

Using Themes in a Presentation:

Using themes in a Power Point presentation is an easy way to unify your presentation and to get your audience's attention.

1. Open or create a presentation.
2. Click on the Design tab within Power Point. Available themes are shown in the top ribbon. Use the arrows to the far right of the displayed themes to scroll through the options. (Figure 1)

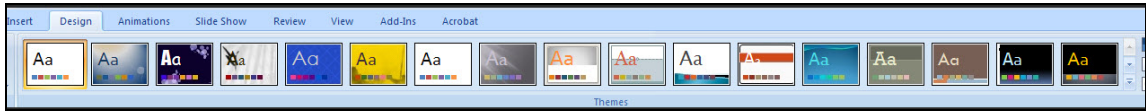


FIGURE 1: THEME OPTIONS ON THE RIBBON

3. Hover over the themes to see a preview of the theme on the selected slide.
4. To apply a theme, right-click on the desired theme and select what you are applying the slide to. You can choose to apply the theme to only the selected slide or to all slides in that presentation. (Figure 2)

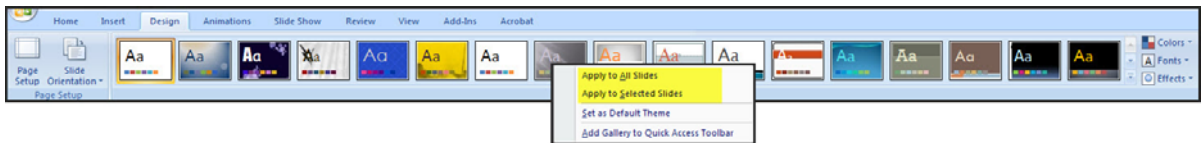


FIGURE 2: RIGHT-CLICK MENU

A quick note concerning using themes in a presentation:

It is generally considered good design to use only ONE theme in a presentation. Using more than one theme can make the presentation appear disjointed and make it harder for audiences to follow the information being presented.