CREATING PRESENTATIONS IN POWERPOINT

Creating presentations in PowerPoint is designed to be instinctive, based on your experience with pen and paper or other applications in the Office suite such as Word. The steps required to create a presentation are very simple but as you become more experienced, you will be able to utilise an extensive range of tools and features to create a professional-looking presentation.

Choose A Template Or Theme

Templates and themes are available under *New* in the *Backstage*. Microsoft no longer separates themes and templates into two categories which can make it a little tricky for a first time user to differentiate between the two. One way of remembering is to understand that templates contain information and guidance on the kind of *content* to include in your slide, whereas themes contain design elements such as patterns and colours to guide you in the *appearance* of your presentation.

Most of the available themes are displayed under *New* when you first open the *Backstage*. Once you have chosen a theme, you can modify and customise it by changing colours, fonts, patterns and more.

If you are looking for a template to help you with a specific presentation, simply type a word or term (such as '*Nature*') into the *search for themes and templates* box located in *New* in the *Backstage* and press Enter.

You can further narrow down your search by selecting from the *Categories* that appear on the right side of the screen when you perform a search.

To keep matters simple and apply your own formatting, you can use the default PowerPoint presentation (the *Blank* template). When creating a new presentation, the *Blank* template appears as the first template option under *File* > *New*.

As you become more experienced with PowerPoint, you can create your own templates bearing logos, customised themes, and so on, and use these instead for your new documents.

Add Content

Once you have chosen a template or theme to base your presentation on, you are ready to start adding content. You can easily add text by typing directly onto the slide which appears in the *Slide* window and you can add additional slides by clicking on *New Slide* in the *Slides* group on the *Home* tab.

Save The Presentation

Once you have added some content, it is critical to save the new presentation to ensure the information is not inadvertently lost. This also enables you to store the presentation for later use. The process of saving a presentation moves the presentation content from the computer's short-term memory (also known as *RAM*, or *Random Access Memory*) to a source of long-term memory. This latter form of memory might be the computer's hard disk drive, a network drive or perhaps a portable drive such as a memory stick.

Just like filing a paper document in a folder in a filing cabinet in your office, you will need to locate a suitable electronic folder for your PowerPoint presentation in the filing system of your computer or network.

When storing a presentation on your computer, you are required to assign a name to it. This enables you to easily search for and distinguish individual files.

Once you have completed this initial save process, you will then need to regularly save any new changes you make to the presentation.

Preview The Slide Show

When you think you are almost finished with your presentation, it's important to preview it as a slide show before you present it to an audience. This ensures that you have time to correct any mistakes, see how long the presentation will take and iron out any issues you may encounter.

CREATING A PRESENTATION

If you are creating your first presentation, it's much easier to choose a *theme* as it does much of the design work for you. A *theme* is a set of colours, fonts and effects you can apply to your presentation for a professional looking finish. The best thing is, you can always modify a theme to suit your requirements. Once you have applied a theme, all you really need to do is to type the text.

Try This Yourself:

Before starting this exercise, ensure the PowerPoint start screen is displayed…

1 If necessary, click on the *File* tab and select *New*, then scroll down to see the available themes and templates displayed on the right side of the screen

Templates generally have a name describing what they can be used for, such as 'Business Meeting', whereas theme names are more abstract, such as 'Droplet', which describes their appearance…

2 Click on *Vapour Trail* to view a preview

Notice there are a selection of smaller thumbnails next to the preview which display the variants (alternative colour schemes) for this theme…

3 Click on the four variant thumbnails next to the main preview to view the effect

4 Click on the *More Images* arrows below the thumbnail to see previews of how the theme appears on slides with varying content

5 Click on the original colour scheme then click on **[Create]** to open a new presentation with the *Vapour Trail* theme applied
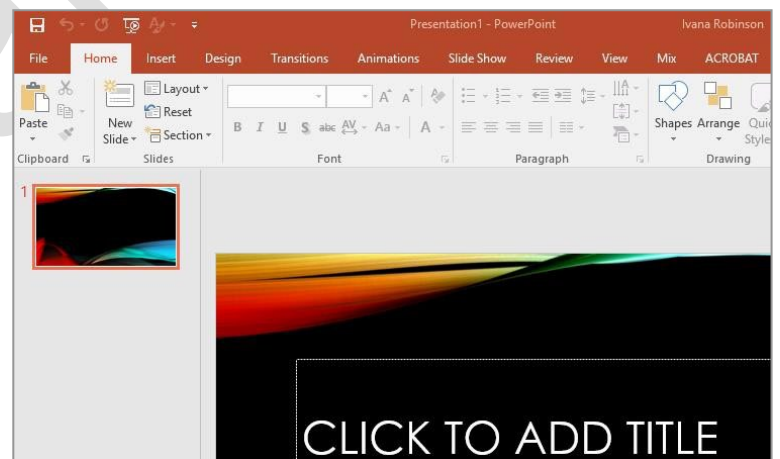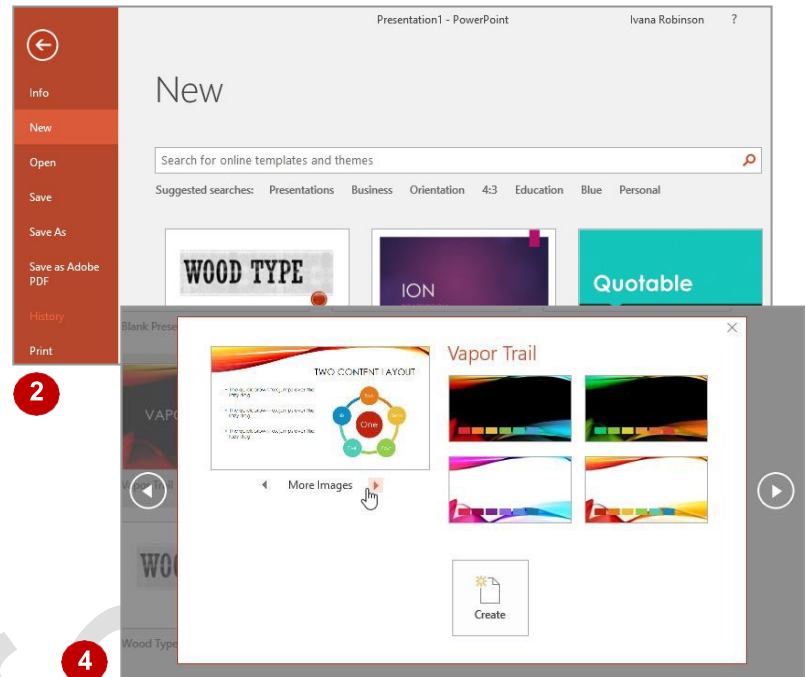
For Your Reference…

To *create* a *presentation based* on a *theme*:
1. Click on the *File* tab, then click on *New*
2. Select a theme from the list
3. Click on **[Create]**

Handy to Know…

- Templates contain placeholders and suggestions you can use as a guide when adding content. This is useful if you are stuck for ideas. Simply type a term or word into the *search for online templates and themes* box under *New* in the *Backstage*, press Enter and select an option.

APPLYING THEME VARIANTS

Each theme comes with a set of colour variations or schemes called *Variants*. You can choose the desired variation either when you preview the theme in *Backstage* via the variant thumbnails available in the preview, or you can select a variation later on via the *Design* tab.

Try This Yourself:

Open File — *Before starting this exercise you MUST open the file Your First Presentation_1.pptx…*

1. Click on the *Design* tab

2. Click on the *More* arrow for the *Variants* gallery in the *Variants* group to display a menu of options, then click elsewhere to close it

   Let's apply a variant to the current theme…

3. Point to the options available in the *Variants* gallery in the *Variants* group to see a Live Preview of the effect on the slide in the *Slide* window

   Let's see the variants available for other themes…

4. Click on the *More* arrow for the *Themes* gallery in the *Themes* group and select the *Integral* theme to apply it to your slides
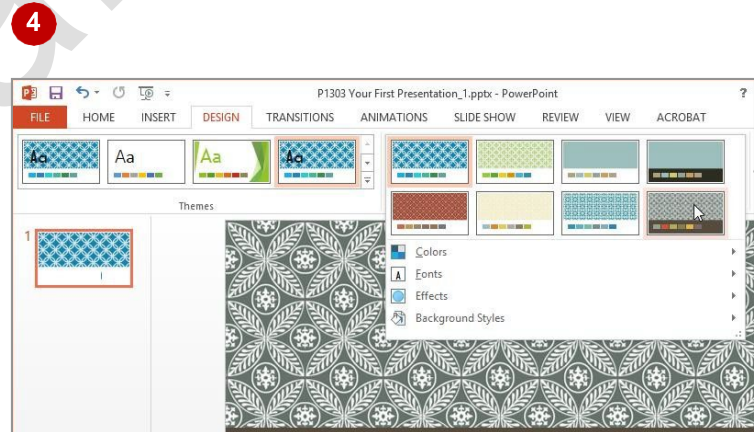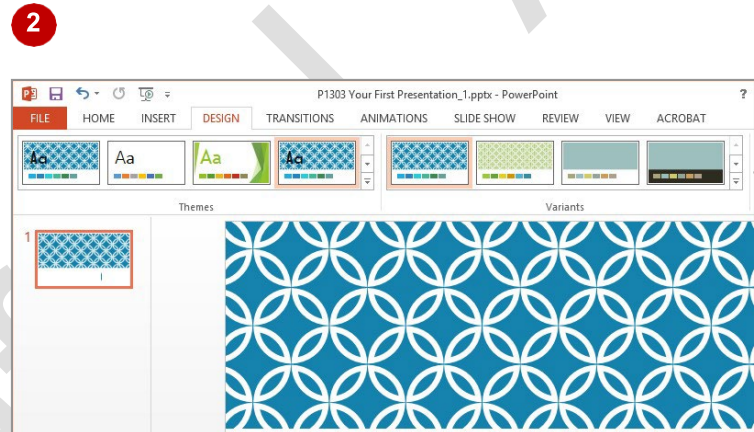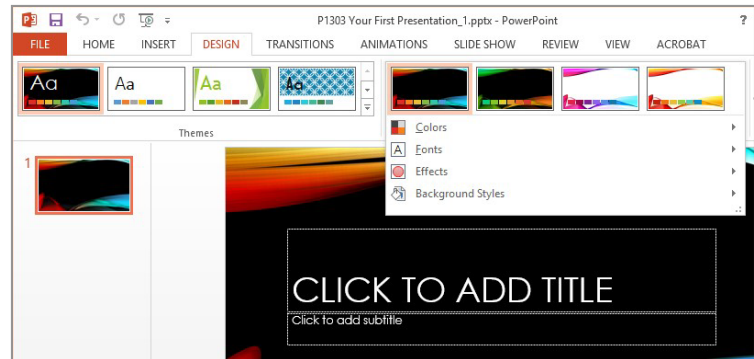
5. Click on the *More* arrow for the *Variants* gallery in the *Variants* group to see the variants for the *Integral* theme, then repeat step *3*

