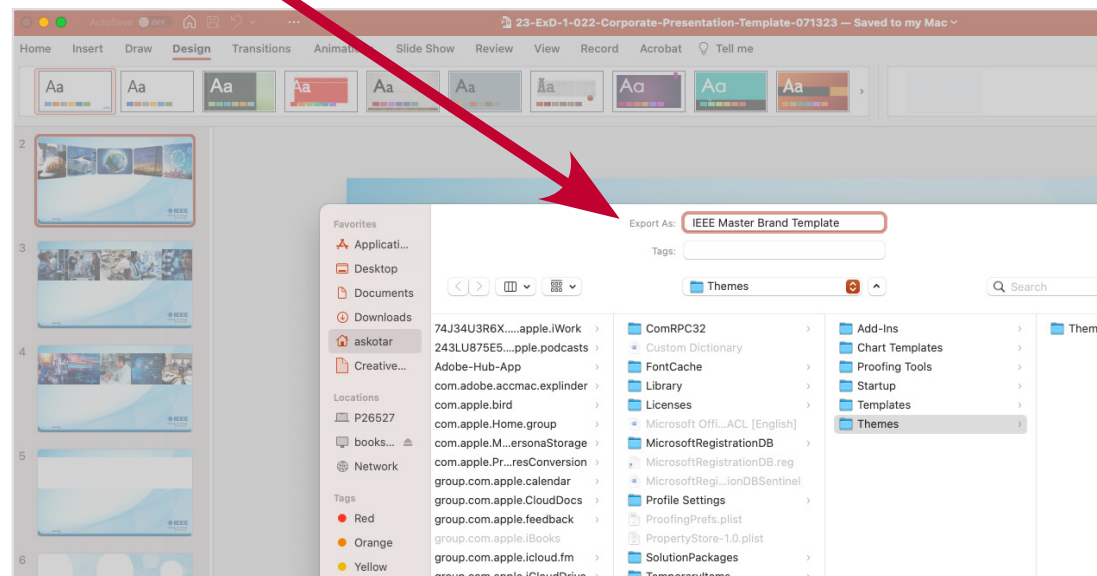
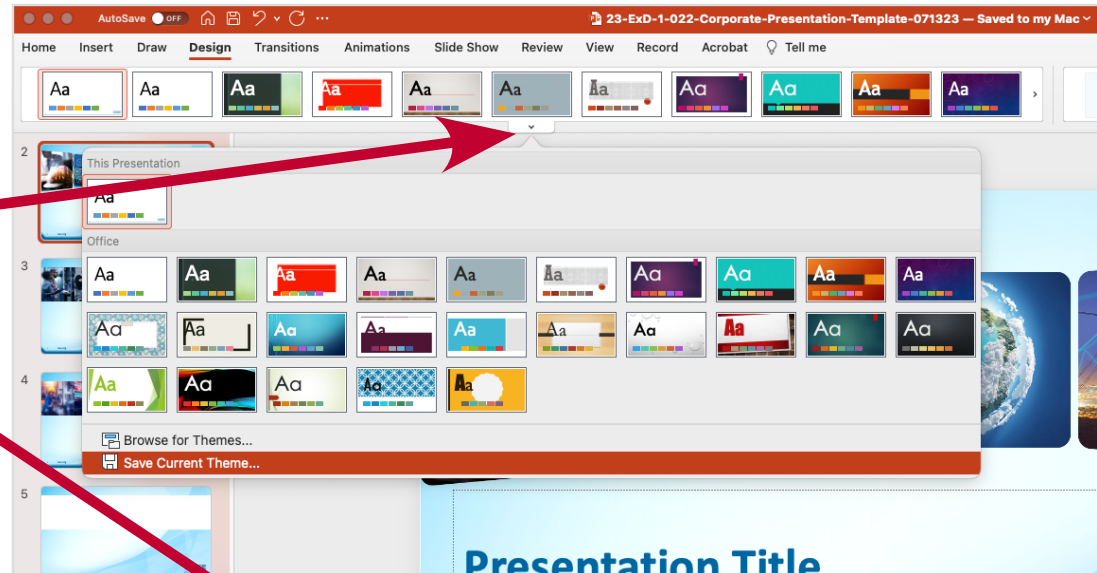
3. Open the new PowerPoint file and right-click **At The Location** you want the slides inserted.
 - Two paste options are available:
 - Click **Use Destination Theme** so the slides inherit the new formatting (**Preferred**).
 - Or click **Keep Source Formatting** to keep old format (**Not Preferred**).
 - Confirm the slides have been pasted into the presentation.
 - Save the file by clicking **File > Save or Save As**.



