

## 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 change theme fonts
- ✓ learn how to change the slide background
- ✓ learn how to save 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.

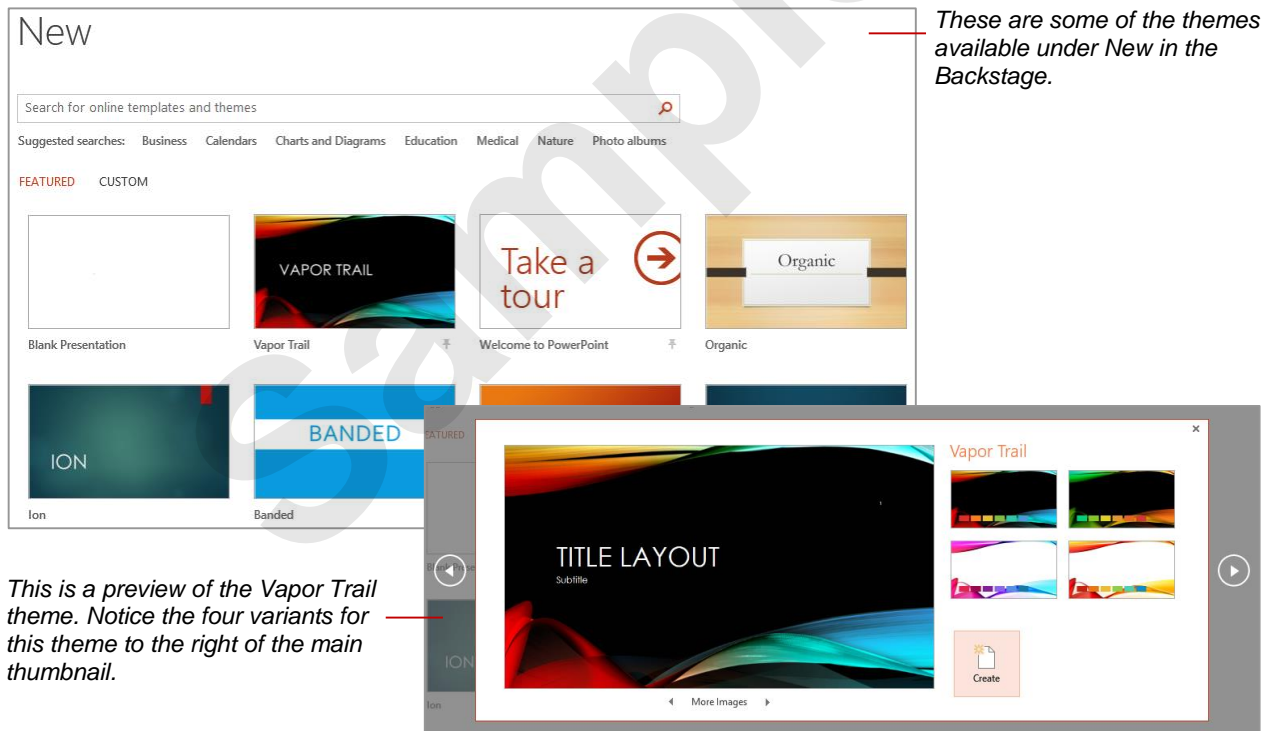
## What Is A Theme?

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 P1304 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

