



# Applying Themes

## Use IT+

## Introduction

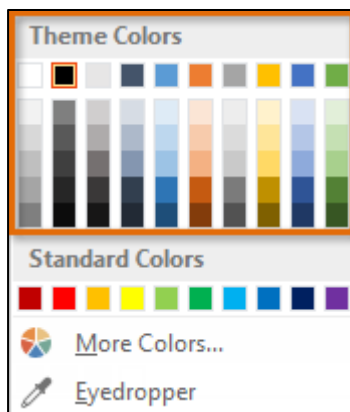
A theme is a **predefined combination** of colors, fonts, and effects. Different themes also use different **slide layouts**. You've already been using a theme, even if you didn't know it: the default **Office** theme. You can choose from a variety of new themes at any time, giving your entire presentation a consistent, professional look.

**Open up Themes PowerPoint Slides located In the Use IT+ Folder**

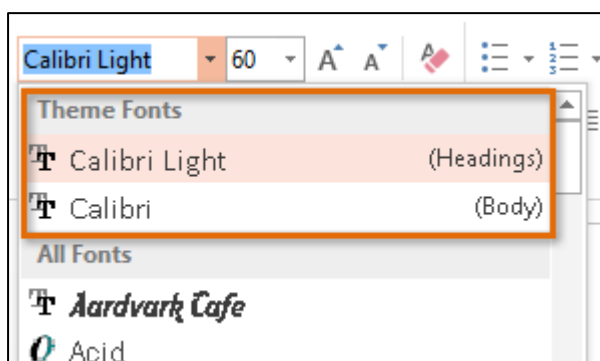
## Theme elements

Every PowerPoint theme—including the default Office theme—has its own **theme elements**. Those elements are:

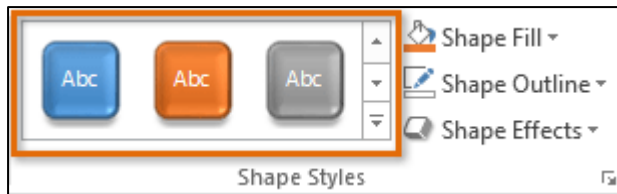
- **Theme Colors:** There are **10 theme colors**, along with darker and lighter variations, available from every **Color** menu.



- **Theme Fonts:** There are **two theme fonts** available at the top of the **Font** menu under Theme Fonts.



- **Theme Effects:** These affect the preset **shape styles**. You can find shape styles on the **Format** tab whenever you select a shape or SmartArt graphic.



### Why use themes?

If you're using a theme, you'll probably find that your presentation looks pretty good. All of the colors will work well together, which means you won't have to spend as much time formatting your presentation.

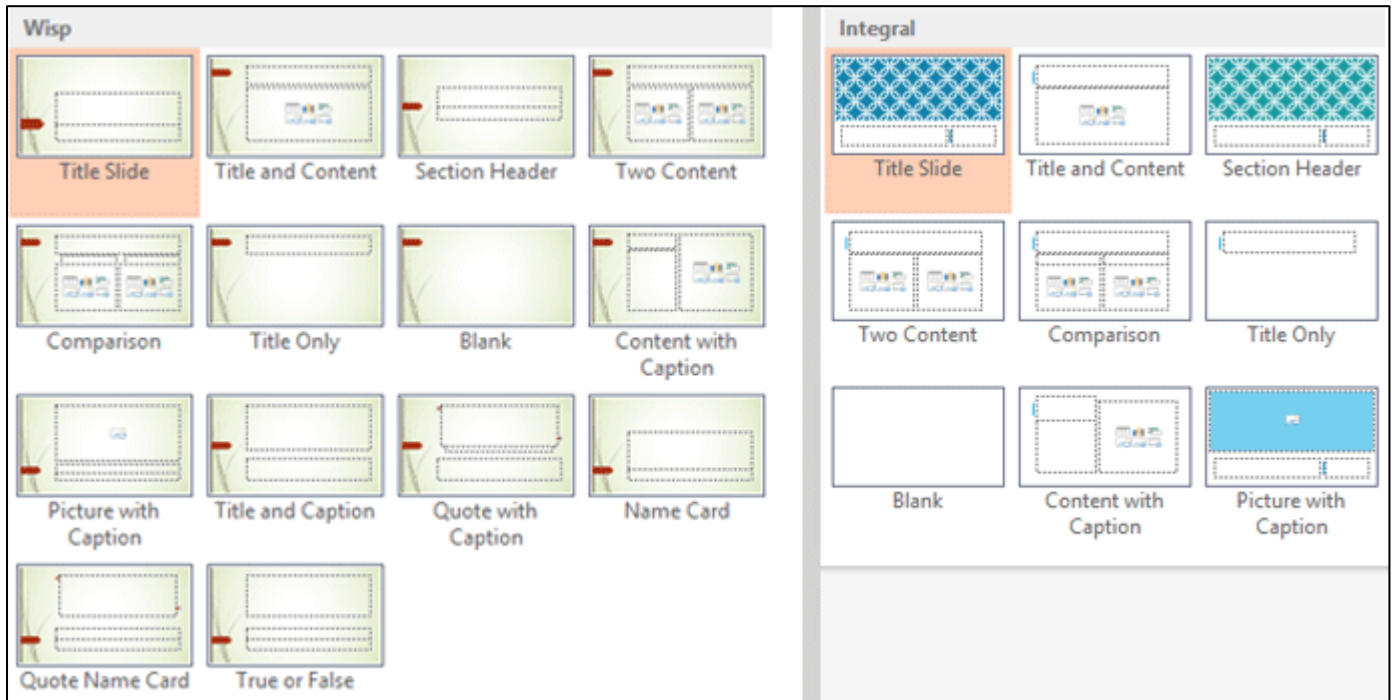
But there's another great reason to use theme elements: When you switch to a different theme, **all of these elements will update** to reflect the new theme. You can drastically change the look of your presentation in a few clicks.



