Lesson – 3

Create Presentation from Design Templates

Page Setup   *Themes*   *Background*
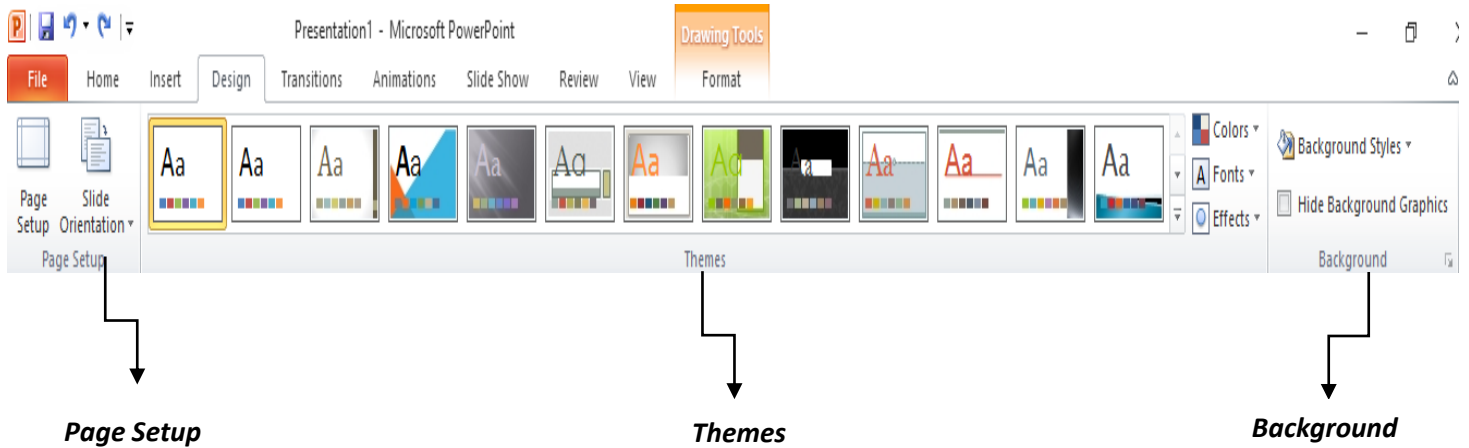
Page Setup

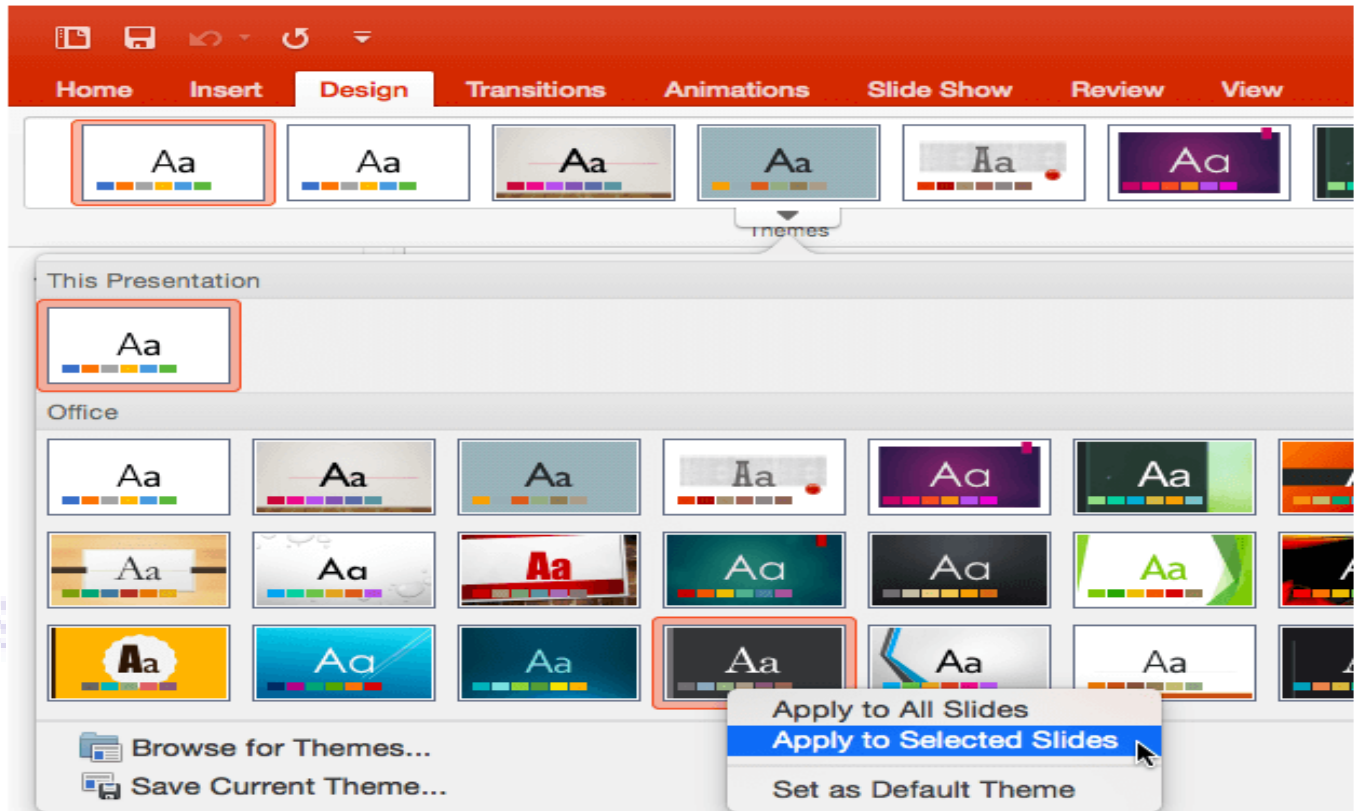**Page Setup**   :   Show the Page Setup dialog box.