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Saving the IEEE Master Brand Template as a Theme

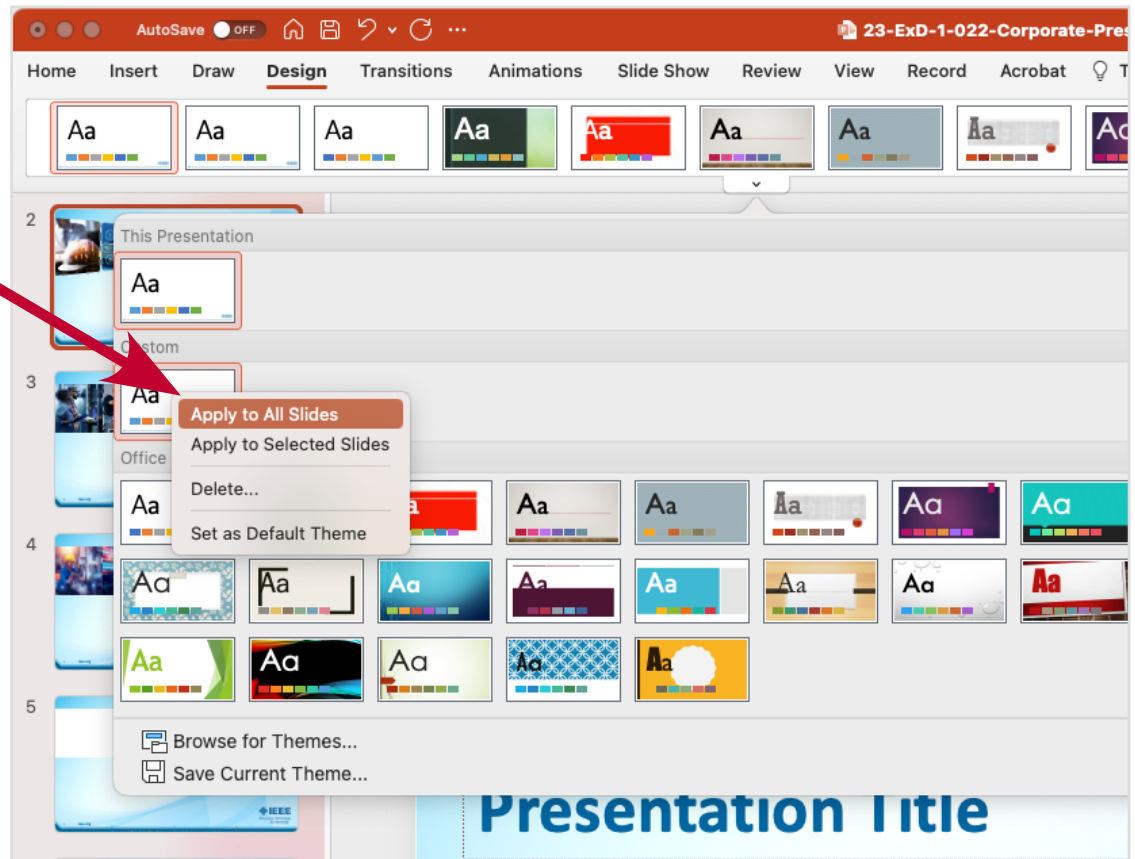
1. Navigate to **Design Tab** and click the **Bottom Arrow** to expand the theme carousel window.
2. Click **Save Current Theme** at the bottom of window.
3. Name the theme **IEEE Master Brand Template**.
4. Click **Save** and the presentation will be saved in the theme bar.