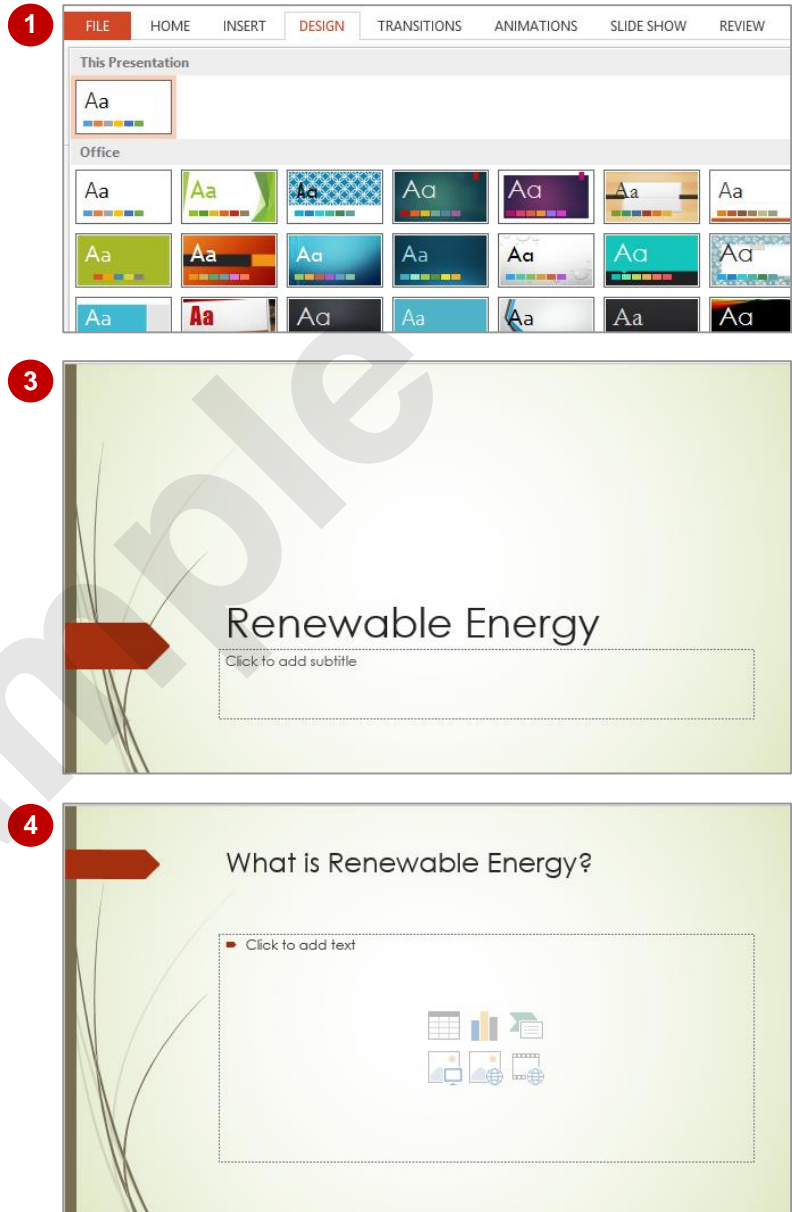
*Here you will find all built-in themes. Currently the default Office theme is applied to the presentation, as shown under the heading This Presentation. Let's apply a different theme ...*

- 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 12 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 *P1304 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...*

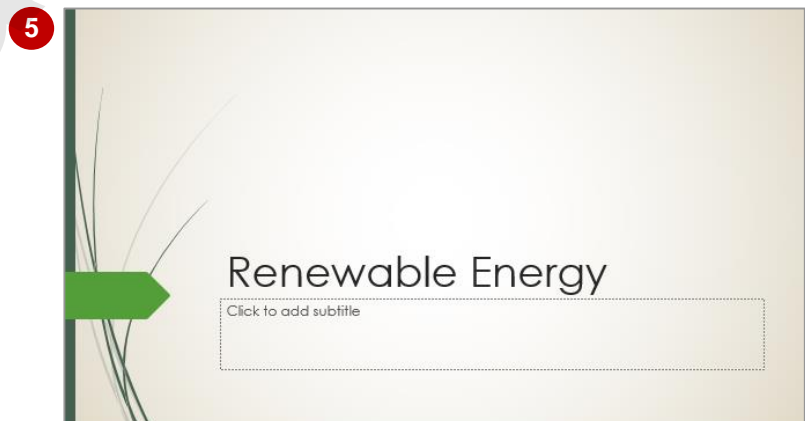
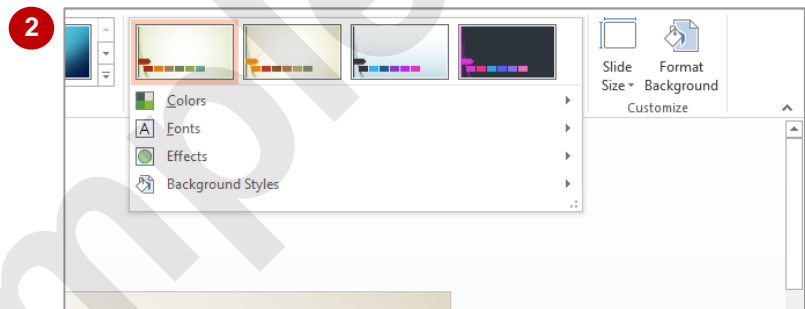
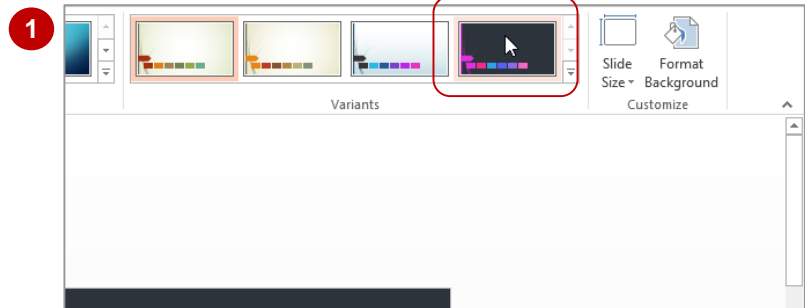
- 2 Click on the **More** arrow for the **Variants** gallery in the **Variants** group to display a menu of options

