How to Create Widescreen Presentations in PowerPoint 2010 by Default

This guide will help you set up Microsoft PowerPoint 2010 so that it creates presentations in the widescreen 16:9 format by default. This will ensure that slideshows are displayed correctly on lecture hall screens and in recordings.

PowerPoint 2010 - Creating New Presentations in Widescreen by Default

Open PowerPoint 2010
Click on the “Design” tab
Click "Page Setup"
Choose "On-screen Show (16:9)" from the drop-down menu
Click “OK”
Your slide should now be in a widescreen format.
Click the "File" tab
Select “Save As”
In the “Save as type” drop-down menu, select “PowerPoint Template (*.potx)”
Name the file “blank.potx” and click “Save”
Your default blank slide template should now be in a widescreen format so you do not need to manually set new projects to be created for widescreen displays.