


Work with themes and backgrounds

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.

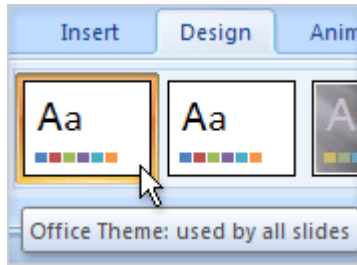
Exercise 1: Try out themes

Imagine that you work for Margie's Travel Company and create presentations to advertise tours and other services. The company is expanding into tropical vacation tours, and you want to make your new presentations stand out by adding a background and creating a unique look that can be used over and over for the tropical vacation tour slides.


By default, every new presentation has the Office theme applied. Let's change that to something more colorful.

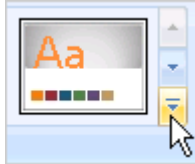
1. Click the **Design** tab.

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 your presentation, and the ScreenTip tells you which slides use the 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 in a ScreenTip, and PowerPoint gives you a preview of it on the slide. You can see exactly how each theme looks on your slide without actually applying it.
3. To see more theme choices, click the **More** button  to the right of the theme thumbnails.

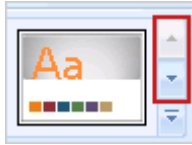


The full gallery of themes appears. The one that's applied appears at the top, under **This Presentation**, and the other themes contained within PowerPoint are grouped under **Built-In**. If you create a custom theme, it appears under **Custom**, between **This Presentation** and **Built-in**.

Tip You'll find more themes when you click **More Themes on Microsoft Office Online**, at the bottom of the gallery.

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

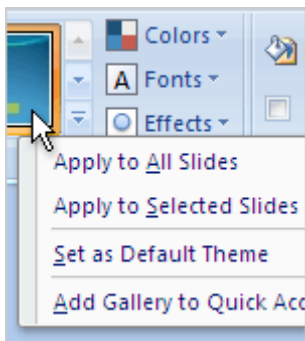


5. Since we want our slides to have a tropical flavor, we'll use the **Flow** theme. Click the **Flow** theme to apply it to all of your slides.



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

Tip To apply the theme only to selected slides, right-click the **Flow** thumbnail; this is the menu you see:

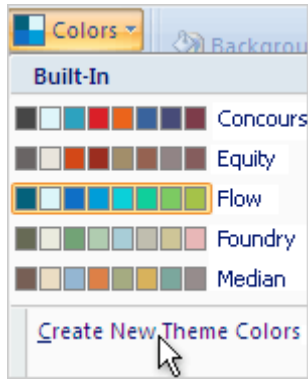


To change the theme for just some slides, select the slides first, right-click the thumbnail, and then click **Apply to Selected Slides**. Click away from the menu to close it.

Exercise 2: Create custom theme colors

Since you really want Margie's tropical vacation presentations to stand out, you'll create your own theme colors.

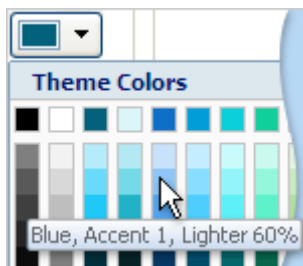
1. On the **Design** tab, in the **Themes** group, click **Colors**, and then click **Create New Theme Colors**.



When you create your own set of theme colors, the colors that are shown in the **Theme Colors** button and next to the **Theme** name change accordingly.

2. The first slide with the Welcome text is a little dark, so you'll change some colors under **Theme colors** to lighten it up some.
 - First you'll change the color used for backgrounds.

Click the downward-pointing arrow next to **Text/Background - Dark 2**, and then, in the Blue color column (5th column from the left), click **Blue, Accent 1, Lighter 60%**.



- Next, you'll change the main title text color to better match the background color.

Click the downward-pointing arrow next to **Accent 3**, and then, in the Green color column (4th column over from the right), click **Green, Accent 5, Lighter 40%**.

- And finally, change the subtitle text.

Click the downward-pointing arrow next to **Text/Background - Light 1**, and then, in the Blue color

column (5th column from the left), click **Blue, Accent 1, Darker 25%**.

3. Notice how the **Sample** updates so you can see the effect of the changes that you make.



- 4.
5. Even though you're creating custom theme colors, by picking a tint or shade based on the theme colors, you can be confident that your presentation will look as though it were professionally designed.
6. So we can remember that these are the colors for the tropical vacation slides, in the **Name** box, type **Tropical vacation colors**.
7. Click **Save**.

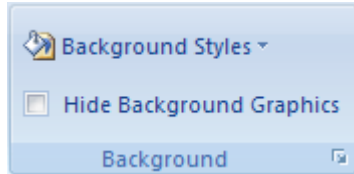
Theme colors include background colors, so when you customized the **Text/Background** colors, the backgrounds of your slides automatically updated to reflect these color changes. You'll see another way to change the background in the next exercise.

Tip You can also change or customize fonts. For more information, see the Quick Reference Card.