- 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.



# 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 *P1304 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

### Available Renewable Technologies

- Wind Power
- Hydropower
- Solar energy
- Biofuel

3

### Available Renewable Technologies

- Wind Power
- Hydropower
- Solar energy
- Biofuel

4

### Available Renewable Technologies

- Wind Power
- Hydropower
- Solar energy
- Biofuel

## 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

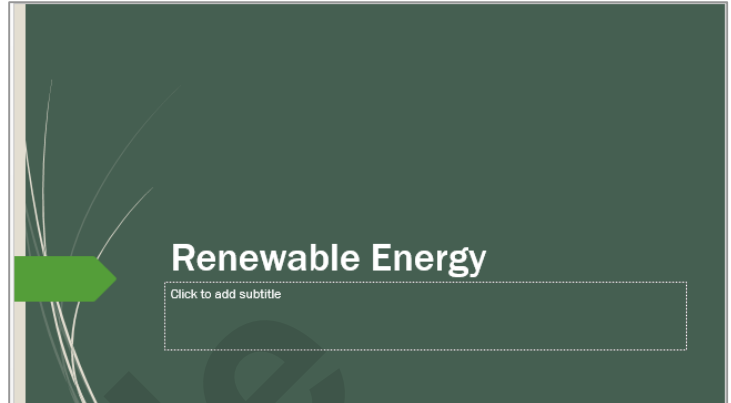
of fill colours and effects, such as gradient or texture effects. You can change the background by applying a new style or by modifying the current style on the **Format Background** pane.

## Try This Yourself:

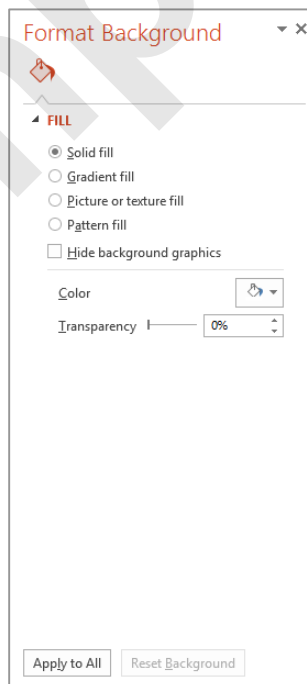
**Same File**

Continue using the previous file with this exercise, or open the file P1304 Themes\_5.pptx...

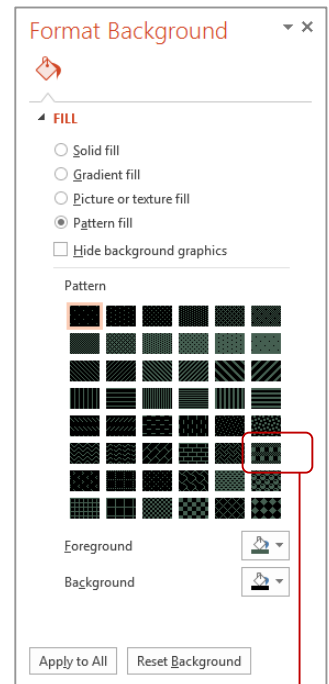
- 1 Navigate to and display slide 1 in the **Slides** window
- 2 Click on the **DESIGN** tab, then click on the **More** arrow for the **Variants** gallery in the **Variants** group to display a menu of options
- 3 Point to **Background Styles** to display a gallery of background style options  
*The 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

