LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
Second Quarter, Week 10

Formatting Presentations

BACKGROUND INFORMATION FOR LEARNERS

Thinking of how to create presentation that will capture attention of viewer through logical order and flow clarity? Know your topic and audience; start scrambling ideas; and back up your expertise with good presentation with sense of personal style and design skills.

Changing the Theme, Theme Colors, and Fonts

A *theme* is a predefined template with combination of colors, fonts, and effects that can apply or can change anytime to entire presentation. All themes are located on the *Design* tab in *Themes* group.
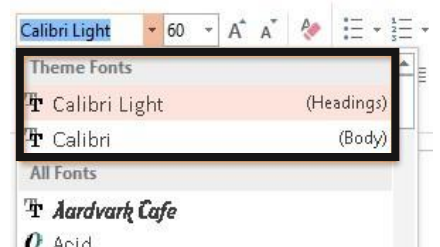
THEME ELEMENTS

Each theme has its own *theme elements.* These elements are:
Theme Colors: consist of *10 theme colors* together with darker and lighter variations

Theme Fonts: consist of *two theme fonts* and located at the top of the *Font* menu below Theme Fonts.

Theme Effects: it affects the preset *shape styles*.

To apply a theme
1. *Design* tab > *Themes* group> Click the *More* drop-down arrow to see all available themes.
2. Select the *desired theme*.
3. The presentation will update to show the new theme colors.

To customize theme colors

1. *Design* tab>click the drop-down arrow in the *Variants* group.
2. Select *Colors*>click *Customize Colors.*
3. Dialog box appears with *current theme colors.* To edit a color, click the drop-down arrow and select different color or Click *More Colors* to find a particular color want to apply.
4. Type the desired name for the theme colors in the *Name***:** field>click *Save*.
5. The presentation will bring up the new custom theme colors.

To select new theme fonts

Applying a new set of *theme fonts* without changing the look of a theme is easy through built-in theme fonts designed to work precise together.

1. *Design* tab> *Variants* group>click the drop-down arrow.
2. Select *Fonts* and hover the mouse over the different theme fonts.
3. Select the desired theme fonts.
4. The presentation will bring up the new custom theme colors.

To customize theme fonts

1. *Design* tab> *Variants* group>click the drop-down arrow.
2. Select *Fonts*>click *Customize Fonts*.
3. Dialog box appears with *two current theme fonts*. To change the fonts, click the drop-down arrow and select the desired font.
4. Type the desired name for the theme fonts in the *Name***:** field>click *Save*.
5. The presentation will bring up the new custom theme colors.

Changing theme fonts will not automatically update all text in the presentation. Only the text using the *current theme fonts* will update when changing the theme fonts.

Getting Help

Where is the Help in Microsoft PowerPoint 2013? The following are the options to activate Help Window:

1. In a keyboard, press F1.

2. Click on the Microsoft PowerPoint Help button (?) situated at the upper-right corner of the screen.
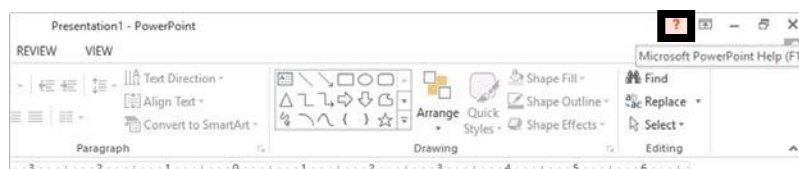
Exiting PowerPoint

The following are options in exiting PowerPoint:

1. Click the X button on the upper right corner of the screen.
2. *File* Tab>*Close (*When closing the presentation, prompt dialog box will appear.)
3. Press Alt + F4.

LEARNING COMPETENCIES

1. To format presentations
2. To get help and exit presentation

ACTIVITIES: Write your answer in a one whole sheet of paper
ACTIVITY 1

Directions: Write the number and the procedure that does not belong to the group.

A. To select new theme fonts
1. The presentation will update to show the new custom theme fonts.
2. From the Design tab, click the drop-down arrow in the Variants group.
3. Select Fonts, then hover the mouse over the different theme fonts to see a live preview.
4. Select the desired theme fonts.
5. Select the desired theme.
6. The presentation will update to show the new theme fonts.

B. Exiting PowerPoint
1. Click the X button on the upper right corner of the screen.
2. File Tab>Close (When closing the presentation, prompt dialog box will appear.)
3. Ctrl + W
4. Ctrl + V
5. Press Alt + F4

C. To apply a theme
1. Design tab > Themes group> Click the More drop-down arrow to see all available themes.
2. Select Colors>click Customize Colors**.**
3. Select the desired theme.
4. File Tab>Close (When closing the presentation, prompt dialog box will appear.) 5. The presentation will update to show the new theme colors.

D. To customize theme colors
1. Design tab>click the drop-down arrow in the Variants group.
2. Select Fonts, then hover the mouse over the different theme fonts to see a live preview.
3. Select Colors>click Customize Colors**.**
4. A dialog box will appear with the 12 current theme colors**.** To edit a color, click the dropdown arrow and select a different color. Click More Colors to find the exact color you want.
5. Type the desired name for the theme colors in the Name**:** field>click Save.
6. A dialog box will appear with the *two current theme fonts*. To change the fonts, click the drop-down arrows and select the desired fonts.
7. The presentation will update to show the new custom theme colors.

E. To customize theme fonts
1. The presentation will update to show the new custom theme colors.
2. From the *Design* tab, click the drop-down arrow in the *Variants* group.
3. Select *Fonts*, then click *Customize Fonts*.
4. A dialog box will appear with the *two current theme fonts*. To change the fonts, click the drop-down arrows and select the desired fonts.
5. In the *Name***:** field, type the desired name for the theme fonts, then click *Save*.
6. Type the desired name for the theme colors in the Name**:** field>click Save.
7. The presentation will update to show the new custom theme fonts.

ACTIVITY 2
Instructions: Familiarize yourself with the following activities:
   a. *To change the **theme, theme colors,** and **fonts** of presentation*
   b. *To get **help***
   c. *To **exit** presentation*

REFLECTION
How to make a presentation that will catch viewer's attention using theme, theme colors, and fonts?

REFERENCES

https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787
https://edu.gcfglobal.org/en/powerpoint2013/
https://edu.gcfglobal.org/en/powerpoint2013/modifying-themes/1/
https://www.indezine.com/products/powerpoint/learn/themes/2013/applying-theme-colors-and-fonts.html

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