Exercise 3: Change the slide background

Our custom theme colors are perfect for your first slide, but the remaining slide backgrounds are now looking a little dull. You can use the backgrounds available in the **Background Styles** gallery to quickly fix that. Remember, the backgrounds available are determined by the theme that's applied. But since you've customized the theme colors, the backgrounds available have updated to reflect those color customizations.

1. Select the last three slides.
2. To see all of the available backgrounds, on the **Design** tab, in the **Background** group, click **Background Styles**.



Just as with themes, when you rest your pointer over a thumbnail in the **Background Styles** gallery, a preview of the background style is applied to your slide background. When you move over the different thumbnails, notice how the dark and light text and the background colors switch automatically based on the background that you choose so that your text is always legible.

3. Right-click **Style 5**, and then click **Apply to Selected Slides**.



Tip If you want to change only the background of your presentation, choose a different background style rather than changing the theme. When you change a theme, you change much more than the background — you also change the set of colors, heading and body text fonts, line and fill styles, and theme effects.

Exercise 4: Use a picture for a slide background

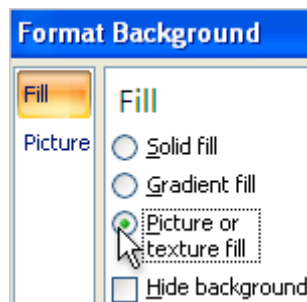
Although adding color to the slide background spiced up our slides, a picture background might be even more enticing to potential clients. And since you'll be speaking with the agenda slide visible for a while, let's add a picture to that slide.

1. Click the second slide (the slide with the Agenda title).



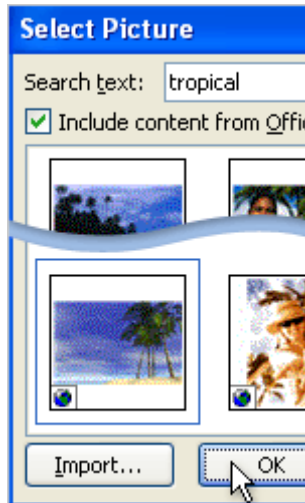
2. On the **Design** tab, in the **Background** group, click **Background Styles**, and then click **Format Background**.
3. The **Format Background** dialog box has multiple panes. Notice how the **Fill** pane is selected by default.

Under **Fill**, click **Picture or texture fill**.



Don't worry if your slide background temporarily changes to a texture background.

4. There are three ways to insert a picture from a file, and they are under **Insert from** in the dialog box. You want to search Office Online, so click **Clip Art**.
5. In the **Search text** box, type **tropical**, select the **Include content from Office Online** check box, and then click **Go**.



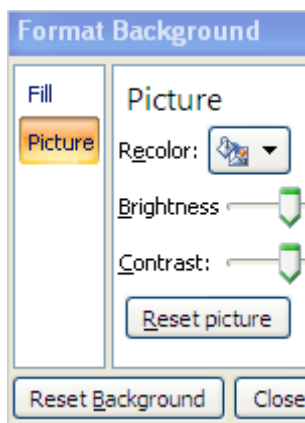
6. Scroll down until you find the picture that is highlighted. Click it, and then click **OK**.

Tip If you want to use this picture as the background for all of your slides, in the **Format Background** dialog box, click **Apply to All** after you click **OK**.

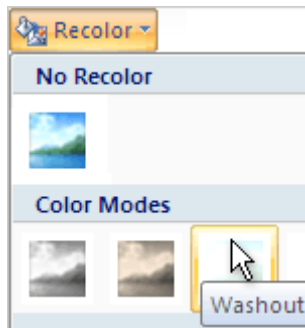
Exercise 5: Wash out a picture

Although the **Format Background** dialog box is still open, you can see that the picture, while very colorful, is making some of the slide text on the right side of the slide hard to see. We can fix that by fading or washing out the picture. Washing out is often done to pictures used as backgrounds.

1. In the **Format Background** dialog box, click **Picture** to switch to the **Picture** pane.



2. Click **Recolor**.
3. In the **Recolor** gallery, under **Color Modes**, click **Washout**.




4. Notice how the **Brightness** and **Contrast** sliders have changed from 0% to 70% and -70% respectively. If you want, you can manually adjust these to get just the right faded look for your picture. When you are finished, click **Close**.

Tip You can use **Picture Tools** to change the contrast or brightness of, recolor, or crop any picture. For more information, see the Quick Reference Card.

Exercise 6: Save as a new theme

Now that you have your presentation looking the way you want, wouldn't it be great to be able to apply this theme to other presentations? There's an easy way to do that: saving your changes as a custom theme.

1. On the **Design** tab, in the **Themes** group, click the **More** button .
2. Click **Save Current Theme**.
3. Since you want your custom theme to show up in the Theme gallery, don't change the **Save in** location.
4. In the **File name** box, type **Tropical Vacation** as the name for the theme.

Notice how the **Save as type** is **Office Theme (*.thmx)**. This is because themes have their own file format.

Now, when you open a new presentation, or an existing one, you'll see your Tropical Vacation theme under **Custom** in the Themes gallery and you can apply it to any slide or presentation.

