

Chapter 4

Word Watch

- Theme
- Text Box
- Duplicate Slide

THEMES



Learning Objectives

After completing this chapter, you should be able to:

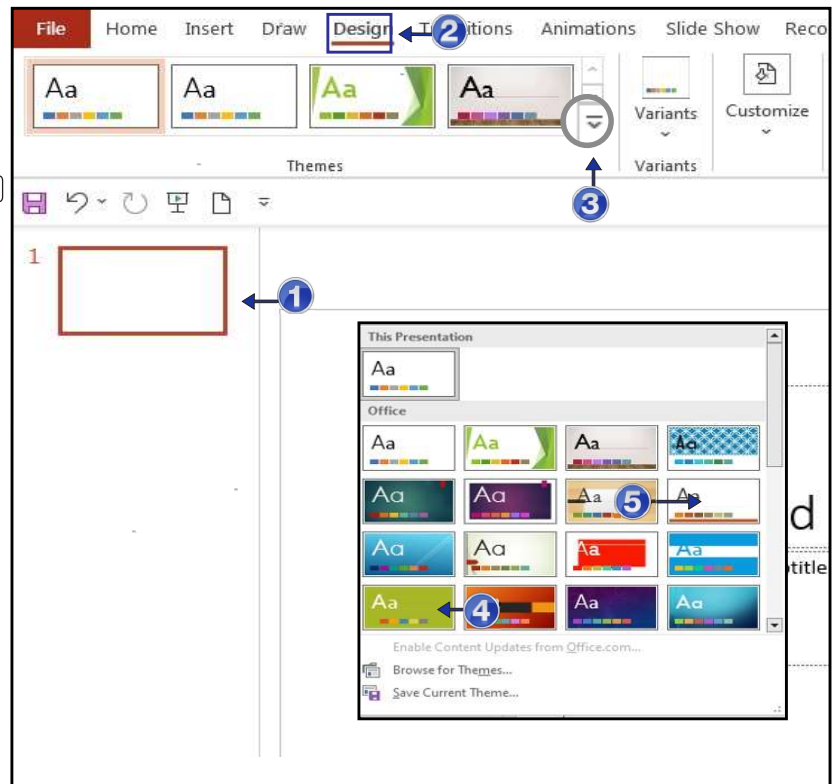
- apply a design to selected slides;
- apply a design to all slides;
- apply a color theme to selected slides;
- apply a color theme to all slides;
- apply a new background;
- apply a texture or picture or background;
- add a text box; and
- duplicate a slide.

Applying a Design to Selected Slide

You can apply different theme to the currently selected slide or slides in either Normal or Slide Sorter view. If you apply different theme to a single slide, be sure that it complements to the design you used on other slides. The transition from one theme to another as you move from slide to slide can be jarring to your viewers.

Apply a Design to Selected Slide

- 1 Select the slide(s) to format in Normal or Slide Sorter view.
Note: After selecting the first slide in the Slides tab or Slide Sorter view, press **Ctrl** + click thumbnails to select additional slides.
- 2 Click the Design tab.
- 3 Click More (▼).
- 4 Move your mouse pointer to a theme thumbnail.
PowerPoint's Live Preview feature previews the new design in the Slide pane.
- 5 When you find the theme to apply, left click.

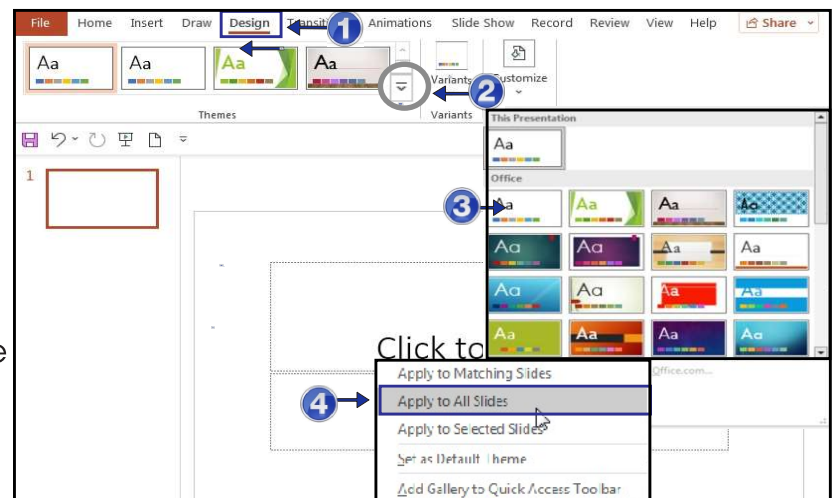


Applying a Design to All Slides

You can apply one theme to all the slides in a presentation to lend slides a consistent, professional look. While the layouts may vary, the theme supplies common colors, fonts, and more so that you can focus on content rather than design and formatting.

