

CHAPTER 1

InFocus

THEMES

A **theme** is a co-ordinated set of colours, fonts, effects and backgrounds that you can apply to create a professional looking presentation with a consistent design. PowerPoint includes many built-in themes. Once you've applied a theme, you rarely need to concern yourself with the design of your presentation — the theme already includes all of the required layout and formatting. All you really need to do is type the text. However, you can modify an existing theme, such as changing the theme colours or theme fonts, to suit your needs.

In this session you will:

- ✓ gain an understanding of themes
- ✓ learn how to apply a theme
- ✓ learn how to modify the theme colours
- ✓ learn how to create a custom colour theme
- ✓ learn how to change theme fonts
- ✓ learn how to change the slide background
- ✓ learn how to save a customised theme
- ✓ learn how to use a customised theme
- ✓ learn how to delete a customised theme.

UNDERSTANDING THEMES

PowerPoint provides its users with powerful, yet simple tools for creating professional, high quality presentations. **Themes** is one such tool that can dramatically improve the appearance of your

presentation by allowing you to quickly and easily apply the work of professional designers. You can also modify themes to suit your own requirements, such as by adding a logo or company colours.

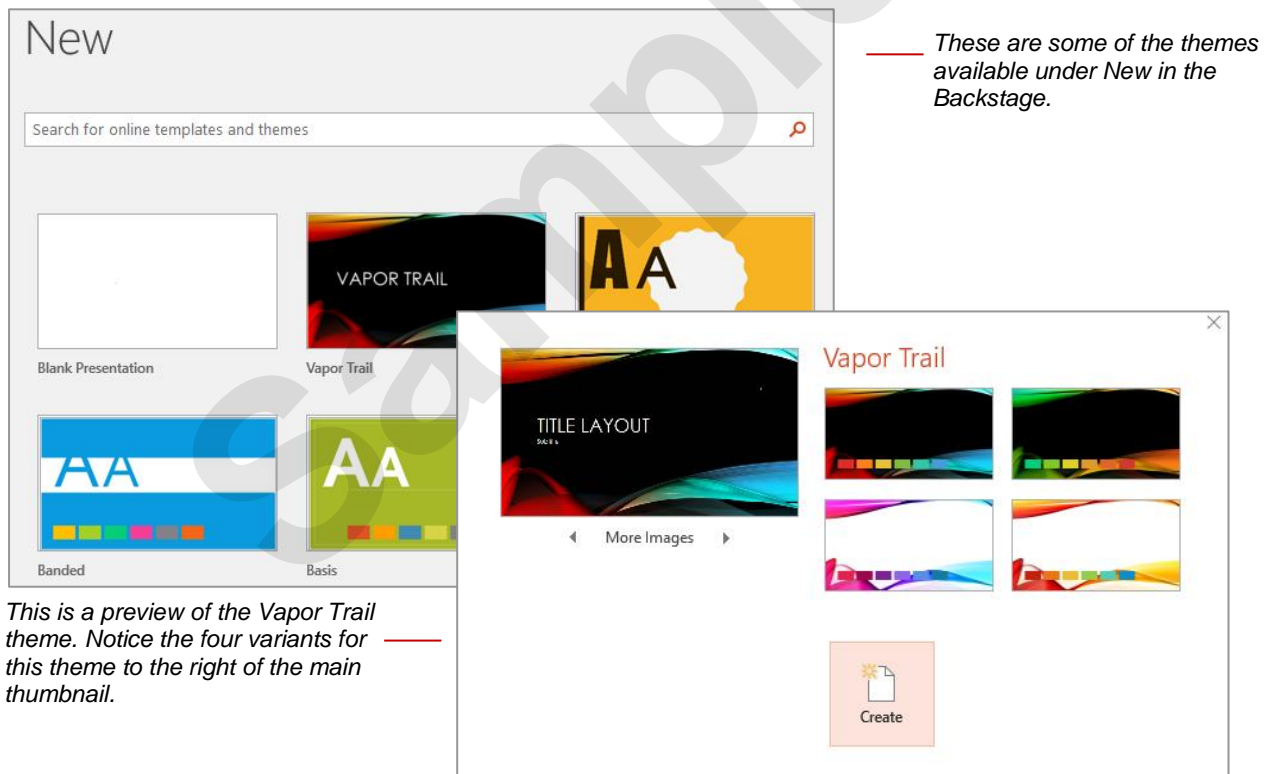
What Is A Theme?

A **theme** is a coordinated set of colours, styles and effects that enable you to create well-designed and professional-looking documents quickly and easily. Each theme includes a set of theme **colours**, theme **fonts** (such as heading styles and body text fonts) and theme **effects** (which apply a pre-chosen set of line, fill and special effects to **objects** that you have inserted, such as charts, shapes, SmartArt graphics and images).

Every presentation has an underlying theme. For example, a new blank presentation has the **Office** theme applied to it by default. This means that every element of your new presentation – be it the text you insert or a style you apply to an inserted table or picture – is controlled by a theme.

Themes are available under **New** in the **Backstage**. All themes also come with a set of **Variants**.

Variants can be seen as variations of the same theme with slightly different colour schemes. If you don't like the **variants**, there is always the option of customising the theme to suit your requirements. You can alter the colours, fonts, backgrounds and much more to create the perfect theme for you.



Why Use Themes?

There are several advantages to using themes.

- To save time. Instead of spending copious amounts of time formatting every aspect of your presentation, such as styles, slide layout, colour backgrounds, formatting and the rest, graphic designers have done the work for you. By choosing a theme, you can create professional, high-quality documents with a coordinated set of colours, fonts and backgrounds.
- To keep it consistent. The PowerPoint themes are also available in other Microsoft Office applications like Excel and Word. This means that you can maintain a consistent look, if desired, across all of your organisational documents. For example, you can create your annual report with a similar design to your brochures, monthly newsletters, end-of-year financials, your presentation to the Board, and your website.
- Themes can also be applied to PowerPoint's range of templates.