In our examples above, you can see the effect of applying different themes to the same slide—each theme uses its own **fonts** and **colors**. But you may have also noticed that the font and colors of the logo in the bottom-right remained **unchanged**: This is because they're **Standard Colors** and **Fonts** rather than theme elements. Colors and fonts will only update if you're using **Theme Fonts** or **Theme Colors**.

## Themes and slide layouts

As you can see from the two different **Title Slides** above, themes can also change various **slide layouts**. Some themes, like the **Wisp** theme in the example below, even include **additional** layouts.



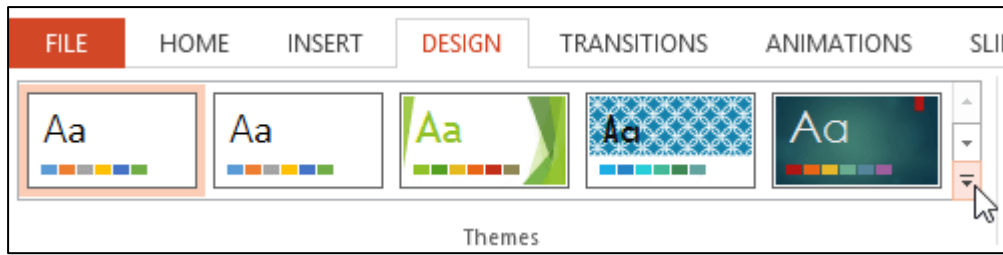
If you use a **unique** slide layout—such as **Quote with Caption** or **Name Card**—and then switch to a theme that does not include that layout, it may give unexpected results.

## Applying themes

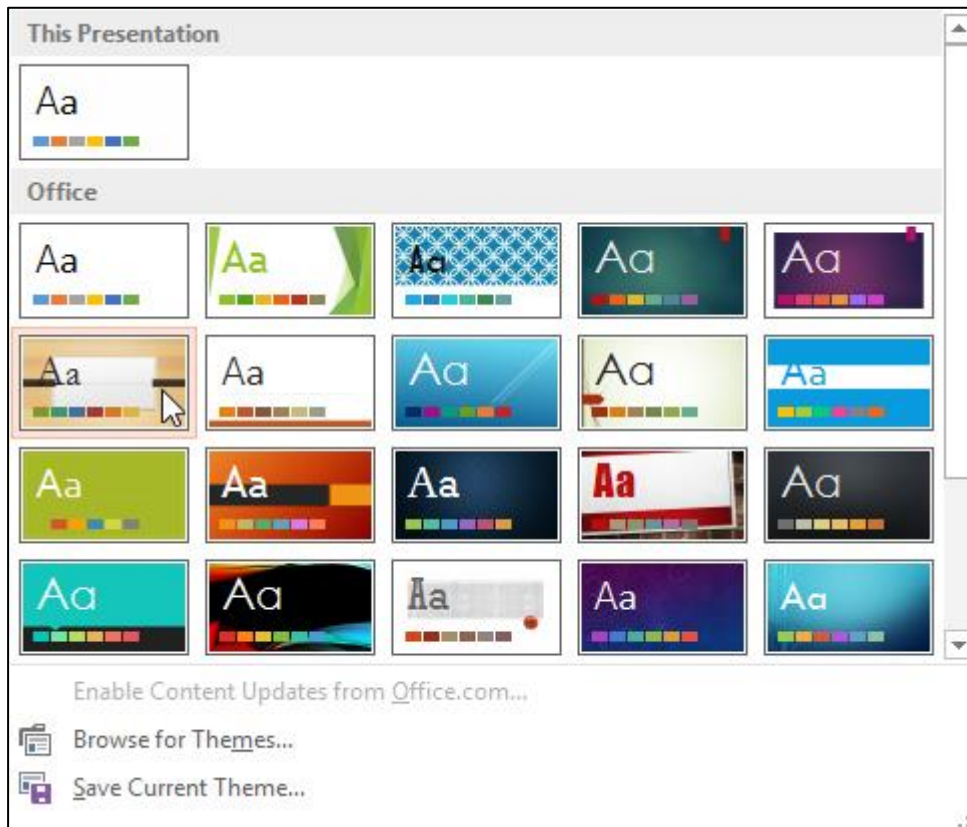
All themes included in PowerPoint are located in the **Themes** group on the **Design** tab. Themes can be applied or changed at any time.