Plaid

## 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 P1304 Themes\_6.pptx...

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

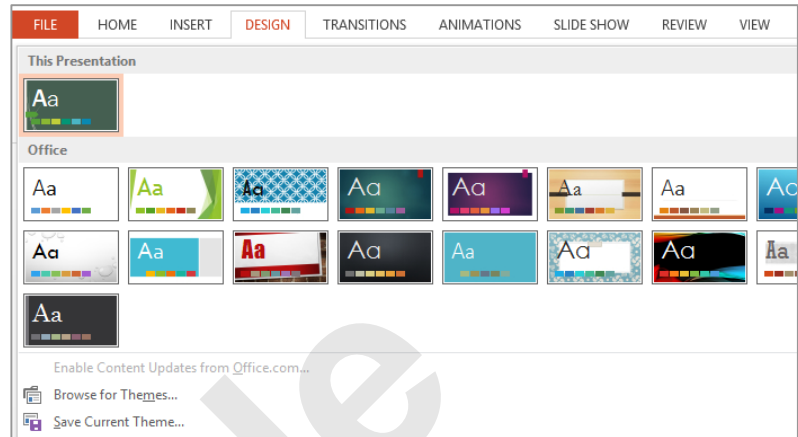
The gallery displays the theme for This Presentation, which is really a customised version of the Wisp theme. Let's save this theme for future use...

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

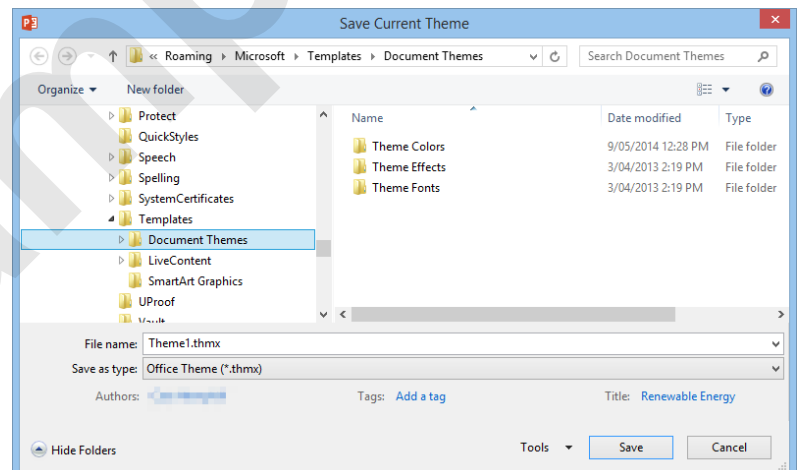
The default save location for themes is the **Document Themes** folder in the **Templates** folder. We just need to give the theme a name...

- 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**.

## NOTES:

[illegible]