APPLYING A THEME

Microsoft PowerPoint includes a variety of **themes**. Each theme has been carefully designed so that the fonts, styles, colours and formatting complement each other to create

professional-looking, consistent and well-designed presentations. As well as creating new presentations based on a theme, you can also apply themes to existing presentations.

Try This Yourself:

Open File

*Before starting this exercise you **MUST** open the file Themes_1.pptx...*

- 1 Click on the **Design** tab, then click on the **More** arrow for the **Themes** gallery in the **Themes** group to display a gallery of options

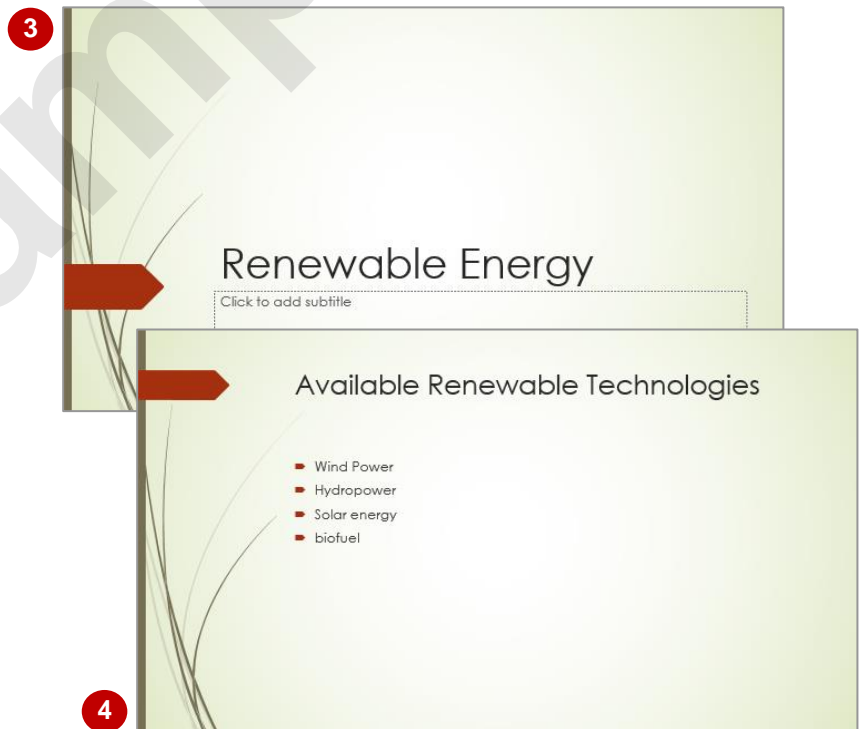
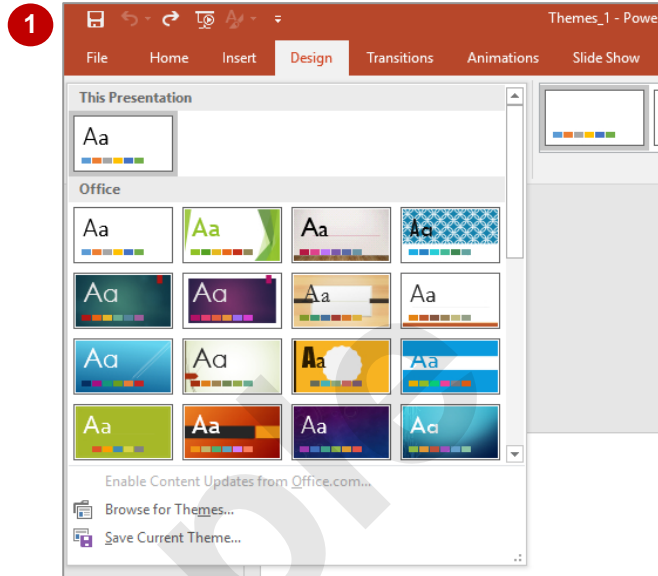
Here you will find all built-in themes. Currently the default Office theme is applied to the presentation, as shown under the heading This Presentation. Let's apply a different theme ...

- 2 Point to the various themes in the gallery to see them applied to the presentation in Live Preview

- 3 Click on **Wisp** to apply this theme to the presentation

All design, layout and formatting within the theme have been applied, instantly transforming the presentation...

- 4 Scroll through the presentation to see how the theme has been applied to the various elements



For Your Reference...

To **apply a theme** to a **presentation**:

1. Click on the **Design** tab
2. Click on the **More** arrow for the **Themes** gallery in the **Themes** group
3. Select the desired theme

Handy to Know...

- You can change the default theme for all new presentations if you would rather not use the **Office** theme. To do this, click on the **Design** tab, then click on the **More** arrow in the **Themes** group, right-click on the theme that you want to set as the default and select **Set as Default**.

CHANGING THE THEME COLOURS

For each theme, designers have selected twelve colours that complement each other. These include light-coloured text with a dark background (and vice versa), six **accent** colours for charts,

tables and other inserted objects, plus two colours for hyperlinks. Once you have applied a theme, you can easily apply a different colour scheme to the current theme.

