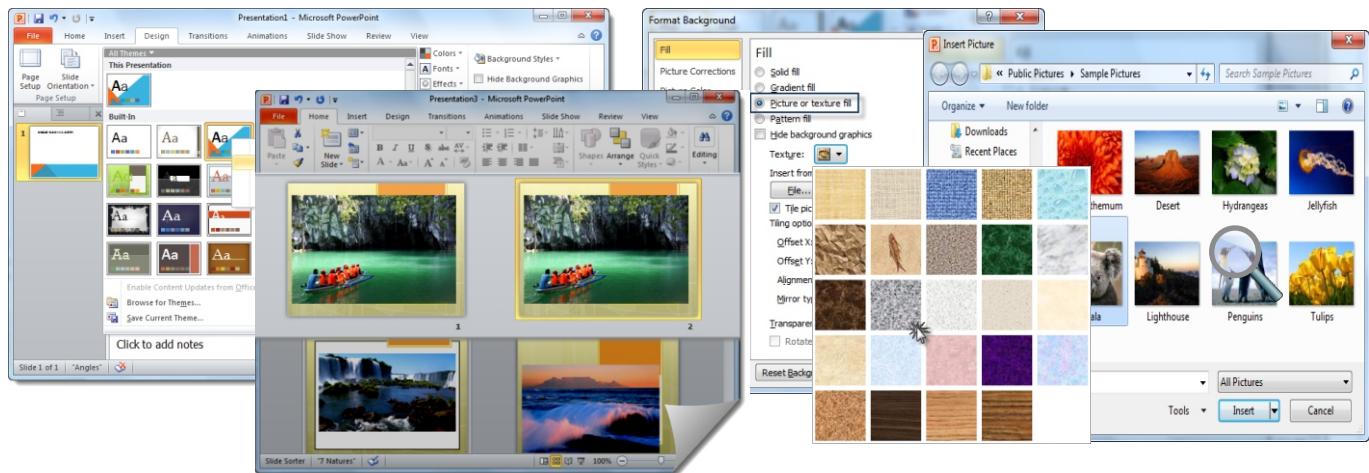


Lesson 3

Word Watch

- Theme
- Text Box
- duplicate slide
- designing
- color slide



Working With Themes

Learning Objectives

After completing this lesson, you should be able to:

- apply design(s) to all or selected slides;
- apply theme to selected or selected slides;
- apply a new background;
- apply texture, picture or background;
- add text boxes; and
- duplicate slide(s).

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 (▼).

The gallery of themes appears.

- 4 Move your mouse pointer to a theme thumbnail.

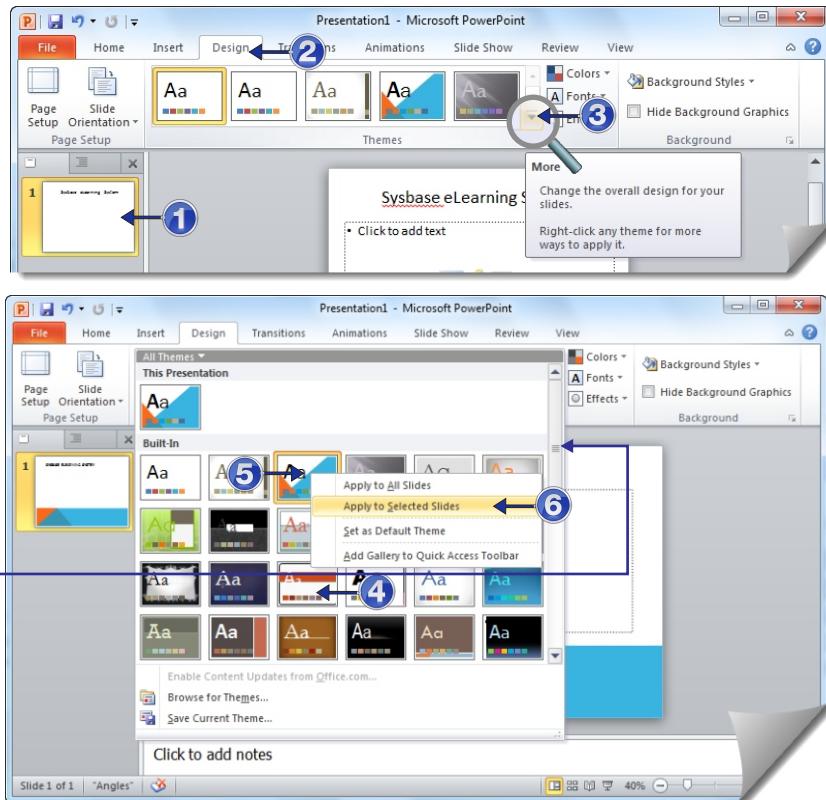
PowerPoint's Live Preview feature previews the new design in the Slide pane.

