

# 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

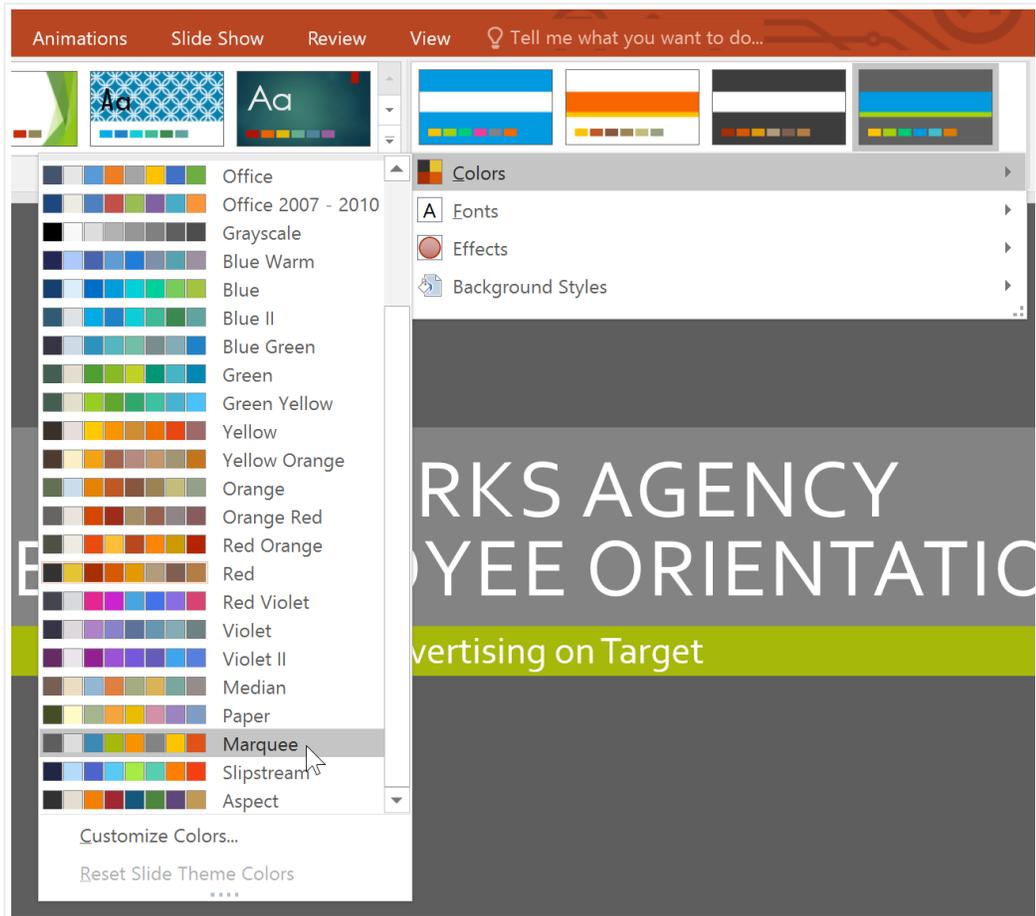
## To select new theme colors:

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**.



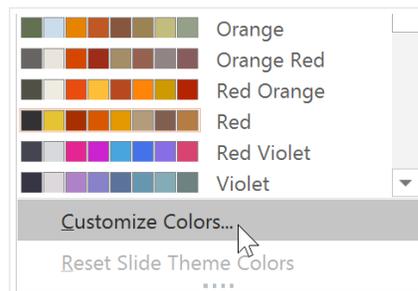
- 2 Select the desired theme colors.
- 3 The presentation will update to show the new theme colors.



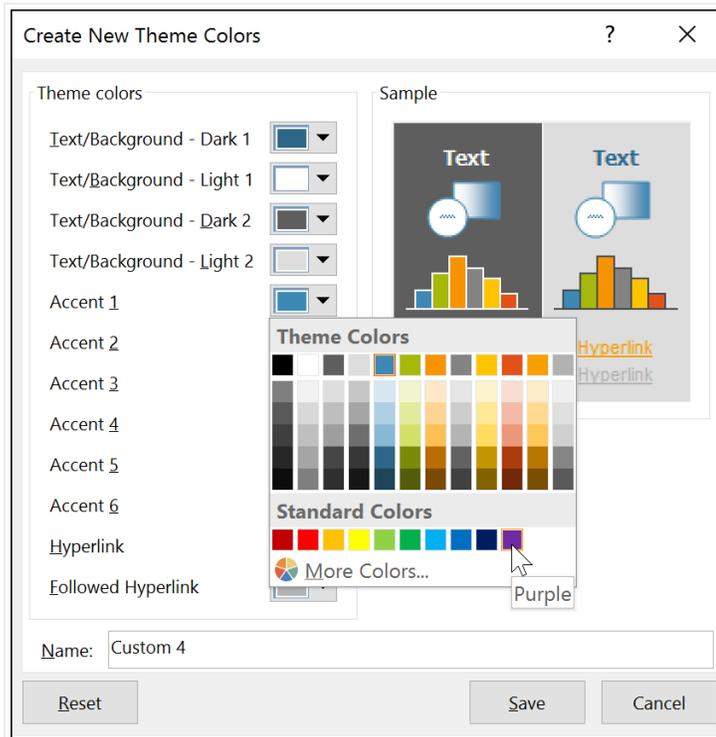
## To customize colors:

