



Corporate Starter Template

How-To Guide



2026

QUICK START GUIDE

Set up the template before you start editing slides

01

WORKING COPY

1. Keep the original template file clean.
2. Save a separate working copy before making changes.



02

BRANDING

1. To update the blue accent, go to Slide Master → Colours → Customise Colours. Set **Accent 1** to your brand colour.
2. To update fonts, go to Slide Master → Fonts and select your preferred heading and body fonts.



03

EDIT SLIDES

1. Replace placeholder text, images, organisation name, footer details and slide numbers.
2. Duplicate slides or use the custom layouts when you need additional slides.



03

REVIEW/EXPORT

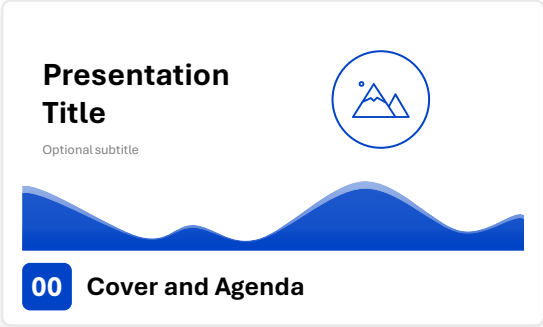
1. Review the deck in Slide Sorter view.
2. Remove unused slides, check for placeholder text and export to PDF (if needed) when ready.



WHAT'S INCLUDED – Core Slides

A simple preview of the core slides included in this starter pack.

Presentation Title
Optional subtitle



00 Cover and Agenda

The slide features a large title area with a subtitle below it. To the right is a circular icon containing a mountain range. The bottom of the slide has a blue wavy graphic.

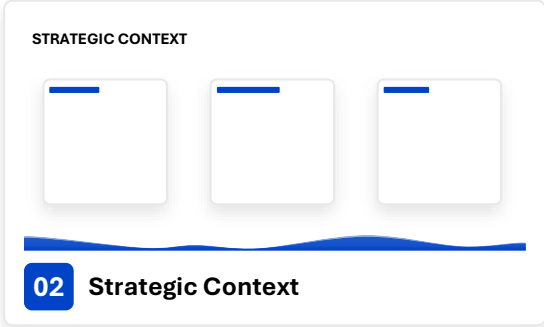
EXECUTIVE SUMMARY



01 Executive Summary

The slide is titled 'EXECUTIVE SUMMARY' and contains a large rectangular box at the top, followed by four smaller boxes in a row, and a vertical list of items on the right side.

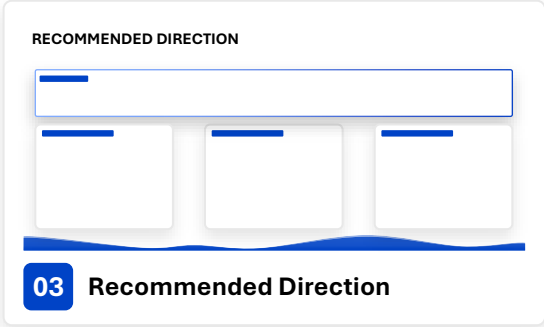
STRATEGIC CONTEXT



02 Strategic Context

The slide is titled 'STRATEGIC CONTEXT' and features three large rectangular boxes arranged horizontally across the middle.

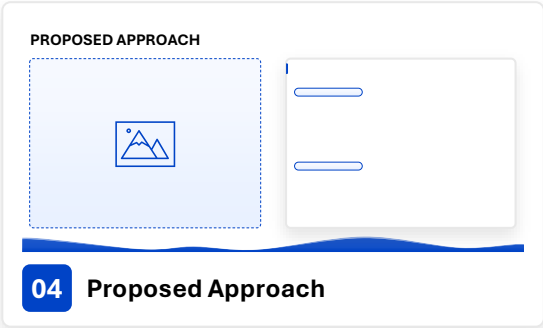
RECOMMENDED DIRECTION



03 Recommended Direction

The slide is titled 'RECOMMENDED DIRECTION' and contains a large rectangular box at the top, followed by three smaller boxes in a row below it.