- You can scroll down the gallery to view additional themes, if available.

- 5 When you find the theme to apply, right click its thumbnail.

- 6 Click Apply to Selected Slides.

PowerPoint applies the theme to the slides you selected.



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.

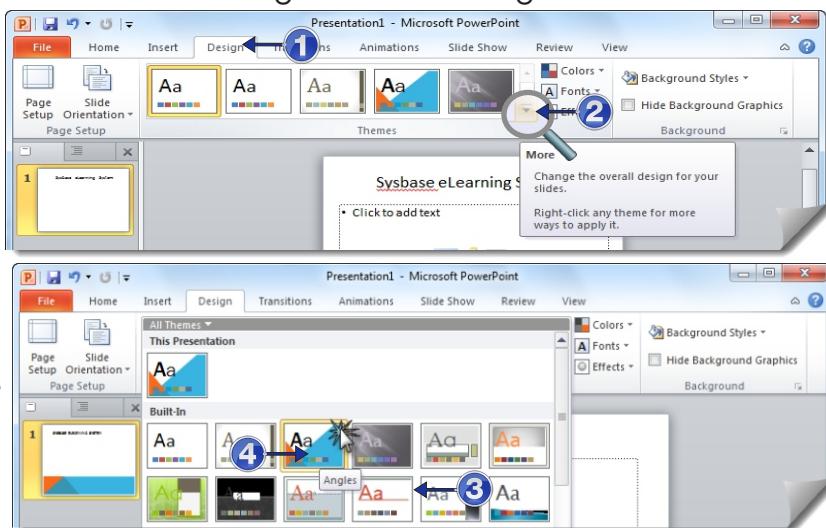
- 3 Move your mouse pointer to a theme thumbnail.

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.

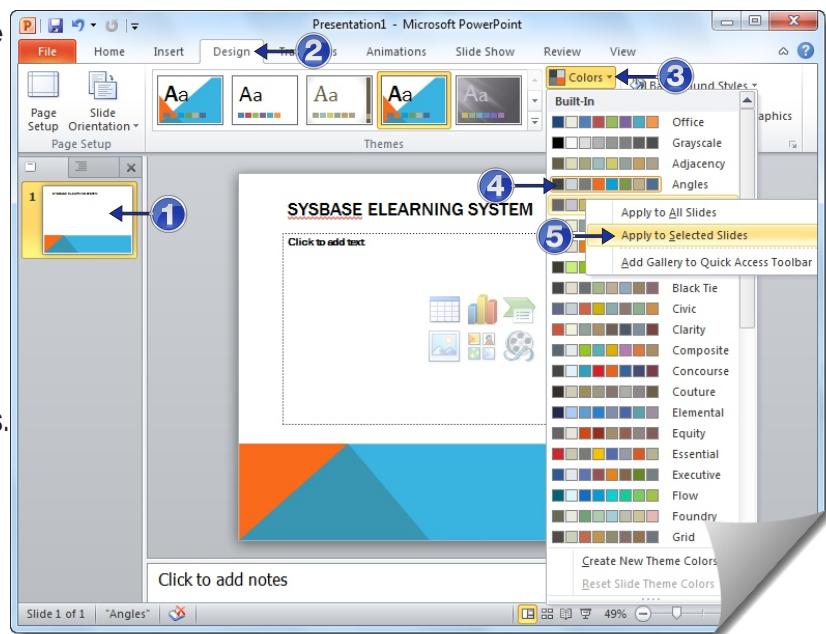
- ③ Click Colors (■).

