

# Customizing Presentation

## Themes

A *Theme* is a set of formatting options that is applied to an entire presentation. A theme includes a set of colors, a set of fonts, and a set of effects. Using themes shortens formatting time and provides a unified, professional appearance.

The *Themes group* is located on the *Design tab*; it allows you to select a theme from the Themes Gallery, apply variants, and customize the colors, fonts, and effects of a theme (see Figure 18 on the next page).



Figure 18 - Design Tab: Themes

## Applying a Theme to a Presentation

1. On the Ribbon, select the **Design tab** (See Figure 18).
2. In the *Themes* group, hover over a theme with your mouse to see a preview.
3. Click the **arrows** to scroll to additional themes.



Figure 19 - Themes

4. Select a theme by clicking on the **thumbnail** of your choice within the *Themes* group.

## Applying a Theme Variant

1. On the Ribbon, select the **Design tab** (See Figure 18).
2. In the *Variants* group, hover over a **variant** with your mouse to see a preview.
3. Click the **down-arrow** to view any additional variants (See Figure 20).
4. Select a **variant** by clicking the thumbnail of your choice within the *Variants* group.

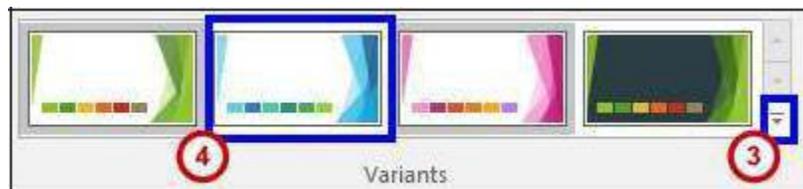


Figure 20 - Variants Gallery

## Changing the Colour Scheme of a Theme

It may be necessary to change the color of a theme to better suit your presentation. In order to change the color scheme after applying a theme to your presentation:

From the Variants group, click the **down arrow** with the line above it, in the bottom right corner.

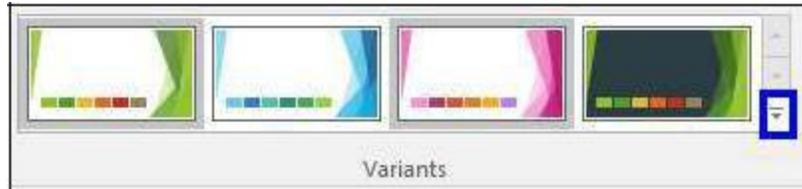


Figure 21 - Variants Drop-down

Select **colors** from the menu.



Figure 22 - Variants Menu

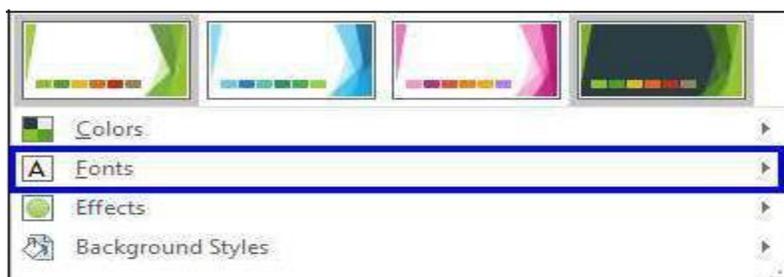
Select a color scheme from the list that appears.

3.

## Changing the Fonts of a Theme

In order to change the fonts of an applied theme:

1. From the *Variants* group, click the **down arrow** with the line above it, in the bottom right corner (See Figure 21).
2. Select **Fonts** from the menu.



Select your desired font from the list that appears.

## Changing the Effects of a Theme

In order to alter the visual effects of an applied theme:

- 1) From the *Variants* group, click the down arrow with the line above it, in the bottom right corner (See Figure 21).
- 2) Select **Effects** from the menu.

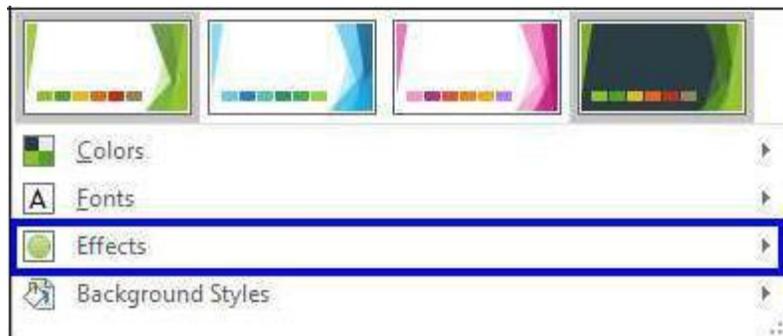


Figure 24 – Effects