

## Add a theme and work with slide elements


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Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

- ↓ To move this window, click the title bar of the window (as shown below) and drag it to a new location:



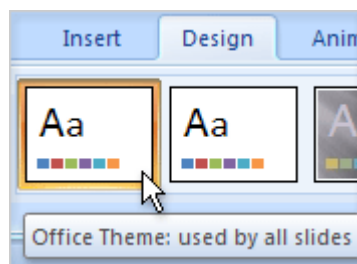
- ↓ To resize this window, drag the resize handle  in the lower-right corner.

Exercise 1: Choose a new theme

Replace the Office Theme with a more colorful one.


1. Make sure the title slide, slide 1, is selected. On the Ribbon, click the **Design** tab.

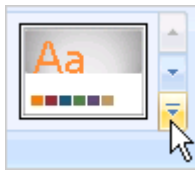
In the **Themes** group, some of the available themes appear as thumbnails. The one at the start of the gallery is highlighted, meaning that it's currently applied. It's the **Office Theme**, and its name appears in a ScreenTip when you point to it.



**Tip** The ScreenTip also notes that this theme is "used by all slides." You can apply different themes to different slides in the

show, and the ScreenTip will tell you which slides use each theme.

2. Point to the other theme thumbnails shown, but don't click one yet. As you point to each one, you'll see its name, and PowerPoint gives you a preview of it on the slide. You can see exactly how each theme would look on your title slide without actually applying it.
3. To see more theme choices, click the **More** button  to the right of the theme thumbnails:

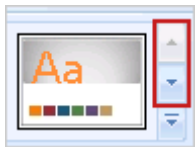


The full gallery of themes shows. The one that's applied appears at the top, under **This Presentation**, and the other themes contained within PowerPoint are grouped under **Built-In**.

**Tip** You'll find more themes when you click **Search Office Online**, at the bottom of the gallery. This takes you to Microsoft Office Online.

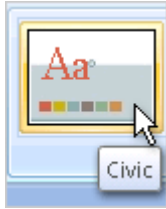
4. Each theme offers a preview, but with the gallery open you can't fully see the preview in the slide pane. Try another approach.

Click away from the gallery to close it. Now use the scroll arrows to display the thumbnails row by row.



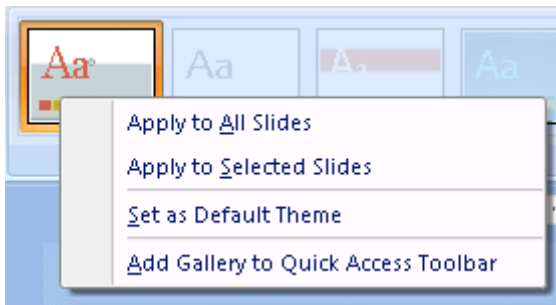
Point to a thumbnail to see a preview.

5. Find the **Civic** theme; you might have to click up to the first row of thumbnails. Click the theme to apply it to all your slides.



Each slide takes on the new theme, which you can see on the **Slides** tab and in the slide pane.

**Tip** You can also apply a theme to only selected slides. Right-click the **Civic** thumbnail; this is the menu you see:



To change the theme for just some slides, you'd select the slides first, right-click the theme thumbnail, and then click **Apply to Selected Slides**. Click away from the menu to close it.

6. Click through the slide thumbnails on the **Slides** tab to see how the new theme looks with the slide content. Because themes rearrange placeholders a bit, unexpected placements might happen. (Remember, themes do not replace layouts, they just tinker a little with the layout that's applied.)

**Tip** You can always go back to the default Office Theme again; it's available within the themes gallery.

## Exercise 2: Insert a picture

In these steps, you'll insert a picture in a slide by using an icon in the slide layout.

1. On the **Slides** tab, at the left of the window, click slide thumbnail 4. This layout has room for content of your choice in the

placeholder on the right side, which contains a panel of icons. On the left, there's already a title, and some text in the placeholder below that.


2. On the slide, in the placeholder on the right, click the **Clip Art** icon.



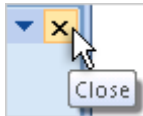
3. In the **Clip Art** task pane, which opens at the side of the window, click the arrow in the box under **Results should be**. Make sure **All media types** is selected. Then, in the **Search for** box at the top of the pane, type **camping**, and click **Go**.

