

Working with Design Themes

Using themes for your PowerPoint presentations can be very convenient and efficient. Design Themes include preset fonts, color palettes, formatting effects, and backgrounds that give your presentation a professional look. PowerPoint provides a number of choices for working with slide themes. If you choose an existing theme, you can customize it to meet your needs. You also have the option of building your own theme.

Changing to a Different Theme

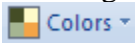

If you have created a presentation, you can change themes at any time. This can be especially helpful if you are ready to present and you discover the current theme does not display well with the equipment you are using or in the room in which you are presenting.


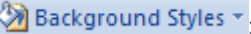
CAUTION: Some design themes will cover up previously inserted images and backgrounds.

1. With your presentation open, from the *Design* tab, in the *Themes* gallery, select the desired theme

Customizing Themes

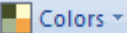
When you customize a theme, changes are implemented on all slides. Customizing a theme allows you to format fonts, backgrounds, formatting effects, and colors to make your presentation meet your creative needs. The following directions show how you can quickly alter your theme with presets. Options can be previewed by hovering over selections in each pull-down list. To have even more control over your design theme, you can also manually create your theme presets for colors, fonts, and backgrounds.

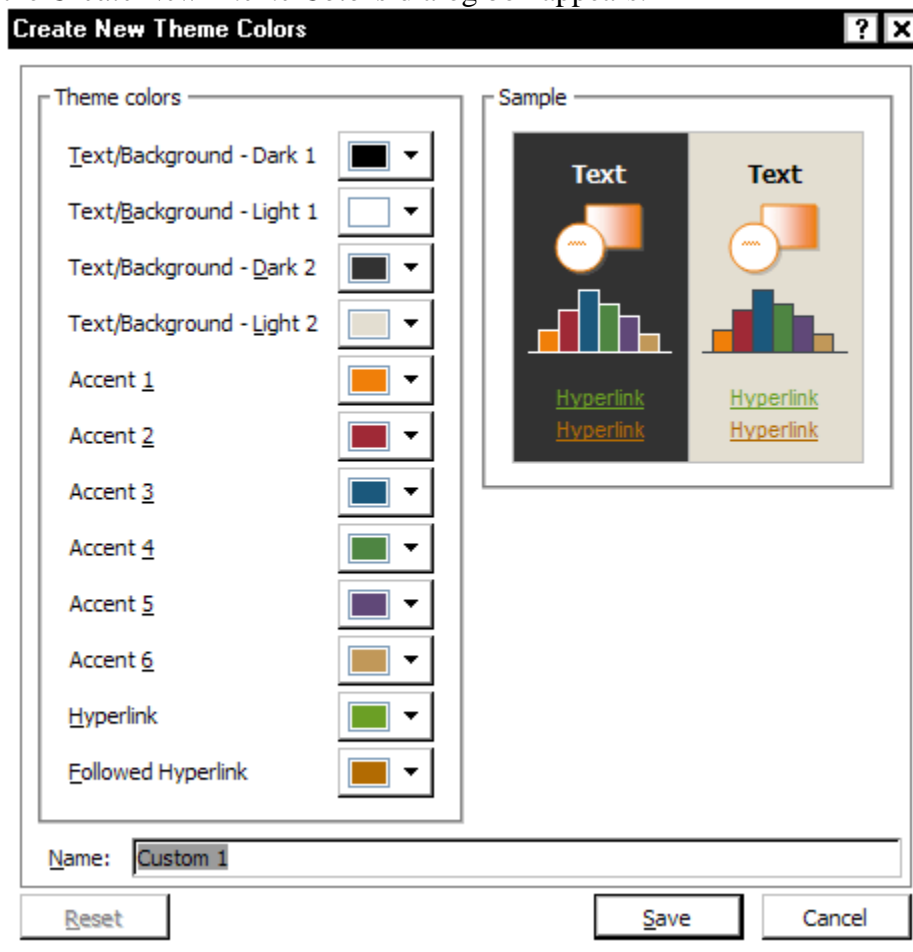
1. Select a slide in your presentation
2. From the *Design* tab, in the *Themes* group, on the *Themes* gallery select a theme
3. To change the color palette for the theme, in the *Themes* group, click **COLORS**
 » select a color palette
OR
Build a custom color palette
4. To change the font set for the theme, in the *Themes* group, click **FONTS**  »
select a font set
OR
Build a custom font set


- To change the formatting effects for the theme, in the *Themes* group, click **EFFECTS**  » select an effects set
- To change the backgrounds for the theme, in the *Background* group, click **BACKGROUND STYLES**  » select a background
OR
Build a custom background

Building a Custom Color Palette

By building a color palette manually, you can have complete control over how your presentation is colored. This can be useful if, for example, you are working for a university and want to use that university's colors.

