CHAPTER 7   # THEMES

INFOCUS

WPL_P804

A *theme* is a co-ordinated set of colours, fonts, effects and backgrounds that you can apply to create a professional-looking presentation with a consistent design. PowerPoint 2010 includes many built-in themes. Once you've applied a theme, you rarely need to concern yourself with the design of your presentation — the theme already includes all the required layout and formatting. All you really need to do is type the text! However, you can modify an existing theme, such as changing the theme colours or theme fonts, to suit your needs.

In this session you will:

- ✓ gain an understanding of themes
- ✓ learn how to apply a theme
- ✓ learn how to modify the theme colours
- ✓ learn how to change theme fonts
- ✓ learn how to change the slide background
- ✓ learn how to save a customised theme.

UNDERSTANDING THEMES

One of the major design aims of PowerPoint 2010 is to provide users with powerful yet simple tools for creating professional, high-quality presentations. ***Themes*** will help you do this. With a single mouse click, you can select a theme that will apply the work of professional designers to your presentation. What's more, you can use the same theme in other Office applications like Word.

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 in just a single click! 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.

PowerPoint 2010 includes 40 built-in themes in the ***Themes*** gallery. But, if you need more you can modify existing themes or download additional themes from Microsoft Office Online.

Examples of several themes available in the Themes gallery

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 40 built-in themes are also available in other 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, your monthly newsletters, your year-end financials, your presentation to the Board, and your website.

- Themes can also be applied to PowerPoint's range of built-in templates.

Applying A Theme

When you create a new blank presentation in PowerPoint 2010, the ***Office*** theme is applied to the presentation by default. But you'll rarely be satisfied using the default theme with so many other dazzling themes to choose from! You can easily apply a different theme in a just a few mouse clicks.

APPLYING A THEME

Microsoft PowerPoint 2010 includes 40 built-in *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 P804 Themes_ 1.pptx...

1. Click on the ***Design*** tab, then click on ***More*** ▾ in the ***Themes*** group to display the ***Themes*** gallery

   Here you will find all built-in themes. Currently the default Office theme is applied to the presentation, as shown under This Presentation. Let's make this bland-looking presentation something special...

2. Point to the various themes in the gallery to see them applied to the presentation in ***Live Preview***

3. Click on ***Slipstream*** to apply this theme to the presentation

   Voila! Just like that, all design, layout and formatting within the theme have been applied instantly to transform this presentation…

4. Scroll through the presentation to see how the theme has been applied to the various elements

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For Your Reference…

To ***apply a theme*** to a presentation:

1. Click on the ***Design*** tab
2. Click on ***More*** ▾ in the ***Themes*** group to display the ***Themes*** gallery
3. Click on the desired theme

Handy to Know…

- You can change the default theme for new presentations if you'd rather not use the ***Office*** theme. To do this, click on the ***Design*** tab, then click on ***More*** ▾ in the ***Themes*** group, right-click on the theme that you want to set as the default theme and select **Set as Default**.

CHANGING THE THEME COLOURS

Each theme contains twelve complementary colours. 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've applied a theme, you can easily apply a different colour scheme to the current theme. Not all themes can be modified, however.
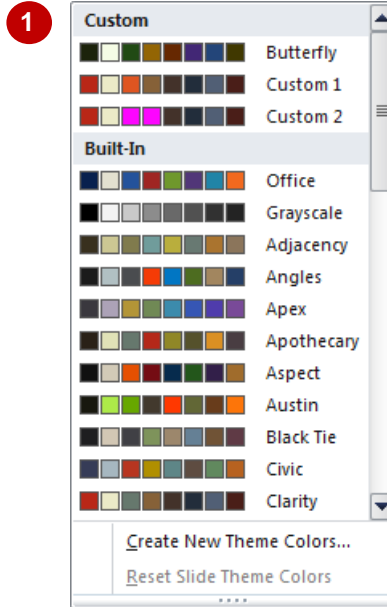
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P804 Themes_2.pptx...

1 Click on the *Design* tab, then click on *Colours* in the *Themes* group to display the *Theme Colours* gallery

Currently, the Slipstream theme colours are applied to the presentation...