If PowerPoint asks you whether you want to include thousands of clip art images from Microsoft Office Online, the choice is up to you. If you click **Yes**, PowerPoint will use your Internet connection to search Office Online for more clips. If you click **No**, it won't use your Internet connection, but you won't get as many clips. Either choice will work for this practice session.

4. Find a photograph or piece of clip art that shows camping gear and that is wider than it is tall.

Double-click the picture, and PowerPoint positions it in the slide placeholder. If you change your mind about it, click **Undo**  on the Quick Access Toolbar, and insert a different picture.

5. Close the **Clip Art** task pane by clicking the **Close** button



in the upper-right corner of the task pane.

Exercise 3: Resize the picture

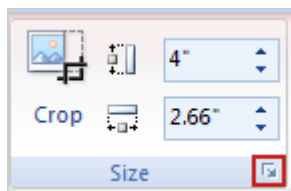
Use **Picture Tools** to adjust the picture's size.

1. On the slide, the picture should be selected; you can tell by the sizing handles — circles and squares — on the border around it. If it isn't selected, click it.
2. On the Ribbon, you'll see the **Picture Tools**, and a tab under them called **Format**. The **Picture Tools** are present whenever a picture is selected on the slide.

If the **Format** tab options aren't displayed, click the **Format** tab.

These are the tools that help you work with the picture.

3. Before you resize the picture, check a couple of picture settings. In the **Size** group, at the right end of the tab, click the little arrow in the lower-right corner.



Depending on the size of your PowerPoint window, the **Size** group might also look like this,



in which case you'd click the arrow under **Size**:

and then click the little arrow in the right corner.

In the **Size and Position** dialog box, be sure these two check boxes are selected:

- **Lock aspect ratio**
- **Relative to original picture size**

With these selected, you're assured that the picture image won't be distorted when you resize it. If you resize it in one direction — its height, for example — the other dimension will adjust, too, to keep the picture in proportion.

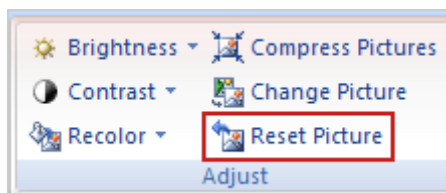
4. Click **Close**.
5. Now adjust the picture's size. On the Ribbon, in the **Size** group, are the **Shape Height** and **Shape Width** boxes (if you don't see these, click the arrow under **Size**, as you saw in step 3). When you point to each of these boxes, the ScreenTip appears, identifying them.

If the picture you inserted is narrow, make it a little wider. If it is wide, make it a little taller. Use the arrows on the **Shape Height** or **Shape Width** boxes.

Whichever dimension you adjust, the other automatically adjusts with it.

With resizing, the picture will lose its centered alignment in the placeholder. You'll fix that later.

6. If you think the picture was better at its original size, or if you want to start over and resize it again, click **Reset Picture** in the **Adjust** group on the **Format** tab:



(If your PowerPoint window is not at full size, you may see just the icon for **Reset Picture**, so click that.)

#### Exercise 4: Add a caption

Now insert a slide element in a different way. Add a text box under the picture so you can write a caption for it.

1. On slide 4, if you want to make more room beneath the picture, point to the picture, and when you see the four-pointed arrow, drag it upward.



Another method, which might give you more control over placement, is to press CTRL plus any of the arrow keys.

2. You've used icons in the layout to add content, and now you'll use a different method. On the Ribbon, click the **Insert** tab.
3. In the **Text** group, click **Text Box**.
4. On the slide, the pointer changes to a thin, downward arrow. Drag it to draw a narrow, horizontal box under the picture for the caption.

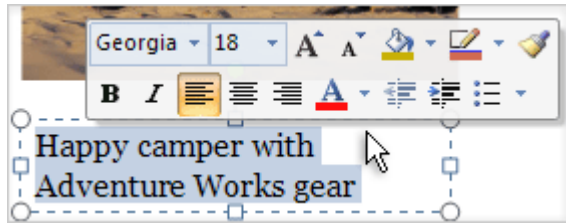


When you release the mouse button, a dashed border shows you where you drew the text box.