   Notice the variants for the Integral theme include colour and pattern variations…

6. Repeat step *4* to select the *Vapour trail* theme again

For Your Reference…

To *apply* a *theme variant*:

1. Click on the *Design* tab
2. Ensure a theme is selected in the *Themes* gallery
3. Click on the desired option in the *Variants* gallery

Handy to Know…

- You can manually change various elements of your theme. To do so, click on the *More* arrow for *Variants*, point to *Colours*, *Fonts*, *Effects*, or *Background Styles* and select an option to alter these elements. Selecting an option in *Variants* at a later time will override manual changes.

THE SAVE AS PLACE

The *Save As place* appears when you open the *Backstage* and click on *Save As*. The *Save As place* gives you easy access to locations (known as *places* in Office) where you can save your documents. For example, the folders on your computer or in *OneDrive*. It also gives you the option of adding an alternative place where you can save your documents.

The Save As Place

The *Save As place* opens automatically when you save a new document for the first time by clicking on the *File* tab and clicking on *Save*. The *Save As place* will also open if you save an open, existing document to a *new* storage location by clicking on the *File* tab and clicking on *Save As*.

The *Save As place* lists storage places in the middle pane of the *Backstage* so that they are easily accessible. By default, Microsoft lists *OneDrive* at the top of the list, to encourage you to store documents in the 'cloud'. When you click on either *OneDrive* or *This PC*, a list of recently accessed folders in that place will appear in the right pane plus the option to **[Browse]** all folders.

OneDrive

OneDrive, or *OneDrive.com*, is an online file storage system from Microsoft. Currently, Microsoft gives you 7GB of free cloud storage (or 20GB for Office 365 users) on OneDrive to store your files and photos, sync files across your computers or storage devices, share specific files with friends and colleagues, and edit and collaborate on Office documents. You can access the latest version of your files from any device with an internet connection, including mobile devices. You can also create new files directly in OneDrive.

Before you can upload files to OneDrive, you will need to create a *Microsoft Account* (which you will be prompted to do the first time you try to save a file to OneDrive). You can then go to OneDrive and sign in with your Microsoft account to access, view and share your online files.

Adding A Place

By default, the *Save As place* lists *OneDrive* and your *This PC* as places you can save your documents to. However, you also have the option of adding *SharePoint* to this list. Clicking on *Add a Place* beneath *Save As* will open a dialog box that will take you through the steps necessary for adding *SharePoint*. Once it is added, *SharePoint* will appear in your list of available places.

Current Folder

If you have been working with a document that has already been saved to a folder, the *Save As place* will remember the location and display it under *Current Folder* at the top of the right pane for easy access.

Recent Folders

If you have been working with documents stored in various folders, these folders will be listed under *Recent Folders* in the right pane. You can save your document to one of these folders by clicking on it. The *Save As* dialog box will then open with that folder already selected. By default, **5** folders will display under *Recent Folders* however you can change this by clicking on *Options* in the *Backstage* and clicking on *Advanced*. Under *Display*, set the number of recent folders you wish to display between **0** and **20**.
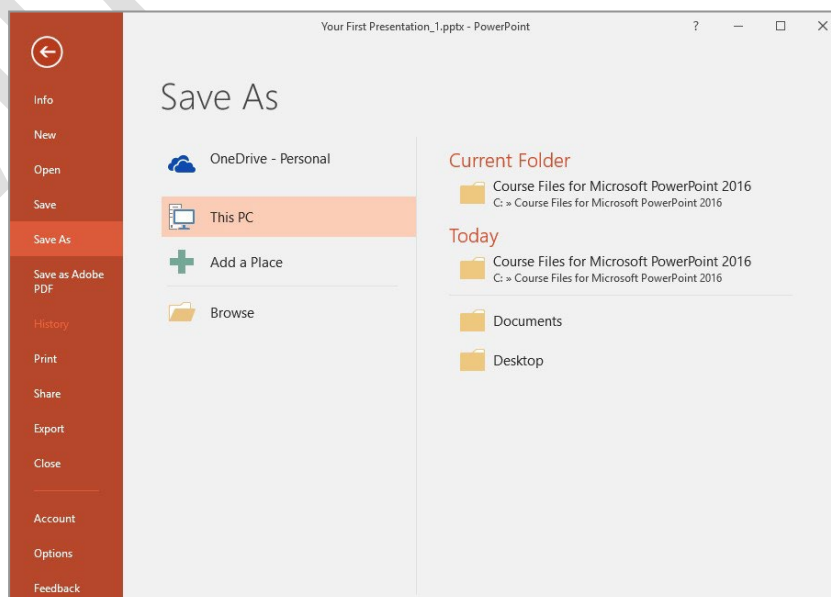
THE SAVE AS DIALOG BOX

When you have typed some text into a document, it is vital that you *save* the document if you plan to keep it. By *saving* a document, you move the information from temporary memory to a source of more permanent memory (such as the computer's hard disk drive). To save the document you must access and use the *Save As* dialog box, as described below.
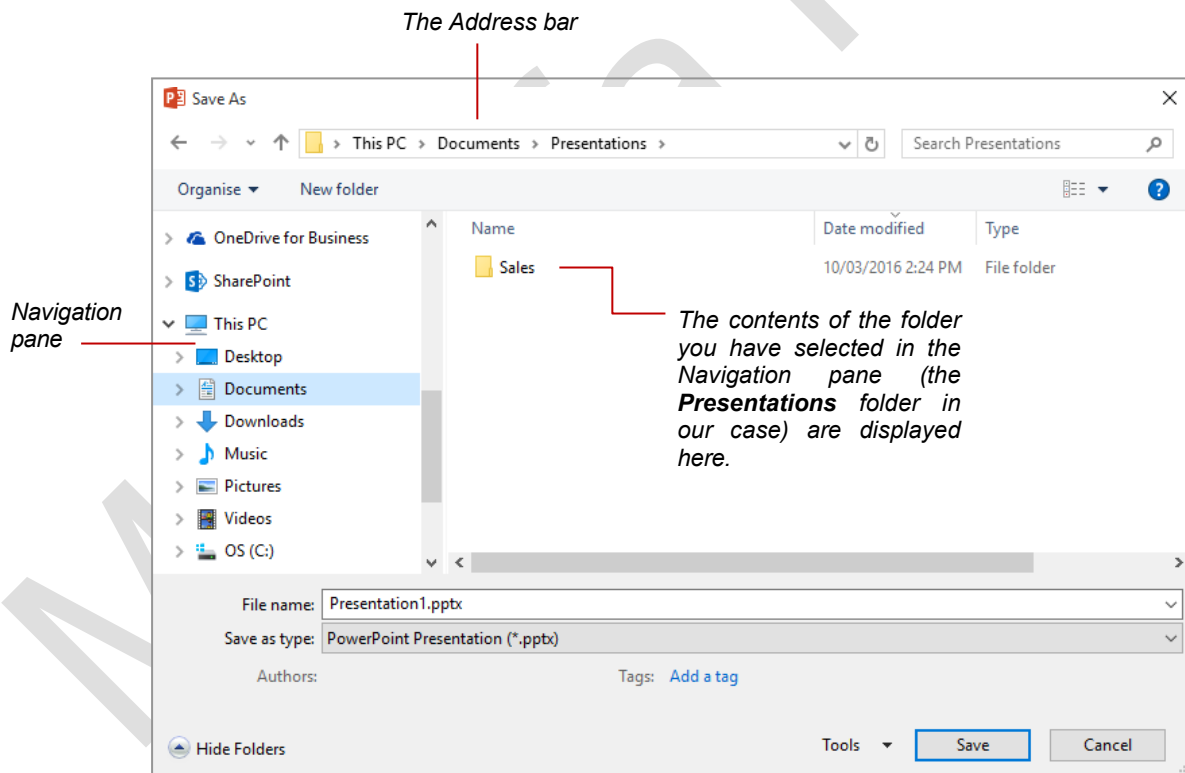

It doesn't matter whether you want to save your document to your computer or to *OneDrive*, you still have to use the *Save As* dialog box. This dialog box allows you to choose a name for your document and the location you wish to store your document in so that you can easily access the document again.

The *Navigation pane*, located on the left side of the dialog box, enables you to browse through the files and folders in your computer or OneDrive in order to choose an appropriate location to save your document.

When you point to the Navigation pane, some folders will display a small, light grey, right-pointing arrow– this indicates that the folder contains subfolders. When you click on the light grey arrow, the folder will expand to display a hierarchy of subfolders. The arrow will then change to a small, dark grey, down-pointing arrow.