### To apply a theme:

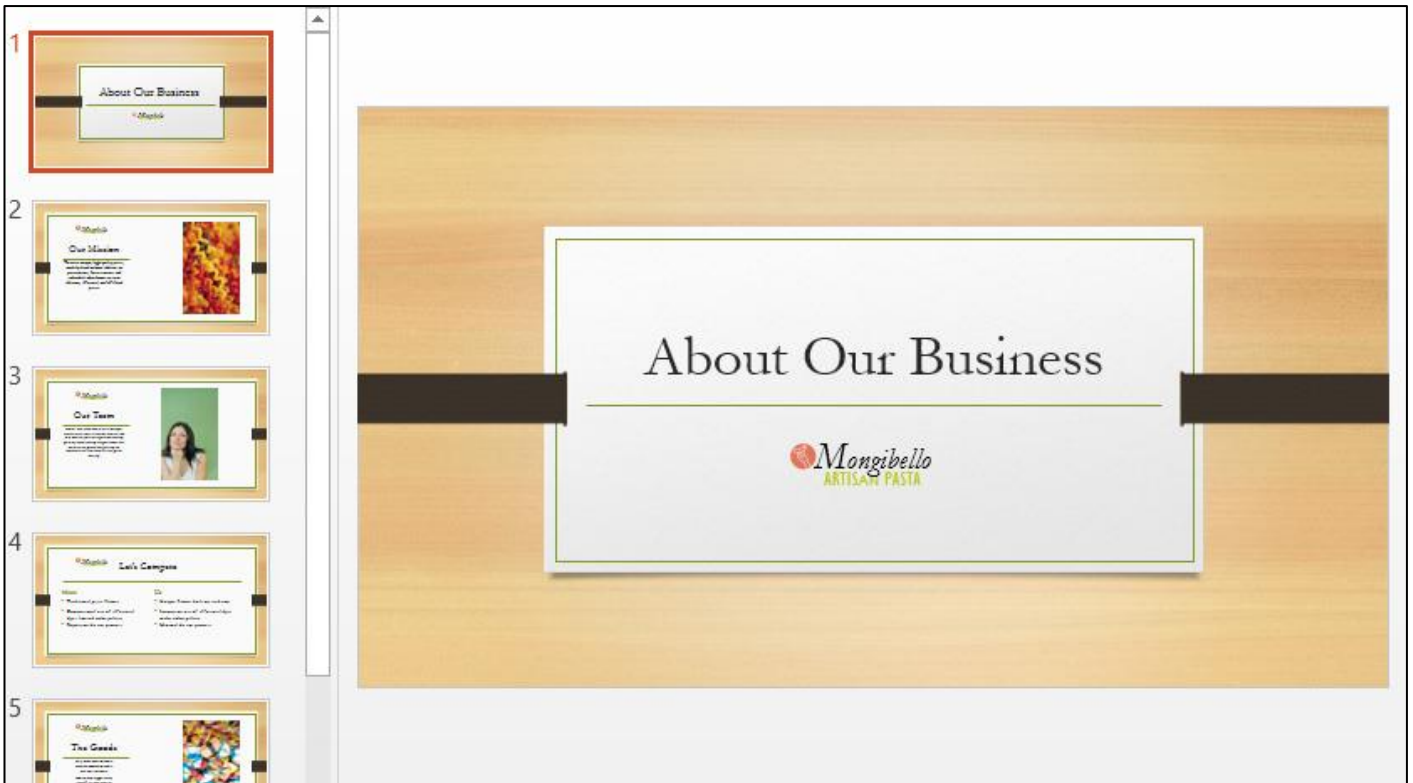
1. Select the **Design** tab on the Ribbon, then locate the **Themes** group. Each image represents a theme.
2. Click the **More** drop-down arrow to see all available themes.