- ④ Right-click the desired scheme.

- ⑤ 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.

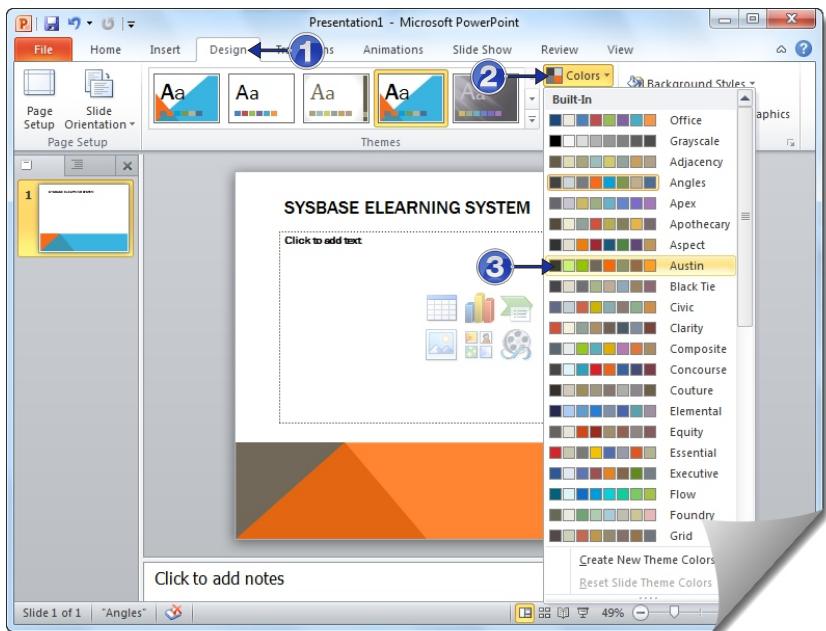
- ② Click Colors ■.

- 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 Create New Theme 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.

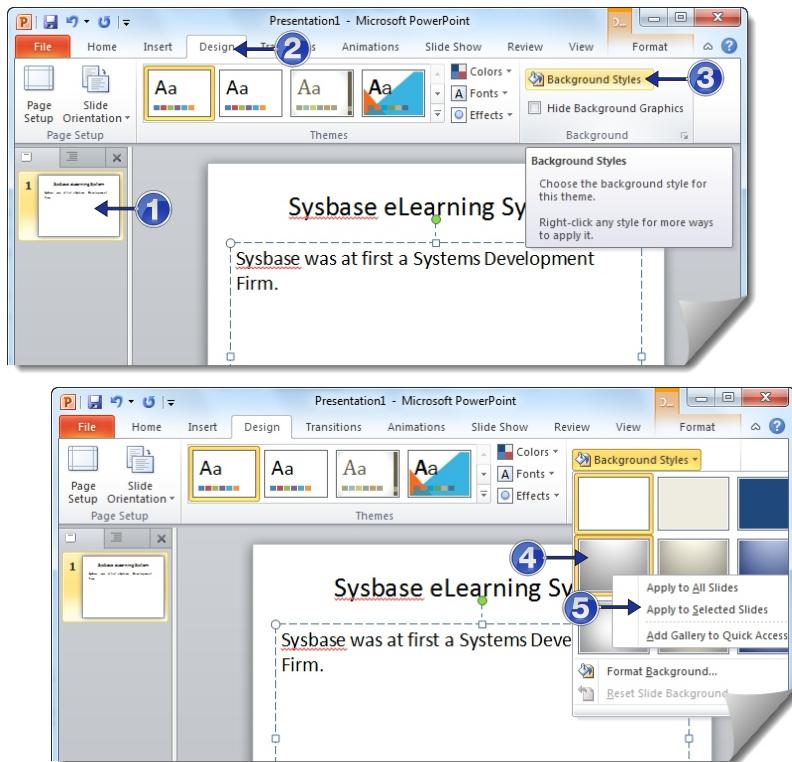


Applying a New Background

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 **+ click** 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. PowerPoint applies the background to the selected slides or the entire presentation.
 - If you want to apply the background to all the slides, you can skip steps 4 and 5 and simply click the desired background style.