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.

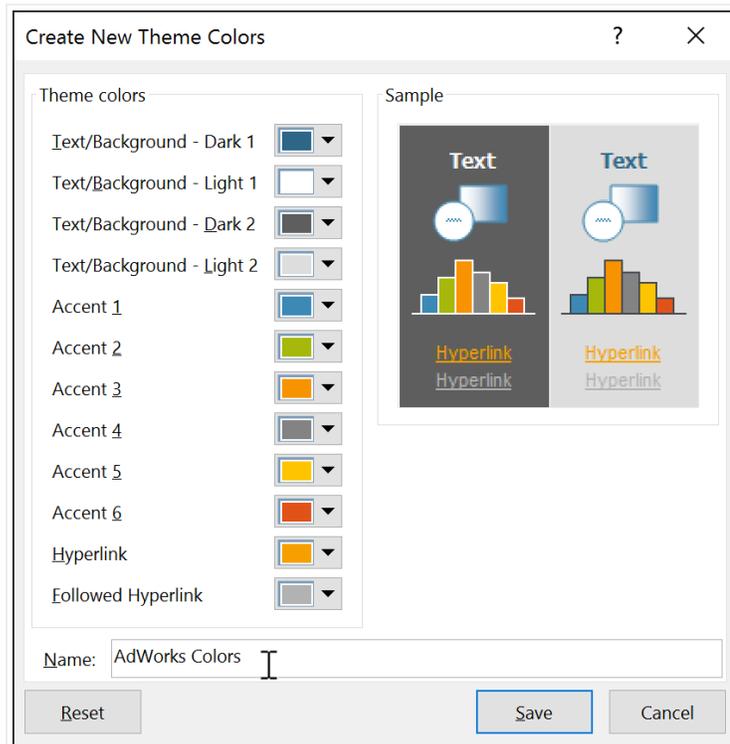
- 1 From the **Design** tab, click the drop-down arrow in the **Variants** group.
- 2 Select **Colors**, then click **Customize Colors**.



- 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.



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



- 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.

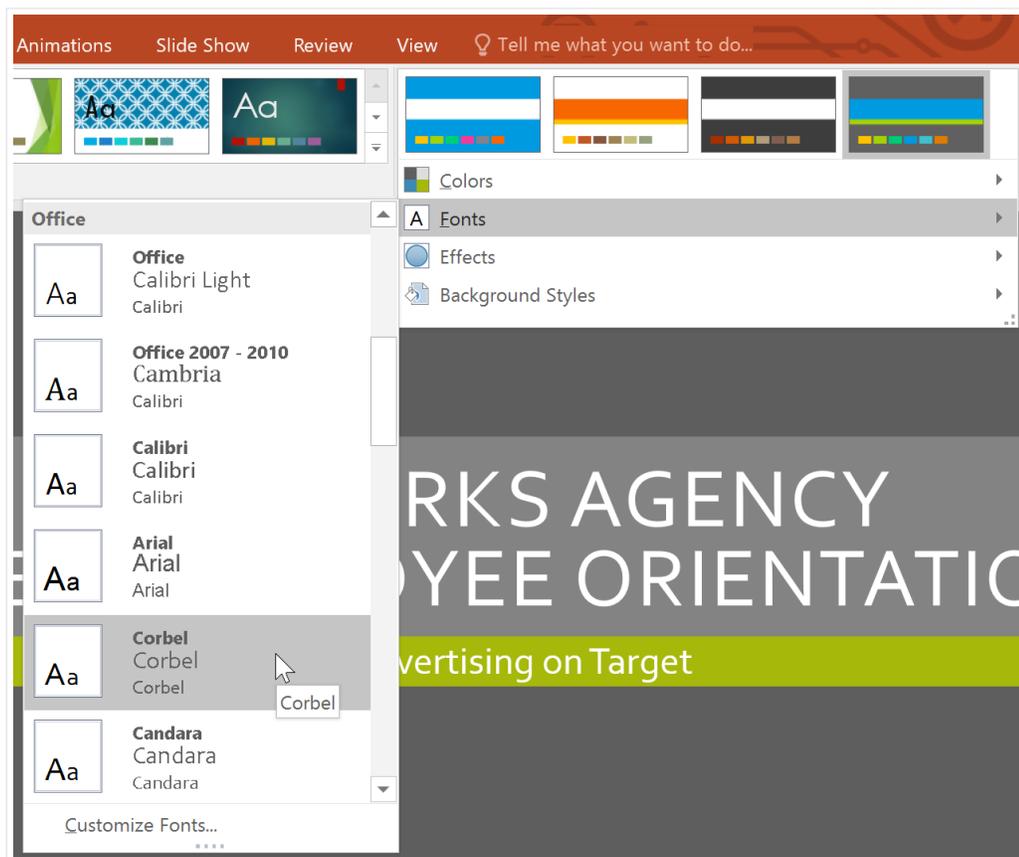
## To select new theme fonts:

