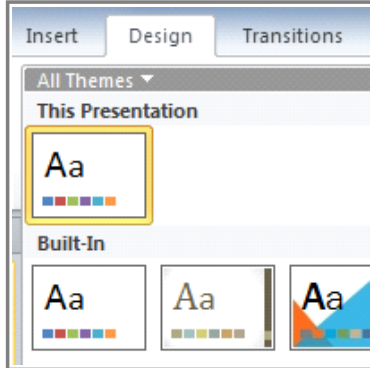




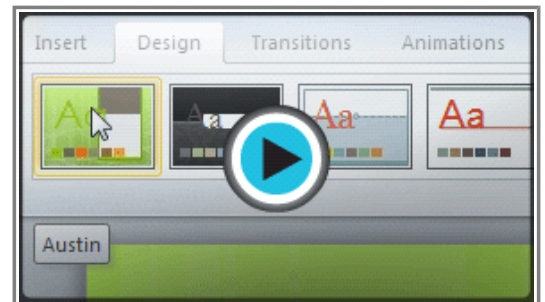
## Introduction



A **theme** is a **predefined combination** of colors, fonts, and effects that can be applied to your presentation. PowerPoint includes built-in themes that allow you to easily create professional-looking presentations without spending a lot of time formatting. In this lesson, you will learn all about themes and how to **apply** them.

## Themes

▶▶▶ Watch the video to learn about PowerPoint themes.



Watch the video (1:48). [Need help?](#)

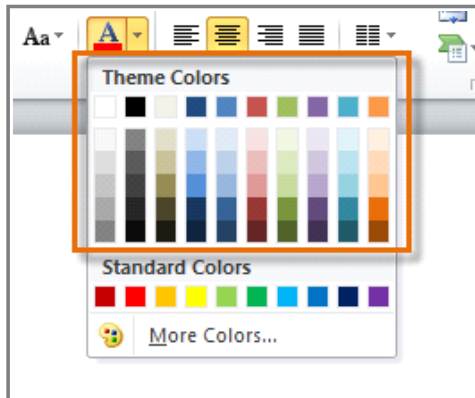
## About Themes

A theme is a set of **colors, fonts, effects**, and more that can be applied to your **entire presentation** to give it a consistent, professional look. You've already been using a theme, even if you didn't know it: the default **Office** theme, which consists of a white background, the Calibri font, and primarily black text. Themes can be applied or changed at any time.

## Theme Elements

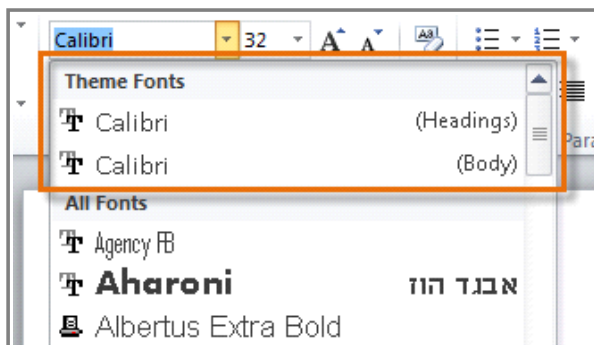
Every PowerPoint theme, including the default Office theme, has its own **theme elements**. Those elements are:

- 1. **Theme Colors** (available from every **Color** menu)



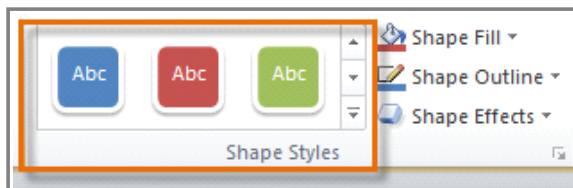
*Theme Colors*

- 2. **Theme Fonts** (available from the **Font** menu)



*Theme Fonts*

- 3. **Shape Styles** (available in the **Format** tab when you click on a shape)



*Shape Styles*

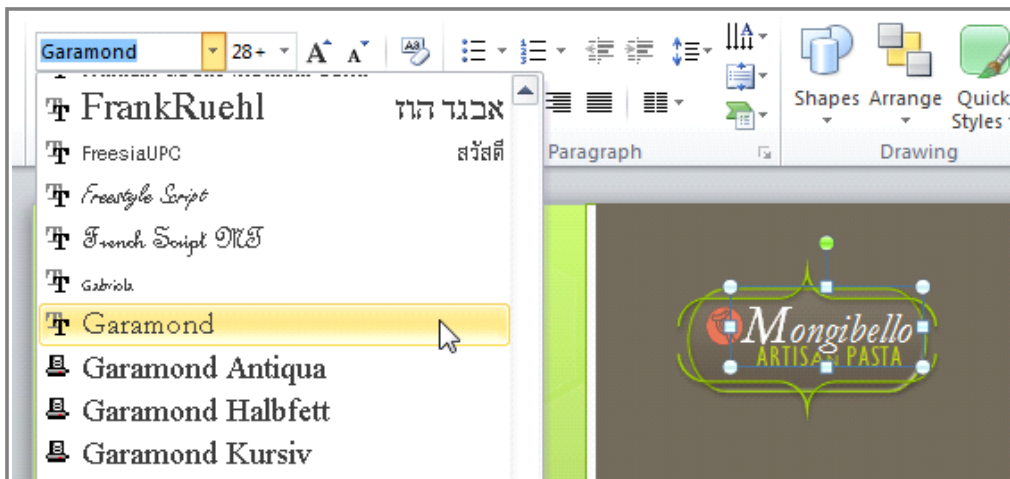
## Why Use Theme Elements?