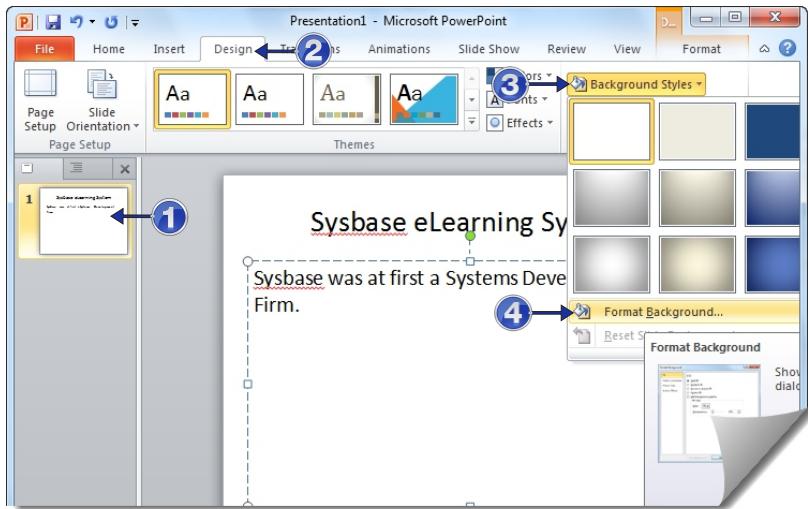


Applying a Texture or Picture or Background

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.



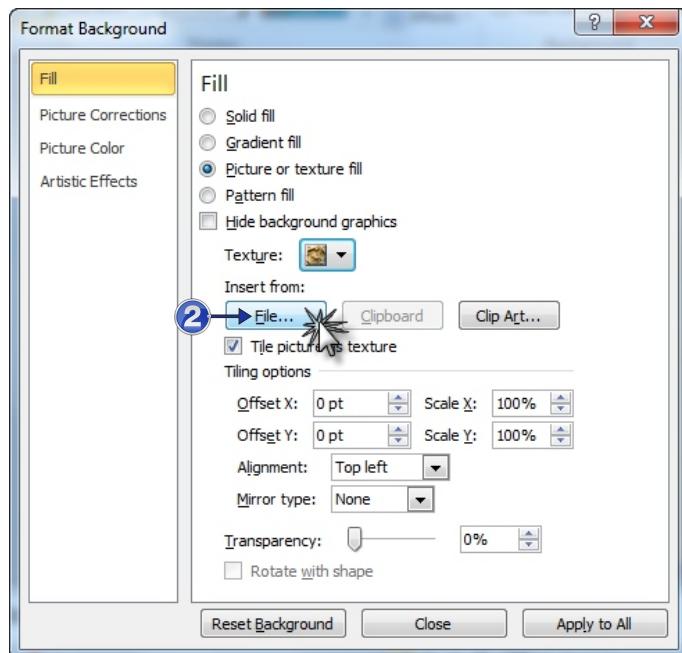
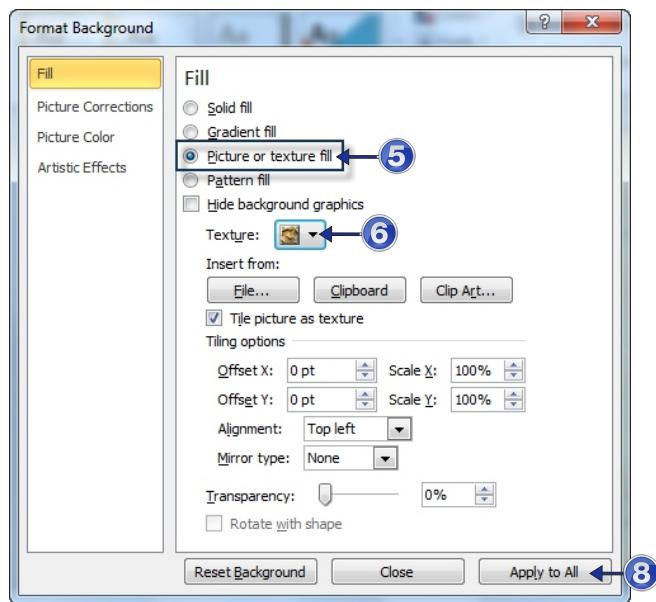
- 5 Click Picture or texture fill (○ changes to ●).
 - 6 Click Texture ▾.
- PowerPoint displays a texture gallery.
- 7 Choose and click a texture.
 - 8 Finish applying the background.