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**.



- 2 Select the desired theme fonts.

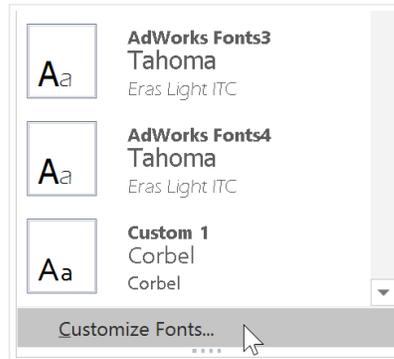


- 3 The presentation will update to show the new theme fonts.

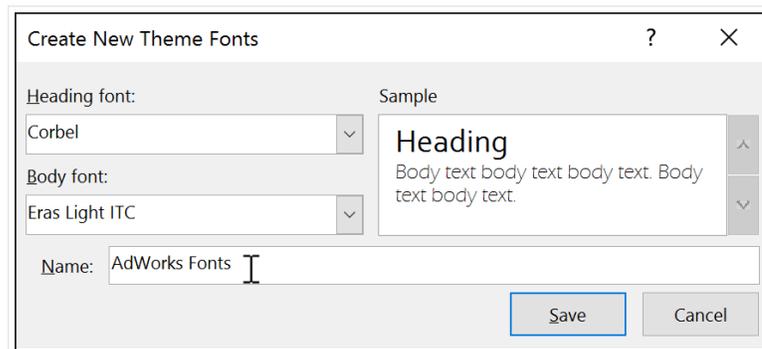
## To customize theme fonts:

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**.

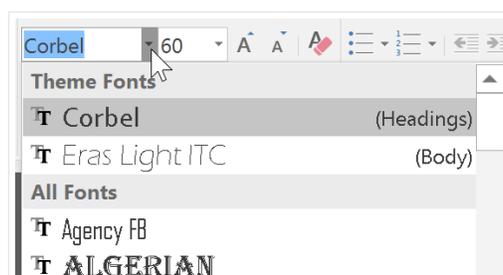


- 3 A dialog box will appear with the **two current theme fonts**. To change the fonts, click the drop-down arrows and select the desired fonts.
- 4 In the **Name:** field, type the desired name for the theme fonts, then click **Save**.



- 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.