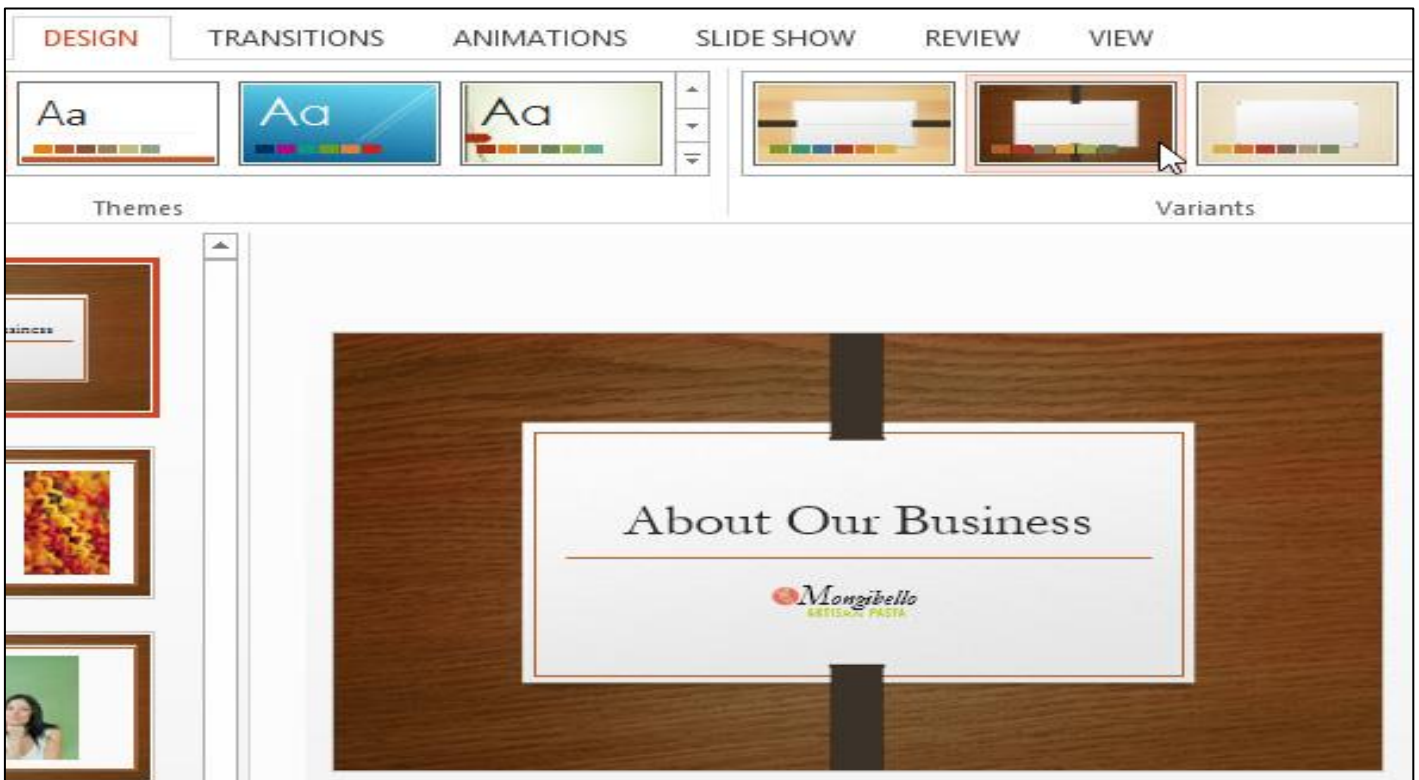
3. Select the **desired** theme.



4. The theme will be applied to the entire **presentation**. To apply a different theme, simply select it from the Design tab.



Once you've applied a theme, you can also select a **variant** for that theme from the **Variants** group. Variants use **different theme colors** while preserving a theme's overall look. Some variants also use different **textures**, as in the example below.



Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use our **practice presentation**.
2. Try applying several different **themes**. If you are using the example, try the **Organic** theme.
3. Try selecting a theme **variant**.