If you're using theme elements, 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 those elements will update** to reflect the new theme. You can drastically change the look of your presentation in just a couple clicks.



*Austin Theme and Angles Theme titles slides*

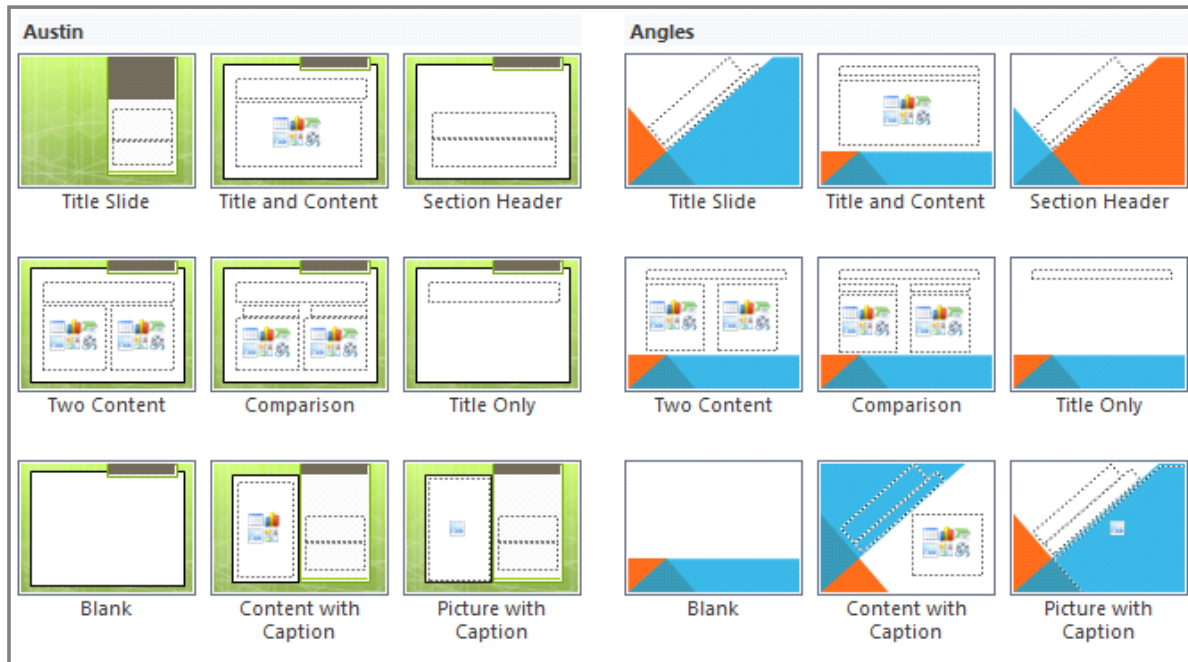
Remember, the colors and fonts will only update if you're using **Theme Fonts** or **Theme Colors**. If you choose one of the **Standard Colors** or any of the **Fonts** that are not **Theme Fonts**, then your text will not change when you change the theme. That can be useful if you're creating a logo or title that always needs to look the same, like in the sample below.



*Selecting a non-theme font*

## Themes and Slide Layouts

As you can see from the two different **Title Slides** above, themes also affect the various **slide layouts**.



***Austin Theme and Angles Theme slide layouts***

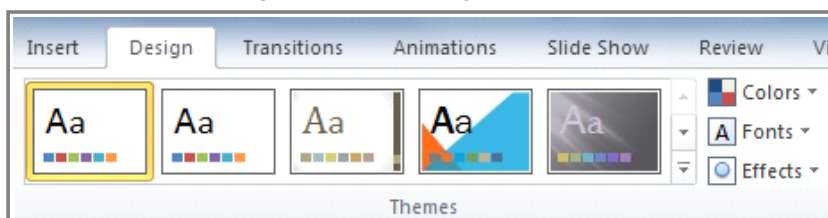
If you apply a theme before you start building your presentation, you will be able to arrange your content to fit the layouts you have to choose from. If you apply the theme after, the text boxes and placeholders may move depending on the theme you choose.

