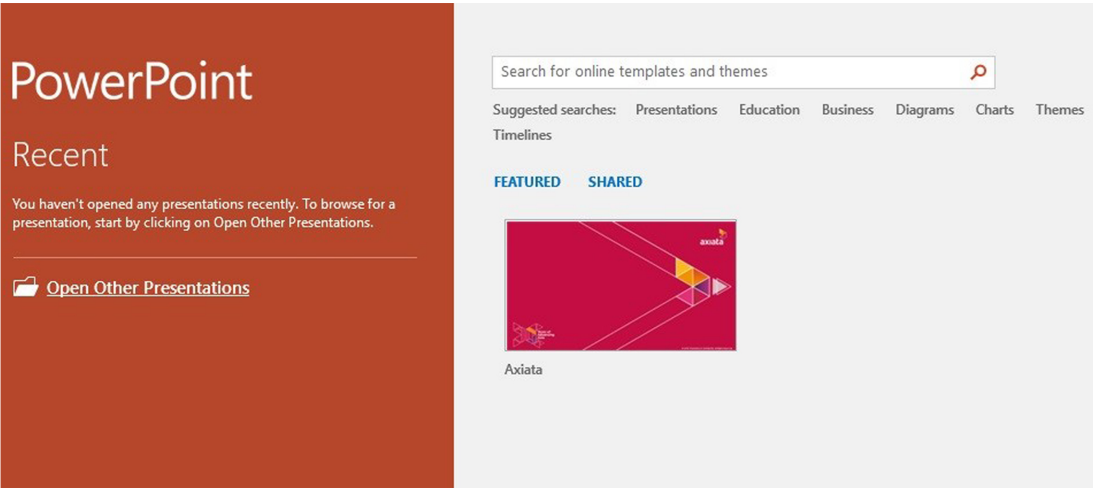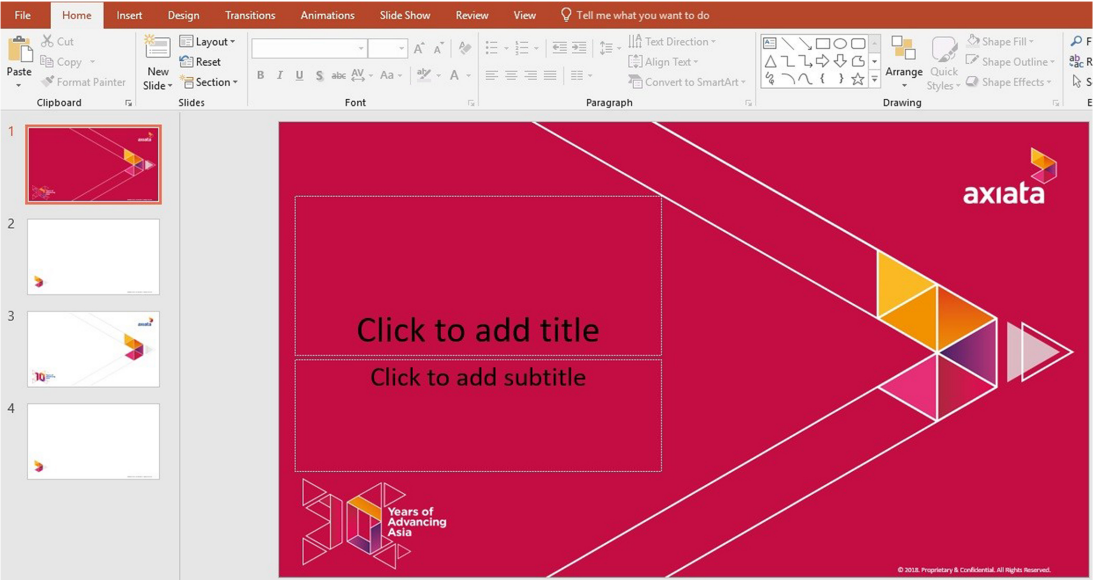# How to set your Axiata PowerPoint template into your Microsoft PowerPoint

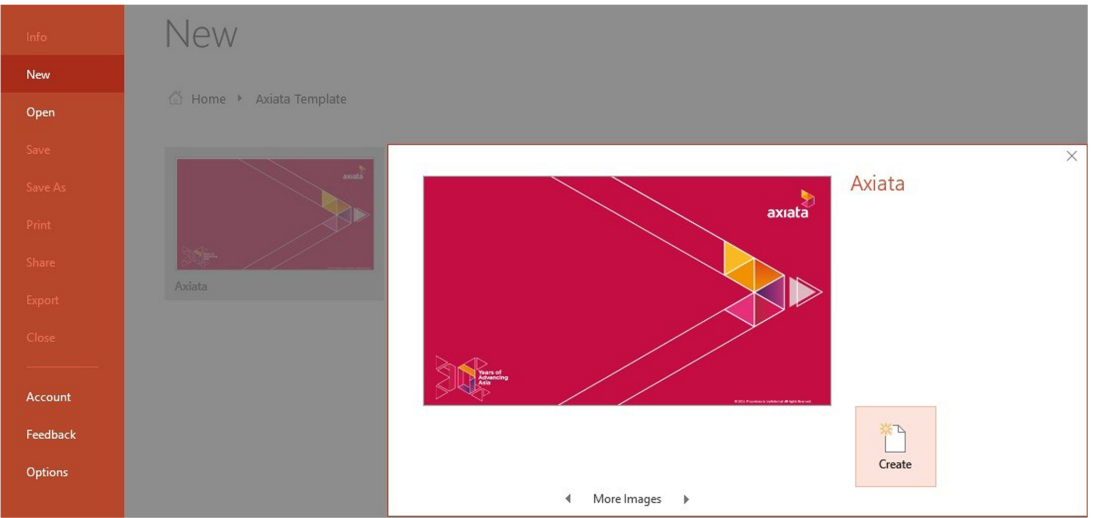**Step 1**

Open PowerPoint and the template will be at the SHARED tab.

Click on it to open the template.

Step 2

Click on the Create icon.

Step 3

The template will be loaded as shown in the picture.