

# Introducing New Unite-Branded Templates for MS Word Docs and PowerPoint Presentations

**The OICT Communications and Outreach Unit has launched a new set of Unite-branded templates to help you create polished, stylized Microsoft Word documents and PowerPoint presentations to enhance your communications.**

The new releases are part of a larger [Unite branding and template](#) collection available on the Technology website. COU interns Elianne Daou and Annie Xu supported the design of the new options.

Document/presentation templates aim to standardize the use of the global OICT brand for products and services—Unite—to harmonize our communications across all locations, with minimal effort by the user.

- Several styles are available and can be adjusted to suit any messaging or amount/type of content.
- Each template is cleanly designed and optimized for the web.
- Simply download a template, save it to your OneDrive and enter your content.
- Use as many or as few of the layout elements.
- Populate a template by clicking into any pre-formatted section. Add a heading or subheading; enter bullet points, a numbered list or content to a table; an image or graphic element; more

**All templates are available for download in the Resources section of the Technology website > Communications > [Unite Branding and Templates](#).**





Unite Brand Style Guide

**Contact Kiran Fatima, Graphic Designer / COU Team Lead with any questions**



**Kiran Fatima**  
Graphic Designer