## 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.

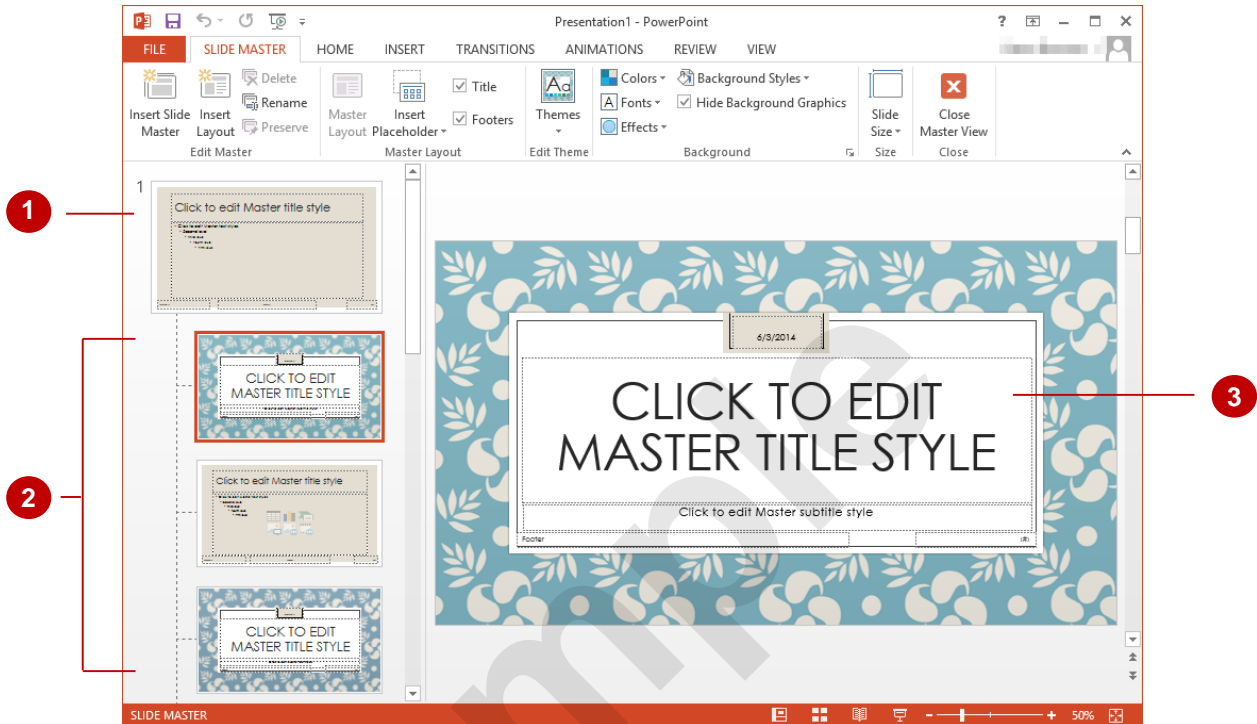
**In this session you will:**

- ✓ 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.



# VIEWING THE SLIDE MASTER

To display and work with slide masters, you need to be in **Slide Master** view. In **Slide Master** view you can see the slide master as well as each slide layout for that master in the **Slides** pane. To

work with the slide master or a particular slide layout, click on the master or layout in the **Slides** pane to display it in the **Slide** window.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *P1316 Slide Masters\_1.pptx...*

- 1 Click on the **VIEW** tab, then click on **Slide Master** in the **Master Views** group

By default the **Title Slide Layout** is selected in the **Slides** pane and displayed in the **Slide** window...

- 2 Point to the selected slide layout in the **Slides** pane to display the tool tip

The tool tip shows the layout type used and the slides in the presentation that have this layout applied...

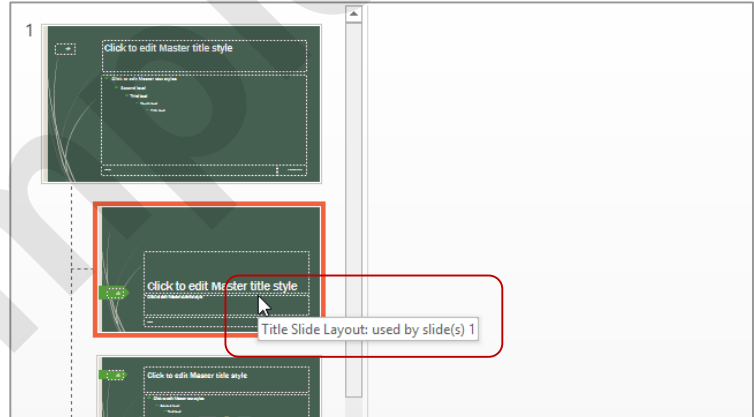
- 3 In the **Slides** pane, point to the slide below the selected slide to display the slide layout type and the slides which have this layout applied

- 4 Click on the slide master in the **Slides** pane (the first slide – **Wisp Slide Master**) to display the **Slide Master** in the **Slide** window, ready for editing

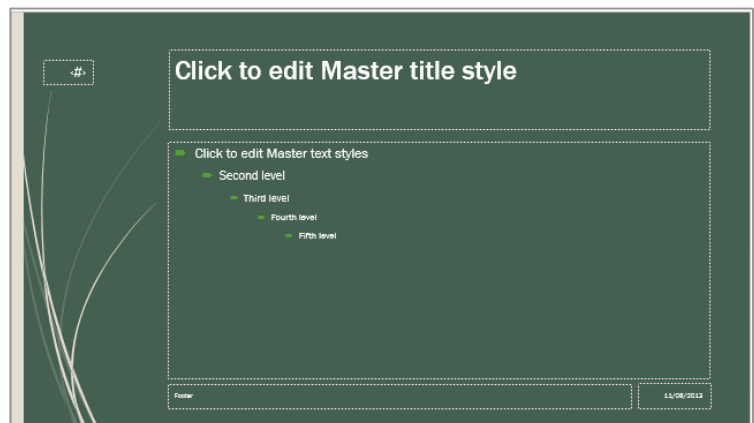
1



2



4



## For Your Reference...

To **view** the **slide masters**:

1. Click on the **VIEW** tab
2. Click on **Slide Master** in the **Master Views** group
3. Click on the slide master or relevant slide layout to edit

## Handy to Know...

- In addition to **Slide Masters**, PowerPoint also provides the **Handout Master** and **Notes Master** in the **Master Views** group on the **VIEW** tab. These let you edit the design and layout of the printed handouts and notes pages respectively.