- 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.

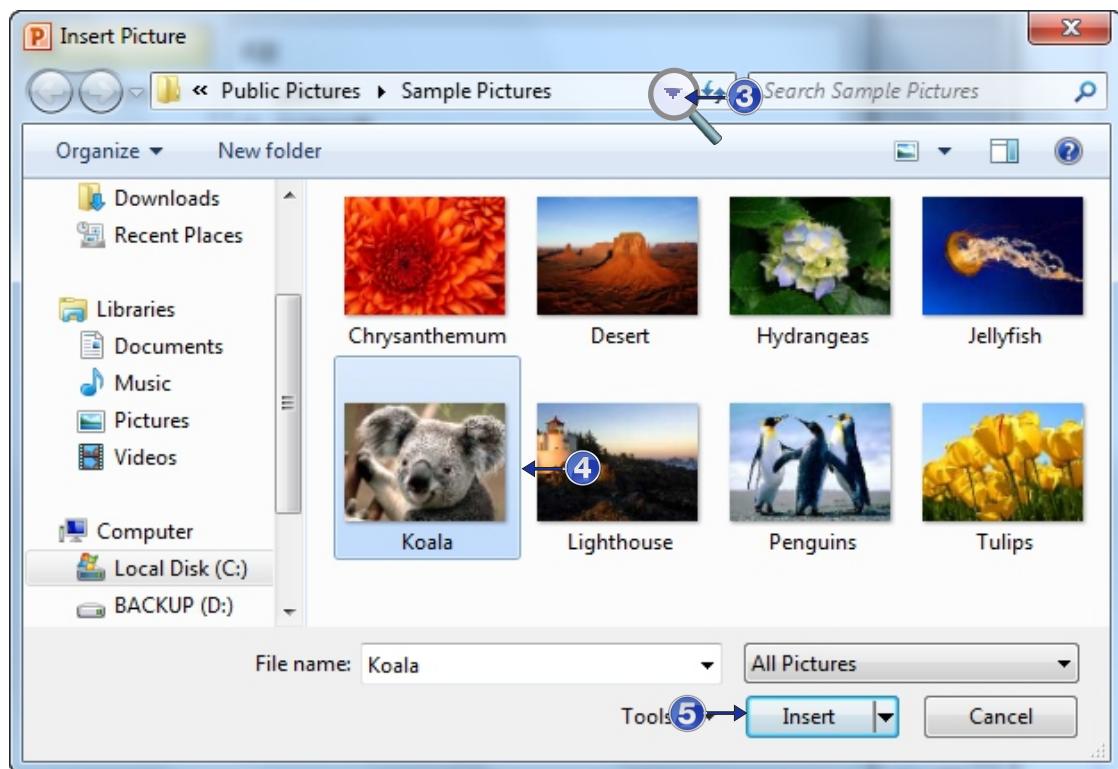


- ③ Navigate to the folder that contains the desired picture file.
- ④ Click the picture file.
- ⑤ Click Insert button.

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

- With the slide that you want to add a text box to be displayed in Normal view, click the Insert tab.

- Click Text Box.

The mouse pointer changes to an upside-down cross.

