You can change the layout of the PowerPoint presentation by editing your slide masters.

Let's create a new PowerPoint. You can either choose one of the finished themes, or you can choose an clean template.

The slide master and structure adjustments should be done before adding slides. This is to ensure that the style you want is used in all slides, and not only the ones added after editing. Open slide master view, from View > Slide Master.

The view opens on the left side of the screen. The slide master is at the top of the preview, and under it you will find the different layouts. You can make modifications either to the slide master or to the layout of the presentation.

All slides are affected by the modifications you have made to the slide master. For example, if you want to see a logo at the bottom, just add it to the slide master. If, for example, you want to change the appearance of all the headlines or the colors of the slide, make the modifications to that layout. The modifications you made in the slide master view apply to all slides using the same layout.

Let's take a look at how the slide master customizations are shown when you're creating a presentation.

Close the slide master view from the button above. We can now add a new title slide, and we see that the modified slide master is automatically used. If, on the other hand, we add a slide with some other layout, the changes to the title slide do not affect its appearance.

Let's go back to edit the slide master. You can make a copy of the layout you want from the left mouse button menu, with the function Duplicate. After this you can e.g. remove the elements included in the layout and add new ones from the menu with Insert Placeholder. Select the element to add, click where you want it to be placed and adjust the appearance of the element.

You can make it easier to find a new layout by renaming it from the rick-click menu.

Now let's see how the added new layout works. Let's move on to View and see the normal view. When adding a new slide, you can choose the layout to use. In these options you will also find the new layout you have just added by searching for the name you may have given it.

If you didn't add a new layout, but instead edited an old one, it will only affect the slides you add from now on. If you want to change the layout of the slides you added earlier, you need to change it from Layout.

It is possible to define a number of slide masters for a presentation. These may be used, for example, if your presentation has clearly separated parts or sections. You can create a new slide master by making a copy of the current one and editing the copy.