- From the *Design* tab, in the *Themes* group, on the *Themes* gallery select a theme
- From the *Design* tab, in the *Themes* group, click **COLORS**  » select *Create New Theme Colors*
the *Create New Theme Colors* dialog box appears.



- To change any of the listed color elements, from the pull-down gallery buttons , select an element color


NOTE: The *Sample* section displays a dynamic image that is representative of the different elements of a slide. The colors in the sample will change as you build your custom color palette.

4. To start over from the colors you began with, click **RESET**
5. To save your color palette,
 - a. In the *Name* text box, type a name
 - b. Click **SAVE**

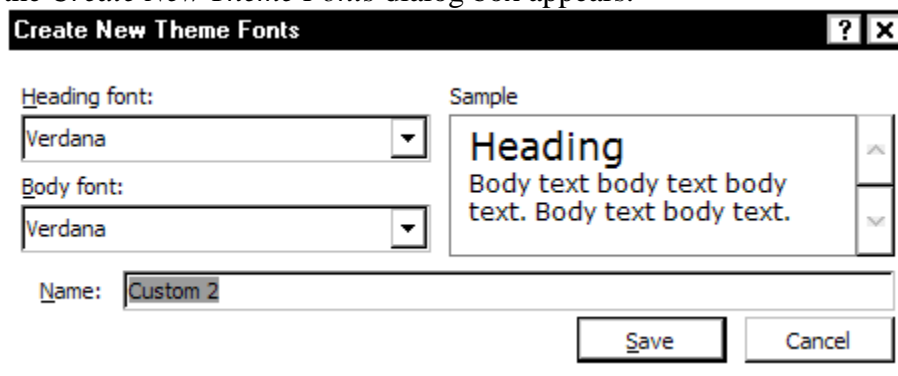
Your color palette is saved and added to the *Colors* pull-down gallery.

Building a Custom Font Set

PowerPoint allows you to create custom sets of fonts that correspond with the headings and body text of your slides. The following steps show how to build a custom font set.

1. From the *Design* tab, on the *Themes* group, in the *Themes* gallery, select a theme
2. From the *Design* tab, in the *Themes* group click **FONTS**  **Fonts** » select **Create New Theme Fonts**

the *Create New Theme Fonts* dialog box appears.



3. To change the heading font, from the *Heading font* pull-down list, select the desired font. The fonts in the sample will change as you build your custom font set.
4. To change the body text font, from the *Body font* pull-down list, select the desired font
5. To save your font set,
 - a. In the *Name* text box, type a name for the set
 - b. Click **SAVE**

Your font set is saved and added to the *Fonts* pull-down gallery.


Building a Custom Background

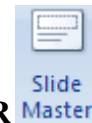
You can customize the background to your theme, so that each slide has the same one. When customizing the background, there are a variety of options available to you through the *Format Background* window, including gradient backgrounds, solid colors, textures, and images. For instructions on how to customize your theme background, refer to Customizing Backgrounds.

Building a New Theme

If the PowerPoint theme designs do not appeal to you, or if you have special design considerations for your presentation, you may want to build your own theme. To build your own theme from scratch, you will be using the Slide Master view. When building your own theme, you have the freedom to customize your choice of fonts, colors, background, placeholders, and images.



1. From the OFFICE button menu , select **New**
2. In the *Blank and recent* section, select **Blank Presentation**
3. Click **CREATE**

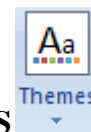


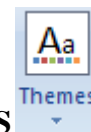
4. From the *View* tab, in the *Presentation Views* group, click **SLIDE MASTER**
NOTE: For more information, refer to Working with a Slide Master.
5. Use the *Edit Theme* group options to customize the colors, fonts, and formatting effects
NOTE: For more information, refer to Customizing Themes.
6. To add an image to your theme so that it appears on every slide,
 - a. In the *Slides* pane on the left, select the **Slide Master** (slide 1)



- b. From the *Insert* tab, in the *Illustrations* group, click **PICTURE**
- c. From the *Look in* pull-down list, select the location of your picture
- d. Select the desired file
- e. Click **INSERT**

NOTE: For more information on inserting images, including how to insert *Clipart*, refer to Working with Images.



7. From the *Slide Master* tab, in the *Edit Theme* group, click **THEMES**  » select **Save Current Theme...**
The *Save Current Theme* dialog box appears.
8. In the *File name* text box type the desired file name
9. Click **SAVE**
Your theme has been saved.