



March 2024 PowerPoint Template Update Details

All PowerPoint templates are updated as detailed below.

There are three sets of slide layouts:

- Body Text Style
- Bullet List Style
- Numbered List Style

Body Text Style Slide Layouts

Body Text style slides consist of Verdana (Body) font 24 pt. with 6 pt. space before and after paragraphs and single-line spacing.

Bullet List Style Slide Layouts

The Bullet List style has three levels. This list is the same as the bullet list style in agency-approved Word templates.

- The first uses a solid bullet with an indentation before text of 0.5" and hanging by 0.25".
 - ▶ The second is a right-facing wedge with an indentation before text of 0.75" and hanging by 0.25".
 - ◇ The third is an open diamond with an indentation before text of 1" and hanging by 0.25".

Spacing before and after list items and paragraphs is set to 6 pt. with a single line space.

Numbered List Style Slide Layouts

The Numbered List style has five levels, like the numbered list style in agency-approved Word templates.

1. The first is an Arabic numeral with an indentation before text of 0.5" and hanging by 0.4".
 - A. The second is an uppercase letter with an indentation before text of 0.9" hanging by 0.4".
 - a. The third is a lowercase letter with an indentation before text of 1.3" hanging by 0.4".
 - 1) The fourth is an Arabic numeral with a right paren with an indentation before text of 1.7" hanging by 0.4".
 - a) The fifth level is a lowercase letter with a right paren with an indentation before text of 2.1" hanging by 0.4".

Spacing before and after list items and paragraphs is set to 6 pt. with a single line space.

Office Document Themes

Office Document Themes were updated to support PowerPoint templates. Themes provide all your Office documents with the same set of colors and fonts. Follow the [Software Center](#) instructions to update Office Document Themes. The Software Center update includes the four Word templates.