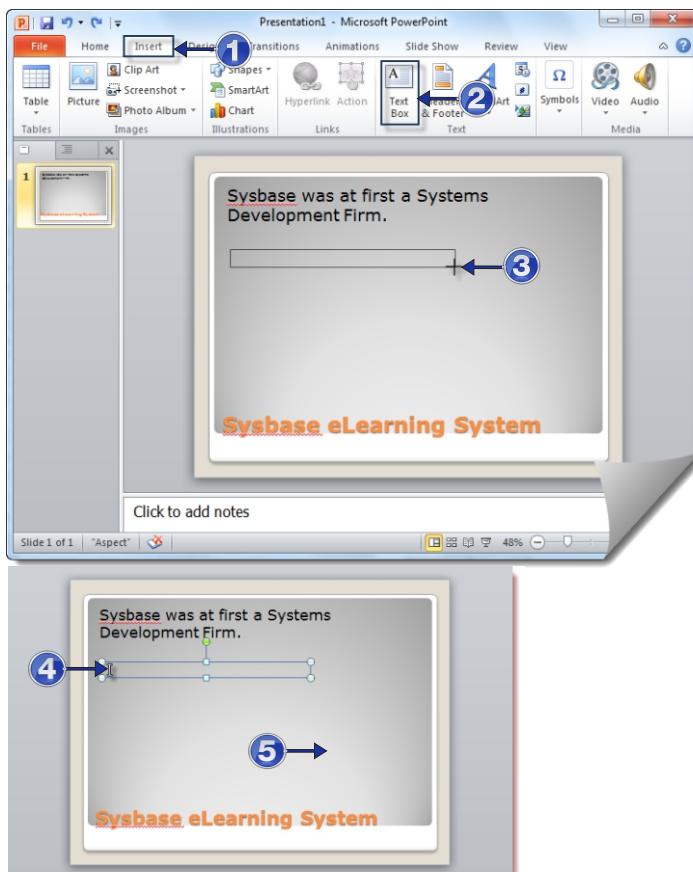
- Drag diagonally on the slide to draw the box.

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.

- Type your text.

- 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

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

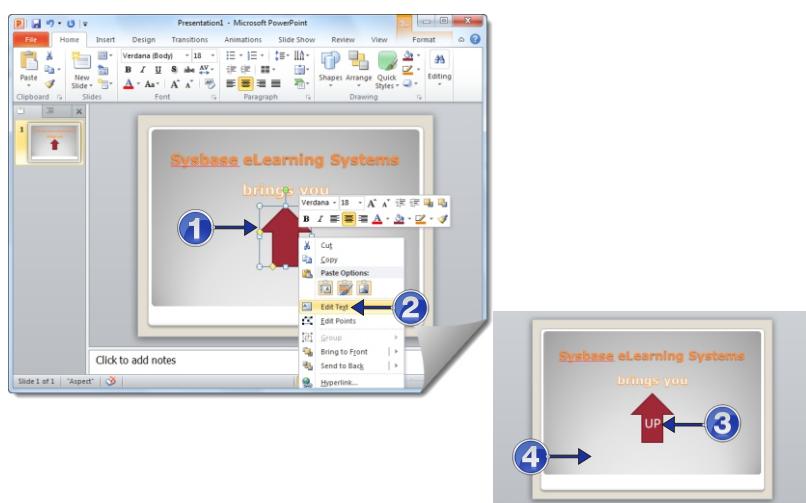
- Click Edit Text.

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

- Type your text.

- Click anywhere outside the shape to deselect it.

The text appears in the shape.