2 Point to the various theme colours in the gallery to see them applied to the presentation in *Live Preview*

3 Click on *Horizon* to apply these theme colours to the presentation

4 Scroll through the presentation to see how the theme colours have been applied to the various elements

1

Custom	
	Butterfly
	Custom 1
	Custom 2
Built-In	
	Office
	Grayscale
	Adjacency
	Angles
	Apex
	Apothecary
	Aspect
	Austin
	Black Tie
	Civic
	Clarity

Create New Theme Colors...
Reset Slide Theme Colors

3

* Transport

A New Direction

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…

- To create and save custom colour schemes to the *Theme Colours* gallery, click on the *Design* tab, click on *Colours* and select **Create New Theme Colours**. Select the desired colours for the various presentation elements, type a *Name* for the colour scheme, then click on **[Save]**.

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:

Open File

Before starting this exercise you MUST open the file P804 Themes_3.pptx...

1 Navigate to and display slide *2* 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, hover over *Fonts* A⏷ in the *Themes* group to display a tooltip

The Slipstream theme fonts are currently applied to the presentation...

3 Click on *Fonts* A⏷ to display the *Theme Fonts* gallery, then point to the various theme fonts to see them applied temporarily to the presentation in *Live Preview*

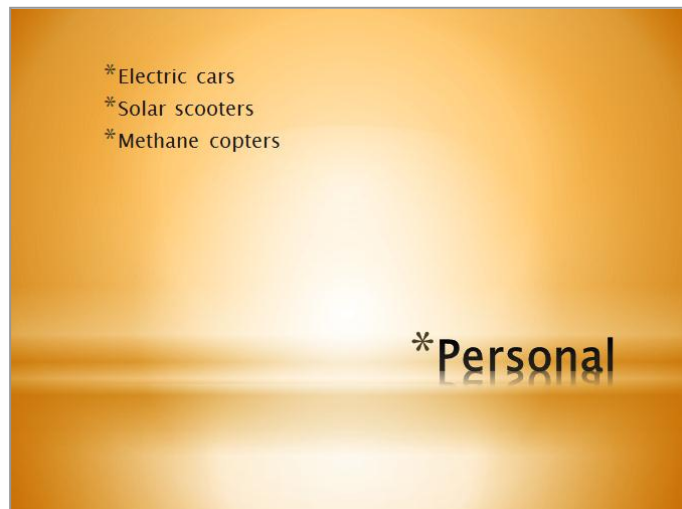4 Click on *Concourse* to apply this theme fonts scheme to the presentation

Now the headings and body text have changed to the font Lucida Sans Console, a sans serif font. Sans serif fonts are ideal for presentations with little text…

5 Scroll through the presentation to view the result

2

Theme Fonts

Current: Slipstream
    Heading: Trebuchet MS
    Body: Trebuchet MS

Change the fonts for the current theme.

? Press F1 for more help.

4

*Electric cars
*Solar scooters
*Methane copters

*Personal
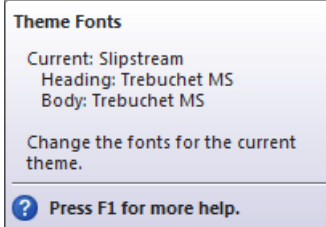
For Your Reference…

To *change the theme fonts*:

1. Click on the *Design* tab
2. Click on *Fonts* A⏷ in the *Themes* group
3. Click on the desired theme fonts

Handy to Know…

- To create and save custom theme fonts to the *Theme Fonts* gallery, click on the *Design* tab, click on *Fonts* A⏷ and select **Create New Theme Fonts**. Select the desired *heading* and *body* fonts, type a *Name* for the theme fonts, then click on **[Save]**.

CHANGING THE SLIDE BACKGROUND

Background styles are variations of the background of the currently-applied theme. Each theme has a particular background style applied by default, which generally consists of a combination of fill colours and effects, such as gradient or texture effects. However, you can change the background style to increase or decrease the intensity of colours or effects.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *P804 Themes_4.pptx...*

1 Navigate to and display slide **1** in the **Slides** window

2 On the **Design** tab, click on **Background Styles** in the **Background** group to display the **Background Styles** gallery