Apply a Design to All Slides

- 1 Click the Design tab.
- 2 Click ▼ button.
The gallery of themes appears.
- 3 Move your mouse pointer to a theme thumbnail.
PowerPoint's Live Preview feature previews the new design in the Slide pane.
- 4 Click the thumbnail of the theme that you want to apply.
PowerPoint applies the theme to all the slides in the presentation.
 - You also can right-click a thumbnail in the gallery and then click Apply to All Slides.



Applying a Color Theme to Selected Slides

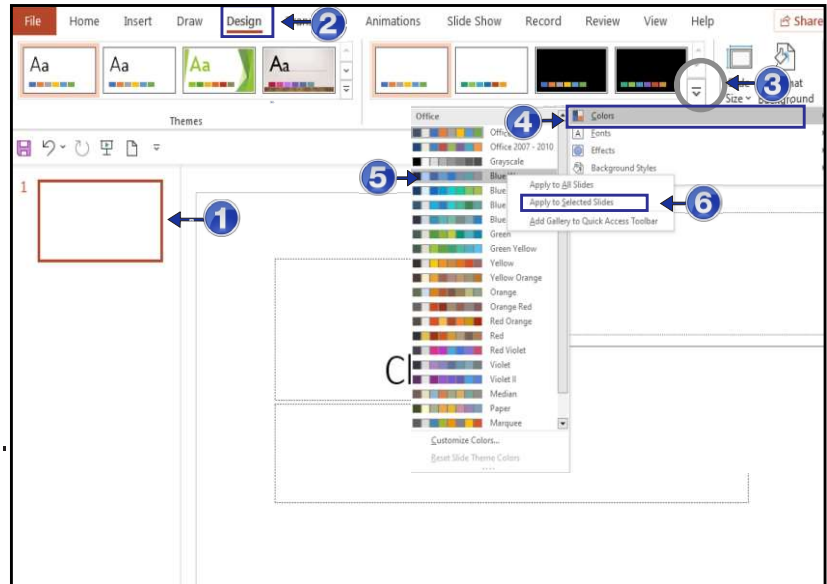
Each document theme includes a color theme. You can add variety or emphasize a particular slide by applying another color theme to individual slides.

You can apply a new color theme to one or more slides in Normal view or Slide Sorter view.

- 1 Select the slide(s) to format in the Slides tab of Normal or Slide Sorter view, using **Ctrl** + click if needed.
- 2 Click the Design tab.
- 3 Click the Drop-down menu.
- 4 Click Colors (■).
- 5 Right-click the desired scheme.
- 6 Click Apply to the Selected Slides.

The color theme appears on selected slides.

Note: Moving the mouse pointer over a color theme previews the theme in the Slide pane.



Applying a Color Theme to All Slides

You can apply a new color theme to all the slides in a presentation. Doing it can give a whole new look and feel to the overall document theme, while retaining the theme's other attributes. Changing the color theme can help you get more attractive results when displaying the slide show or printing the presentation.

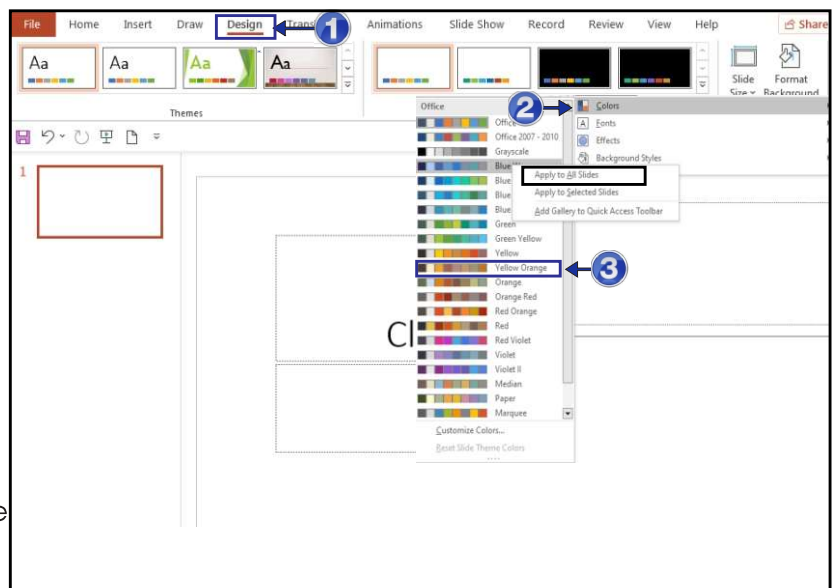
Apply a Color Theme to All Slides

- 1 Click the Design tab.
- 2 Click Colors ■.
- 3 Click the desired theme.

Moving the mouse pointer over a color theme previews the theme in the Slide pane.

PowerPoint applies the color theme to the entire presentation.

- To create your own custom color theme, click, and then click Customize Colors. Select colors, type a name in the Create New Theme Colors dialog box, and then click Save, then you can then apply the theme as needed.

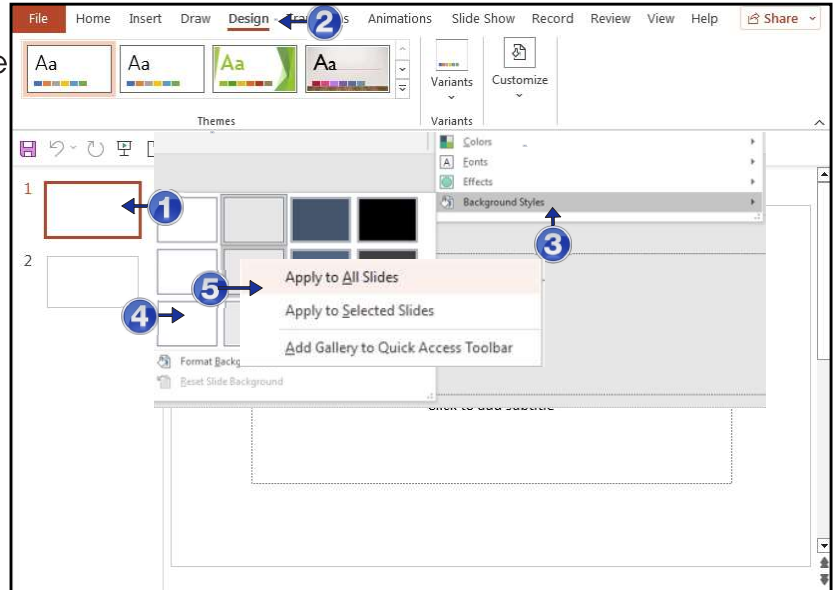


Applying a New Background

The document theme applies a background (sometimes plain white) on which all slide elements sit. You can change the background for one slide or all of them to update the presentation's look. For example, while a plain white background may work best for printing, you may prefer to add a subtle background color for slide show playback.

Apply a New Background


- 1 Select the slide(s) to format in the Slides tab in Normal or Slide Sorter view, using + if needed. You can skip this step if you want to change the background of all the slides.
- 2 Click the Design tab.
- 3 Click Background Styles.
- 4 Right-click the desired theme. Moving the mouse pointer over a font theme previews the theme in the Slide pane.
- 5 Click Apply to All Slides, or if you selected slides in step 1, click Apply to the Selected Slides.