# CHANGING THE MASTER FONT

When you make changes to the font on the slide master, such as the title or footer placeholders, for example, the changes will be applied to all slide layouts that contain those particular

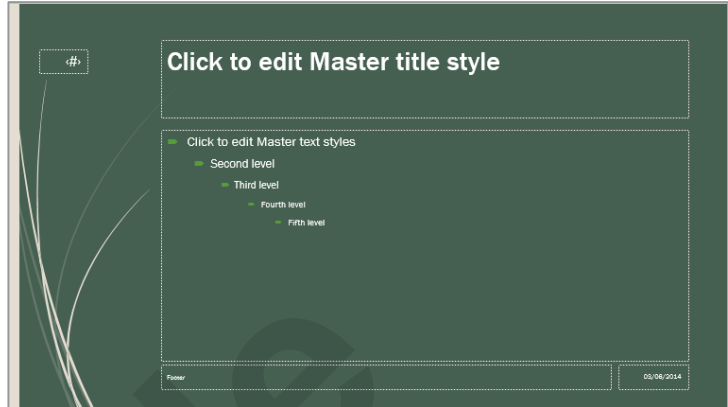
placeholders. The changes will also be applied to the slides in your presentation. The easiest way to change the master font is to apply a different set of theme fonts.

## Try This Yourself:

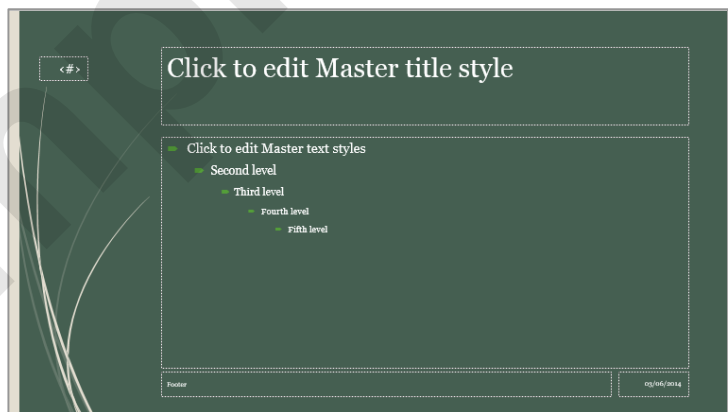
Same File

Continue using the previous file with this exercise, or open the file P1316 Slide Masters\_2.pptx...

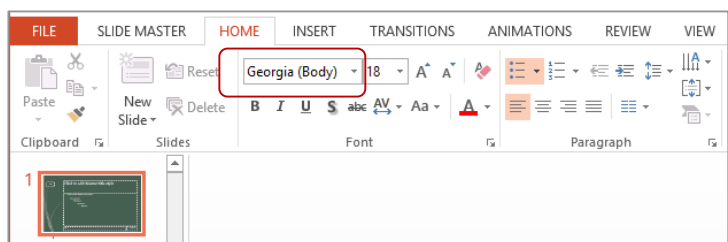
- 1 Ensure you are in **Slide Master** view and that the master slide at the top of the **Slides** pane is displayed in the **Slide** window
- 2 Click on a blank area of the slide to ensure that no objects are selected
- 3 On the **SLIDE MASTER** tab, click on **Fonts** in the **Background** group to display a menu of options
- 4 Select **Garamond** (or another font if this is not available)  
*The font in both the title and text placeholders has changed to Georgia. Let's check...*
- 5 Click on **Click to edit Master text styles** in the second placeholder to position the insertion point, then click on the **HOME** tab  
*Notice that Georgia appears in the Font group...*
- 6 Scroll through the slide layouts in the **Slides** pane to view the result
- 7 Click on the **SLIDE MASTER** tab, click on **Close Master View** in the **Close** group to return to the presentation, then scroll through the presentation to view the result



2



4



5

## For Your Reference...

To **change** the **master font**:

1. Display the slide master in **Slide Master View**
2. Click in either the title or text placeholder
3. Click on **Fonts** in the **Edit Theme** group and select a theme font

## Handy to Know...

- You can change the font for a slide layout. This will only affect that slide layout and any slides based on that layout. To do this, click on the desired slide layout in the **Slides** pane, click on the **HOME** tab, then apply a different font, font size and style as required using the commands in the **Font** group.