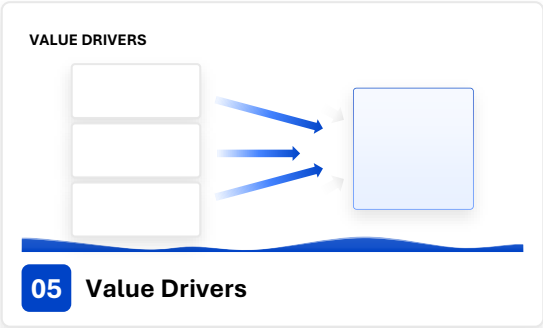
PROPOSED APPROACH



04 Proposed Approach

The slide is titled 'PROPOSED APPROACH' and features a large rectangular box on the left containing an icon, and a vertical list of items on the right.

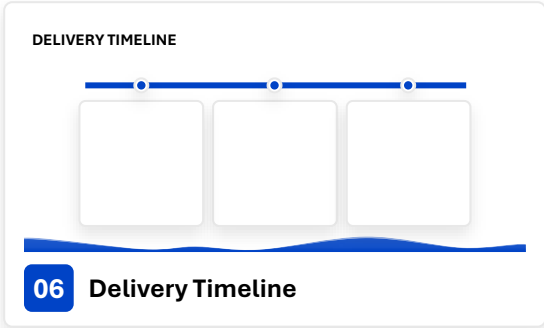
VALUE DRIVERS



05 Value Drivers

The slide is titled 'VALUE DRIVERS' and shows three boxes on the left with arrows pointing to a single larger box on the right.

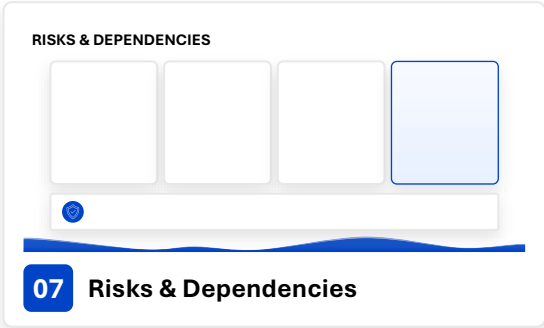
DELIVERY TIMELINE



06 Delivery Timeline

The slide is titled 'DELIVERY TIMELINE' and features a horizontal timeline bar at the top with three markers, and three boxes below it.

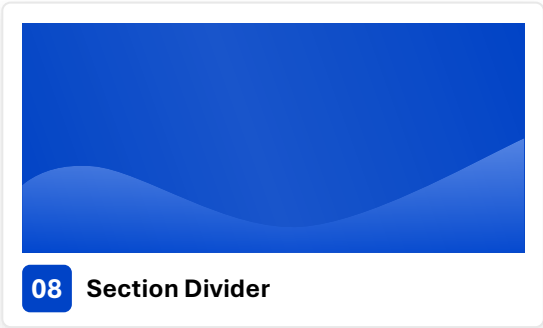
RISKS & DEPENDENCIES



07 Risks & Dependencies

The slide is titled 'RISKS & DEPENDENCIES' and contains four boxes in a row, with a small circular icon below the first box.

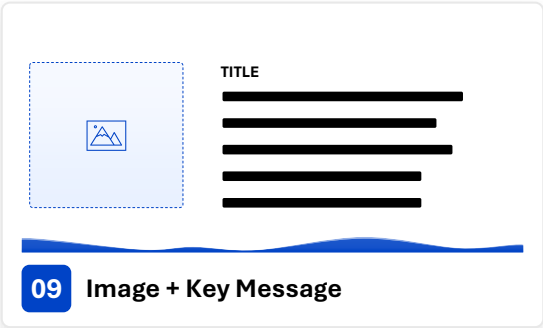
Section Divider



08 Section Divider

The slide is a solid blue background with a white wavy graphic at the bottom.