Click on a drive or a folder in the Navigation pane to identify the folder in which you want to save the file. The current contents of the folder will be displayed in the pane on the right side of the dialog box.

You can also use the *Address bar* at the top of the dialog box to move up or down one or more levels in the folder structure if desired. To do this, simply click on the name of the folder you wish to open in the Address bar. For instance, in the example below clicking on *Documents* in the Address bar would take you back to the *Documents* folder.

The Address bar

Navigation pane

*The contents of the folder you have selected in the Navigation pane (the **Presentations** folder in our case) are displayed here.*

TYPING TEXT INTO A SLIDE

Once you have chosen a template or a theme to apply to your presentation, it's time to start adding text. Fortunately, adding text to a presentation is very simple – all you have to do is click on a placeholder in the slide and type. Alternatively you can insert a text box and type in the text box.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Your First Presentation_1.pptx...

1 Click on the placeholder **CLICK TO ADD TITLE** to position the insertion point

2 Type the word **Transport**

3 Click on the placeholder **Click to add subtitle** to position the insertion point

4 Type **A New Direction** to create a subheading

5 Click on the *Insert* tab, then click on *Text Box* in the *Text* group

   Your pointer will change to a text box icon…

6 In the bottom right corner of the slide, click and drag to insert a text box

7 Type ***Presented by*** then type your name

   If you need to resize the text box, point to a selection handle (small square on the border) until the pointer is a two-headed arrow, then drag in or out to adjust as required
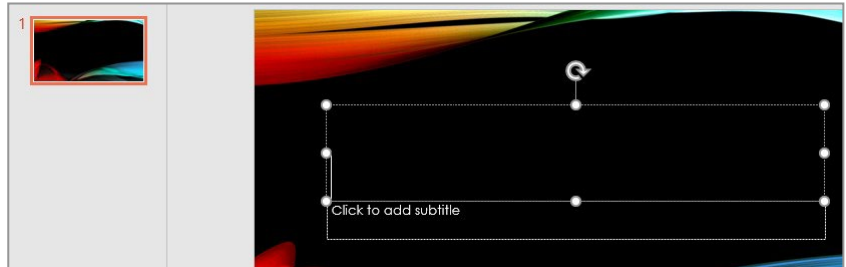
1
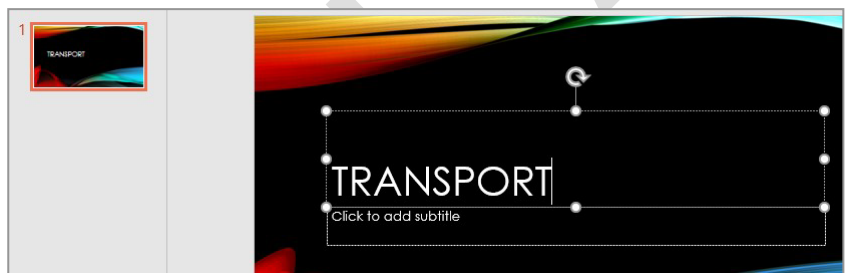
2

7

For Your Reference…

To *type text into* a *slide*:

1. Click in a placeholder and type text, or
   Click on the *Insert* tab and click on *Text Box* in the *Text* group

2. Click and drag on the slide to create the text box, then type text

Handy to Know…

- You can move placeholders and text boxes around to reposition them on a slide. Click on the text to display the border of the box, then click on the border to select it. Point to the border until your pointer is a four-headed arrow, then click and drag the box to another location.

INSERTING NEW SLIDES

In order to create a successful slide show, you will need more than one slide. Often templates have multiple slides already inserted into a presentation but, even if this is the case, you will probably need to change the content at some point and insert additional slides. In this example we will be starting with just one slide.

Try This Yourself:

Same File

Continue using the previous file, or open Your First Presentation_2.pptx...

1 Click on the **Insert** tab, then click on the top half of **New Slide** in the **Slides** group

PowerPoint automatically inserts a slide with the Title and Content layout which you will learn more about later.

Let's try a different method…

2 Ensure the second slide in the **Slides** pane is selected then press [Enter] to insert a third slide

3 Use either of the above methods to add two more slides so that you have a total of *5*

At the moment all of the new slides are blank. Let's add some content…

4 Select the second slide in the **Slides** pane so it appears in the **Slide** window

5 Add the title *Personal* then click in the **Click to add text** placeholder, type *Electric cars* and press [Enter] to create a new bullet point

6 Add two more bullet points, as shown

7 Repeat steps *5* and *6* to add content to the third slide, as shown
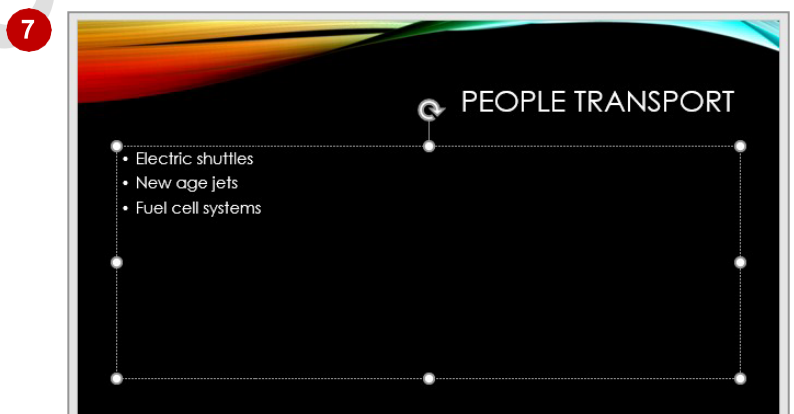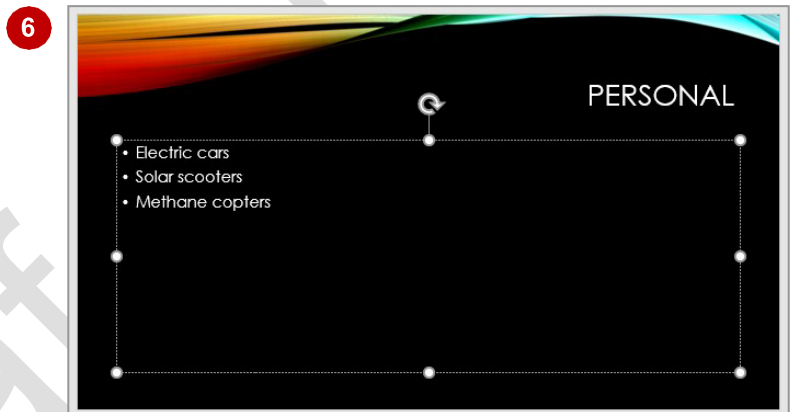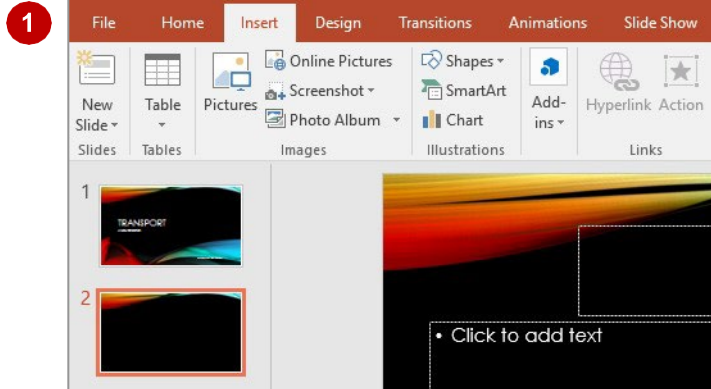
For Your Reference…

To *insert a slide*:

- Click on the **Insert** tab, then click on the top half of **New Slide** in the **Slides** group, or
- Click on a slide in the **Slide** pane and press [Enter]

Handy to Know…

- You can insert a new slide via the *Home* tab by clicking on the top half of *New Slide* in the **Slides** group.
- You can delete slides by clicking on the slide in the **Slides** pane and pressing [Del] or [Back Space] or by right-clicking on a slide in the **Slides** pane and selecting **Delete Slide**.

TYPING TEXT USING THE OUTLINE PANE

Text serves as the framework for your presentation. It is the key to the concepts that you are trying to communicate. You can type text directly onto a slide or you can type it into the *Outline* pane. By typing text into the *Outline* pane, you are able to focus purely on the content, ensuring the sequence and structure of each slide is correct.

Try This Yourself:

Same File

Continue using the previous file, or open P1303 Your First Presentation_3.pptx...