## Applying Themes

You will need to know how to **apply** a theme and how to switch to a different theme if you want to use this feature to create presentations. All of the themes that are included in PowerPoint are located in the **Themes** group on the **Design** tab. Themes can be applied or changed at any time.

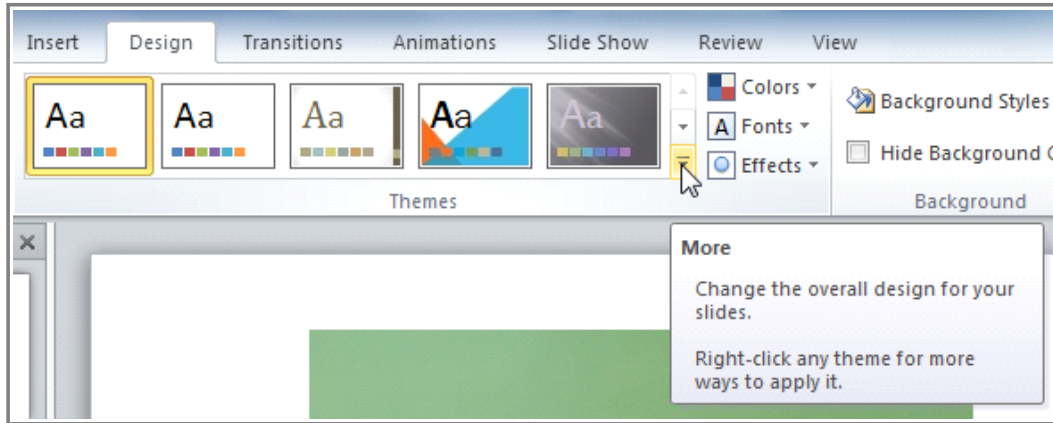
### To Apply a Theme:

1. Go to the **Design** tab.
2. Locate the **Themes** group. Each image represents a theme.



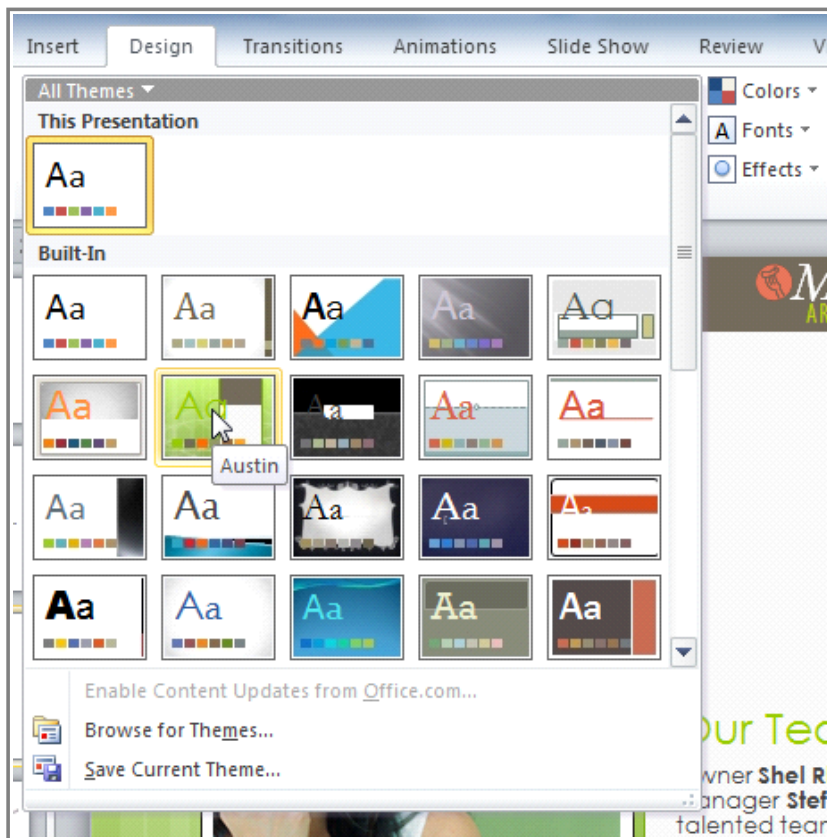
### Themes group

3. Click the drop-down arrow to access more themes.



**See more themes**

4. Hover over a theme to see a **live preview** of it in the presentation. The name of the theme will appear as you hover over it.



**Choosing a theme**

5. Click a theme to apply it to the slides.





*Slides with the Austin Theme*

## Challenge!



1. Open an **existing PowerPoint presentation**. If you want, you can use this [example](#).
2. Try applying several different themes. If you are using the example, try the Austin theme.