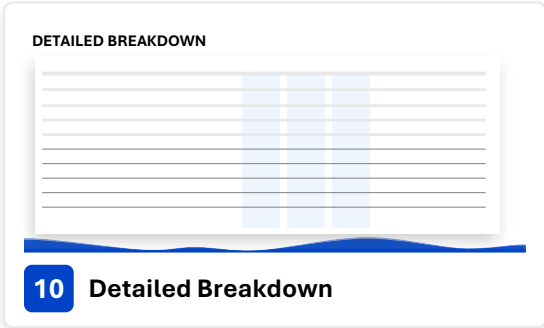
Image + Key Message



09 Image + Key Message

The slide features a square box on the left containing an icon, and a title followed by four horizontal lines of text on the right.

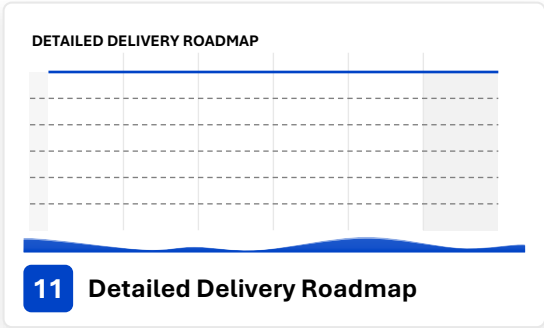
DETAILED BREAKDOWN



10 Detailed Breakdown

The slide is titled 'DETAILED BREAKDOWN' and contains a large table with multiple rows and columns.

DETAILED DELIVERY ROADMAP

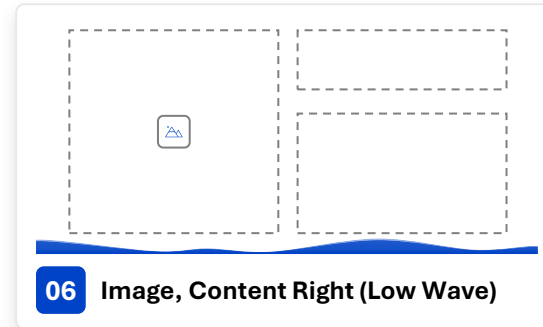
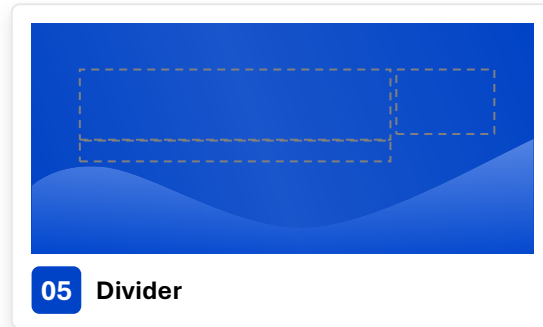
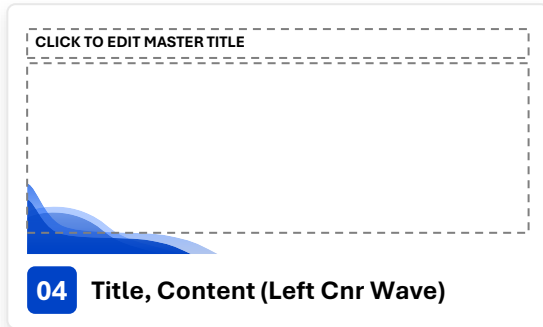
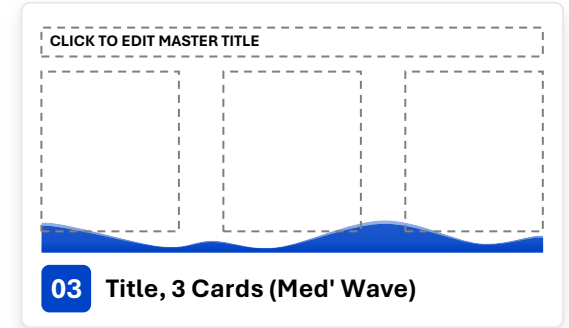
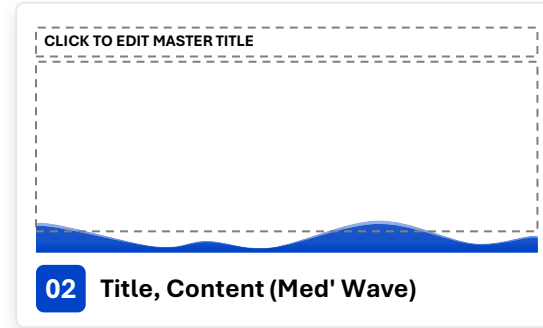
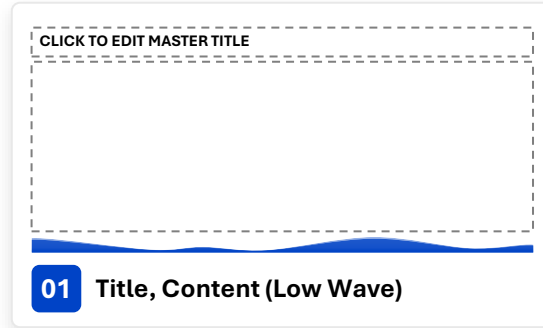
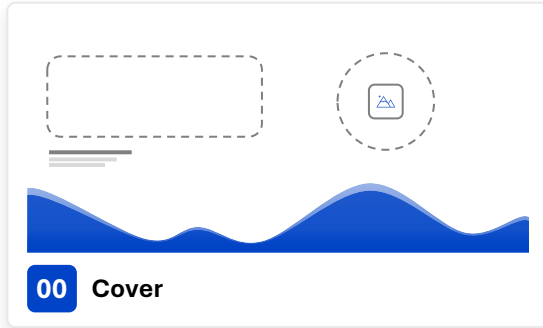


