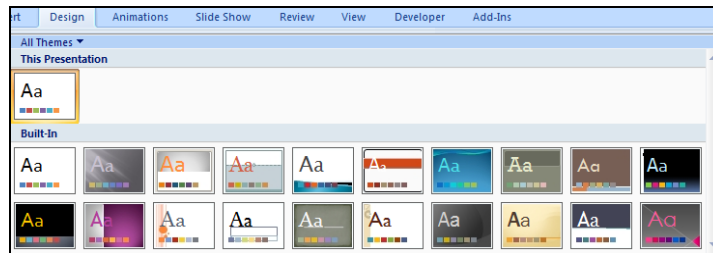


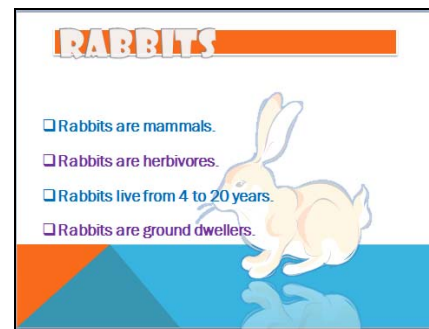
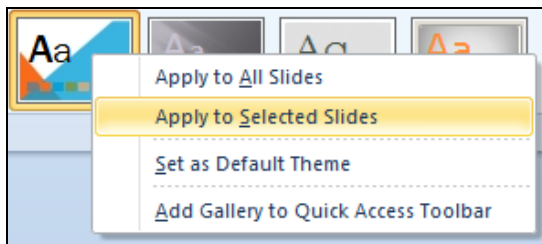
Colours can be used in many different ways to enhance the appearance of a presentation. As well as choosing the colours of text and objects, you can select a background colour, a theme or an entire colour scheme. These choices offer a shortcut to producing a professional presentation.

## Task 1 – Themes

- Open the file 'PowerPoint Basics' and use the 'Slides' tab to select the slide about rabbits.
- Open the 'Design' tab and click on the 'More' arrow to the right of the 'Themes' gallery.



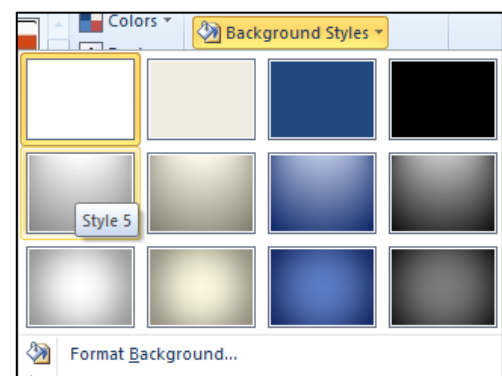
- Hold your mouse over each theme until the 'live preview' shows the changes that will take place in your main slide. You should notice that the new appearance isn't quite the same as the one in the gallery. This is because the gallery images are taken from title slides, whereas we are applying the design to a content slide.
- By default, your chosen theme will be applied to all slides. For training purposes, we will only apply it to our 'Rabbits' slide. Choose a theme that you like, right click on it and select 'Apply to Selected Slides'. In the picture below, we have chosen the 'Angles' theme.



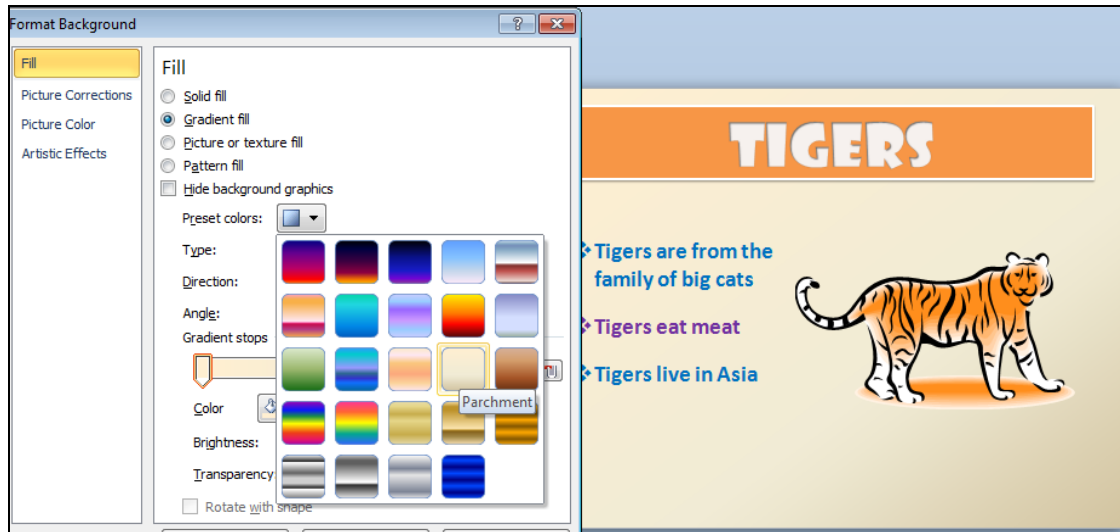
## Task 2 – Backgrounds

PowerPoint allows us to change the background colour of a single slide without changing the whole colour scheme.

- Open your 'Tiger' slide then click on the 'Design' tab in the ribbon.
- Click on the 'Background Styles' icon and have a look at the styles quickly available.
- We are not going to use one of these pre-set styles, so click on 'Format Background' below the choices.



- d. Try out some of the options. You can select a colour and then apply a pattern. In the slide below, we have opted for a 'Gradient fill', then selected 'Parchment' from the 'Preset colors' menu.



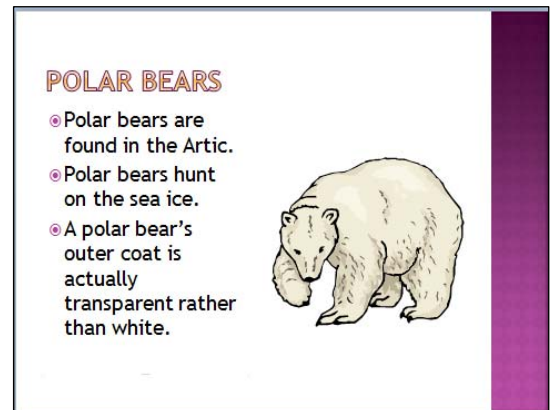
- e. Click 'Close' to apply this colour to the selected slide. 'Apply to All' would apply the colour to all slides, but we won't use that here. 'Reset Background' removes any changes that you have made.
- f. Save your presentation.

### Task 3 – When to Apply a Theme

Whilst still in your 'Tigers' slide, place your mouse over one of the themes in the 'Design' tab. Which aspects of the slide are affected and which are not?

You should find that anything that you have purposely set is not affected by the theme. In this case, the background, bullets, font style and font colours remain the same.

Insert a third 'Two Content' slide and choose a new theme for this slide only. Without changing any other aspect of the slide, add a title, some facts and a picture for a third animal. Notice that the background, font style, bullets and font colour are all set by the theme. Save your work.



### Conclusion

For the most consistent, professional feel, you should select a theme BEFORE changing any fonts or colours in your presentation. If you have already made changes, you can reset them using the 'Reset' button in the 'Home' tab.

### Extension Tasks

Save the file under a different name so that you can return to the original presentation in the next section. Open the 'Design' tab and investigate the effect of varying the 'Colors' and 'Fonts' in the 'Themes' group.

When selecting a theme, you are given the option of customising each different aspect. Open the 'Design' tab, click on the drop-down menu next to 'Colors' and select 'Create New Theme Colors'. Investigate the effect of changing each of the theme colours.

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