Try This Yourself:

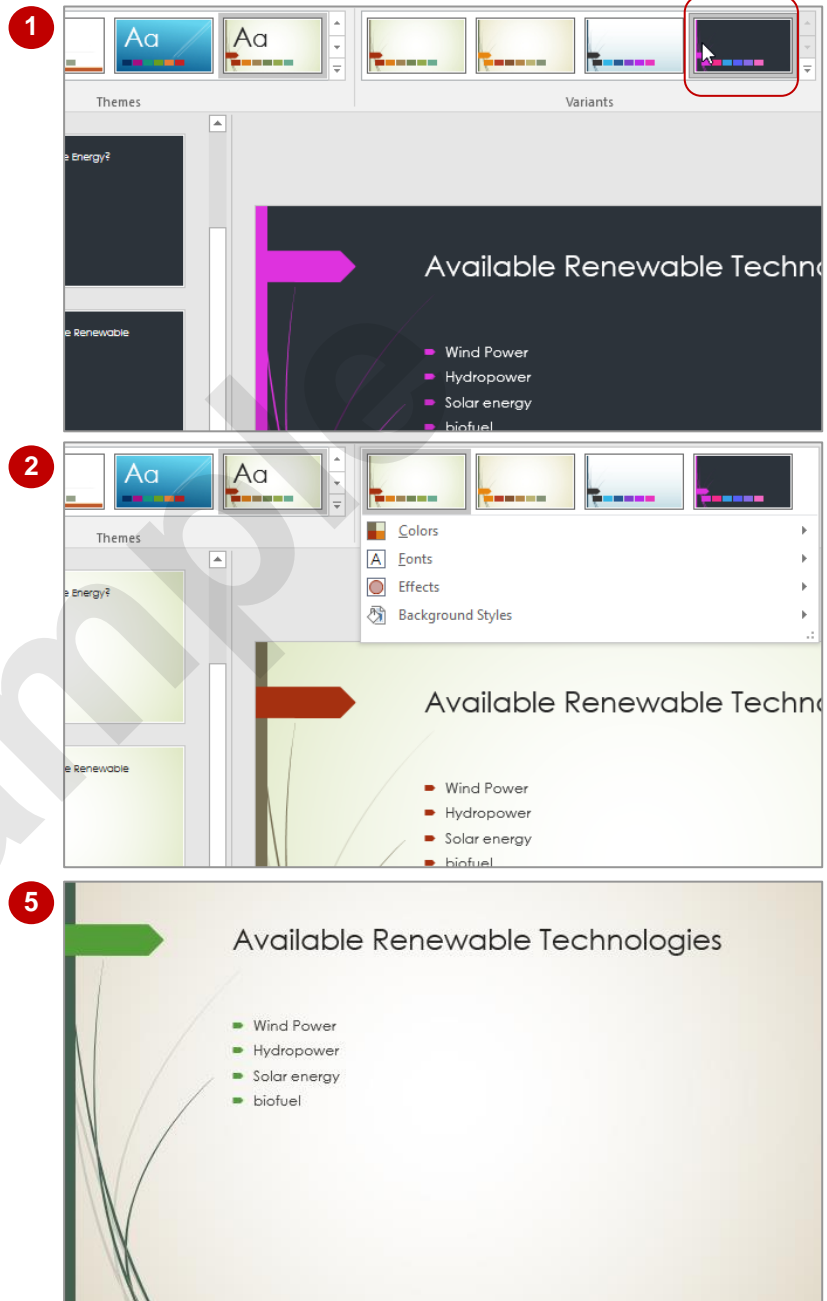
Same
File

Continue using the previous file with this exercise, or open the file *Themes_2.pptx*...

- 1 Click on the **Design** tab, then point to each of the thumbnail options available in the **Variants** gallery in the **Variants** group to see the effect on the slides in Live Preview

We didn't like any of those variants so let's apply a different colour theme...

- 2 Click on the **More** arrow for the **Variants** gallery in the **Variants** group to display a menu of options
- 3 Point to **Colours** to display the colour options
- 4 Point to the various theme colours options to see them applied to the presentation in Live Preview
- 5 Scroll down and click on **Green** to apply this colour theme to the presentation
- 6 Scroll through the presentation to see how the theme colours have been applied to the various elements



For Your Reference...

To **change theme colours**:

1. Click on the **Design** tab
2. Click on **Colours** in the **Themes** group
3. Click on the desired theme colours

Handy to Know...

- When applying themes, the available variants will change depending on the theme that you have selected.

CREATING CUSTOM THEME COLOURS

PowerPoint provides you with the option of creating your own custom colour theme. This is useful, for instance, if you want to use colours based on your company logo or simply on your

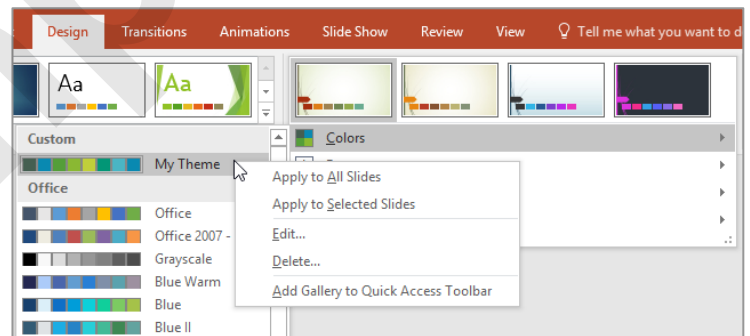
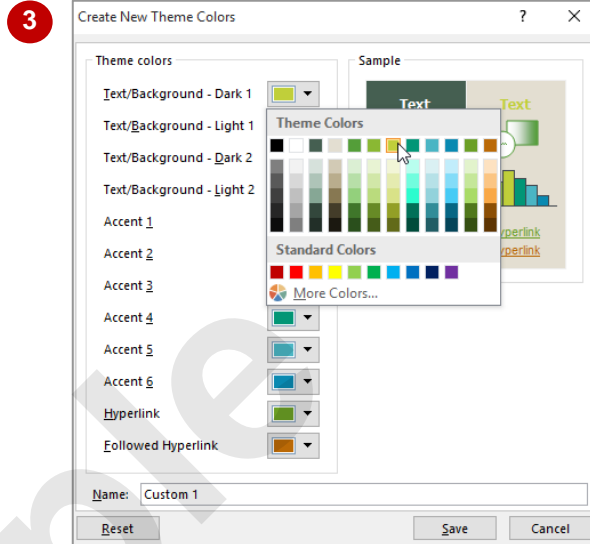
own personal preferences. You can save custom colour themes so that they appear in the **Colours** gallery, giving you the option to apply them to other presentations.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *Themes_3.pptx...*

- 1 Click on the **Design** tab, then click on the **More** arrow for the **Variants** gallery in the **Variants** group to display a menu of options
- 2 Point to **Colours** to display a menu of options, then select **Customise Colours** to open the **Create New Theme Colours** dialog box
Let's change a few colours to create our own version of the current colour theme – Green...
- 3 Click on the drop arrow for **Text/Background – Dark 1** and select **Lime Accent 3**
Notice the preview in the right pane ...
- 4 Click on **Text/Background – Light 2** and select **Turquoise Accent 6**
- 5 In **Name**, type **My Theme** and click on **[Save]** to save the custom theme
The theme will be saved to the Colours gallery...
- 6 Repeat step 1, point to **Colours** and right-click on **My Theme** to display a menu
- 7 Select **Delete** to open the **Microsoft PowerPoint** dialog box and click on **[Yes]** to delete the theme
- 8 Repeat step 1, point to **Colours** and select **Green** to reapply this theme colour



For Your Reference...

To **create** a **customised colour theme**:

1. Click on the **Design** tab, then click on the **More** arrow for the **Variants** gallery in the **Variants** group
2. Point to **Colours**, select **Customise Colours**, apply the changes and click on **[Save]**

Handy to Know...

- Once you have created a custom theme you can edit it by clicking on the **Design** tab, clicking on the **More** arrow for the **Variants** gallery on the **Variants** group, pointing to **Colours**, right-clicking on the theme and selecting **Edit** to open the **Edit Theme Colours** dialog box.

CHANGING THE THEME FONTS

Designers at Microsoft have spent time working out which groups of fonts work well together and have saved these in the **Theme Fonts** gallery. However, you can easily change the theme fonts

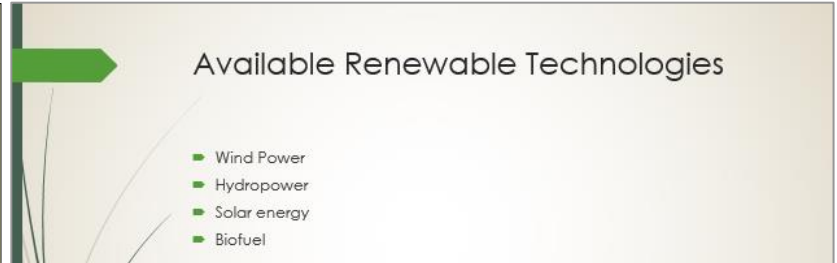
applied to a theme in your presentation. You may need to do this to meet organisational requirements, for example. A quick way to do this is to select an alternative set of **theme fonts**.

Try This Yourself:

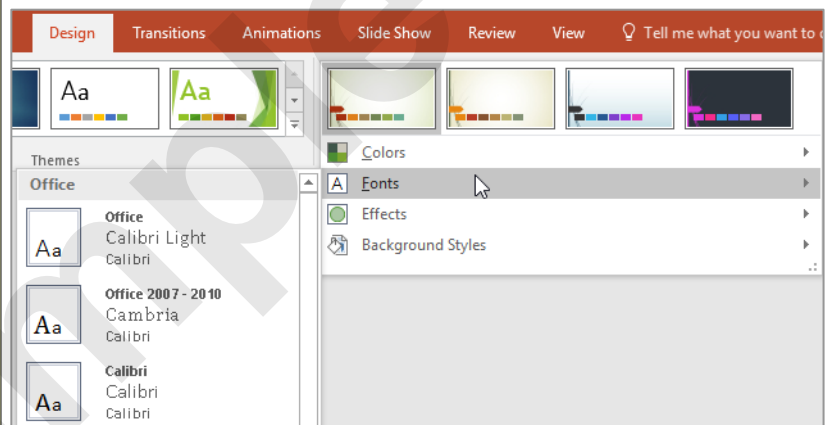
Same
File

Continue using the previous file with this exercise, or open the file *Themes_4.pptx...*

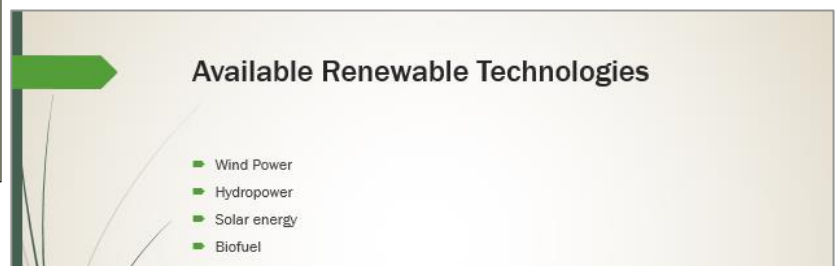
- 1 Navigate to and display slide **4** in the **Slides** window
It helps to have both the heading and body theme fonts displayed when previewing alternative theme fonts in Live Preview...
- 2 Click on the **Design** tab, then click on the **More** arrow for the **Variants** gallery in the **Variants** group to display a menu of options
- 3 Point to **Fonts** to display the font options then point to the various theme fonts to see them applied temporarily to the presentation in Live Preview
- 4 Click on **Franklin Gothic** to apply this font style
- 5 Scroll through the presentation to view the result



1



3



4

For Your Reference...