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Apply the IEEE Master Brand Theme to Existing Presentation

1. Navigate to **Design Tab** and right-click on the **IEEE Master Brand template** and click **Apply to All Slides**.
2. You may need to re-apply the layout function to change old bullets and text styles and update with the new format.
 - Navigate to **Home Tab**.
 - Click **On Slide**.
 - Click on **Layout Button** in menu bar and select the style from the drop-down menu to apply.



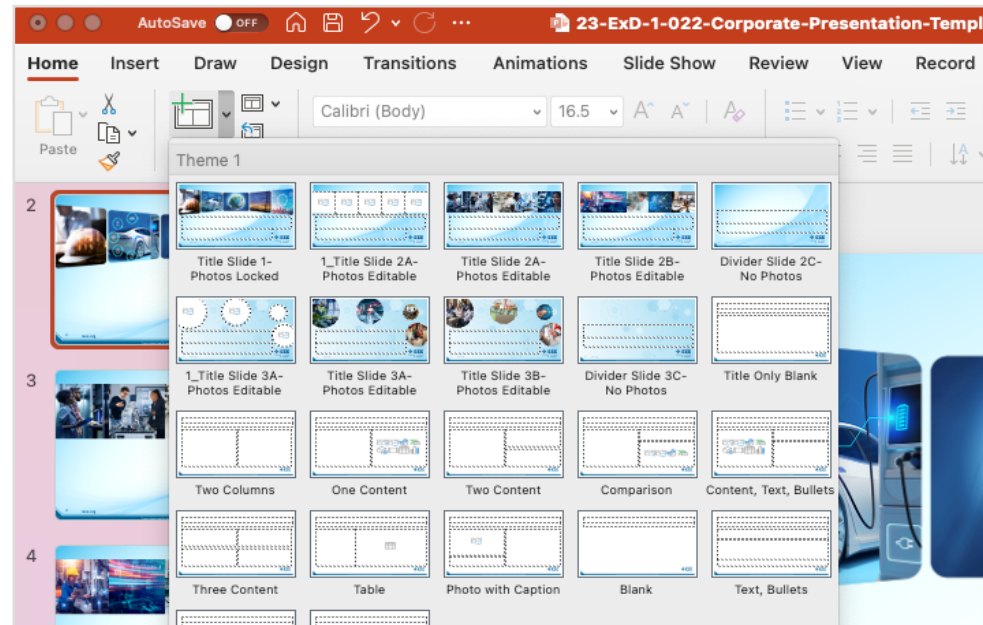
NOTE: Importing slides from different PowerPoint files may have unexpected results and will only work on content with default placeholders.

Content that does not import with the new formatting should be deleted and manually re-entered into the new template. This ensures all your slides will look the same.

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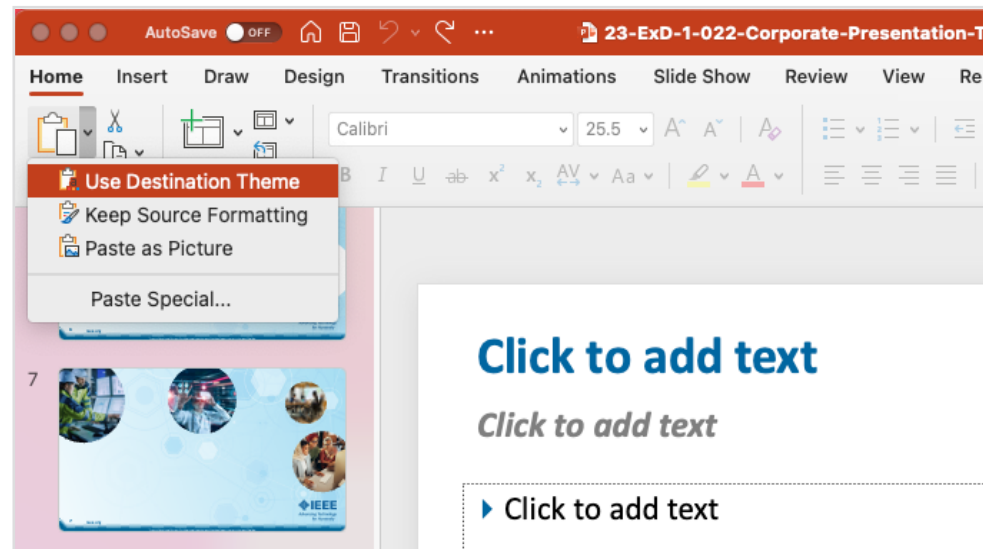
Difference Between a Title Slide, Divider Slide, and Content Slide