11 Detailed Delivery Roadmap

The slide is titled 'DETAILED DELIVERY ROADMAP' and contains a large grid with multiple rows and columns, representing a project schedule.

WHAT'S INCLUDED – Reusable Layouts

A preview of the reusable slide layouts included in this starter pack.



SET THE BRAND FIRST – Logo

Update/remove your logo before deep editing to brand your deck.

Logo

Change the placeholder logo



- 1 Go to the cover slide
- 2 Select the logo placeholder
- 3 Right-click, select Change Picture
- 4 Choose your logo file
- 5 Resize and review the result

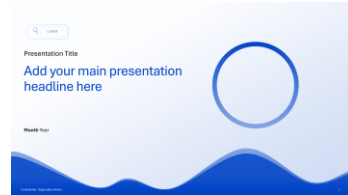


Tip:

Use a transparent logo file when possible. If you do not want a logo, simply delete the placeholder.

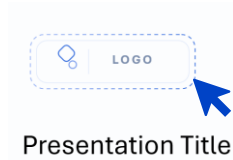
1

Go to the cover slide



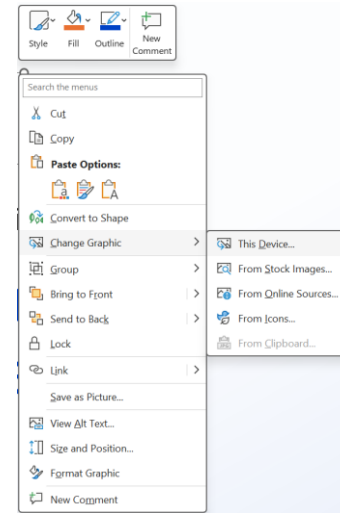
2

Select the logo outline



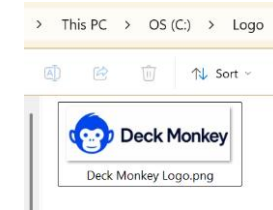
3

Right click
Change Graphic



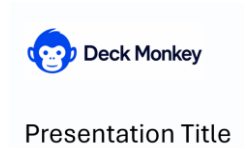
4

Select your logo
from This Device
(your local files)



4

Re-size if
needed



SET THE BRAND FIRST – Accent Colour

Update colour before deep editing to keep your deck consistent.