1 Click on the *View* tab, then click on *Outline View* in the *Presentation Views* group

The Slides pane will now display an outline of the content of each slide…

2 Click to the right of the slide *4* icon in the *Outline* pane to position the cursor, then type **Freight** to insert a title
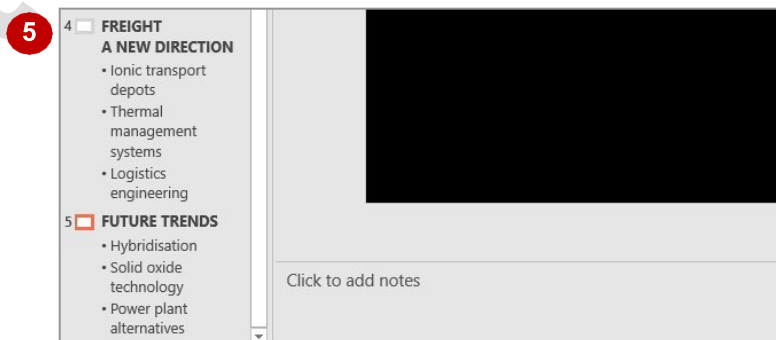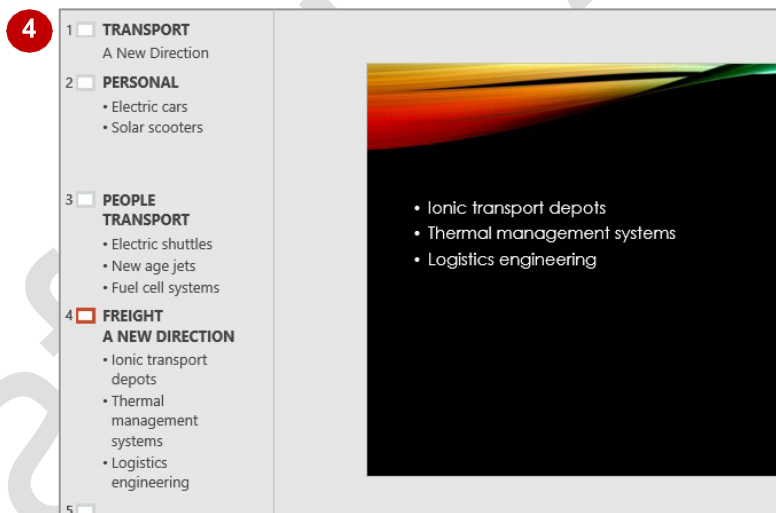
3 Press Shift + Enter to insert a subheading, then type A New Direction

4 Press Ctrl + Enter to start a bulleted list then type the text as shown, pressing Enter at the end of a line to create the next bullet point

5 Click on the slide *5* icon in the *Outline* pane, then repeat steps *2* and *4* to add the content as shown

6 Click to position your cursor after *A New Direction* and press Back Space until the subheading is deleted

7 If necessary press Back Space once more to remove the space

For Your Reference…

To *type text* in the *Outline pane*:
- Select a slide in the *Outline* pane and type text

To *type* a *subheading* in the *Outline pane*:
- Type a heading then press Shift + Enter

To *type* a *bulleted list*:
- Type a heading then press Ctrl + Enter

Handy to Know…

- You can resize the *Outline* pane by pointing to the border between the *Outline* pane and the *Slide* window until a two-headed arrow appears, then clicking and dragging inwards to make it smaller or outwards to make it larger. You can also resize the *Slides* pane using this method.

APPLYING SLIDE TRANSITIONS

Slide transitions, when used in moderation, can make your presentation appear more polished. A slide transition is a visual effect that takes place before or after each slide so rather than the next slide in your presentation simply appearing, you can, for instance, make it *fade* in, or you can make the previous slide *peel off* so it looks like you are turning a page in a book.

Try This Yourself:

Same File

Continue using the previous file or open P1303 Your First Presentation_4.pptx...

1 In *Normal* view, display Slide 1 then click on the *Transitions* tab

2 Click on the *More* arrow for the *Transitions* gallery in the *Transitions to This Slide* group to display a gallery of options

3 Select **Curtains** in *Exciting* to apply this transition to slide *1*

A preview will automatically display. Notice also that in the Slides pane, slide 1 appears with a star to the left of it, signifying a transition has been applied to it…

4 Click on *Preview* in the *Preview* group to view the effect again

So far the effect is only applied to slide 1. Let's apply a slide transition to all slides…

5 Repeat steps *2* and *3* to select *Fade* in *Subtle*, then click on *Apply To All* in the *Timing* group

All slides in the Slide pane now have a star to the left…

6 Click on slide *2* in the *Slides* pane to display it in the *Slide* window, then click on *Preview* in the *Preview* group to see slide *1* transition to slide *2*
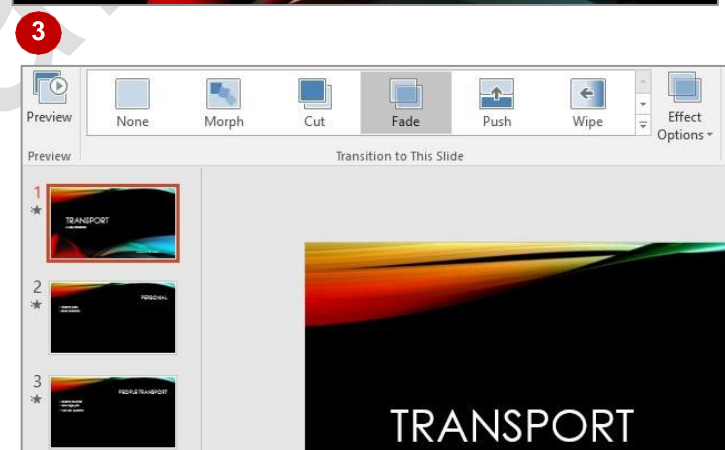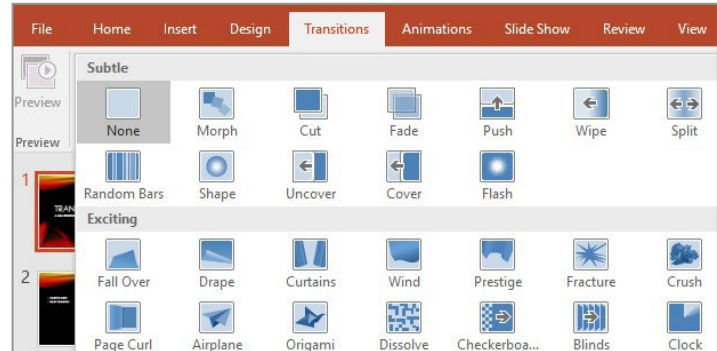
For Your Reference…

To *apply slide transition effects*:
1. Display the slide
2. Click on the *Transitions* tab
3. Click on the *More* arrow for the *Transitions* gallery in the *Transitions to This Slide* group
4. Select an option

Handy to Know…

- On the *Transitions* tab in the *Timing* group, you have the option of making slide transitions automatic so that during your presentation one slide will automatically transition to the next after a specified amount of time. This is instead of clicking on the presentation to transition manually.

SAVING A PRESENTATION

When you **save** a presentation, all changes made to the presentation will be stored in a file. You can then open the file at any time and continue working. It cannot be stressed enough just how important it is to save your work regularly. Once you have saved the presentation for the first time, you should then save your work every few minutes where possible.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Your First Presentation_5.pptx...
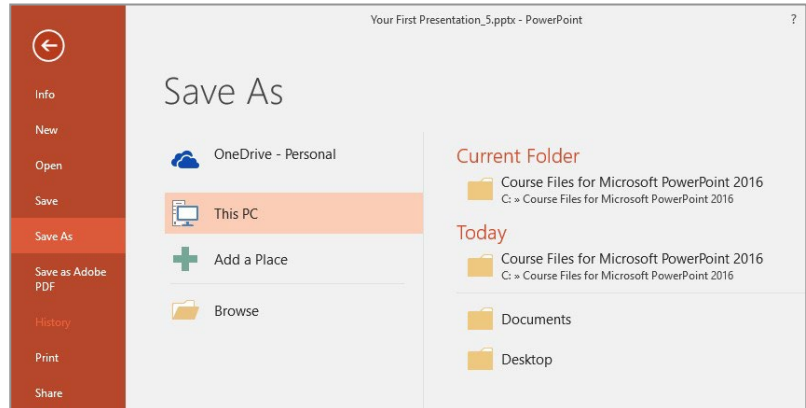
1 Click on the **File** tab, then click on **Save As** to open the **Save As** place

2 Click on **This PC** in the middle pane, then click on **[Browse]** to open the **Save As** dialog box

If you are saving the file that you created at the start of this chapter, PowerPoint will insert a file name based on the title of the presentation – in this case Transport.pptx. However, If you have opened the file listed above, the file name Your First Presentation_5.pptx is retained…
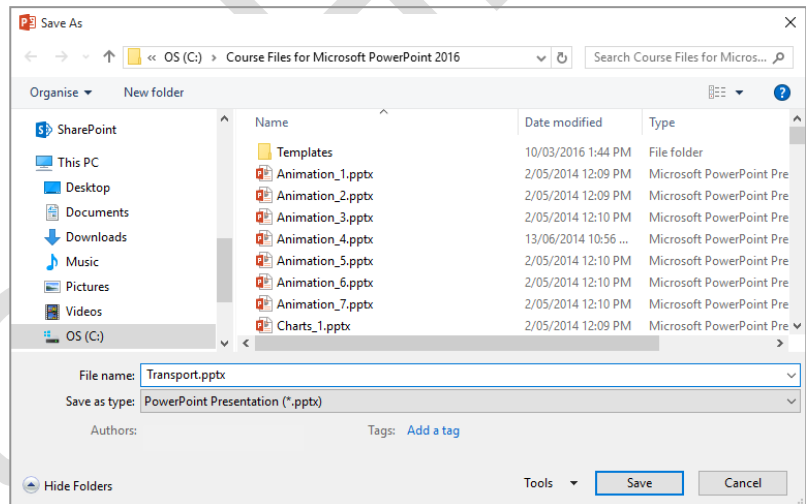
3 If necessary, type **Transport.pptx** in **File name** then navigate to the **Course Files for Microsoft PowerPoint 2016** folder

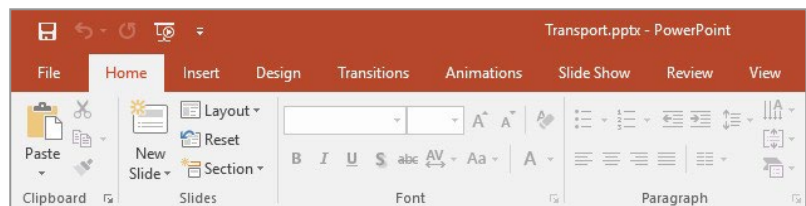**4** Click on **[Save]** to save the presentation as **Transport.pptx**

You can now safely close your presentation

For Your Reference…

To **save** a **presentation**:

1. Click on the **File** tab, then click on **Save As**
2. Type the file name in **File name**
3. Navigate to the desired folder
4. Click on **[Save]**

Handy to Know…

- Once you have saved your presentation the first time, you can save regularly by clicking on **Save** in the **Quick Access Toolbar** or by pressing **Ctrl** + **S**.