- **Title slides** are used as a cover slide. New presentations automatically populate with the "Presentation Title" slide.
- **Divider slides** are used to break up content sections. There are two options for the divider slides.
- **Content slides** are a variety of preloaded slides in the Layout section for you to choose (copy only, copy with images, multiple images, etc).



Copy and Paste Text into an IEEE Slide Template

1. Copy text from source document.
2. Navigate to **Home Tab**, click on the **Copy Block** where you want to add text.
3. Click **Paste** in menu bar, click **Use Destination Styles** to past copy and apply new formatting.
 - You may need to adjust and reformat some text and bullets.



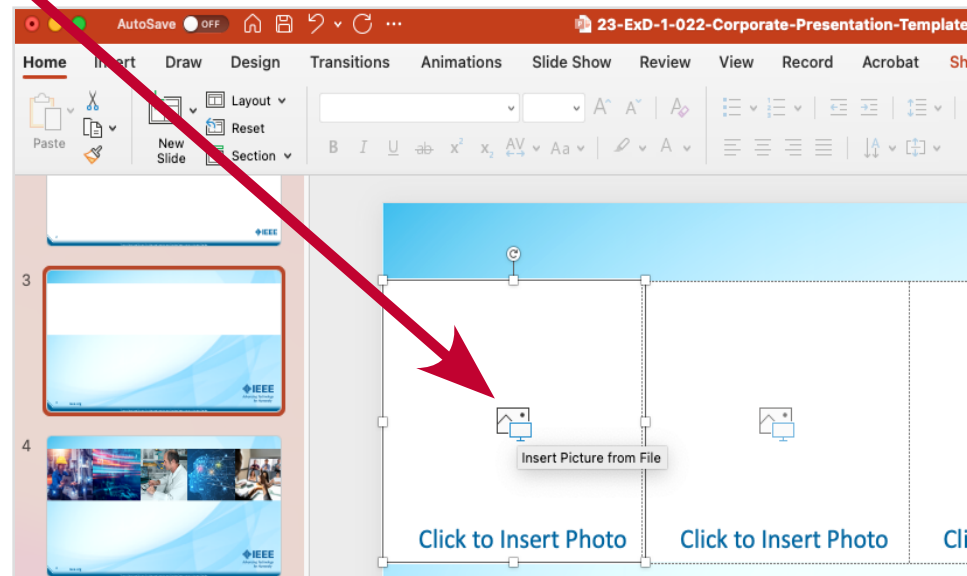
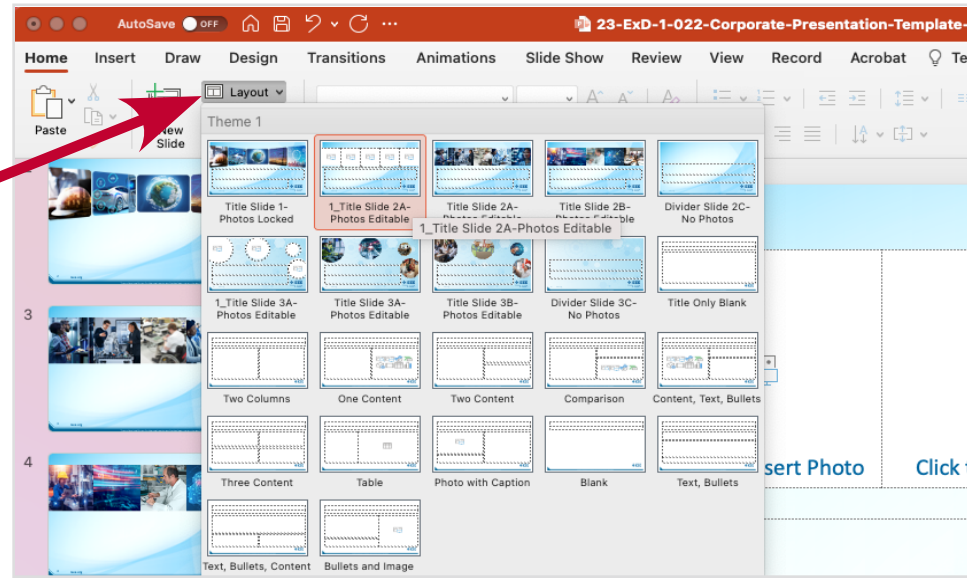
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Change Images on Cover Page