Accent colour

Default Deck Monkey Blue



#0043C6

RGB 0, 67, 198

- 1 View → Slide Master
- 2 Colours → right-click Deck Monkey
- 3 Edit
- 4 Set a new **Accent 1** colour
- 5 Save and close Slide Master



Tip:

If some blue elements do not update, select the object and apply the updated Accent 1 colour manually.

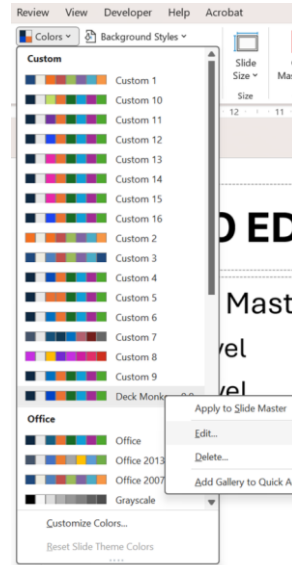
1

Go to
Slide Master



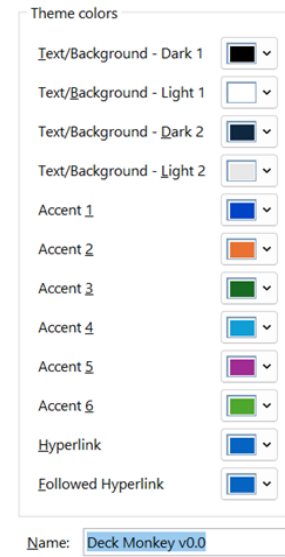
2

Open Colours
(Deck Monkey)



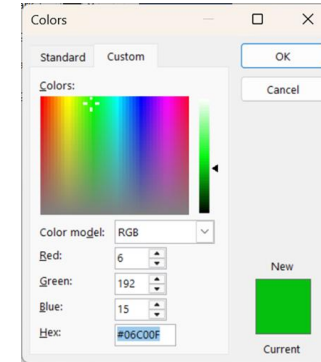
3

Edit
Accent 1



4 a.

Choose a new
Accent 1 colour



4 b.

See the
updated result



SET THE BRAND FIRST – Font

Update fonts before deep editing to keep your deck consistent.


Font

Default Deck Monkey font

Headings: **Aptos Display**

Body text: **Aptos**

- 1 View → Slide Master
- 2 Fonts → Customize Fonts ...
- 3 Edit Heading font, Body font
- 4 Set a new Heading, Body font
- 5 Save and close Slide Master

 **Tip:**
Choosing clean, readable fonts improves clarity and consistency across your entire deck.

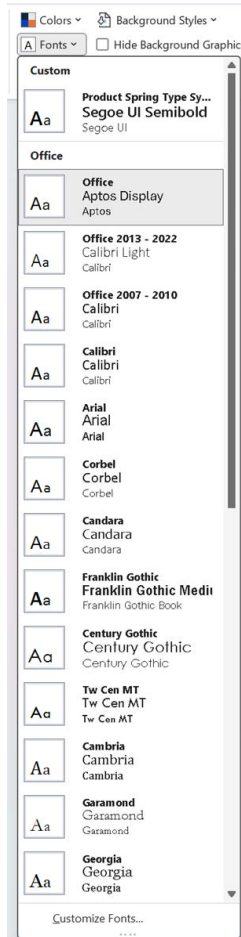
1

Go to
Slide Master



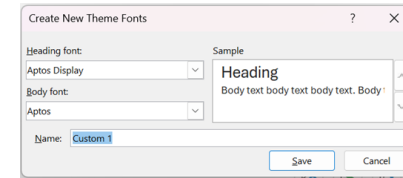
2

Open Fonts
Customize Fonts...