- To change the file name or location of a presentation, use the **Save As** dialog box.

PREVIEWING A SLIDE SHOW

Normal view will give you some idea about how your presentation will appear to the audience when presented. But the best way to test the presentation is to preview it as a slide show in Slide Show view. It's a good idea to test your presentation regularly, especially when you've inserted slides, animations and transitions, for example, to make sure you've got it right.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Your First Presentation_6.pptx...

1. Click on the **Slide Show** tab, then click on **From Beginning** in the **Start Slide Show** group

   *The slide show begins from slide 1 and fills the entire screen…*

2. Click on the **back** and **forward** arrows in the bottom left corner of the screen or click with the left mouse button to step through the slide show until you return to Normal view

3. Switch to **Outline** view then click in the heading text on slide **3** in the **Outline** pane to display this slide in the **Slide** window

   Let's start the slide show from this page…

4. Click on the **Slide Show** tab, then click on **From Current Slide** in the **Start Slide Show** group

5. Press **Esc** to exit the slide show
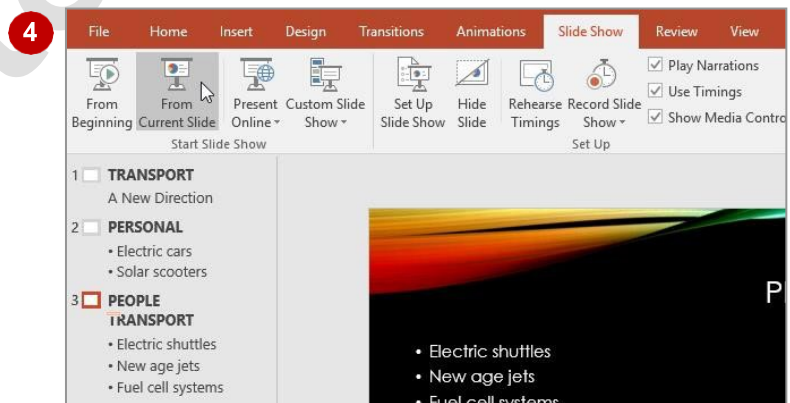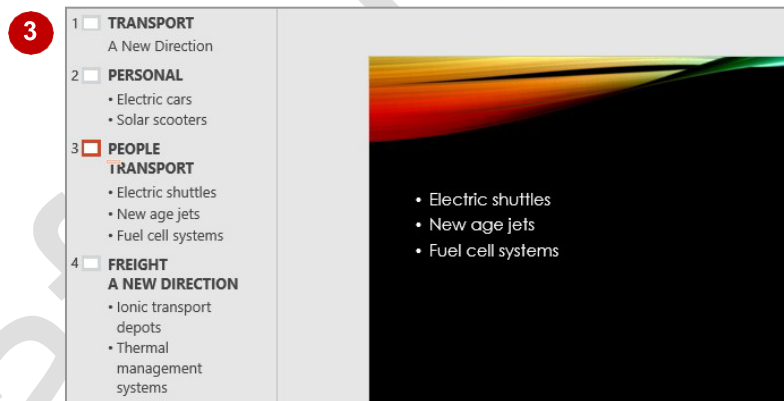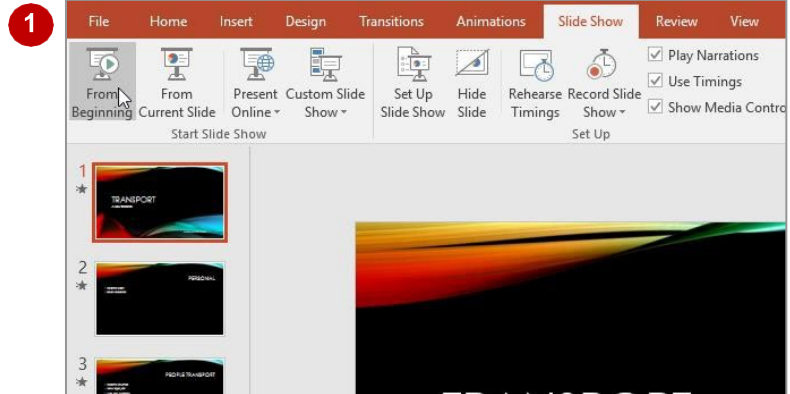
For Your Reference…
To **preview** a **slide show from** the **beginning**:
- Click on the **Slide Show** tab, then click on **From Beginning** in the **Start Slide Show** group

To **preview** a **slide show from** the **current slide**:
- Click on the **Slide Show** tab, then click on **From Current Slide** in the **Start Slide Show** group

Handy to Know…
- You can preview a slide show from the beginning by pressing **F5**.
- You can preview a slide show in *Reading View* which allows you to view the slide show with the taskbar displayed, giving you access to other windows and tasks during the slide show if required.

CLOSING A PRESENTATION

When you have finished with a presentation, you should close it and ensure that any changes that you have made are saved if required. Closing a presentation means that it has been filed away safely, but PowerPoint will still remain open so that you can either work with another open presentation or create a new presentation.

Try This Yourself:

Same File

*Continue using the previous file with this exercise, or open the file Your First Presentation_7.pptx...*

1 Click on the **File** tab, then click on **Close**

PowerPoint will detect if you have made any changes and if so, will prompt you to save them. Because this is only an exercise, we won't save any changes…

2 Click on **[Don't Save]** (if asked), to close the presentation without saving any changes and leave PowerPoint open
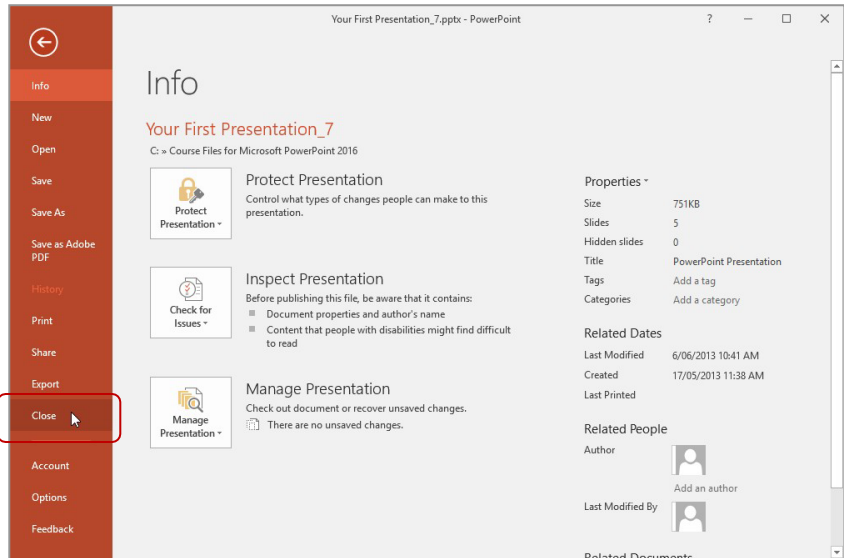
1

2
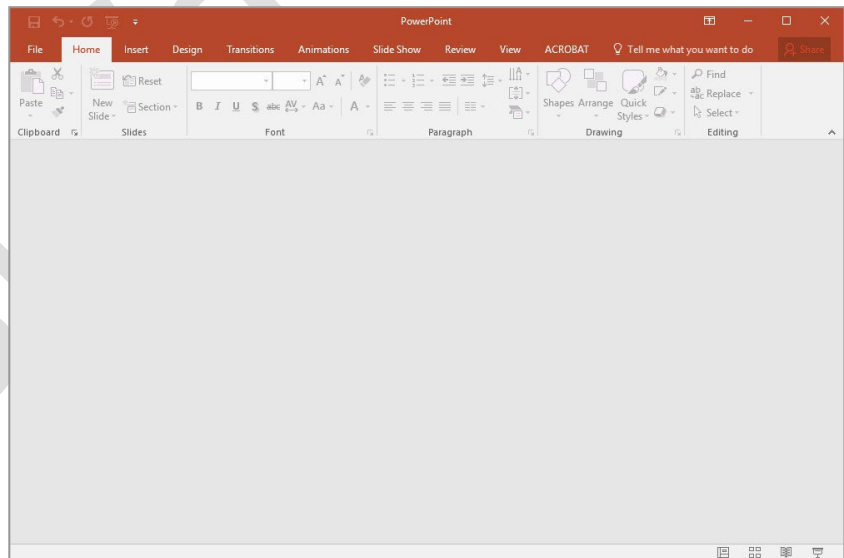
For Your Reference…

To *close* a *presentation*:

1. Click on the **File** tab, then click on **Close**
2. To save changes if asked, click on **[Save]** or to close without saving changes, click on **[Don't Save]**

Handy to Know…

- You do not have to close a presentation before you create or open another one. You can have many presentations open at once, and jump between them using [Alt] + [Tab] or by selecting the required presentation from the *jump list* that appears when you point to the *PowerPoint* icon on the taskbar.

