PowerPoint 2016

Modifying Themes



Introduction

Let's say you really like the style of a **theme**, but you'd like to experiment with different **color schemes**. That's not a problem: You can mix and match **colors**, **fonts**, and **effects** to create a unique look for your presentation. If it still doesn't look exactly right, you can **customize** the theme any way you want.

If you're new to PowerPoint, you may want to review our lesson on **Applying Themes** to learn the basics of using themes.

Optional: Download our practice presentation.

Watch the video to learn more about modifying themes in PowerPoint.

*Video removed from printing pages

To select new theme colors:

If you don't like the colors of a particular theme, it's easy to apply **new theme colors**; everything else about the theme will remain unchanged.

1 From the **Design** tab, click the drop-down arrow in the **Variants** group and select **Colors**.

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Themes					Variants

- 2 Select the desired theme colors.
- 3 The presentation will update to show the new theme colors.



To customize colors:

Sometimes you might not like every color included in a set of theme colors. It's easy to change some or all of the colors to suit your needs.

- 1 From the **Design** tab, click the drop-down arrow in the **Variants** group.
- 2 Select Colors, then click Customize Colors.



3 A dialog box will appear with the **12 current theme colors**. To edit a color, click the drop-down arrow and select a different color. You may need to click **More Colors** to find the exact color you want.



In the Name: field, type the desired name for the theme colors, then click Save.

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Theme colors Sample	
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Name: AdWorks Colors	ave Cancel

5 The presentation will update to show the new custom theme colors.

With some presentations, you may not notice a significant difference when changing the theme colors. For example, a **textured background** will not change when theme colors are changed. When trying different theme

colors, it's best to select a slide that uses several colors to see how the new theme colors will affect your presentation.

To select new theme fonts:

It's easy to apply a new set of **theme fonts** without changing a theme's overall look. The built-in theme fonts are designed to work well together, which can help to unify your presentation.

1 From the **Design** tab, click the drop-down arrow in the **Variants** group and select **Fonts**.

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3 The presentation will update to show the new theme fonts.

To customize theme fonts:

If you have specific fonts in mind for a presentation, it's easy to choose your own theme fonts.

- 1 From the **Design** tab, click the drop-down arrow in the **Variants** group.
- 2 Select **Fonts**, then click **Customize Fonts**.

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- 3 A dialog box will appear with the **two current theme fonts**. To change the fonts, click the drop-down arrows and select the desired fonts.
- In the **Name**: field, type the desired name for the theme fonts, then click **Save**.

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Eras Light ITC 🗸 🗸	text body text.
Name: AdWorks Fonts	
	<u>S</u> ave Cancel

5 The presentation will update to show the new custom theme fonts.

Changing the theme fonts will not necessarily update all text in your presentation. Only text using the **current theme fonts** will update when you change the theme fonts.

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Theme Fonts	
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₱ Eras Light ITC	(Body)
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To select new theme effects:

PowerPoint makes it easy to apply **new theme effects**, which can quickly change the appearance of **shapes** in your presentation.

1 From the **Design tab**, click the drop-down arrow in the **Variants** group and select **Effects**.

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2 Select the desired theme effects.

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3 The presentation will update to show the new theme effects.

Applying new theme effects will change different **shape styles** from the **Format** tab when editing a shape or SmartArt graphic. It's important to note that this change will only apply to shapes using the **Subtle Effect**, **Moderate Effect**, and **Intense Effect**.

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Background styles

To further customize your slides, you can change the **background color** by choosing a different **background style**. The available background styles will vary depending on the current theme.

To apply a background style:

1 From the **Design** tab, click the drop-down arrow in the **Variants** group.

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2 Select Background Styles.



3 Select the desired style. The available styles will change depending on the current **theme colors**.



4 The new background will appear in each slide of your presentation.

If you want even more control over the background, click the **Format Background** command on the **Design** tab.



Different themes also include different **slide layouts** and **background graphics**. We'll talk about how to customize these in our **Slide Master View** lesson.

Saving custom themes

Once you've found settings you like, you may want to **save the theme** so you can use it in other presentations. If you only want to use the theme in the current presentation, you won't need to save it.

To save a theme:

From the **Design** tab, click the drop-down arrow in the **Themes** group.

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2 Click Save Current Theme.

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3 A dialog box will appear. Type a **file name**, then click **Save**.

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File name: AdWorks Theme	
Save as type: Office Theme	×
Authors: Lisa Roscoe	Tags: Add a tag
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When you click the drop-down arrow in the **Themes** group, you'll see the custom theme under **Custom**.

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Custom themes have another unique and powerful feature: Any custom theme you save in PowerPoint can actually be used in **other Microsoft Office applications**, such as Word and Excel.

Challenge!

- 1 Open our practice presentation.
- 2 Change the **theme colors**.
- 3 Use the **Customize Fonts** command to change the theme's heading font to **Garamond** and the body font to **Arial**.
- 4 Change the theme's **background style**.
- 5 **Optional:** Save your customized theme.
- 6 When you're finished, your first slide should look something like this (your colors and background style may vary):

