



Microsoft Office Virtual Learning Applying Themes in PowerPoint & Google Slides

April 23, 2020



Lesson: April 23, 2020

Objective/Learning Target:

Students will understand how to apply themes slides in
Microsoft PowerPoint and Google Slides



Introduction

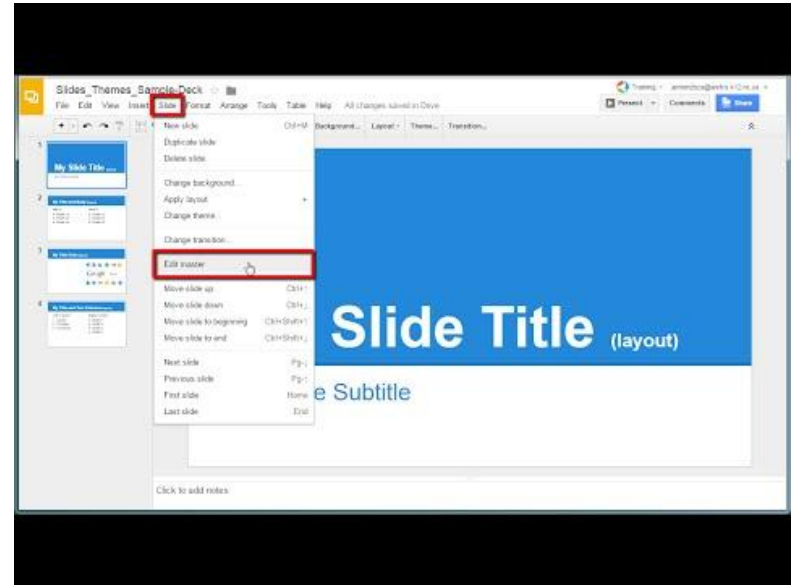
A theme is a **predefined combination** of colors, fonts, and effects. Different themes also use different **slide layouts**. You've already been using a theme, even if you didn't know it: the default **Office** theme. You can choose from a variety of new themes at any time, giving your entire presentation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

[PowerPoint](#)



https://youtu.be/_gYShFl6i94

[Google Slides](#)



<https://www.youtube.com/watch?v=yYoJ4ZAxTuU>



What is a theme?

In PowerPoint and Google Slides, **themes** give you a quick and easy way to change the design of your presentation. They control your primary color palette, basic fonts, slide layout, and other important elements. All of the elements of a theme will work well together, which means you won't have to spend as much time formatting your presentation.

Each theme uses its own set of **slide layouts**. These layouts control the way your content is arranged, so the effect can be dramatic. In the examples below, you can see that the **placeholders**, **fonts**, and **colors** are different.





What is a theme?

Every PowerPoint and Google Slide theme has its own theme elements. These elements are:

1. **Theme Colors:** There are multiple theme colors, along with darker and lighter variations, available from every Color (PP) or Background (GS) menu.
2. **Theme Fonts:** There are theme fonts available at the top of the Font menu under Theme Fonts.
3. **Theme Effects:** These affect the preset shape styles. You can find shape styles on the Format tab (PP) whenever you select a shape or SmartArt graphic.

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.

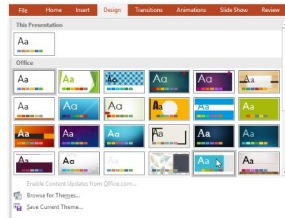
Practice: Applying Themes

PowerPoint

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.

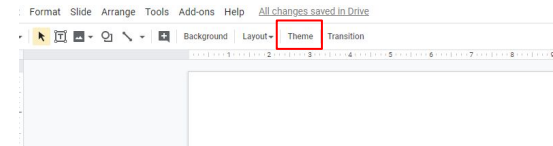


4. The theme will be applied to the entire presentation. To apply a different theme, simply select it from the Design tab.

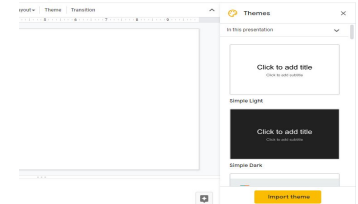


Google Slides

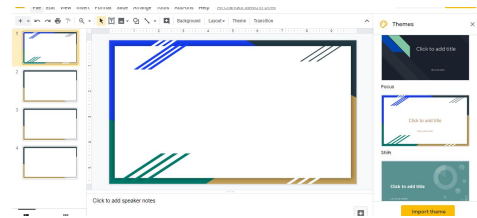
1. Select the Theme option on the toolbar.



2. The themes panel will open up on the right side of the screen to show 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.





Challenge

PowerPoint

1. Open a new PowerPoint Presentation
2. Apply the Gallery theme, which has a light background with a wood texture at the bottom.
Note: Theme names will appear when you hover over them.
3. Select a variant of the theme.

Google Slides

1. Open a new Google Slides Presentation
2. Apply the Paperback theme, which has a black background with a light blue topper.
3. Change the background color to Purple



For More Resources:

Microsoft PowerPoint:

<https://edu.gcfglobal.org/en/powerpoint2016/applying-themes/1/>