Duplicating a Slide

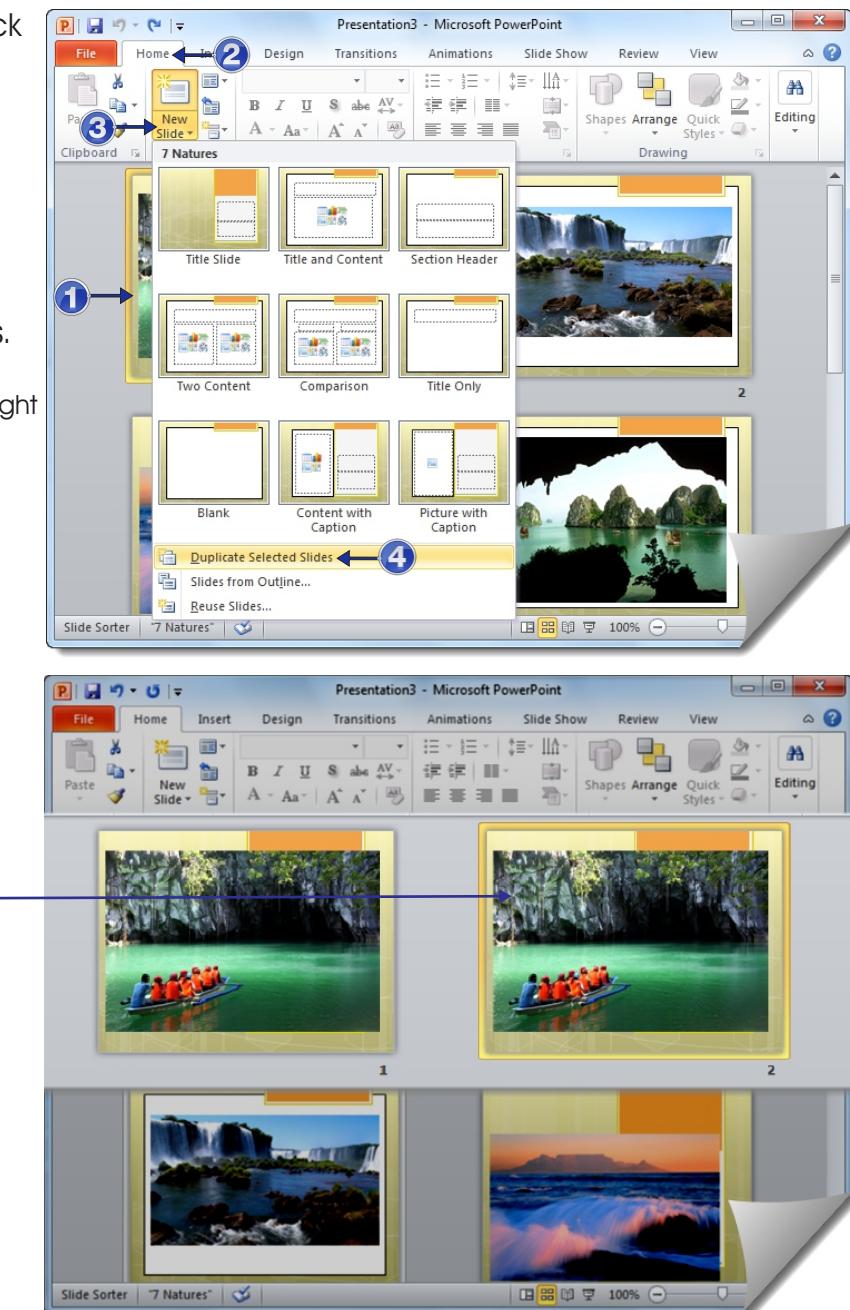
Some things bear repeating, that is why you may want to duplicate a slide. When you do, you can use the Duplicate Slide feature.

For example, if a slide at the beginning of the presentation lists the key topics, you can duplicate that slide and use it again at the end to wrap-up or summarize.

Duplicate a Slide

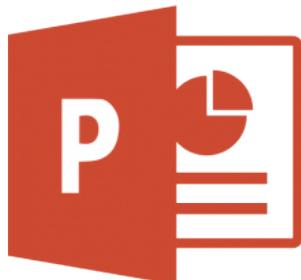
- ① Working in Slide Sorter view, click the slide that you want to duplicate.
- ② Click the Home tab.
- ③ Click the New Slide button.
- ④ Click Duplicate Selected Slides.

A copy of the slide is pasted to the right of the currently selected slide.



4

Laboratory



PowerPoint
Presentation
VISUALLESSONGUIDE

Manual

LABORATORY MANUAL

Lesson 3 Working with Themes in PowerPoint

Use themes to simplify the process of creating professional designer-looking presentations. Theme colors, fonts, and effects not only work in PowerPoint, but they are also available in Excel, Word, and Outlook so your presentations, documents, worksheets, and e-mails can have a cohesive look. Applying a new theme changes the major details of your document. WordArt effects are applied to titles in PowerPoint. Tables, charts, SmartArt graphics, shapes, and other objects are updated to complement one another. Also, in PowerPoint, even the layouts and backgrounds of your slides can be changed dramatically from theme to theme. If you like the way that a theme looks when you apply it to your presentation, you are finished reformatting with just that one click. If you want to customize your presentation further, you can change the theme colors, theme fonts, or theme effects.