UNDERSTANDING THEMES

PowerPoint provides its users with powerful, yet simple tools for creating professional, high quality presentations. *Themes* is one such tool tha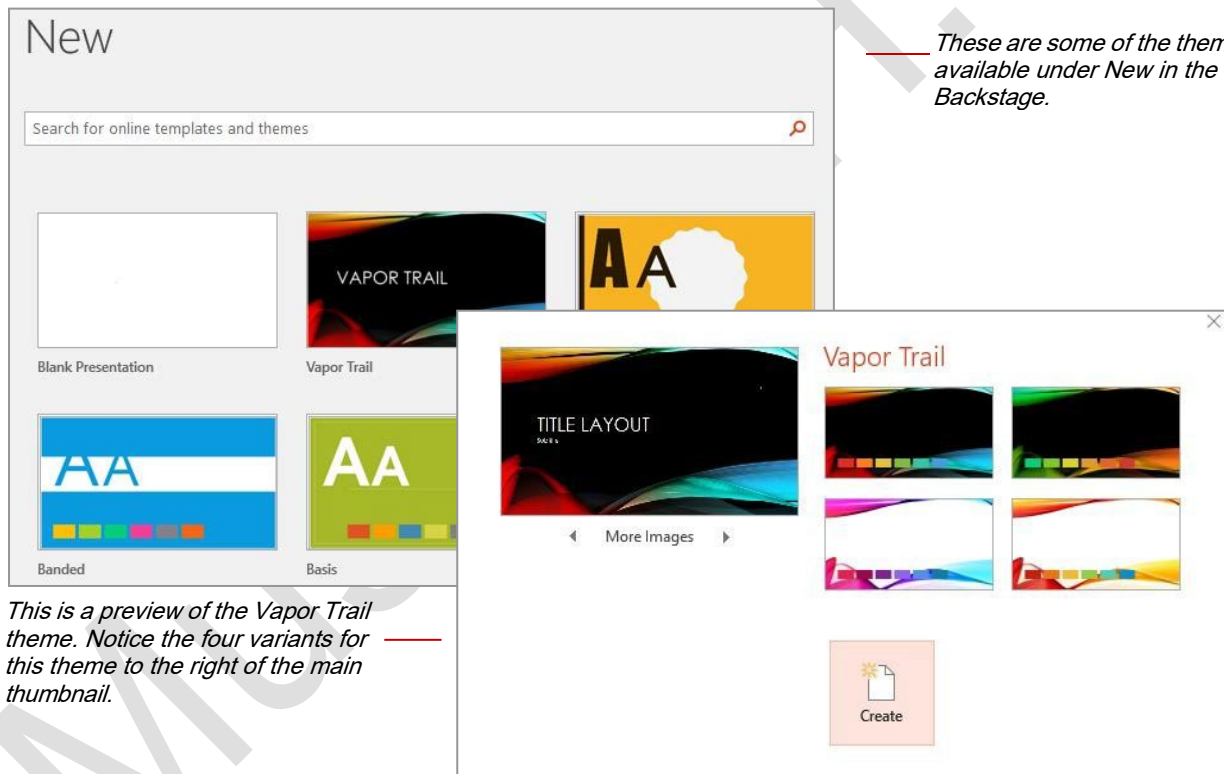t can dramatically improve the appearance of your presentation by allowing you to quickly and easily apply the work of professional designers. You can also modify themes to suit your own requirements, such as by adding a logo or company colours.

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.

These are some of the themes available under New in the Backstage.

This is a preview of the Vapor Trail theme. Notice the four variants for this theme to the right of the main thumbnail.

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 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
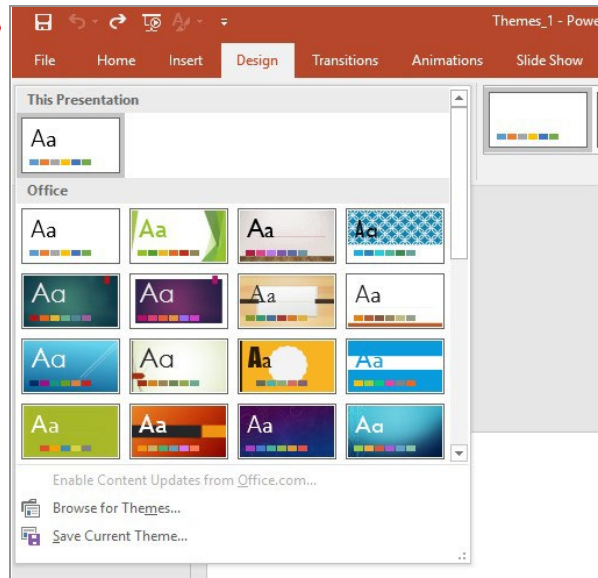
3 Click on **Wisp** to apply this theme to the presentation

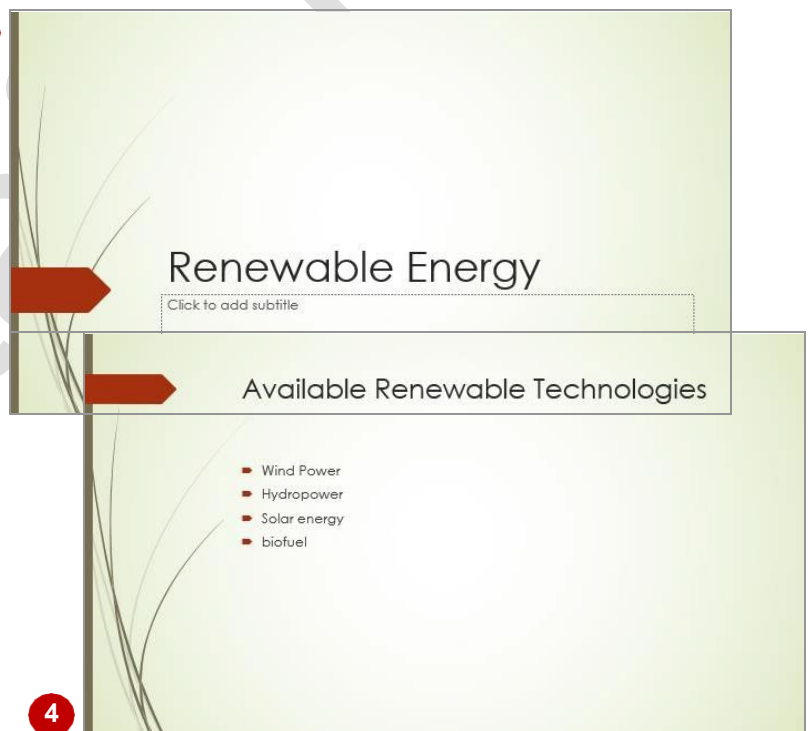*All design, layout and formatting within the theme have been applied, instantly transforming the presentation…*

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 twelve 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 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
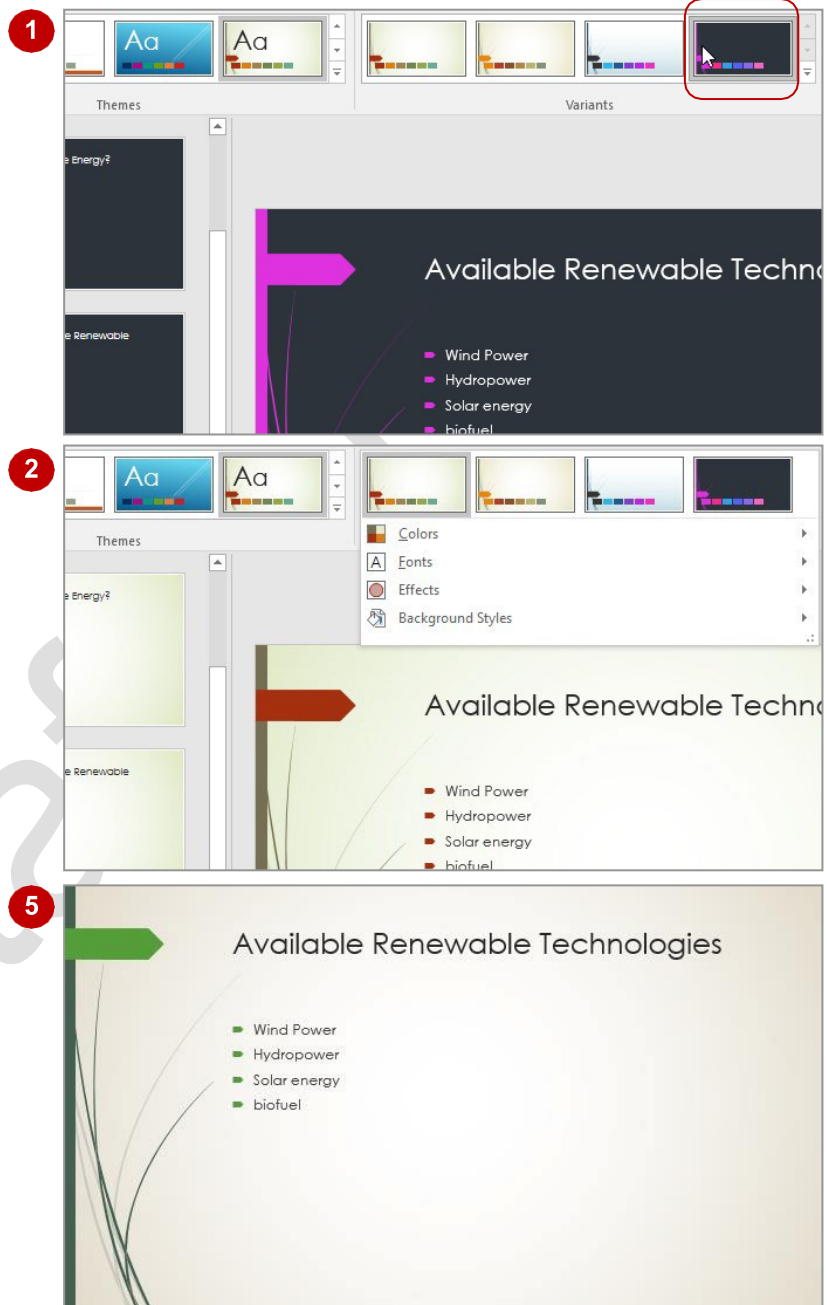
For Your Reference…

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.

CREATING CUSTOM THEME COLOURS

PowerPoint provides you with the option of creating your own custom colour theme. This is useful, for instance, if you want to use colours based on your company logo or simply on your own personal preferences. You can save custom colour themes so that they appear in the *Colours* gallery, giving you the option to apply them to other presentations.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Themes_3.pptx...

1 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

2 Point to **Colours** to display a menu of options, then select **Customise Colours** to open the *Create New Theme Colours* dialog box

   Let's change a few colours to create our own version of the current colour theme – Green…

3 Click on the drop arrow for *Text/Background – Dark 1* and select **Lime Accent 3**

   Notice the preview in the right pane …

4 Click on *Text/Background – Light 2* and select **Turquoise Accent 6**

5 In *Name*, type *My Theme* and click on **[Save]** to save the custom theme

   The theme will be saved to the Colours gallery…

6 Repeat step *1*, point to *Colours* and right-click on *My Theme* to display a menu

7 Select **Delete** to open the *Microsoft PowerPoint* dialog box and click on **[Yes]** to delete the theme

8 Repeat step *1*, point to *Colours* and select *Green* to reapply this theme colour
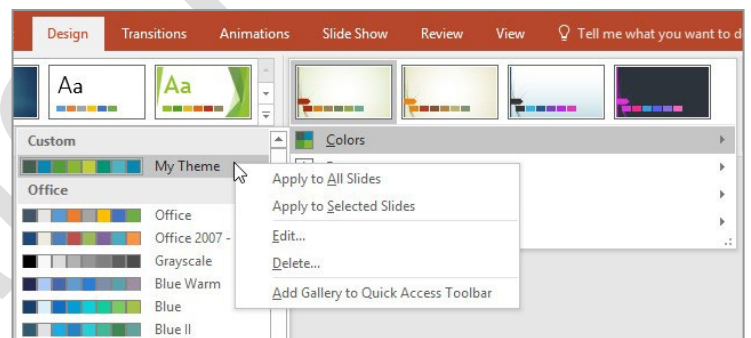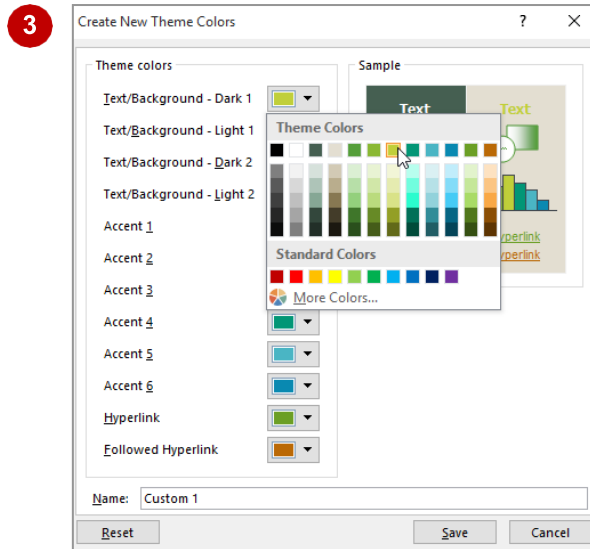
For Your Reference…

To *create* a *customised colour theme*:

1. Click on the *Design* tab, then click on the *More* arrow for the *Variants* gallery in the *Variants* group
2. Point to *Colours*, select **Customise Colours**, apply the changes and click on **[Save]**

Handy to Know…

- Once you have created a custom theme you can edit it by clicking on the *Design* tab, clicking on the *More* arrow for the *Variants* gallery on the *Variants* group, pointing to **Colours**, right-clicking on the theme and selecting **Edit** to open the *Edit Theme Colours* dialog box.

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 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
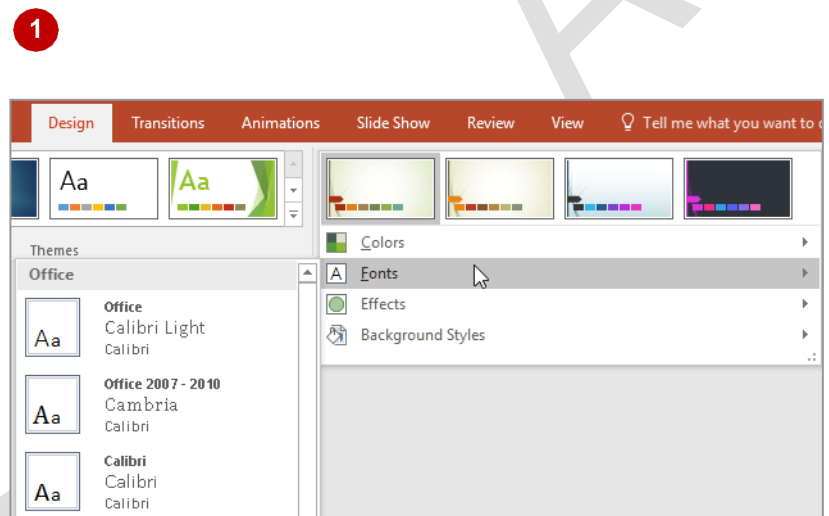
For Your Reference…

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 defau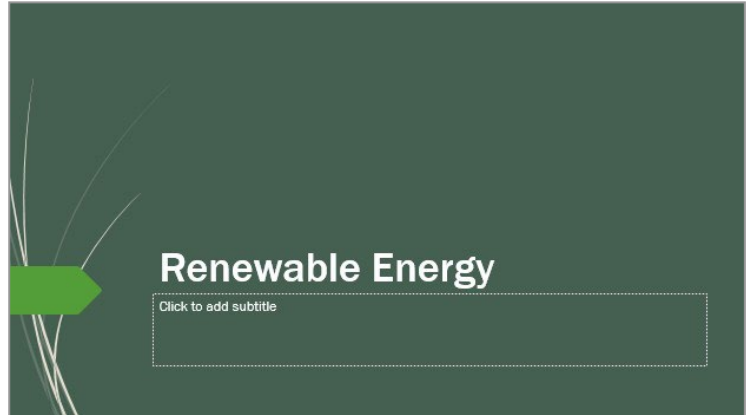lt which generally consists of a combination of fill colours and effects, such as gradient or texture effects. You can change the background by applying a new style or by modifying the current style on the **Format Background** pane.
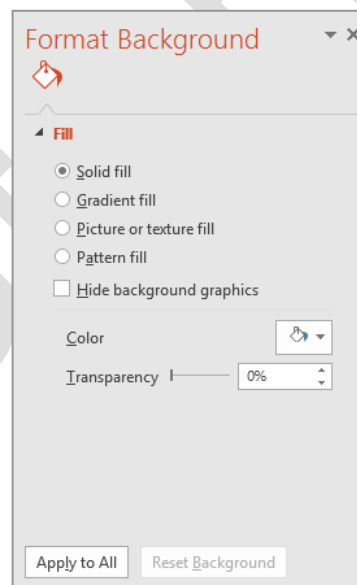
Try This Yourself:

Same File

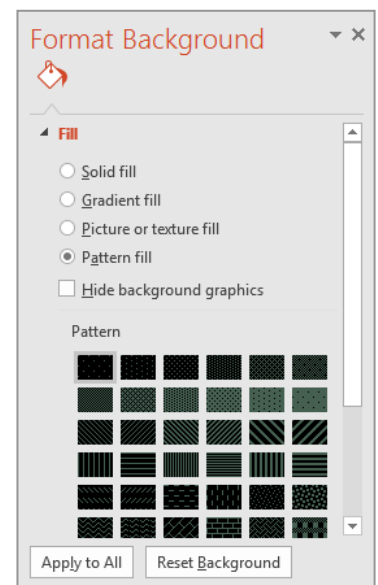*Continue using the previous file with this exercise, or open the file Themes_5.pptx...*

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

Renewable Energy
Click to add subtitle

④

Format Background
▲ Fill
○ Solid fill
○ Gradient fill
○ Picture or texture fill
○ Pattern fill
□ Hide background graphics
Color
Transparency   0%
Apply to All   Reset Background

⑤

Format Background
▲ Fill
○ Solid fill
○ Gradient fill
○ Picture or texture fill
● Pattern fill
□ Hide background graphics
Pattern
Apply to All   Reset Background

⑥

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 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…

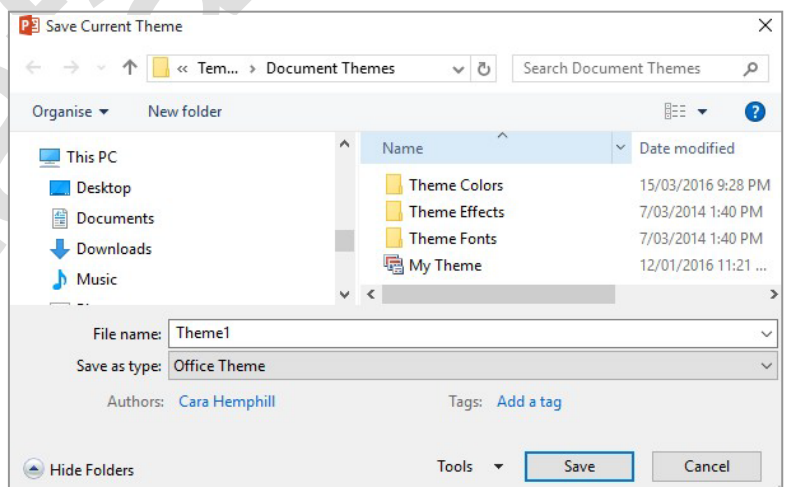**3** In *File name*, type **wisp2**, then click on **[Save]**

4 Click on *Close* to close the presentation
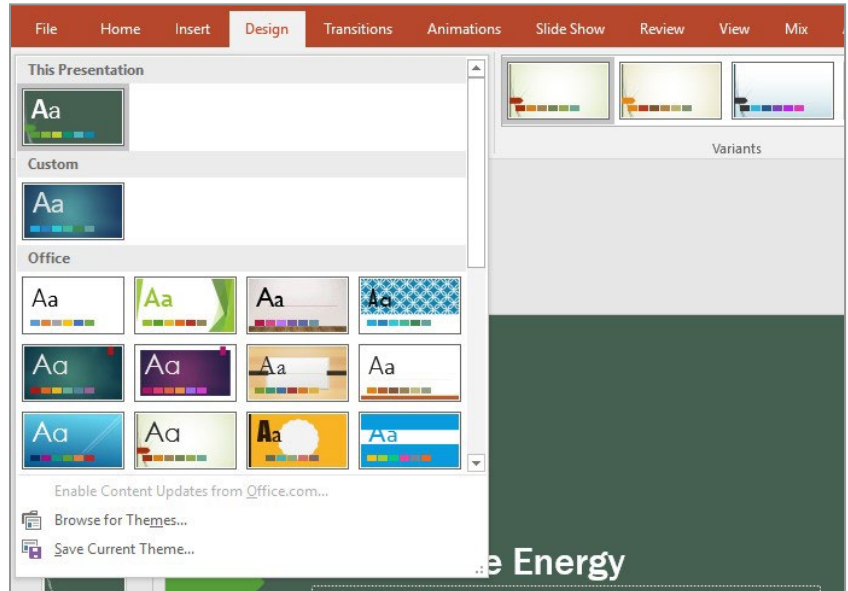
For Your Reference…

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**.
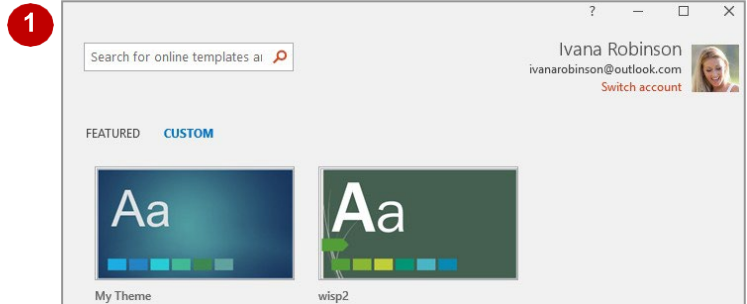
USING A CUSTOMISED THEME

Once you have saved a custom theme, you can then apply it to new or existing presentations. This is particularly handy if you create a company theme, as you can then apply it to all your presentations in order to achieve consistency and comply with company style standards.

Try This Yourself:

Before starting this exercise ensure the PowerPoint start screen is displayed...

1 On the right side of the window, under *Suggested searches*, click on *CUSTOM* to display the custom themes and templates

2 Select *wisp2* to display a preview then click on **[Create]** to open a new presentation with the *wisp2* theme applied

You can now make changes to this presentation and then save it as a new presentation, but for the purpose of this exercise we will simply close it…

3 Click on the *File* tab, then click on *Close* to close the presentation

If you are asked to Save, click on [Don't Save]…

4 Click on *File*, then click on *New* and select *Blank Presentation* in *Featured*

5 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

6 Under *Custom* click on *wisp2* to apply this theme to the presentation

7 Repeat step *3* to close the presentation without saving

Note that the categories CUSTOM and FEATURED will only appear once you have saved custom themes and/or templates.
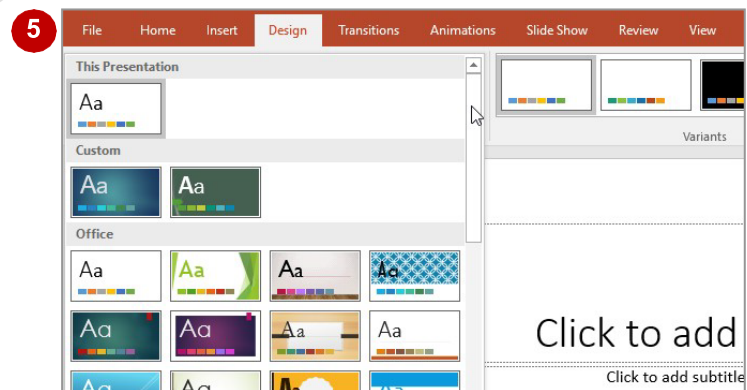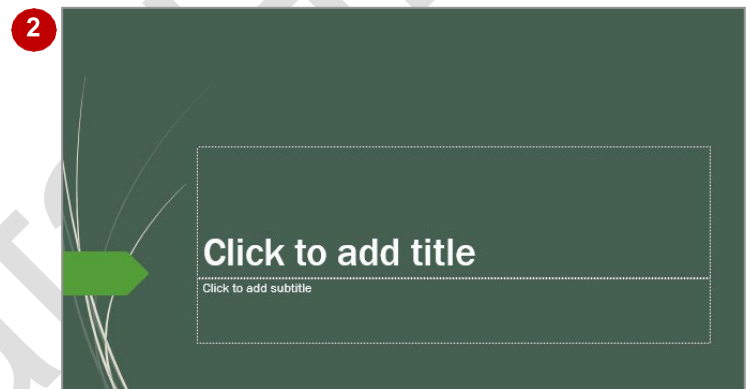
For Your Reference…

To *use* a *customised theme*:

- In the *Backstage* click on *New*, click on *Custom*, click on *Document Themes*, select the theme and click on **[Create]**, or
- Click on the *Design* tab, click on the *More* arrow for the *Themes* gallery and select an option

Handy to Know…

- If you are using themes frequently you may want to add the *Themes* gallery to the *Quick Access Toolbar*. To do so, right-click on a theme in the *Themes* gallery and select *Add Gallery to Quick Access Toolbar*.

DELETING A CUSTOMISED THEME

There are times when you may need to delete customised themes that you have created. For instance you may only need to use a theme a couple of times. Or you may create many themes while you are experimenting with design aspects and they may be crowding the *Themes* gallery. Fortunately deleting customised themes is very easy.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file Themes_7.pptx...

1 Click on the *Design* tab

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

3 Under *Custom*, right-click on *wisp2* to display a menu of options

4 Select **Delete** to open the *Microsoft PowerPoint* dialog box

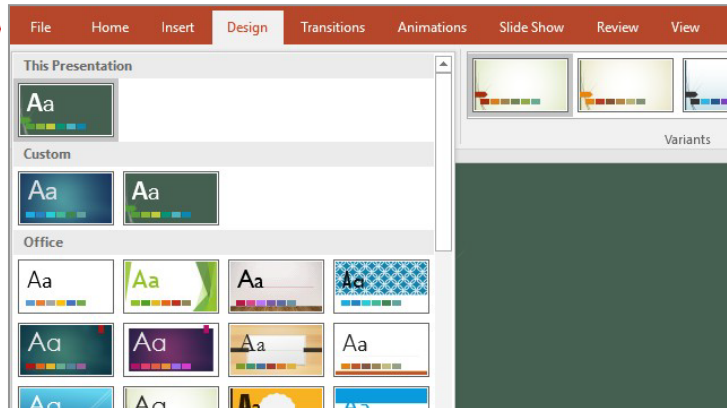**5** Click on **Yes** to delete the custom theme *wisp2*

6 Repeat step *2* to expand the *Themes* gallery and view the result
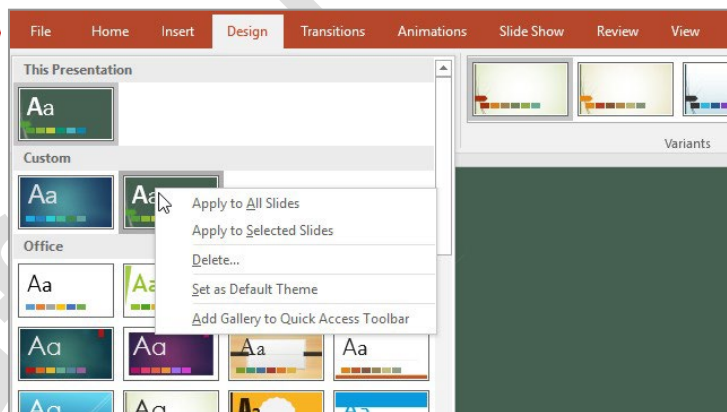
The wisp2 custom theme will no longer be listed…
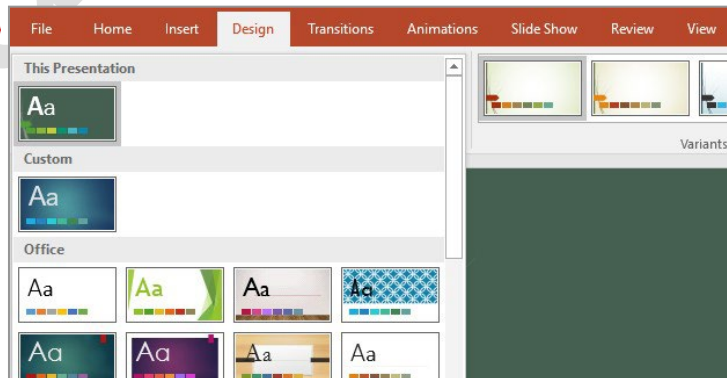
7 Close all open presentations

For Your Reference…

To *delete customised themes*:

1. Click on the *Design* tab, then click on the *More* arrow for the *Themes* gallery in the *Themes* group
2. Right-click on the desired theme under *Custom*
3. Select **Delete** then click on **[Yes]**

Handy to Know…

- When you delete a custom theme from the *Themes* gallery it is deleted from its file location so will no longer be accessible via the *Backstage* or anywhere else.