Slide Orientation   :   Switch the slide orientation between portrait & landscape.
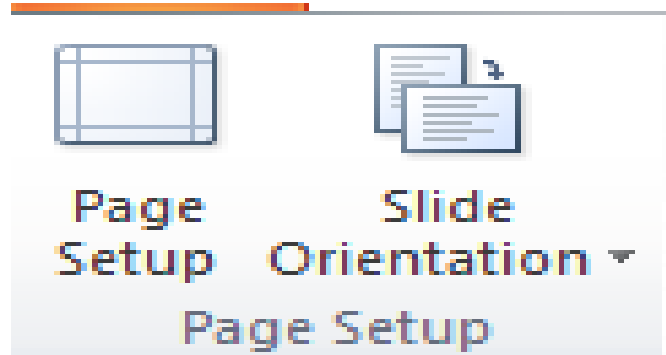
Themes

Themes are designed that can be applied to an entire presentation that allows for   consistency throughout the presentation. You can also apply new colors to a theme.
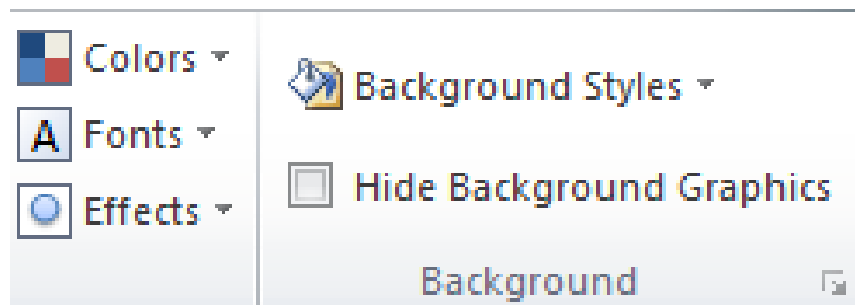

Themes

 - Click the Design tab.

 - Choose one of the displayed Themes.

Apply Colors Themes

- Click the Colors drop down arrow.

- Choose a color set or click Create New Theme Color.

Background Theme

- Click the Background Styles button on the Design tab.

Colors	: Change the colors for the current theme.
Fonts	: Change the fonts for the current theme.
Effects	: Change the effects for the current theme.

Background

Background Styles	: Choose the background style for this theme.
Hide Background Graphics	: Don't show the background graphic included in theme.