

**Course
&
Test Series**

Applying Themes and Background in Power Point

Microsoft PowerPoint

Module 3 - Applying Themes and Background in Power Point

What is a Theme?

A theme in PowerPoint is a pre-designed set of colors, fonts, and backgrounds that gives your slides a neat and professional look. It helps make your entire presentation look consistent and attractive without designing each slide separately.

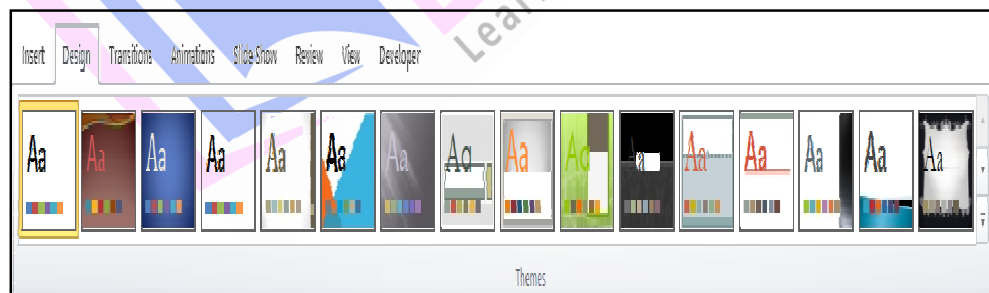
Themes include background styles, matching font styles for headings and body text, and a color scheme that looks good together. These ready-made designs save time and help you focus more on the content of your slides.

Why use a theme?

- It saves time - you don't have to design each slide yourself.
- It keeps your slides consistent - all slides look the same.
- It makes your work look professional and clean.

Steps to Apply a Theme in PowerPoint:

1. Open your PowerPoint presentation.
2. Click on the "Design" tab on the top menu (Ribbon).
3. In the "Themes" group, you will see many theme designs (like Office, Facet, Ion, etc.).
4. Hover your mouse over each theme to see a preview on your slides.
5. Click on the theme you like - it will be applied to all slides.
6. If you want more theme options, click on the small arrow button (More button) at the end of the theme bar.



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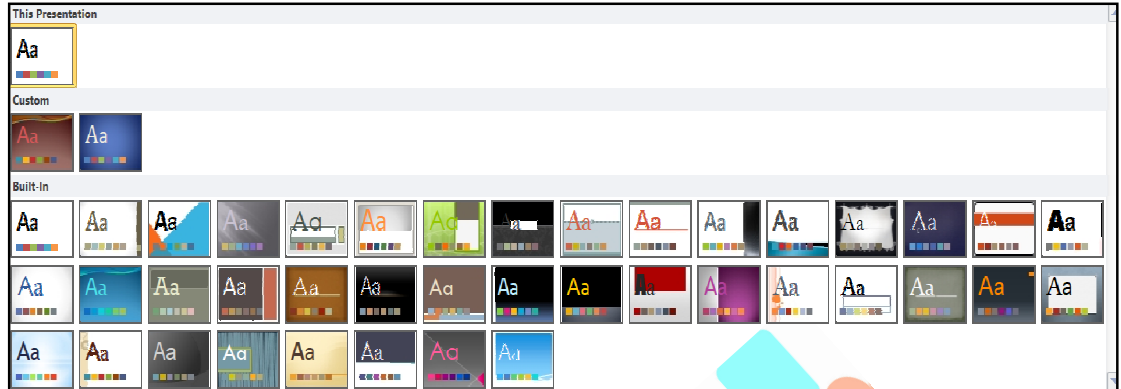
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What is Background?

A background is the color, image, or pattern that appears behind the content on your slide. It helps make your presentation look attractive and interesting.

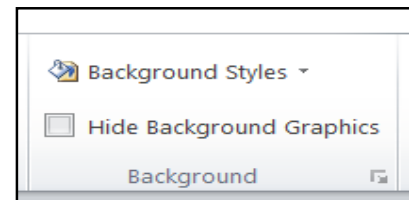
PowerPoint lets you change the background of one slide or all slides in your presentation. You can choose a simple color, a picture, or a pattern as your background.

Types of Backgrounds in PowerPoint:

- Solid Fill - One single color.
- Gradient Fill - A smooth blend of two or more colors.
- Picture or Texture Fill - Use a photo or texture as the background.
- Pattern Fill - Use repeated designs or shapes.

Steps to Change Background in PowerPoint:

1. Open your PowerPoint and go to the slide you want to change.
2. Click the "Design" tab on the ribbon.
3. Click on Background Style option in Background group then click on "Format Background".
4. Choose the background type: Solid, Gradient, Picture, or Pattern.
5. Click "Apply to All" if you want the same background on all slides.
6. Click "Close" to apply the background only to the selected slide.



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