IEEE presentations have a default cover page. If you prefer to change the images use the directions below.

1. Navigate to **Home Tab** and click on **Layout Button** in menu bar and select the **Presentation Title Slide Opt 1 - Editable** from drop-down menu.
2. Change image by clicking **Icon** within each image block.
 - File window opens.
 - Browse and select **New Image**.
 - Click **Insert**.

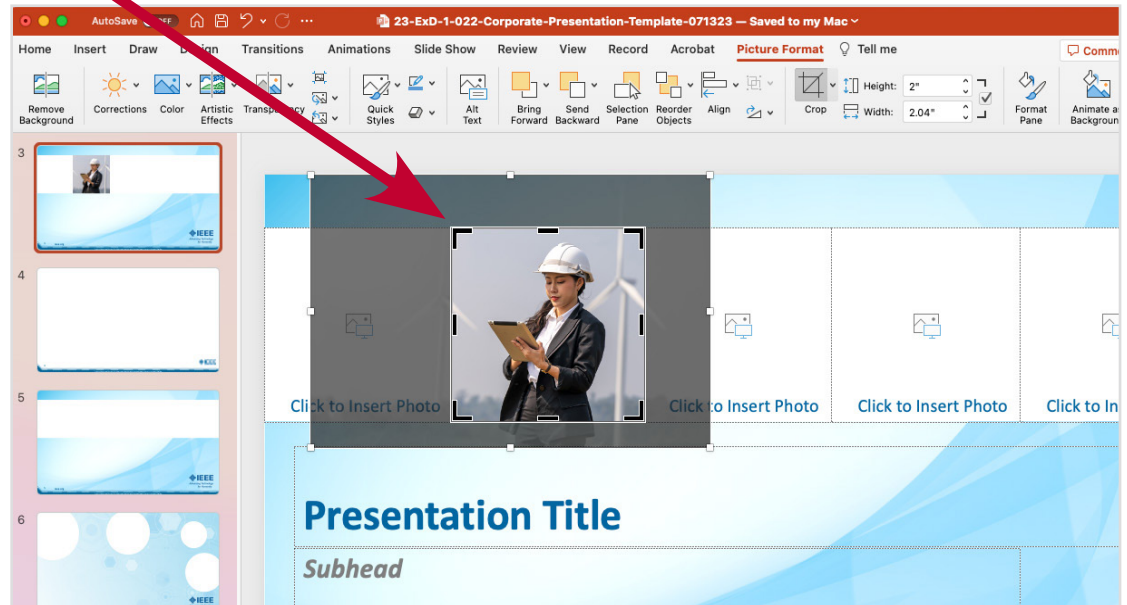
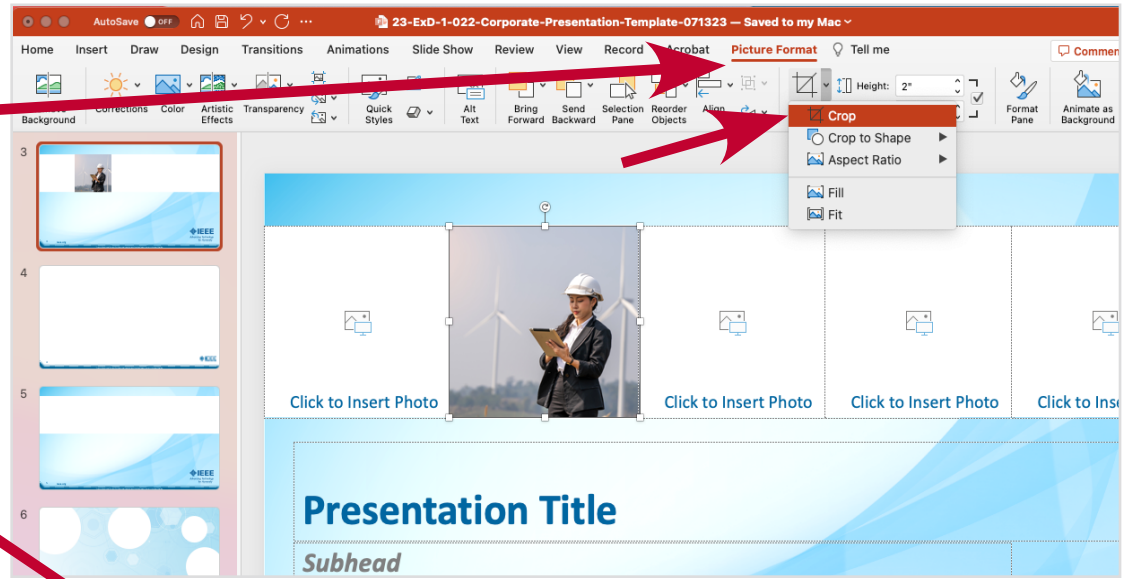
Continued on next page.