To **change** the **theme fonts**:

1. Click on the **Design** tab
2. Click on the **More** arrow for the **Variants** gallery in the **Variants** group
3. Click on **Fonts**
4. Click on the desired theme fonts

Handy to Know...

- To create and save custom theme fonts, click on the **Design** tab, click on the **More** arrow in the **Variants** group, then point to **Fonts** to display a menu. Select **Customise Fonts** to display the **Create New Theme Fonts** dialog box, apply the desired settings, type a **Name** and click on **[Save]**.

CHANGING THE SLIDE BACKGROUND

Background Styles are variations of the background of the current theme. Each theme has a particular background style applied by default which generally consists of a combination

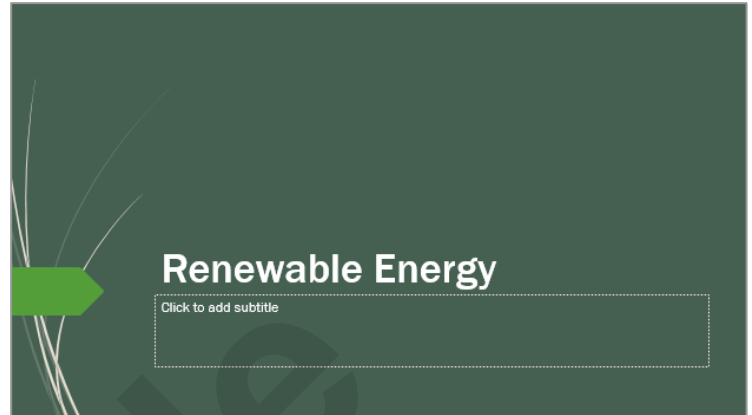
of fill colours and effects, such as gradient or texture effects. You can change the background by applying a new style or by modifying the current style on the **Format Background** pane.

Try This Yourself:

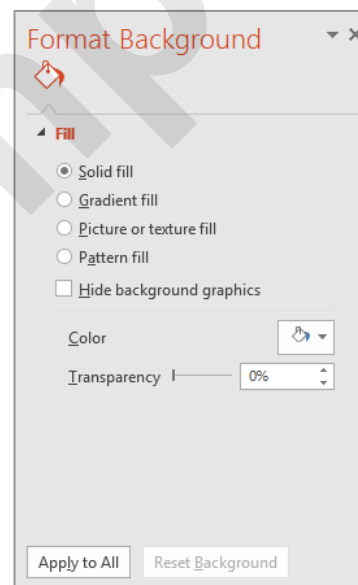
Same File

Continue using the previous file with this exercise, or open the file *Themes_5.pptx...*

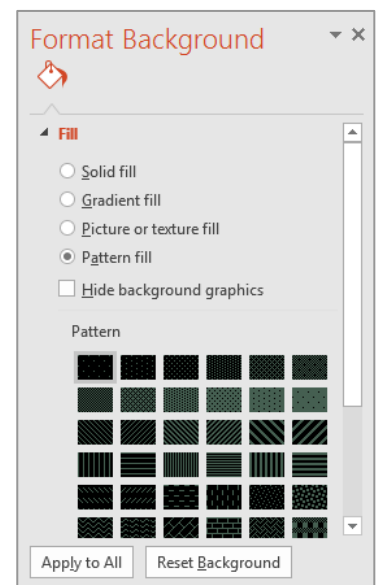
- 1 Navigate to and display slide 1 in the **Slides** window
- 2 Click on the **Design** tab, then click on the **More** arrow for the **Variants** gallery in the **Variants** group to display a menu of options
- 3 Point to **Background Styles** to display a gallery of background style options
The available background styles depend on the theme or variant currently applied to your slides...
- 4 Click on **Style 3** to apply this background style to all slides
Let's customise this background...
- 5 Repeat steps 2 and 3 to open the **Background Styles** gallery and select **Format Background** to open the **Format Background** pane
- 6 Select **Pattern fill** under **Fill** to display the pattern fill options
- 7 Select **Plaid** to apply this pattern fill
You can select different Foreground or Background colours for your pattern to create a different effect...
- 8 Click on **[Reset Background]** to undo the changes you made
- 9 Click on **Close** to close the **Format Background** pane



4



5



6

For Your Reference...

To **change** the **slide background**:

1. Select the slide, click on the **Design** tab, click on the **More** arrow for the **Variants** gallery in the **Variants** group
2. Point to **Background Styles**, then select a style option or select **Format Background**

Handy to Know...

- Using the **Format Background** pane, you can apply background changes to one slide, or you can apply the changes to all slides by clicking on **[Apply to All]**.

SAVING A CUSTOMISED THEME

If you have applied a theme and then changed theme fonts, colours, and/or background styles, it would be a shame to waste all that effort in making those changes, and then have to redo

them each time you apply that theme. Instead, you can save your customised theme for future use. When you save a theme, it is added to the **Themes** gallery and can be applied to any presentation.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *Themes_6.pptx...*

- 1 Click on the **Design** tab, then click on the **More** arrow in the **Themes** group to display the **Themes** gallery