Objectives

After completing this Laboratory, you should be able to:

- demonstrate the process of applying a design to selected slides and all slides;
- demonstrate the process of applying a color theme to selected slides and all slides;
- demonstrate the process of applying a new background in a presentation;
- demonstrate the process of applying a texture, picture and background; and
- demonstrate the process of applying adding a text box.

Score



Lab 3.1 Design Application

Estimated Completion time: 15 - 20 Minutes

Directions:

1. Launch Microsoft PowerPoint
2. Open the **Health is Wealth** slide presentation
3. Follow the steps on how to apply a design to a selected slide or even on all slides
4. Apply a flow theme to the first slide
5. Apply an apex theme to all slides to replace the theme that you have just applied
6. Save the slide presentation as **Health is Wealth Designs** and place it to your own folder.

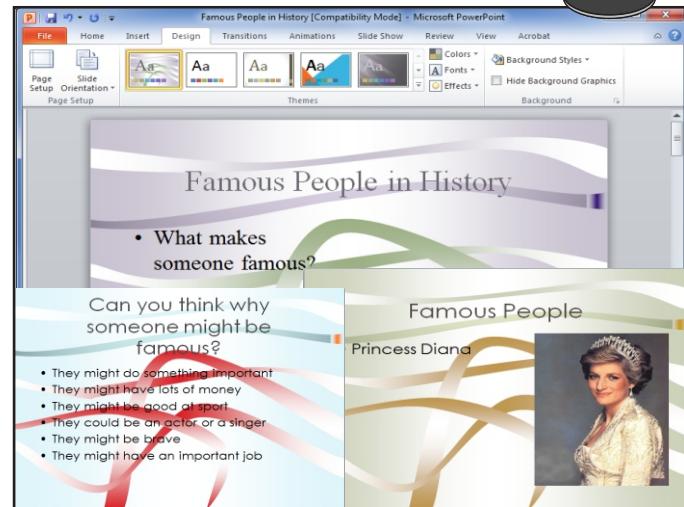
Sample Preview:

The screenshot shows a Microsoft PowerPoint window with the title bar "Health is Wealth [Compatibility Mode] - Microsoft PowerPoint". The ribbon menu includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, and Acrobat. The "Design" tab is selected. The main slide displays a "Wellness Wheel" graphic with eight segments: Physical Health, Family Health, Social Health, Financial Health, Spiritual Health, Career Health, Mental Health, and another Mental Health segment. Below the wheel, the text "*How is Your Wellness & Quality of Life?" is displayed. To the left, a slide thumbnail shows a flow theme. On the right, a small slide titled "Small Steps to Health and Wealth" contains text by Barbara O'Neill, Ph.D., CFP, and Karen Enslie, Ed.D., RD, FADA. At the bottom right, a logo for "Save For Your Future" is shown with the text "National Campaign Booklet, May 2003".

Score**Lab 3.2 Slide Colors Application****Estimated Completion time: 10 - 15 Minutes**

Directions:

1. Launch Microsoft PowerPoint
2. Open the **Famous People in History** slide presentation
3. Follow the steps on how to apply a color theme to selected slides.
4. Apply the following color themes on each slide
 - Slide 1- apex
 - Slide 2- concourse
 - Slide 3- median
 - Slide 4- civic
 - Slide 5- flow
 - Slide 6- equity
 - Slide 7- elemental
 - Slide 8- angles
 - Slide 9- grid

Sample Preview:

5. Save the slide presentation as **Famous Color Theme** and place it to your own folder.

Lab 3.3 The Background Effects Application**Estimated Completion time: 10 - 15 Minutes**

Directions:

1. Launch Microsoft PowerPoint
2. Open the **How to Win Friends and Influence People** slide presentation
3. Follow the steps on how to apply a new background (texture or picture)
4. Apply the following texture in each slide
 - Slide 1-Water drops
 - Slide 2-Green marble
 - Slide 3-Fish Fossils
 - Slide 4-Paper bag
 - Slide 5-Brown marble
 - Slide 6-Purple
 - Slide 7-Medium wood
 - Slide 8-Oak
 - Slide 9-Wanut
5. Preview your presentation
6. Save the slide presentation as **Background Effects** and place it to your own folder

Score**Sample Preview:**