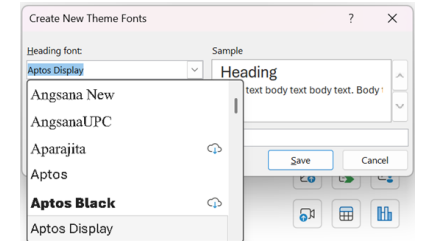
3

Edit fonts:
Heading, Body



4

Choose new:
Heading and Body fonts




WORK FASTER – Reusable Blocks

Use grouped elements to build slides quickly without rebuilding the design.

Reusable blocks

Our templates include pre-built, grouped components you can reuse anywhere in your deck.

- 1 Copy blocks between slides
- 2 Use align tools to position them
- 3 Ungroup when you need to edit them
- 4 Re-group when finished

 **Tip:** Duplicate the main block before making major edits.



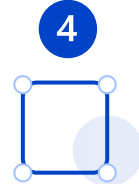
1
Copy, Paste
Copy the block to your slide.



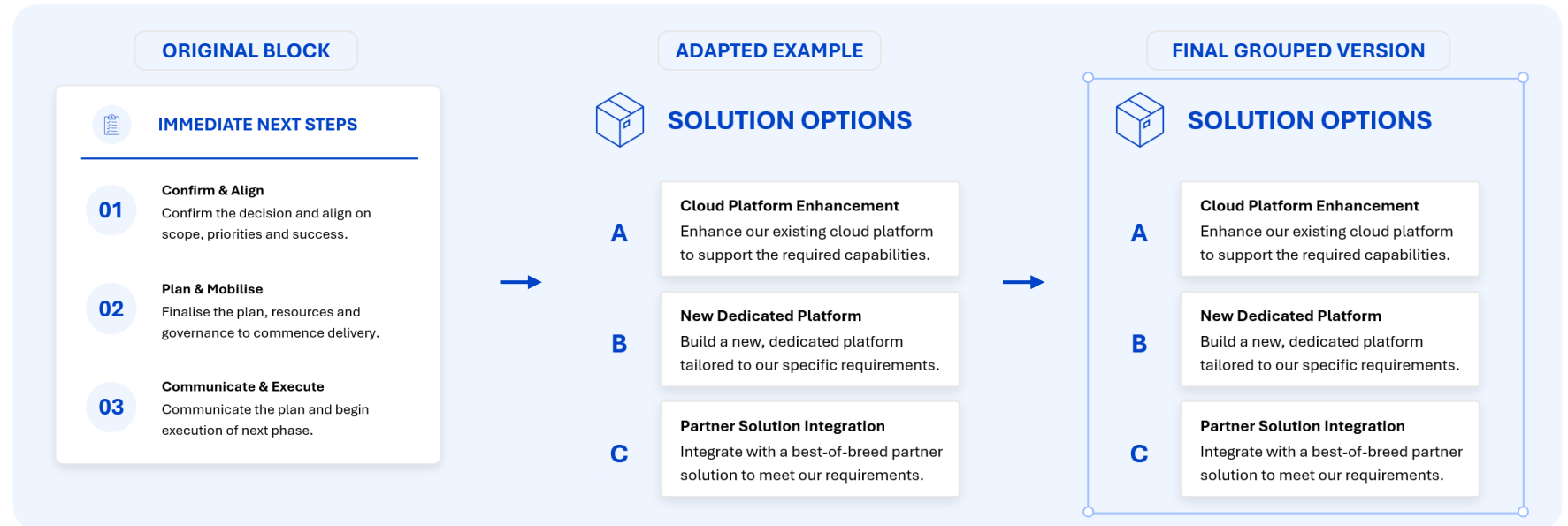
2
Edit content
Ungroup the block and edit the content and structure.



3
Align elements
Use PowerPoint Align tools to tidy up spacing and layout



4
Regroup
Regroup the elements to keep everything together



THANK YOU

Now go create an awesome deck!