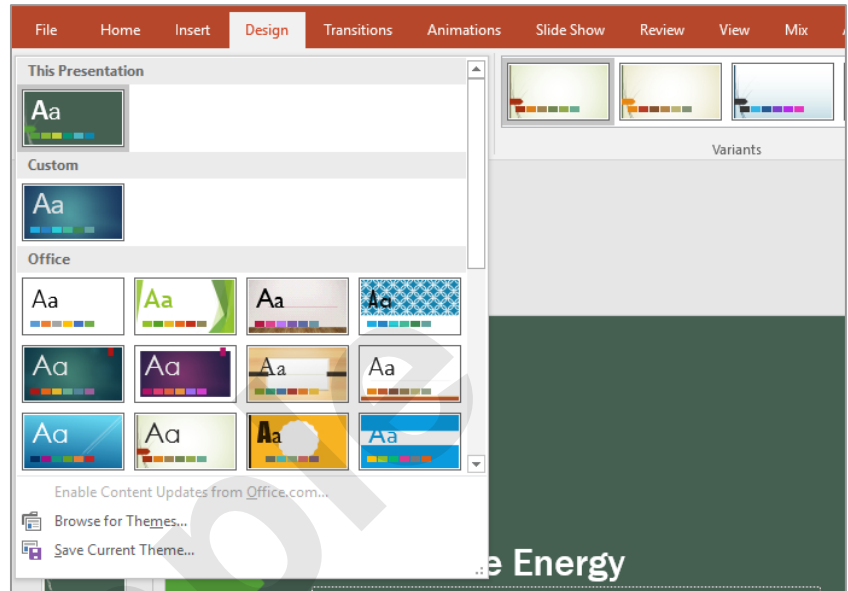
The gallery displays the theme for *This Presentation*, which is really a customised version of the *Wisp* theme. Let's save this theme for future use...

- 2 Select **Save Current Theme** to open the **Save Current Theme** dialog box

The default save location for themes is the *Document Themes* folder in the *Templates* folder. We just need to give the theme a name...

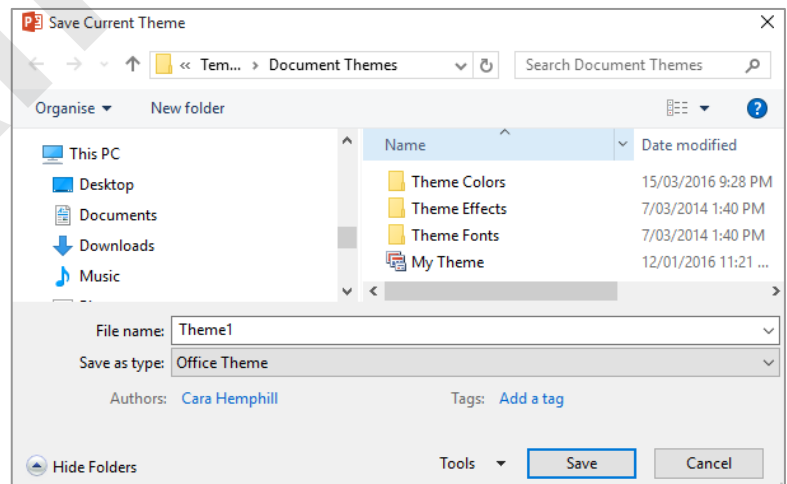
- 3 In **File name**, type **wisp2**, then click on **[Save]**

- 4 Click on **Close** to close the presentation



1

2



For Your Reference...

To **save** a **customised theme**:

1. Click on the **Design** tab, then click on the **More** arrow in the **Themes** group
2. Select **Save Current Theme**
3. Type a **File name**, then click on **[Save]**

Handy to Know...

- Once saved, you can apply the custom theme to selected slides in a presentation by selecting the desired slides, opening the theme gallery and right-clicking on the required custom theme to open a shortcut menu. You can then select **Apply to Selected Slides**.

USING A CUSTOMISED THEME

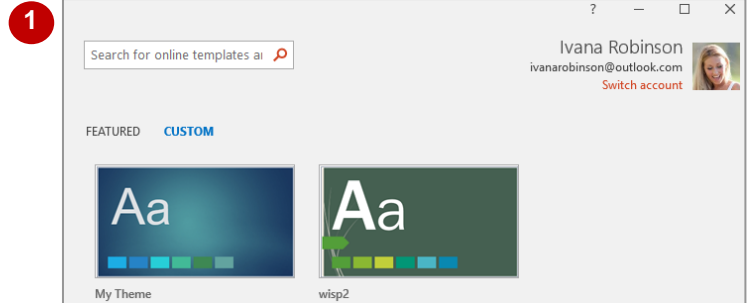
Once you have saved a custom theme, you can then apply it to new or existing presentations. This is particularly handy if you create a company theme, as you can then apply it to all your

presentations in order to achieve consistency and comply with company style standards.

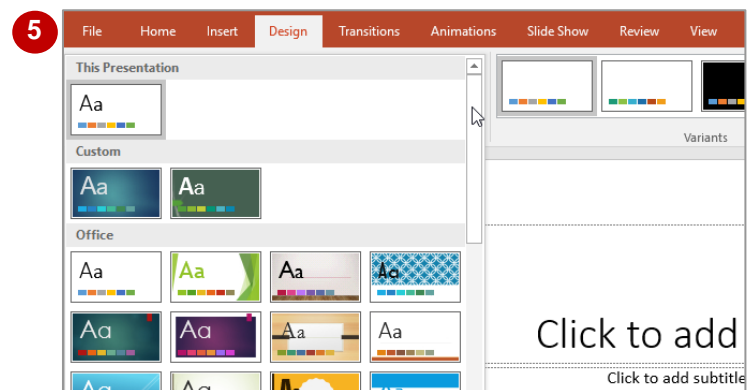
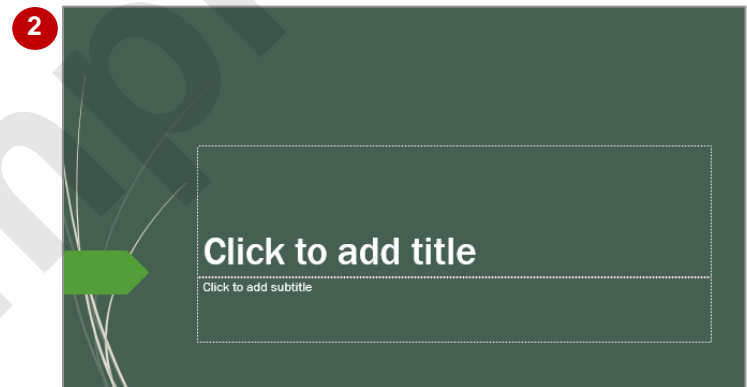
Try This Yourself:

Before starting this exercise ensure the PowerPoint start screen is displayed...

