

Using Document Themes

A *theme* is a set of unified design elements that you can apply to a presentation to give it a consistent look and feel. Each document theme consists of three design elements:

Theme Colors: A set of eight coordinated colors used in formatting text and objects in the presentation.

Theme Fonts: A set of coordinated heading and body font types.

Theme Effects: A set of coordinated formatting properties for shapes and objects in the document.

Apply a document theme

Applying a document theme affects all elements of a presentation: colors, fonts, and effects.

Click the **Design** tab on the Ribbon and click the **More** button () in the Themes group.

The Themes gallery appears. The default theme is "Office," which is highlighted in orange.

Tip: Click **Browse for Themes** to navigate to the theme's location on your computer or network.

Click the theme you want to apply.

The formatting associated with the selected theme is applied to all of the slides in the presentation.

Tips

By default, PowerPoint applies the selected theme to all of the slides in a presentation. To apply a theme to a single slide, select the slide, right-click the theme you want to apply, and select **Apply to Selected Slides** from the contextual menu.

Modify a document theme

You are not bound to keep the colors, fonts, or effects that are assigned to a document theme. You can mix and match theme colors, theme fonts, and theme effects to meet your needs.

Click the **Design** tab on the Ribbon.

Click the **Theme Colors**, **Theme Fonts**, or **Theme Effects** button in the Themes group and select the colors, fonts, or effects you want to use.

PowerPoint applies your changes to the presentation.

Exercise

Exercise File: Proposal6-1.pptx

Exercise: Apply the Flow theme to all of the slides in the presentation.

Change the theme colors to Apex.

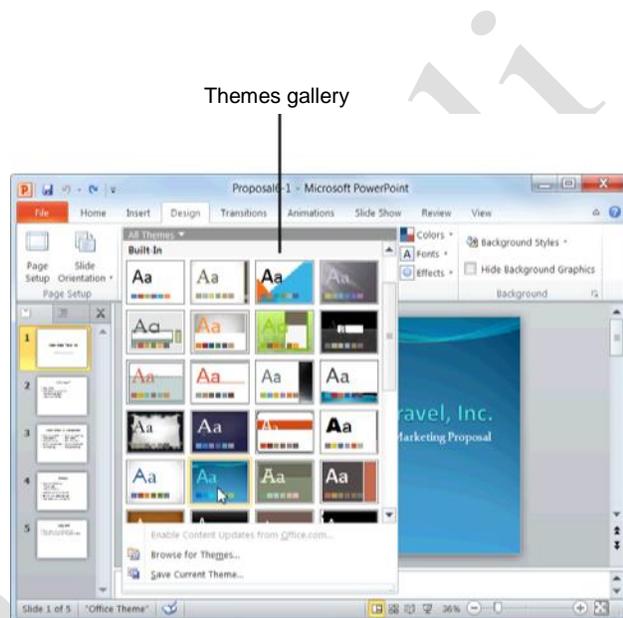


Figure 6-1: To preview how a theme will look in the current presentation, point to it to enable Live Preview.

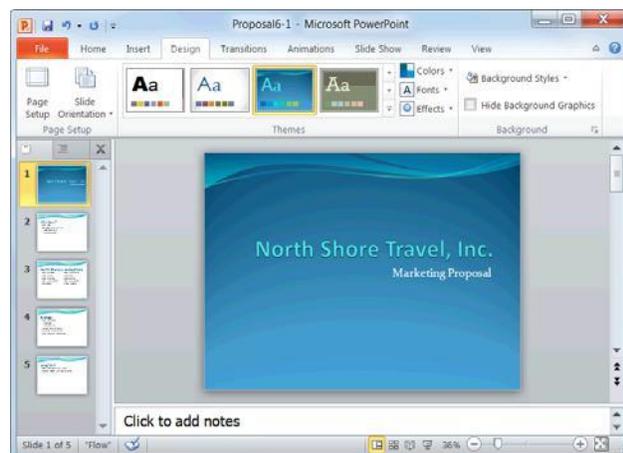


Figure 6-2: A presentation with the Flow theme applied.

Create new theme colors or fonts

You can create entirely new sets of theme colors and theme fonts. This could be useful if you want to create a document theme that is customized for your company or for a special project.

Click the **Design** tab on the Ribbon.

Click the **Theme Colors** button or **Theme Fonts** button in the Themes group.

Select **Create New Theme Colors** or **Create New Theme Fonts** from the list.