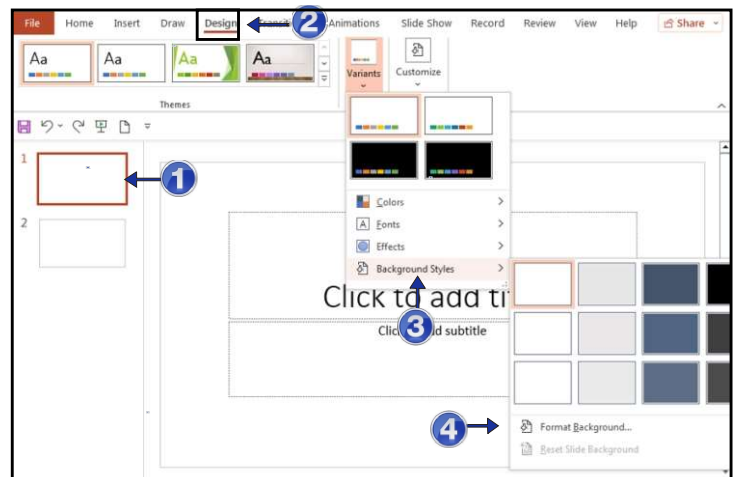


Applying a Texture or Picture or Background

You can push design limits even further by using either a texture or a digital picture as a background. For example, you can use a digital photo of a new product as the background for a new product presentation. You can apply the texture or picture background to selected slides or the whole presentation.

Apply A Texture Background

- 1 Select the slide(s) to format in the Slides tab of Normal or Slide Sorter view, using **Ctrl**+click if needed.
You can skip this step if you want to change the background for all slides.
- 2 Click the Design tab.
- 3 Click .
- 4 Click Format Background.
The Format Background dialog box appears.



- 5 Click Picture or texture fill (○ changes to ●).

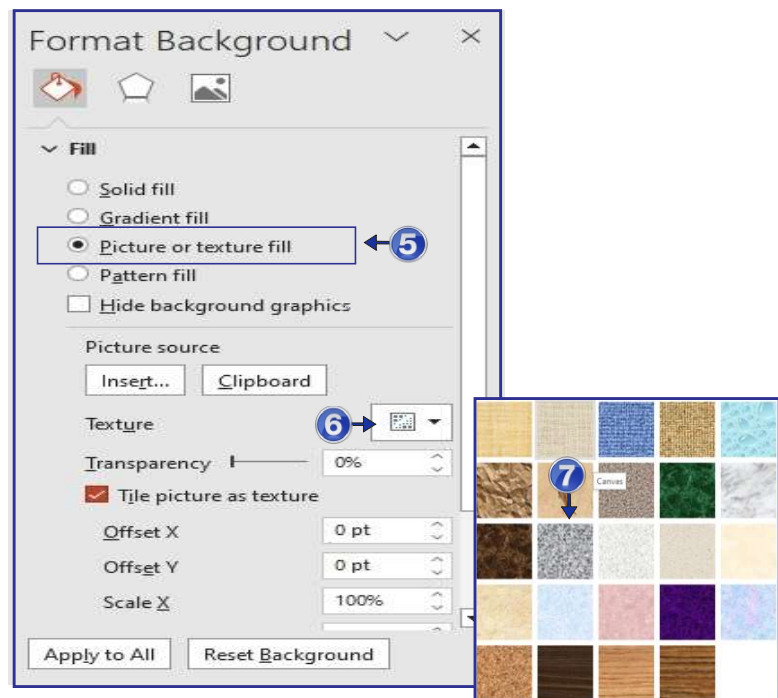
- 6 Click Texture .

PowerPoint displays a texture gallery.

- 7 Choose and click a texture.

- 8 Finish applying the background.

- If you selected slides in step 1, click Close to apply the background to those slides only.
- To apply the background to all slides in the presentation, click Apply to All before clicking the Close button. The dialog box closes and the new background appears.



Apply A Picture Background

- 1 Perform steps 1 to 5 of the previous page.

- 2 Click File.

The Insert Picture dialog box appears.

- 3 Navigate to the folder that contains the desired picture file.

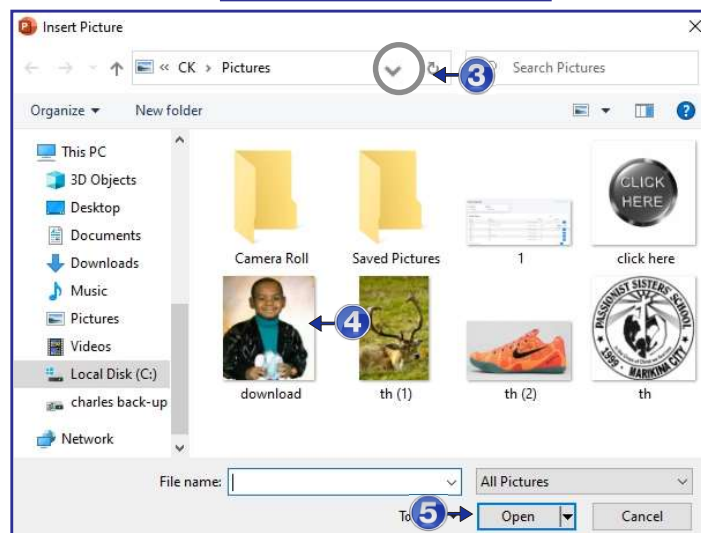
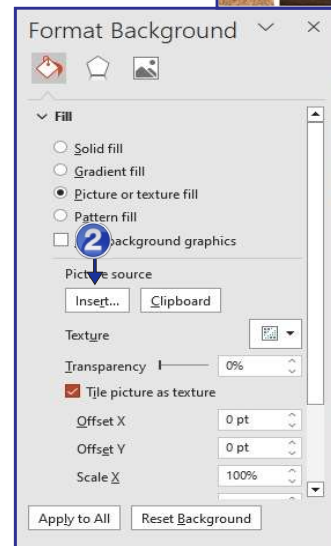
- 4 Click the picture file.

- 5 Click Insert button.

The Insert Picture dialog box closes.

- 6 Finish applying the background.

- If you selected slides in step 1, click Close to apply the background to those slides only.
 - To apply the background to all slides in the presentation, click Apply to All before clicking the Close.
- The new background appears where specified.

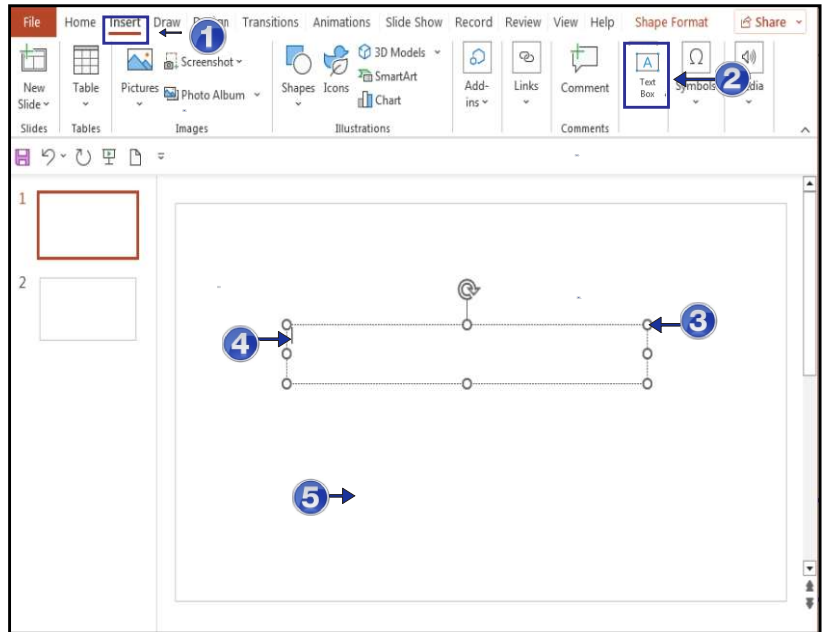


Adding a Text Box

You can add a text box that behaves like a slide layout placeholder anywhere on a slide. The text box automatically enlarges or shrinks and wraps to more lines within the box depending on the amount of text you type.

Add a Text Box

- ❶ With the slide that you want to add a text box to be displayed in Normal view, click the Insert tab.
- ❷ Click Text Box.
The mouse pointer changes to an upside-down cross.
- ❸ Drag diagonally on the slide to draw the box.
The mouse pointer changes to a crosshair (+) as you drag. Dragging primarily establishes the box width. The height adjusts automatically based on the amount of text you type. The text box appears with an insertion point inside.
- ❹ Type your text.
- ❺ Click anywhere outside the text box to deselect it.
The text appears on your slide.



Adding a Text to a Shape

If you think that a plain text box lacks excitement, you can create a jazzier text box by adding text to a shape you have already drawn. The text appears within the shape, and the shape effectively becomes a text box.

Add a Text to a Shape

- 1 Right-click the shape in which you want to add text.

- 2 Click Edit Text.

Add Text to a Shape Adding Graphics and Drawings. The insertion point appears inside the shape.

- 3 Type your text.

- 4 Click anywhere outside the shape to deselect it.

The text appears in the shape.