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3. Adjust the cropping.

- Click the **Image**.
- Click the **Picture Format** Tab, click on **Crop**.
- Hold **Shift** and scale image to desired size.

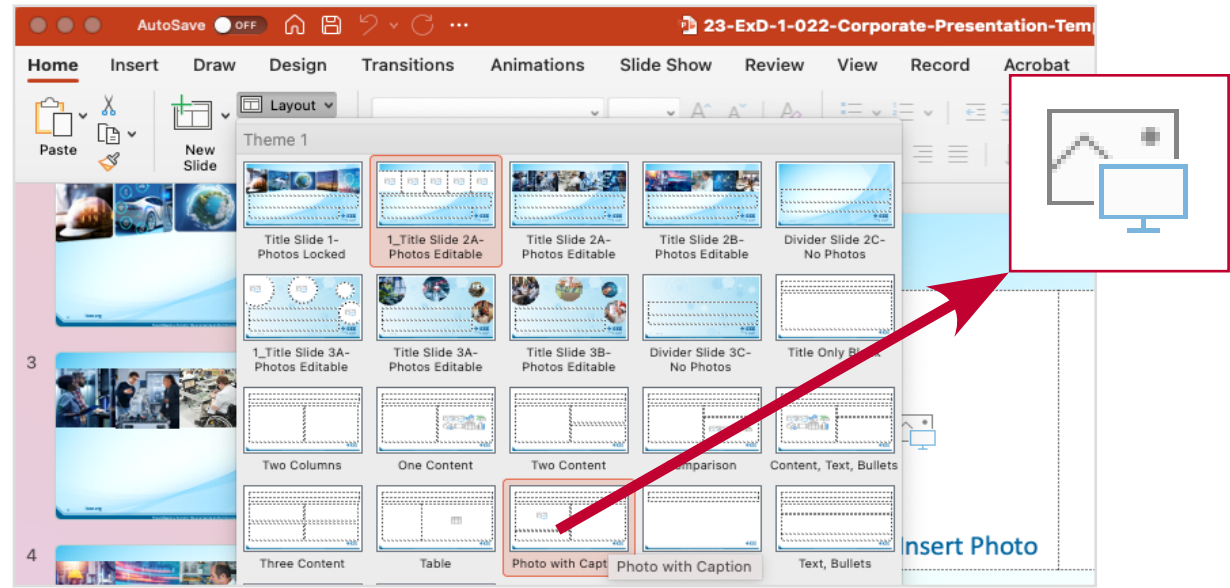


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Placing Images and Photos

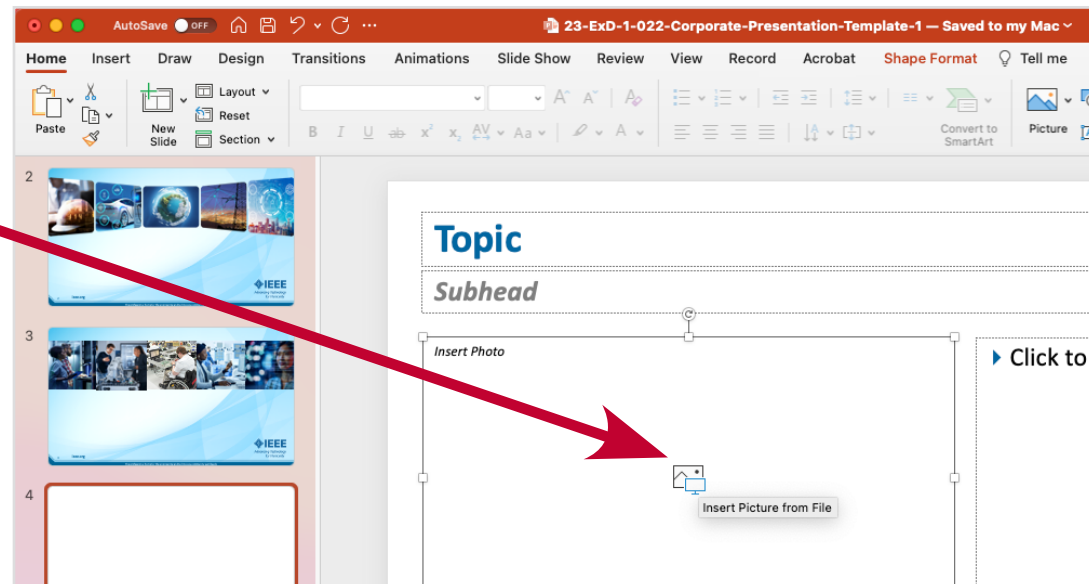
Not all slides have editable fields.

1. To select an editable slide, navigate to **Home Tab** and click on **Layout Button** in menu bar and select a slide with an **Image Block Icon** like **Photo with Caption**.
 - Only slides with image block icons are editable.



Insert Images and Photos onto a Slide

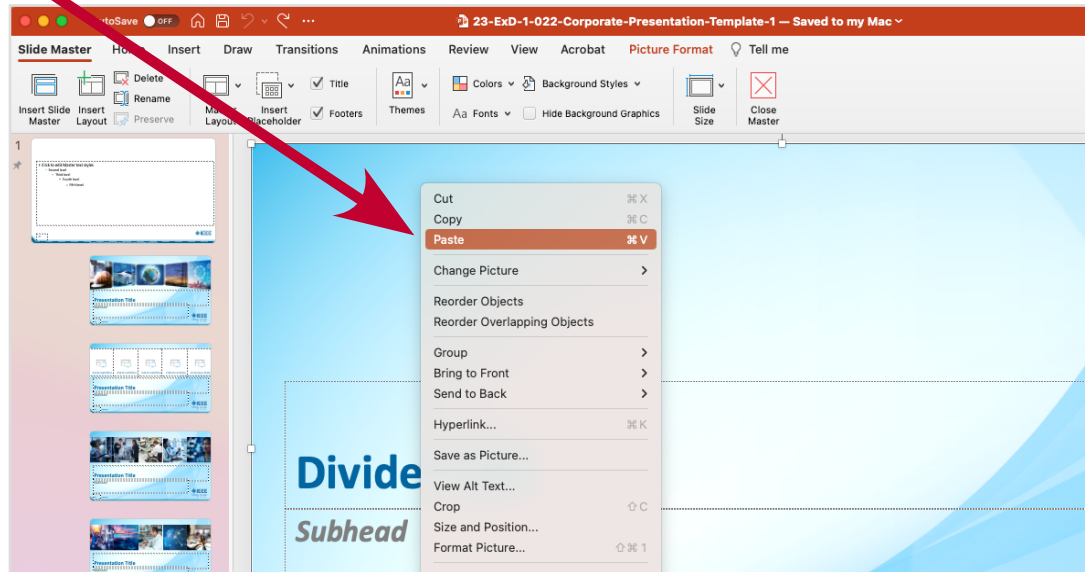
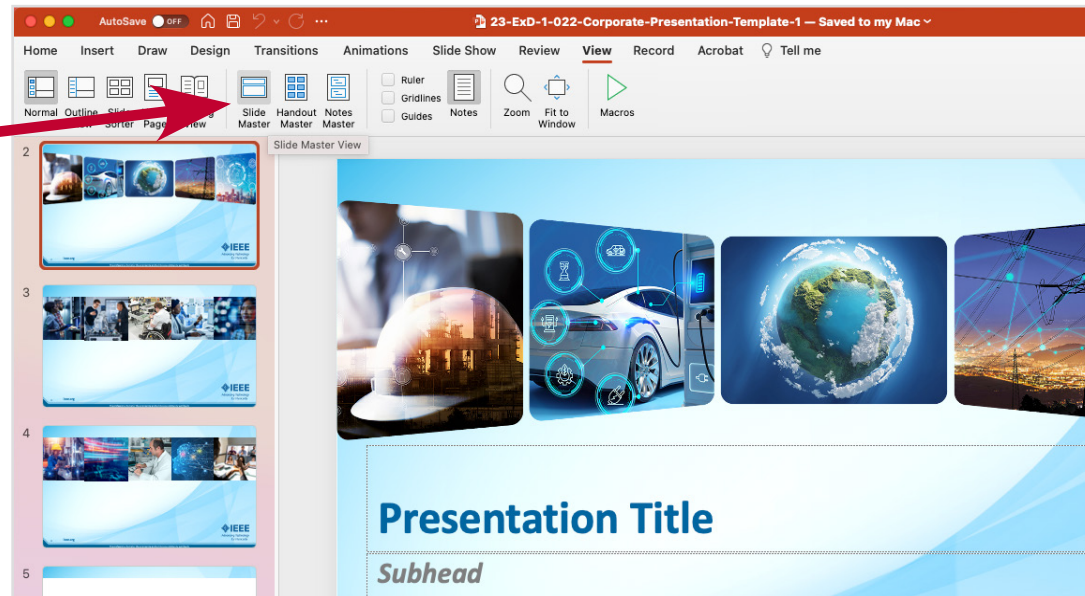
1. Click on a **Image Block Icon**, and a File Window opens.
2. Browse and select an **Image**.
 - Click on **Insert**.
3. Adjust the cropping.
 - Click the **Image**.
 - Click the **Picture Format** Tab, click on **Crop**.
 - Hold **Shift** and scale image to desired size.



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Copying Design Elements and IEEE Wedge on Master Pages

1. Navigate to **View Tab**, then click on **Slide Master**.
2. A list of all Master Slides are on left.
 - Select a **Master Slide** that contains design elements you are looking for.
3. Click on the **Design Element**.
 - Hold **Shift Key** to select multiple elements.
 - Right-click and select **Copy**.
4. Click **Close Master View**.
5. Select the **Slide** you want to paste the design elements into.
 - Right-click and select **Paste**.



Additional Resources

The guidelines are extremely important to IEEE and its entities, adding more value, consistency, and organization to the IEEE Brand.

Thank you for supporting the IEEE Brand Experience. Together, we make the brand stronger.

IEEE Brand Identity Tools

IEEE Brand Identity Toolkit

brand-experience.ieee.org/toolkits/

IEEE Master Brand and Logos

brand-experience.ieee.org/guidelines/master-brand-and-logos/

IEEE Brand Identity Guidelines

(PDF, 15 MB)

brand-experience.ieee.org/guidelines/brand-identity/

Questions?

Please contact the IEEE
Experience Design Team
exd-team@ieee.org