A dialog box appears where you can select colors or fonts.

Select the colors or fonts you want to use.

Once the color or font theme looks the way you want, save it.

Type a name for the new color or font in the “Name” text box.

If you want to coordinate new theme colors and fonts, save them under the same name.

Click **Save**.

Create your own document theme

Finally, you can create your own theme by saving any combination of theme colors, theme fonts, and theme effects.

Apply the colors, fonts, and effects that you want to use in the new theme to the presentation.

Click the **Design** tab and click the **More** button (☰) in the Themes group.

Select **Save Current Theme**.

Type a name for the new theme in the “File name” box and click **Save**.

✓ Tips

When you save a new document theme or theme color, it becomes available in all Office programs.

To remove a document theme or theme element, right-click the theme and select **Edit**. Click **Delete** in the dialog box and click **Yes** to confirm the deletion.

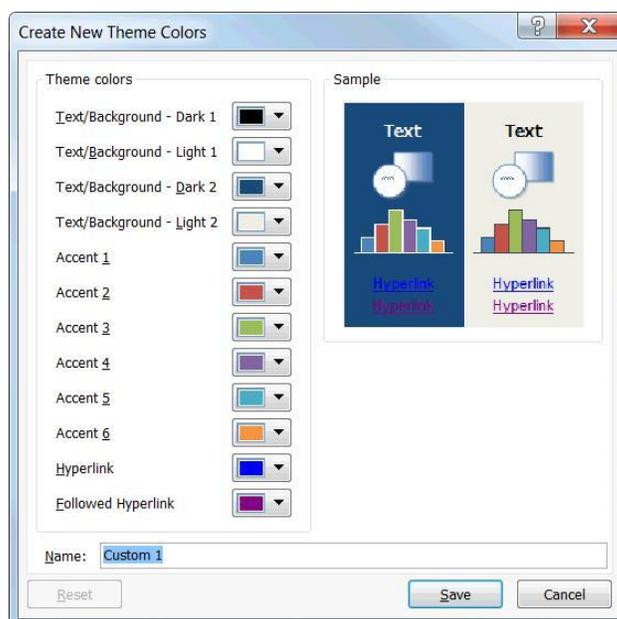


Figure 6-3: The Create New Theme Colors dialog box.

Changing the Background of a Slide

Choosing an appropriate background for a presentation is like picking out wrapping paper—it’s the first thing your audience is going to notice. This lesson will show you how to apply a background to a presentation.

Apply a preset background

The easiest way to apply a background to a presentation is to use one of PowerPoint’s preset backgrounds.

Click the **Design** tab on the Ribbon and click the **Background Styles** button in the Background group. The Background Styles gallery appears.

Click the background you want to apply.

The selected background is applied to the presentation.

Format your own background

If you don’t like any of PowerPoint’s preset backgrounds, format your own.

Click the **Design** tab on the Ribbon and click the **Background Styles** button in the Background group. The Background Styles gallery appears.

Select **Format Background** from the list.

The Fill pane of the Format Background dialog box appears.

You have several options here:

Solid fill: Fills the background with one solid color or transparent color.

Gradient fill: Fills the background with a gradient that gradually changes from one color to another.

Picture or texture fill: Fills the background with a graphic file or texture.

Pattern fill: Fills the background with a pattern of the color of your choice.

Select the option that best matches the background you want to create.

Depending on the option you select, a variety of other options appear.

Make your selection(s) and click **Apply to All**.

Exercise

Exercise File: Proposal6-2.pptx

Exercise: Open the Background Styles gallery and select Style 8.

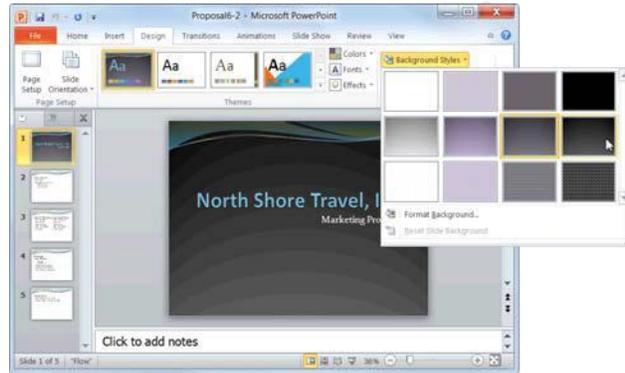


Figure 6-4: Click the Background Styles button to display the Background Styles gallery.

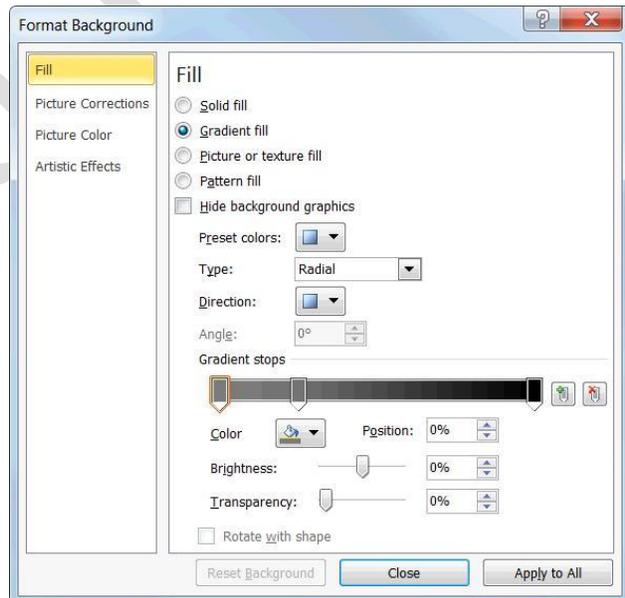


Figure 6-5: The Fill pane of the Format Background dialog box.

Rearranging Slides

Most likely you'll need to change the order of slides in a presentation at one point or another. This lesson shows you how.

Use the Slides tab

If you need to rearrange slides quickly, use the Slides tab in the Outline pane.

Make sure you're in Normal view and click the **Slides** tab in the Outline pane.

The Slides tab displays tiny thumbnails of every slide in the presentation.

Click and drag the slide to a new location.

A horizontal line appears as you drag the slide, indicating where the slide will be moved.

Release the mouse button.

The slide is "dropped" in the new location and all slides in the presentation are renumbered accordingly.

Use Slide Sorter view

If your presentation contains many slides, use Slide Sorter view to rearrange them.

Click the **Slide Sorter** button on the status bar. PowerPoint switches to Slide Sorter view.

Other Ways to Switch to Slide Sorter View:

Click the **View** tab on the Ribbon and click the **Slide Sorter View** button in the Presentation Views group.

Click and drag the slide to a new location.

A vertical line appears as you drag the slide, indicating where the slide will be moved.

Release the mouse button.

The slide is "dropped" in the new location and all slides in the presentation are renumbered accordingly.

Exercise

Exercise File: Proposal6-3.pptx

Exercise: Using the Slides tab in the Outline pane, move Slide 3 after Slide 5.

Then, switch to Slide Sorter view and move Slide 5 after Slide 2.

Switch back to Normal view.

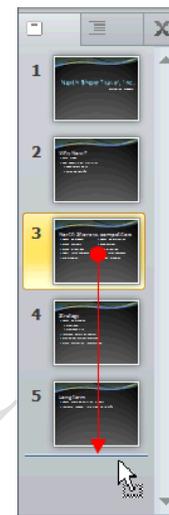


Figure 6-6: The fastest way to rearrange slides is using the Slides tab in the Outline pane.

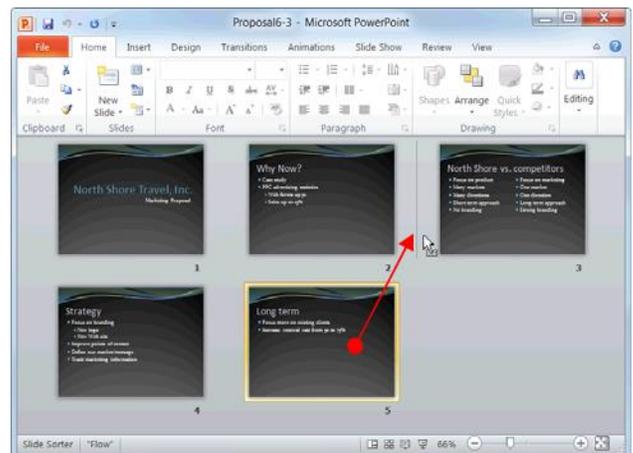


Figure 6-7: You can also use Slide Sorter view to rearrange your slides.

Adding Headers and Footers

Presentations with many slides often have information—such as the slide number, the presentation’s title, or the date—located at the top or bottom of every slide. Text that appears at the top of every slide is called a *header*. Text that appears at the bottom of every slide is called a *footer*.

✓ Tips

By default, you can only insert a header on handouts or notes page printouts.

Click the **Insert** tab on the Ribbon and click the **Header & Footer** button in the Text group.

The Slide tab of the Header and Footer dialog box appears.

You have several options to choose from here:

Date and time: Select this option to display the date and time. Click “Update automatically” if you want the date to automatically update itself every time you open the file.

Slide number: Select this option to display the slide number.

Footer: Select this option if you want any text to appear in the footer. Then, type the text in the text box provided.

✓ **Tip:** To apply a header and footer to a notes or handouts page, click the **Notes and Handouts** tab.

Select the option(s) that you want.

Click **Apply to All** to apply the footer to all the slides in the presentation. Click **Apply** to apply the footer to a single slide.

The footer is applied to the presentation and the Header and Footer dialog box closes.

✓ **Tip:** To format, position, and resize the headers and footers in a presentation, see the lesson on using the Slide Master.

Exercise

Exercise File: Proposal6-4.pptx

Exercise: Insert a footer into the presentation that includes the date and time (updated automatically) and the text “Marketing Proposal”.

Specify that this information does not appear on the title slide.

The Preview area displays how the footer will appear on the slide.

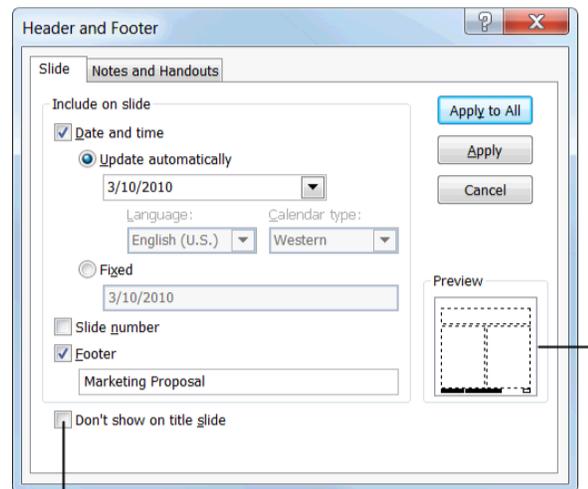


Figure 6-8: The Header and Footer dialog box.

Using the Slide Master

Using the Slide Master is the fastest and easiest way to set up the appearance of all the slides in a presentation.

The Slide Master controls all aspects of a slide's appearance, including its background color, font style, and any recurring text or pictures. Any changes you make to the Slide Master automatically affect all the slides in the presentation; for example, adding a candy-striped background to the Master adds a candy-striped background to every single one of your slides.

Click the **View** tab on the Ribbon and click the **Slide Master** button in the Master Views group.

The Slide Master appears, as well as nine Layout Masters. To adjust only those slides that use a certain layout—for example, the title slide—use a Layout Master.

Click the **Slide Master** or the appropriate **Layout Master**.

Each Master includes placeholders for text and objects, as well as three additional placeholders at the bottom for the date, footer text, and slide number.

Make any desired changes to the Master, including:

Adjusting the font type and size: Use the commands on the Home tab to format text and paragraphs.

Formatting the background: Use the commands on the Slide Master tab to adjust the background, theme, or layout.

Adding graphical objects: Use the commands on the Insert tab to insert pictures and graphics such as a company logo.

Inserting or removing placeholders: To remove a placeholder, select it and press **<Delete>**. To insert a placeholder, click the **Insert Placeholder** list arrow in the Master Layout group on the Slide Master tab and select a placeholder from the list.

Click the **Close Master View** button on the Slide Master tab when you're finished.

Exercise

Exercise File: Proposal6-5.pptx

Exercise: Display the presentation in Slide Master view and click the Title Slide Layout Master.

Change the Master subtitle font style to Calibri.

Exit Master view.

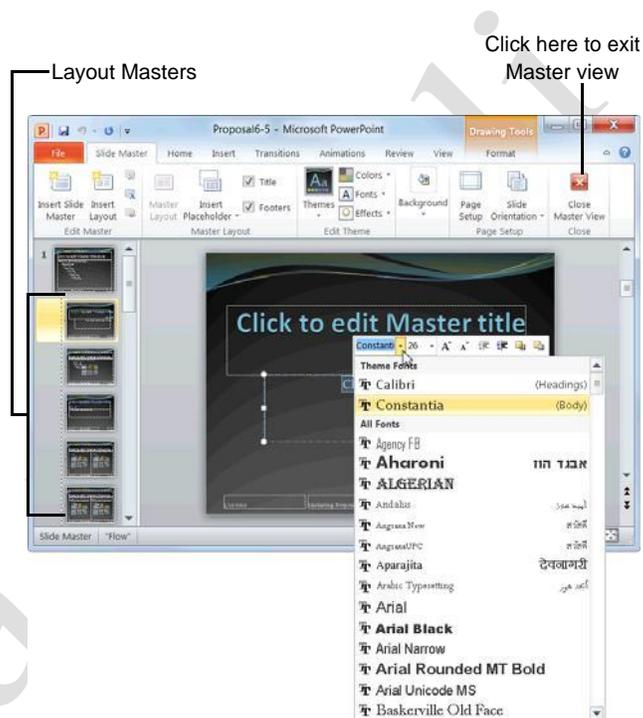


Figure 6-9: A presentation shown in Master view.

Working with Bulleted and Numbered Lists

Lists are a great way to present paragraphs of related information.

Tips

Almost all slide layouts contain a bulleted list placeholder by default, making it easy to create a bulleted list: all you have to do is start typing and use the keystroke shortcuts shown at right.

Create a bulleted or numbered list

Use bulleted lists when the order of items in a list doesn't matter, such as listing items you need to buy. When the order of items in a list does matter, such as to present step-by-step instructions, use a numbered list.

Select the paragraphs that you want to bullet or number.

Each line that you want to be bulleted or numbered must appear as its own paragraph.

Click the **Home** tab on the Ribbon and click the **Bullets** or **Numbering** button in the Paragraph group.

The selected lines are bulleted or numbered.

Tips

To remove bullets and numbering from a list, select the list and click the **Bullets** or **Numbering** button in the Paragraph group.

Change the bullet character or number style

If you don't like the bullet character or number style that has been assigned to your list by default, change it.

Select the paragraph(s) whose bullet or number style you wish to change.

Click the **Home** tab on the Ribbon and click the **Bullets** or **Numbering** button list arrow in the Paragraph group.

The style gallery appears.

Select a style from the gallery.

The new bullet character or number style is applied to the selected paragraph(s).

Exercise

Exercise File: Proposal6-6.pptx

Exercise: Navigate to Slide 3 and change the bullet character style to the Hollow Round Bullet style.

Table 6-1: Keystroke Shortcuts for Working with Lists

<Enter>	Inserts a new paragraph with the same formatting as the previous one.
<Tab>	Demotes the paragraph one level.
<Shift> + <Tab>	Promotes the paragraph one level.

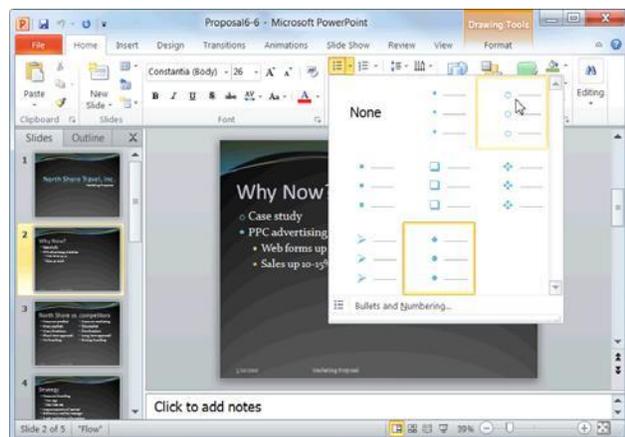


Figure 6-10: Selecting a new bullet character from the style gallery.

Customize the bullet character

Don't like any of PowerPoint's default bullet characters? Create your own using the Bullets and Numbering dialog box.

Select the paragraph(s) whose bullet you wish to customize.

Click the **Home** tab on the Ribbon and click the **Bullets** button list arrow in the Paragraph group.

Select **Bullets and Numbering** from the list and, if necessary, click the **Bulleted** tab.

The Bulleted tab of the Bullets and Numbering dialog box appears.

Click **Customize**.

The Symbol dialog box appears.

Select a character and click **OK**.

Click **OK**.

The new bullet is applied to the selected paragraph(s).

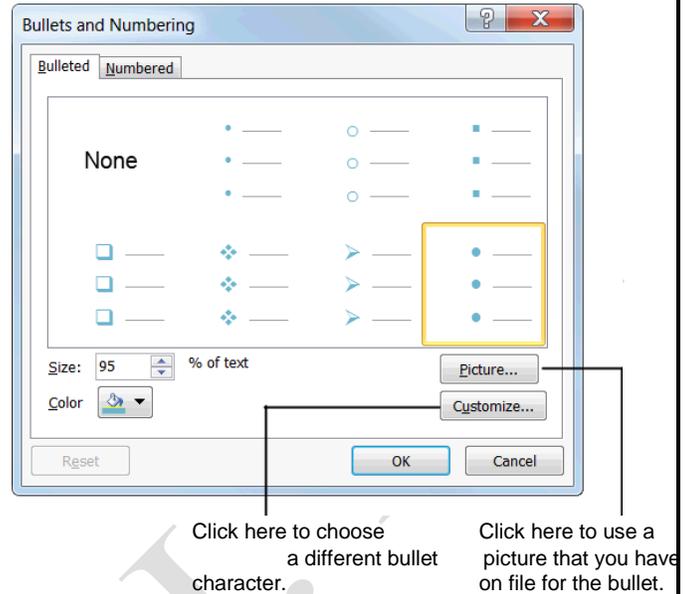


Figure 6-11: The Bulleted tab of the Bullets and Numbering dialog box.

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Formatting Paragraphs

This lesson explains how to align the paragraphs on your slides to the left, center, or right of a text box. You'll also learn how to adjust the amount of space that appears before and after a paragraph, and how much space appears between the lines of text in a paragraph.

Alignment

Aligning the paragraphs in a presentation gives it a clean, polished look.

Place the insertion point in the paragraph that you want to align. Or, if you want to align multiple paragraphs, select those paragraphs with the mouse.

Click the **Home** tab on the Ribbon and click the **Align Left**, **Center**, **Align Right**, or **Justify** button in the Paragraph group.

The alignment of the selected paragraph(s) is changed.

Other Ways to Adjust Paragraph Alignment:

Use the keystroke shortcuts shown in the table at right. Or, click the **Dialog Box Launcher** in the Paragraph group on the Home tab, click the **Alignment** list arrow, and select an alignment from the list. Click **OK** when you're finished.

Line spacing

Since PowerPoint is a presentation program, you probably won't need to adjust the line spacing of paragraphs as much as you might need to in a word processing program. Here's how to do it anyway:

Place the insertion point in the paragraph whose spacing you want to adjust. Or, if you want to adjust the spacing of multiple paragraphs, select those paragraphs with the mouse.

Click the **Home** tab on the Ribbon and click the **Line Spacing** button in the Paragraph group.

A list of spacing options appears. The default line spacing is 1.0, or Single.

Select the spacing you want to use.

The selected line spacing is applied to the selected paragraph(s).

Exercise

Exercise File: Proposal6-7.pptx

Exercise: On the first slide in the presentation, center-align the subtitle, "Marketing Proposal".

Then, navigate to Slide 3 and change the line spacing from 1.0 to 1.5.

Table 6-2: Alignment Keystroke Shortcuts

Align Left	<Ctrl> + <L>	Aligns text to the left side of a text box.
Align Center	<Ctrl> + <E>	Aligns text in the center of a text box.
Align Right	<Ctrl> + <R>	Aligns text to the right side of a text box.
Justify	<Ctrl> + <J>	Aligns text to both the left and right sides of a text box, adding extra space between words as necessary.

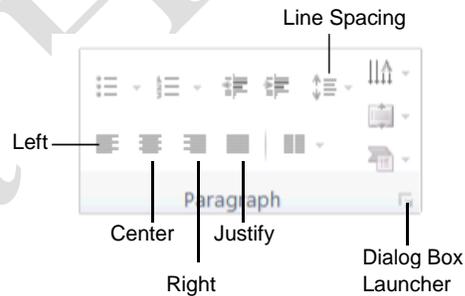


Figure 6-12: The Paragraph group on the Home tab.

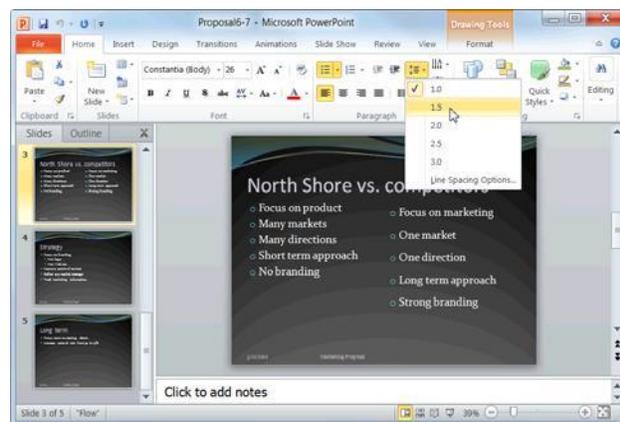


Figure 6-13: Changing the line spacing of a paragraph.

Spacing between paragraphs

If your paragraphs feel too close together or too far apart, adjust the spacing between paragraphs.

Place the insertion point in the paragraph whose spacing you want to adjust. Or, if you want to adjust the spacing of multiple paragraphs, select those paragraphs with the mouse.

Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Paragraph group.

The Paragraph dialog box appears. You can adjust the spacing before and after a paragraph:

Before: Adds space above the selected paragraph(s).

After: Adds space below the selected paragraph(s).

Make your specifications in the Before and After text boxes.

Click **OK**.

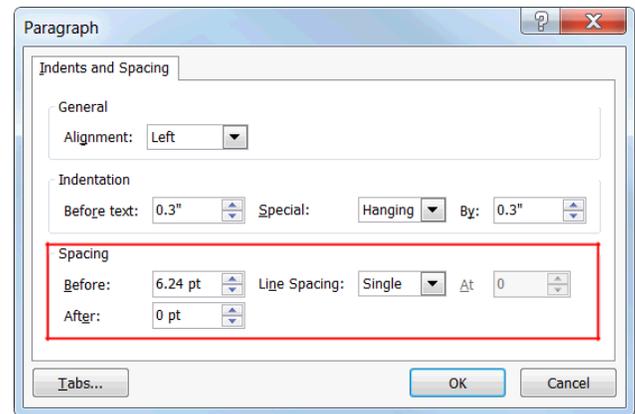


Figure 6-14: The Paragraph dialog box.

Working with Tabs and Indents

Since PowerPoint already indents each paragraph according to its position in the outline, and the template or theme determines the amount of indentation you can use, you probably won't need to mess with tab or indent settings very often. If the need arises, however, this lesson contains everything you need to know.

Set a tab stop

Tabs make it easy to align text. The easiest way to set a tab stop is using the ruler.

If necessary, click the **View** tab on the Ribbon and click the **Ruler** check box in the Show group. The ruler appears.

Select the paragraph(s) to which you want the tab stop to apply.

Any existing tab stops appear on the ruler.

Click the **tab selector** on the ruler until the type of tab you want to use appears.

The left tab is the default and most common type of tab. However, you can align text differently using different tabs. See Table 6-4: Types of Tabs for descriptions and examples of each type of tab stop.

Click on the ruler where you want to insert the tab stop.

The tab is added to the ruler.

Other Ways to Set Tab Stops:

Click inside the placeholder containing the text you wish to format. Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Paragraph group. Click **Tabs** to display the Tabs dialog box. Enter the location for the tab stop in the **Tab stop position** box, and then select an alignment. Click **Set**, and then click **OK**.

Adjust or remove a tab stop

Tab stops are easy to adjust and remove:

To adjust a tab stop: Click and drag the tab stop to the desired position on the ruler.

To remove a tab stop: Click and drag the tab stop off the ruler.

Exercise

Exercise File: Proposal6-8.pptx

Exercise: If necessary, display the ruler.

Navigate to Slide 4, position the insertion point directly after the text "New logo", and press the <Tab> key.

Using the ruler, insert a right-aligned tab stop at the 8-inch mark and type "January 15th".

Remove the tab stop.

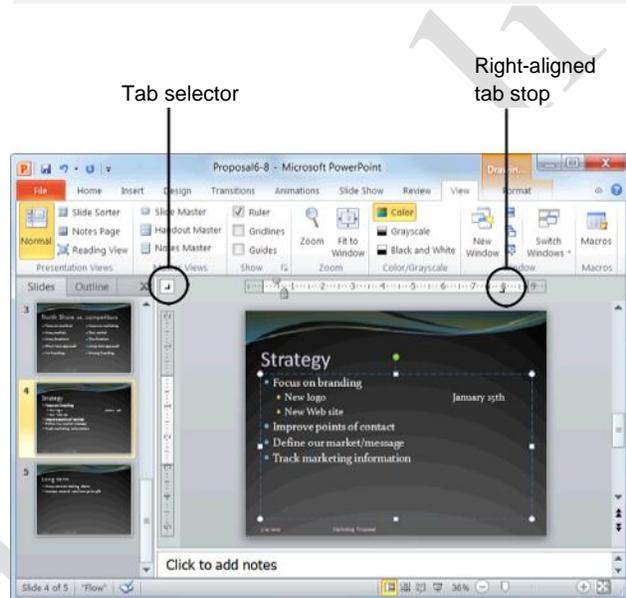


Figure 6-15: Setting a tab stop.

Indent a paragraph

When you indent a paragraph, you add blank space between the paragraph and the left or right margin. Indenting a paragraph sets it apart from other paragraphs and helps to organize a slide.

If necessary, click the **View** button on the Ribbon and click the **Ruler** check box in the Show/Hide group. The ruler appears.

Position the insertion point inside the paragraph that you wish to indent.

Notice several symbols appear on the ruler, such as a  or even a . These are called indentation markers, and each marker indents text differently (see the Indentation Markers table for a description of each).

Click and drag the indentation marker(s) on the ruler.

-  **Other Ways to Indent a Paragraph:**
Position the insertion point inside the paragraph you wish to indent and click the **Decrease List Level** or **Increase List Level** button in the Paragraph group on the Home tab. Or, click the **Dialog Box Launcher** in the Paragraph group, make your specifications, and click **OK**.

First line		Drag to set the first line indent.
Hanging		Drag to set only the hanging indent.
Left		Drag to set the left margin indent.

Table 6-4: Types of Tabs

			
Left		100.00	Aligns the left side of text with the tab stop.
Center		100.00	Aligns the text so that it is centered over the tab stop.
Right		100.00	Aligns the right side of text with the tab stop.
Decimal		100.00	Aligns text at the decimal point.

Changing Page Setup

If you want to deliver your presentation on printed paper, transparencies, or 35mm slides, you'll need to specify the paper size in the Page Setup dialog box. This lesson will show you how to do that, as well as how to change slide orientation.

Change slide orientation

By default, all slide layouts in PowerPoint 2010 are presented in landscape orientation. However, you can change this to meet your needs.

Click the **Design** tab on the Ribbon and click the **Slide Orientation** button in the Page Setup group. A list of options appears:

Portrait: The page is taller than it is wide—like a portrait painting.

Landscape: The page is wider than it is tall—like a landscape painting.

Select the option you want to use from the list.

The selected orientation is applied to the selected slide(s).

Change the paper size

You can choose from several preset paper sizes or create your own.

Click the **Design** tab on the Ribbon and click the **Page Setup** button in the Page Setup group. The Page Setup dialog box appears.

Click the **Slides sized for** list arrow. A list of sizes appears.

Select the option that you want to use and click **OK**.

- ✔ **Tip:** If you don't see your paper size in the list, select **Custom**. Then, type or select the measurements that you want in the Width and Height text boxes.

Exercise

Exercise File: Proposal6-9.pptx

Exercise: Change the slide orientation from Landscape to Portrait.

Open the Page Setup dialog box and change the orientation back to Landscape.

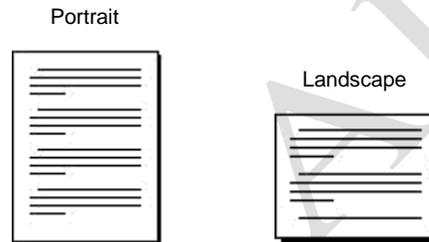


Figure 6-16: Portrait orientation vs. Landscape.

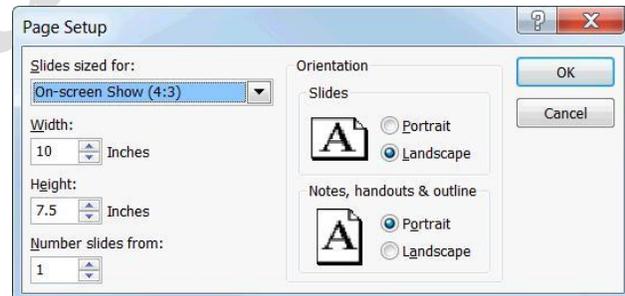


Figure 6-17: The Page Setup dialog box.