5. In the text box, type **Happy campers with Adventure Works gear**.

**Tip** When you have a text box selected, **Drawing Tools** are present on the Ribbon. Click the **Format** tab under **Drawing Tools** to see the options. Use these to style the text box (with a color fill for example) or the text within it (you can add effects like a glow or shadow). You have to select the text to style it.

6. Another way to work with the caption text: Select all the text in the text box. Look for a faint box that appears above the text, and point to it. When fully visible, it looks like this:



This is the Mini toolbar. You can use its buttons to change the font formatting or text placement within the box, among other things. These options are all available on the **Home** tab, too, but they appear on the Mini toolbar for easy access.

7. Click the **Italic** button  to give the caption italic formatting.

#### Exercise 5: Align picture and caption

Adjust the picture and text box so they look properly positioned on the slide. You'll use the **Arrange** commands for this.

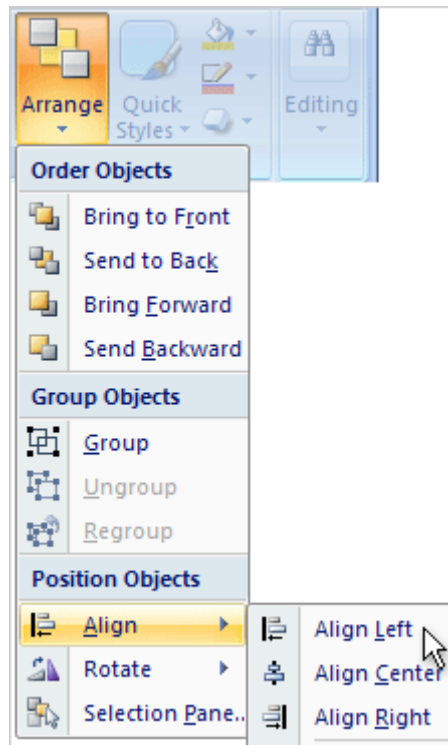
1. If you want to move the caption, click it and point to the text box border. When you see the four-pointed arrow, drag the box.

**OR:** Use the arrow keys. You have to click the border of the text box first, so it's solid. Then press the UP ARROW key or other arrow keys to move the text box.

2. Now adjust the picture and text box so they line up together on the left side.

Press and hold CTRL. Click the text box and the picture to select both.

3. The **Home** tab should be displayed now. In the **Drawing** group, click **Arrange**, point to **Align**, and on the submenu, click **Align Left**.



(If the **Home** tab was not displayed but the **Format** tab in **Drawing Tools** was, the **Arrange** group is on that tab also; look for the **Align** button there, it looks like the icon next to **Align**, in the above picture.)

4. The caption is adjusted to line up with the left side of the picture.
5. If the picture and caption are not placed just where you want them in their area of the slide, keep both of them selected, and move them by using the arrow keys.

Bonus exercise: Add an animation effect

If you're having fun and want to do more, follow these steps to animate slide items so they'll fly in, one by one, as you click the mouse.

**To skip this exercise** Scroll to the bottom of the window and click **Return to Course**.

1. Select the slide 2 thumbnail. This slide contains a bulleted list and is titled **Agenda**.
2. On the slide, click the list, so its placeholder border is visible.

3. On the Ribbon, click the **Animations** tab.
4. In the **Animations** group, click in the box that displays the option **No Animation**.
5. Under **Fly In**, click **By 1st level paragraphs**. (Each of the top-level text items in the list is considered to be a first-level paragraph.)



The animation is previewed on the slide, with the bulleted items flying in one by one from the bottom of the screen. These won't fly in so fast in the presentation; see the next step.

6. When you present, the bulleted items will enter the slide as you click the mouse. To see this, you need to view the slide in Slide Show view.

**Important** In Slide Show view, you can't see anything but the slide on the screen. To get back to Normal view and these instructions, press ESC. Read the next paragraph before you switch views.

When you're in Slide Show view, the show will open with the **Agenda** slide displayed. Click the mouse to make each bulleted item enter the slide.

To open Slide Show view, make sure slide 2 is selected, and press SHIFT+F5.

You'll learn more about Slide Show view in the next lesson.