- 1 On the right side of the window, under **Suggested searches**, click on **CUSTOM** to display the custom themes and templates
- 2 Select **wisp2** to display a preview then click on **[Create]** to open a new presentation with the **wisp2** theme applied
You can now make changes to this presentation and then save it as a new presentation, but for the purpose of this exercise we will simply close it...
- 3 Click on the **File** tab, then click on **Close** to close the presentation
If you are asked to Save, click on [Don't Save]...
- 4 Click on **File**, then click on **New** and select **Blank Presentation** in **Featured**
- 5 Click on the **Design** tab, then click on the **More** arrow for the **Themes** gallery in the **Themes** group to display a gallery of options
- 6 Under **Custom** click on **wisp2** to apply this theme to the presentation
- 7 Repeat step 3 to close the presentation without saving



Note that the categories CUSTOM and FEATURED will only appear once you have saved custom themes and/or templates.



For Your Reference...

To **use** a **customised theme**:

- In the **Backstage** click on **New**, click on **Custom**, click on **Document Themes**, select the theme and click on **[Create]**, or
- Click on the **Design** tab, click on the **More** arrow for the **Themes** gallery and select an option

Handy to Know...

- If you are using themes frequently you may want to add the **Themes** gallery to the **Quick Access Toolbar**. To do so, right-click on a theme in the **Themes** gallery and select **Add Gallery to Quick Access Toolbar**.

DELETING A CUSTOMISED THEME

There are times when you may need to delete customised themes that you have created. For instance you may only need to use a theme a couple of times. Or you may create many themes

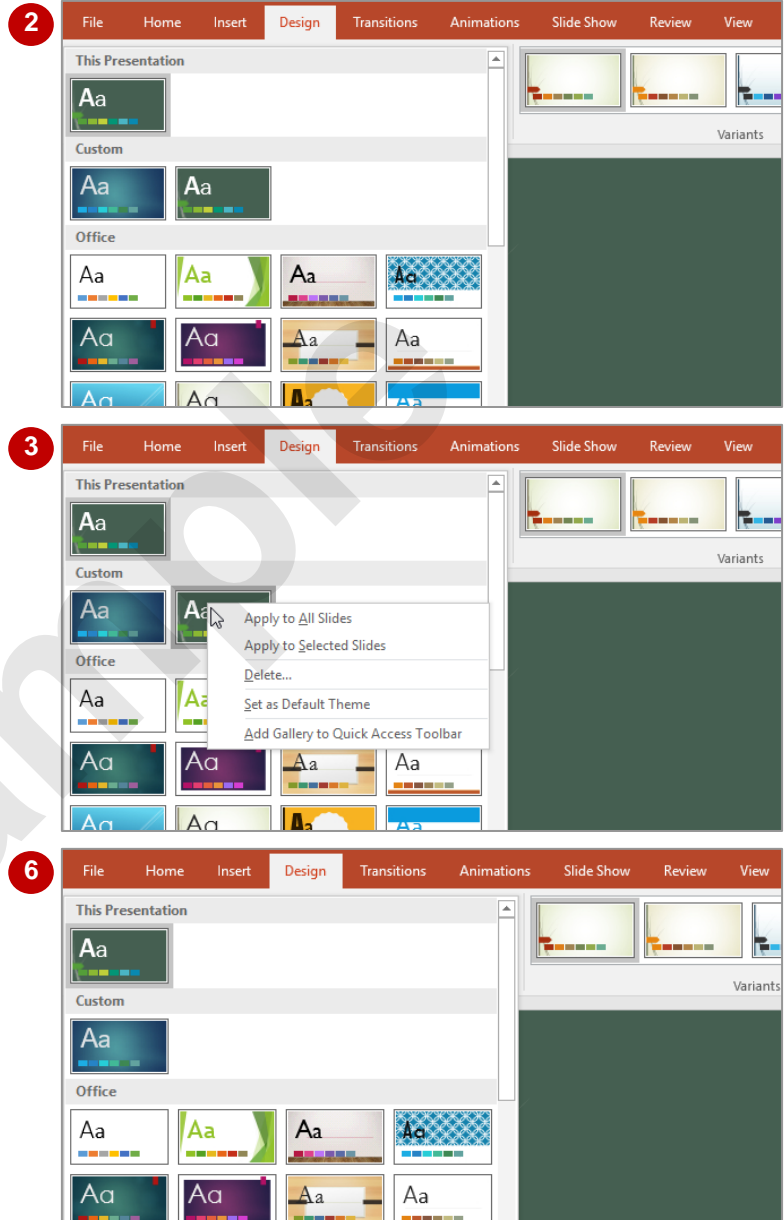
while you are experimenting with design aspects and they may be crowding the **Themes** gallery. Fortunately deleting customised themes is very easy.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *Themes_7.pptx...*

- 1 Click on the **Design** tab
- 2 Click on the **More** arrow for the **Themes** gallery in the **Themes** group to display a gallery of options
- 3 Under **Custom**, right-click on **wisp2** to display a menu of options
- 4 Select **Delete** to open the **Microsoft PowerPoint** dialog box
- 5 Click on **Yes** to delete the custom theme **wisp2**
- 6 Repeat step 2 to expand the **Themes** gallery and view the result
The wisp2 custom theme will no longer be listed...
- 7 Close all open presentations



For Your Reference...

To **delete customised themes**:

1. Click on the **Design** tab, then click on the **More** arrow for the **Themes** gallery in the **Themes** group
2. Right-click on the desired theme under **Custom**
3. Select **Delete** then click on **[Yes]**

Handy to Know...

- When you delete a custom theme from the **Themes** gallery it is deleted from its file location so will no longer be accessible via the **Backstage** or anywhere else.

CHAPTER 2

InFocus

SLIDE MASTERS

A **slide master** controls the overall appearance, such as formatting and design, of each slide layout and therefore each slide in your presentation. When you modify the slide master within your presentation, the changes will be applied to every slide layout. All templates contain at least one slide master.

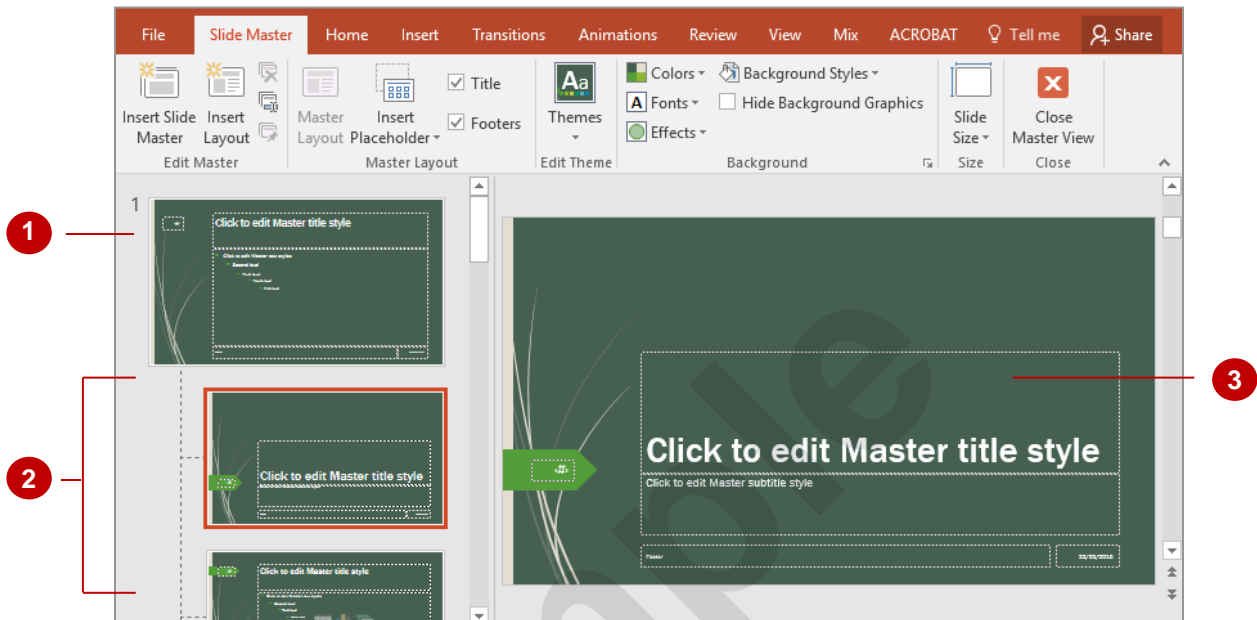
In this session you will:

- ✓ gain an understanding of slide masters
- ✓ learn how to view the slide masters
- ✓ learn how to modify the master font
- ✓ learn how to modify bullets
- ✓ learn how to insert an image
- ✓ learn how to slide transitions to the slide master
- ✓ learn how to insert slide numbers
- ✓ learn how to create a custom slide layout
- ✓ learn how to modify slide layouts.

UNDERSTANDING SLIDE MASTERS

You can access the **Slide Master** view by clicking on the **View** tab and clicking on **Slide Master** in the **Master Views** group. Using the **Slide Master** view you can quickly and easily

make changes to your whole presentation, such as adding logos or changing fonts. You can also customise the slide layouts or create your own.



Viewing Slide Masters

To modify and work with the slide master, as well as each slide layout, you need to be in **Slide Master View**. The example above shows a new, blank presentation based on an existing theme in **Slide Master View**.

- 1 Slide Master** Every template or theme, including a blank presentation (which has the Office theme applied by default) has a **Slide Master**. A **Slide Master** is the very first slide in the **Slides** pane and is slightly bigger than the slides below. You can use a **Slide Master** whenever you wish to make changes that you want applied to the whole presentation. Any changes you make to the **Slide Master** will be applied to all slides in a presentation, no matter what **slide layout** is applied.
- 2 Layouts** Below the **Slide Master** in the **Slides** pane, are the available **slide layouts** for that particular theme or template. Depending on the sort of changes you make to these slide layouts, the changes may either affect the whole presentation or just that particular slide layout. For instance, if you apply **Colours**, **Fonts** or **Effects**, this formatting will be applied to the whole presentation. However, if you apply a **Background Style** the formatting will only be applied to that one slide layout. You can create your own custom **slide layouts** by clicking on **Insert Layout** in the **Edit Master** group. You can then format the layout as you wish and even insert **placeholders** from the **Master Layout** group.
- 3 Placeholders** The **Slide Master**, as well as each slide layout, contains a range of **placeholders** that hold text, such as the title, footer and the date, as well as objects, such as images, tables and charts. When you modify the **title placeholder** on the slide master, for example, the change will be applied to all slide layouts that contain a title placeholder. If the slide master does not contain a particular placeholder, such as a content placeholder (for images and the like), you will need to modify the content placeholder on the relevant slide layout.