3 Point to the various background styles to see them applied temporarily to the presentation in **Live Preview**

4 Click on **Style 10** to apply this background style to the presentation

This style reduces the amount of colour on the slide

2

Format Background…
Reset Slide Background

4

*Transport

A New Direction
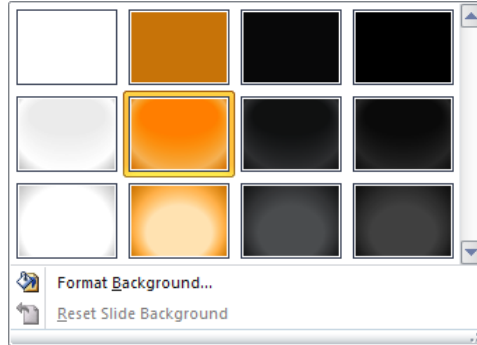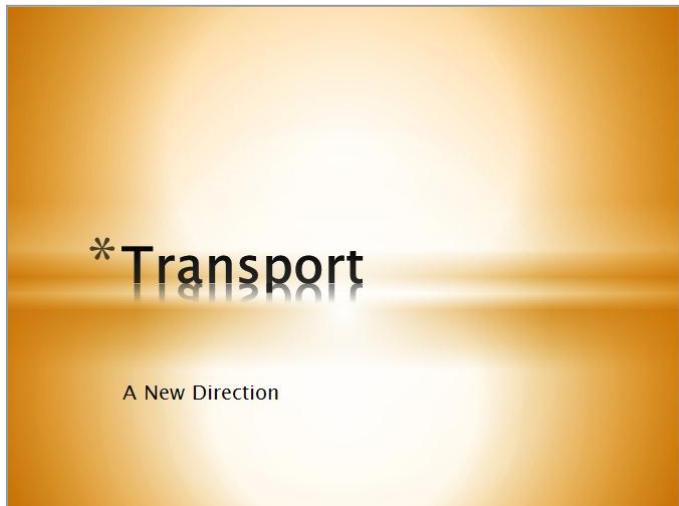
For Your Reference…

To **change the slide background**:

1. Click on the **Design** tab
2. Click on **Background Styles** in the **Background** group
3. Click on the desired background style

Handy to Know…

- You can format a background style to your own requirements. To do this, click on the dialog box launcher in the **Background** group, or click on **Background Styles** and select **Format Background** to open and work with the various formatting options in the **Format Background** dialog box.

SAVING A CUSTOMISED THEME

If you've applied a theme and then changed the theme fonts, colours, and/or background styles, it would be a shame to waste all that effort in making those changes, and then having 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 P804 Themes_5.pptx...

1. On the *Design* tab, click on *More* 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 Slipstream theme. We will save this theme for future use…

2. Select **Save Current Theme** to open the *Save Current Theme* dialog box

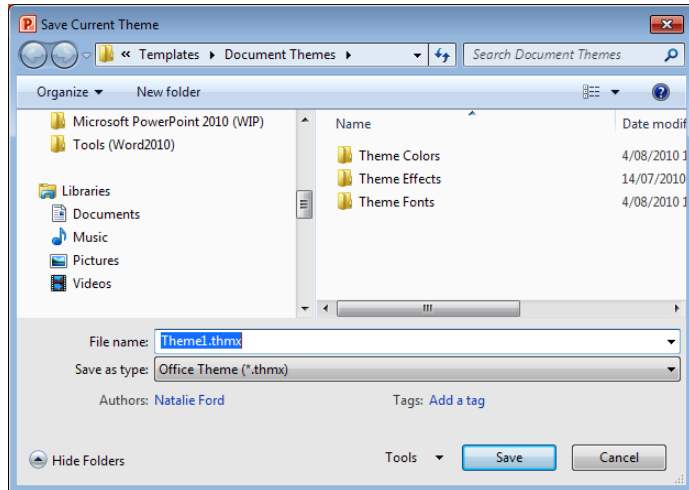   *The default save location for themes is the Document Themes folder in the Templates folder. We just need to give the theme a name…*

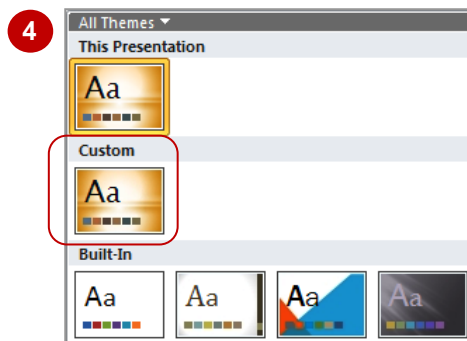3. In *File name*, type **Slipstream2**, then click on **[Save]**

4. On the *Design* tab, click on *More* in the *Themes* group to display the *Themes* gallery

    The saved theme is now available under Custom…

5. Save and close the presentation

2

4

For Your Reference…

To *save a customised theme*:

1. Click on the *Design* tab, then click on *More* in the *Themes* group
2. Select **Save Current Theme**
3. Type a *File name*, then click on **[Save]**

Handy to Know…

*   To create and save your own theme, select an existing theme that most closely matches the design and layout of your new theme, then change the fonts, colours and format the background as required, click on the *Design* tab, then click on *More* and select *Save Current Theme* to save the theme.

NOTES: