FastCourse Series

Chapter 7: Customizing Themes and Slide Masters

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Learning Objectives

- After studying this chapter, you will be able to:
  - Customize a document theme
  - Use the Eyedropper tool
  - Save and reuse a customized document theme
  - Edit slide, layout, handout, and notes masters

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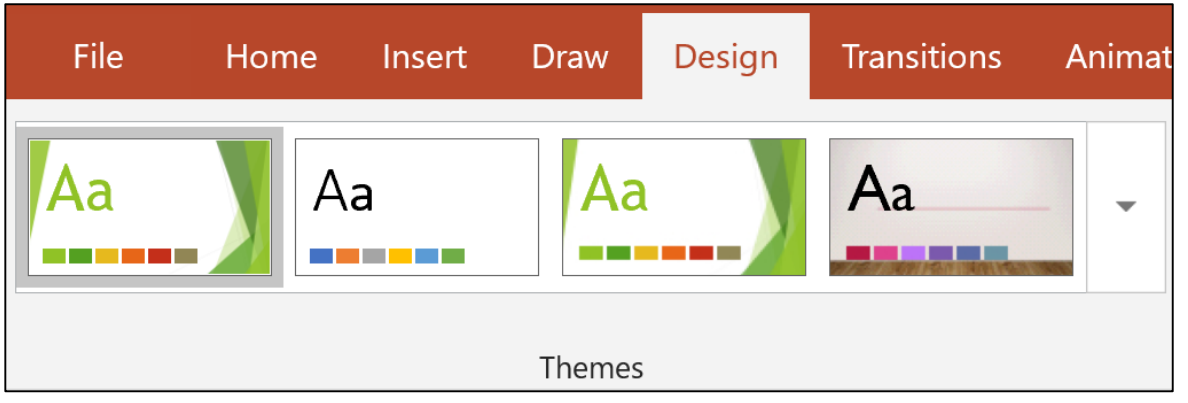
Customizing Document Themes

- There are many built-in themes with predesigned formats and color schemes.
- Themes are important for consistency throughout a presentation.



You can access the built-in themes via the Design tab of the Ribbon.

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Customizing Document Themes (cont.)

- Built-in themes may not meet your needs.
- You can customize:
  - The color scheme
  - The fonts
  - Effects, such as shadows and bevels
  - The slide background

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Best Practices for Themes

- Simple
- Minimal number of fonts
- Minimal number of background elements
- Good use of white space
- Pleasant color scheme

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Built-in Color Schemes

- Many themes offer variants that change the color of the theme.
- If none of the variants meet your needs, you can further customize it with a built-in color scheme.

The “Facet” theme offers four color variants: green, blue, pink, and dark green.

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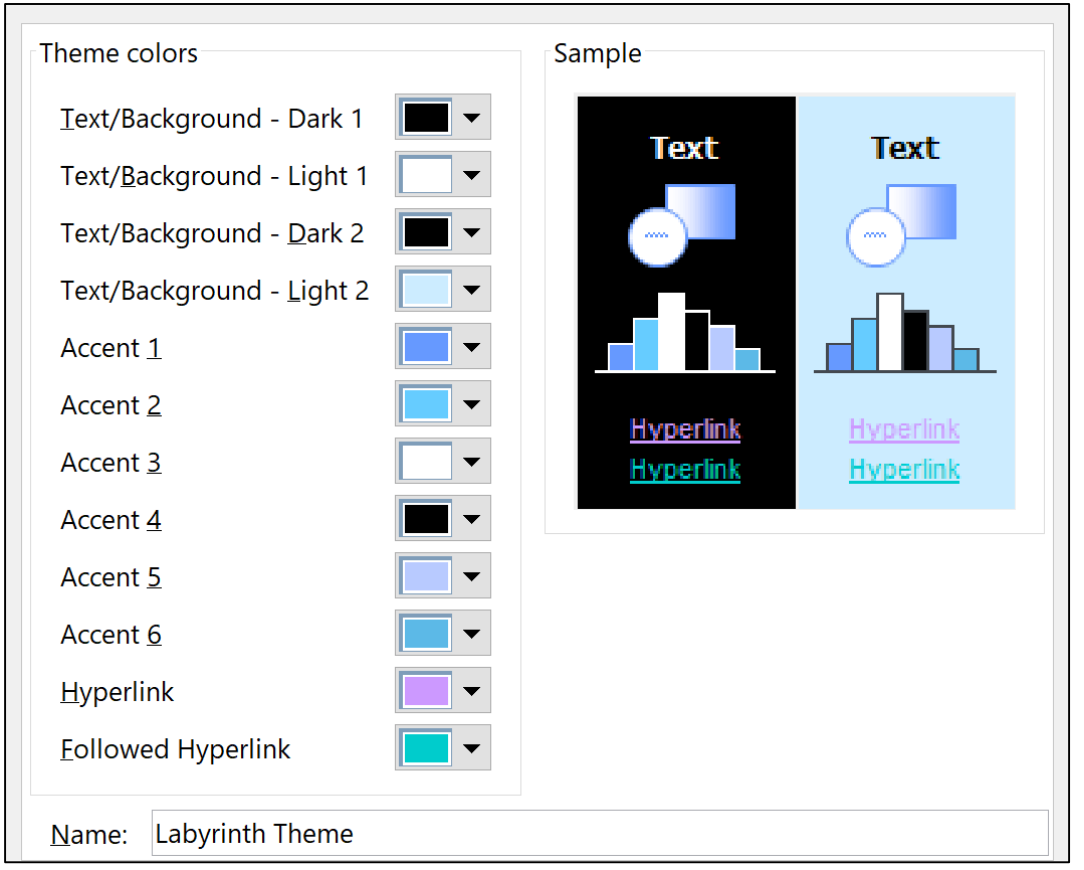
Customizing the Color Scheme

A color scheme is made up of 12 individual colors for text, backgrounds, hyperlinks, and various accents.



Note how you can individually change each of the 12 colors in a theme and give your color scheme a unique name.

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Changing a Slide Background

- You can change the background for one slide or the whole presentation.
- Choose from preset backgrounds tailored to the theme or create a custom one.
- It’s easy to reset the background if you don’t like the changes.

The same slide with different backgrounds applied.

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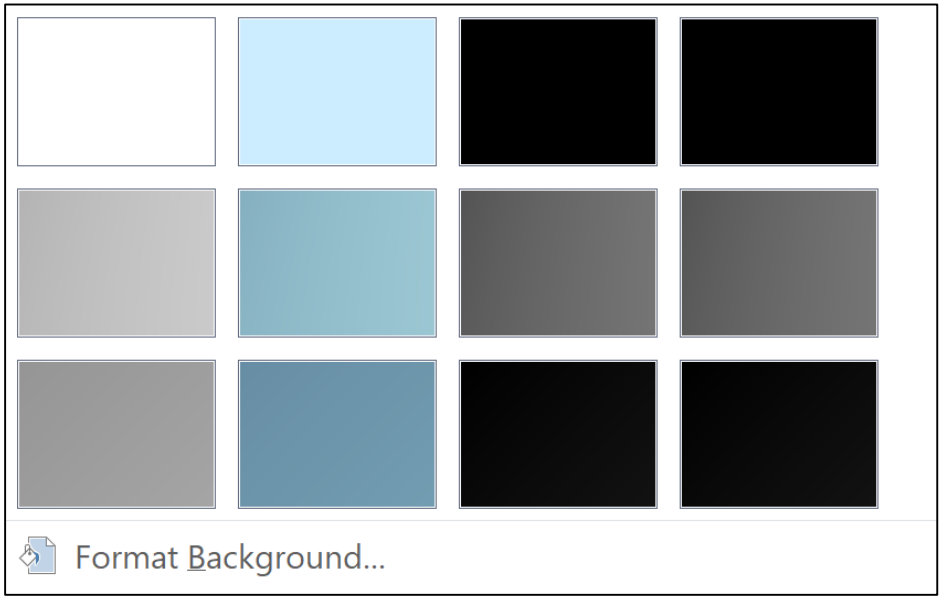
Using a Preset Background

- Each theme has 12 preset coordinated backgrounds.
- They will match since they are a part of the theme.
- When selected, a background will apply to all slides.



These are the coordinated backgrounds available for the color scheme displayed in a previous slide.

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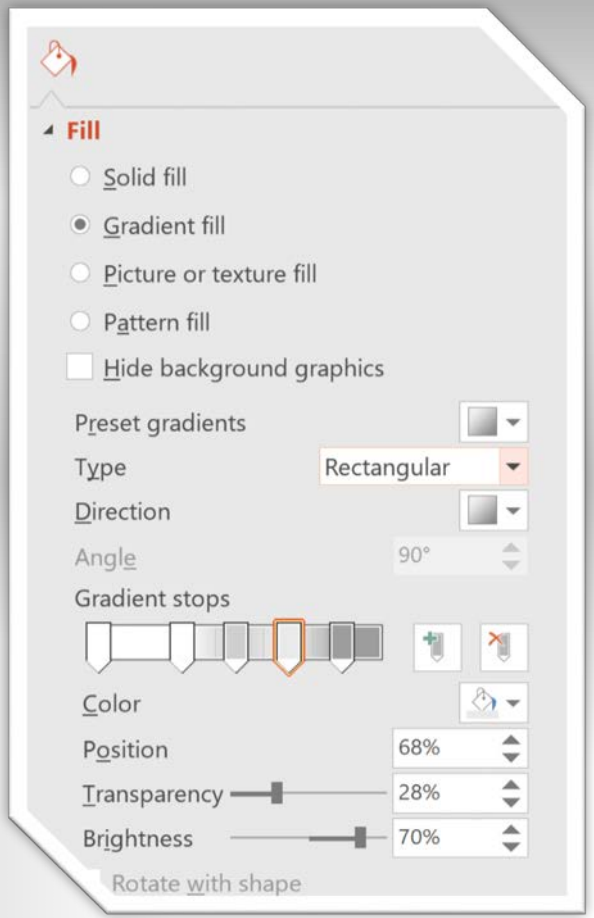
Creating a Gradient Fill

- A gradient fill consists of several colors that blend into one another.
- There are preset gradients, or you can create your own.



Displayed to the right are the settings for the gradient that has been applied to this slide.

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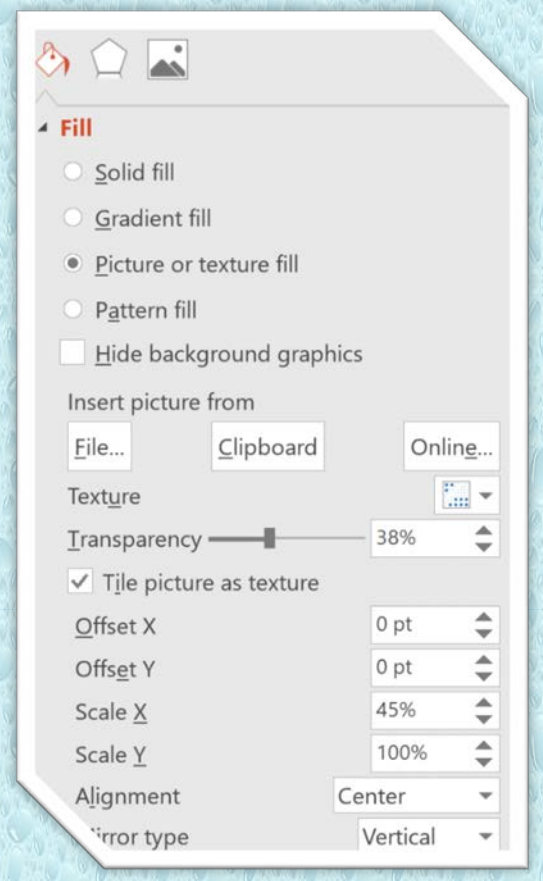
Using Pictures and Textures for Backgrounds

- PowerPoint offers 24 textures to be used as backgrounds.
- You can also use pictures as a background.



Displayed to the right are the settings for the water droplets texture that has been applied to this slide.

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Saving a Customized Theme

- Save a modified theme so you can use it again.
- It will even be available in other Office applications!
- If saved in the default location, it will be accessible from the Ribbon.

The Briefcase custom theme has been saved in the default folder location and is available from the Ribbon.

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Using Slide Masters

- They are the basis of slide layouts and designs.
- Slide masters store all of the design elements.
- Changes made to the slide master affect all slides.
- They are a great way to include a logo on all slides.

The Labyrinth logo is stored on the master slide and therefore shows up on each slide in this presentation.

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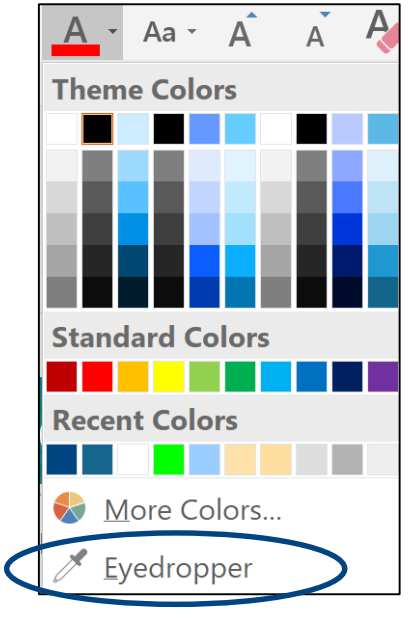
The Eyedropper Tool

- This tool allows you to select a color from an image or anywhere on a slide to apply to text.
- It is available on most--but not all--color menus.



Once you select the Eyedropper option on the menu, the cursor will appear as a little eyedropper you can click to select a color.

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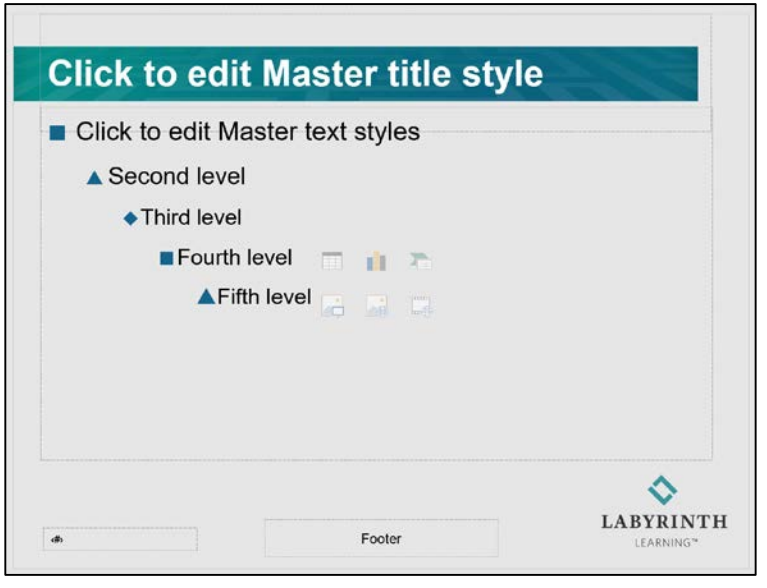
Using Layout Masters

- Create a custom layout by placing and manipulating placeholders.
- Editing the existing layout affects all slides using it.
- The new slide layout is only available in the current presentation.



This is the layout master for the slide you are currently viewing. Make note of the different placeholders and their positioning.

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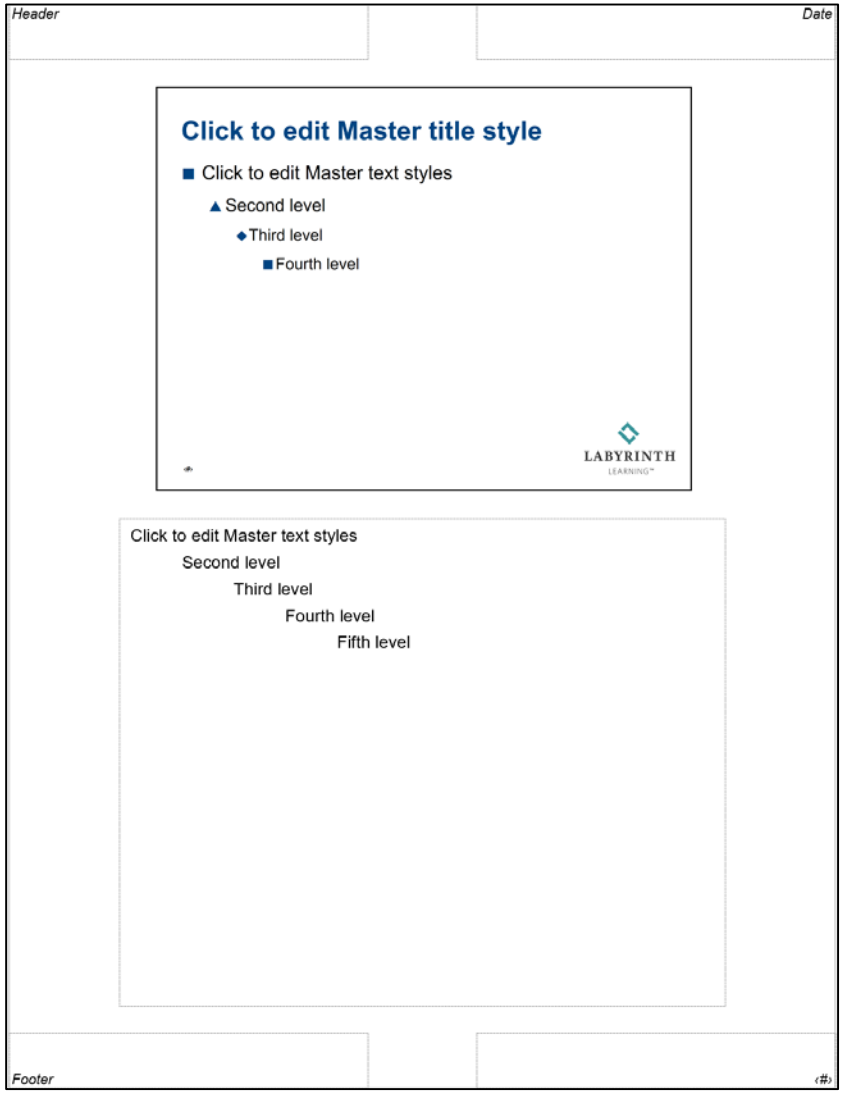
Using Notes Masters



- They allow you to modify the layout of your printed notes pages.
- They are edited the same way you edit slide masters.

This is the notes master for the slideshow you are currently viewing. The slide will appear on the top and the speaker notes at the bottom of the page.

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