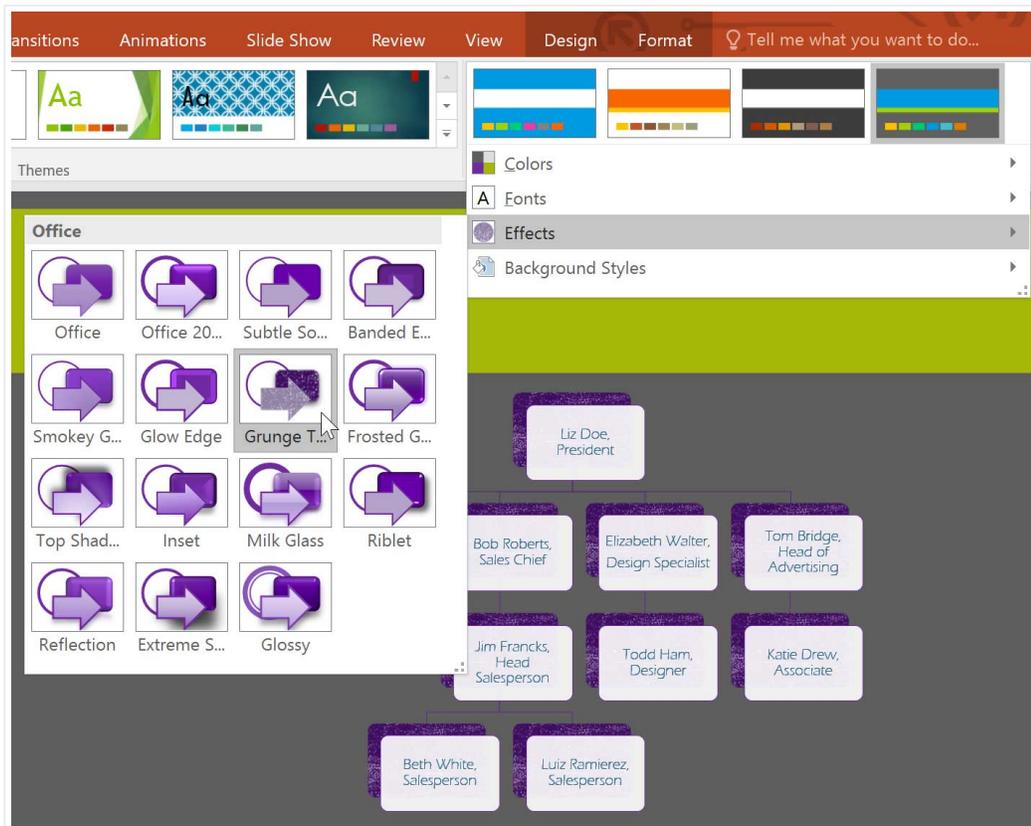
## To select new theme effects:

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**.

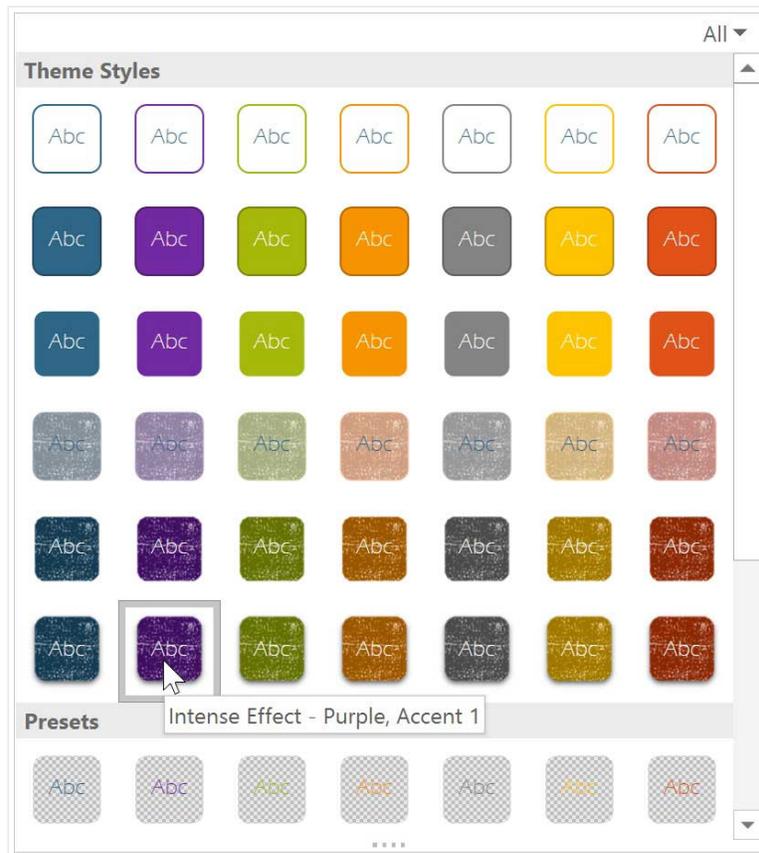


- 2 Select the desired theme effects.



- 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**.



## Background styles

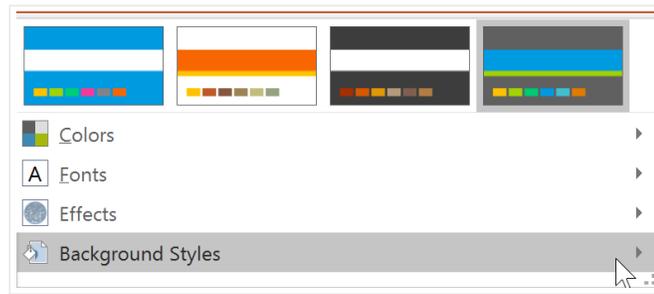
To further customize your slides, you can change the **background color** by choosing a different **background style**. The available background styles will vary depending on the current theme.

To apply a background style:

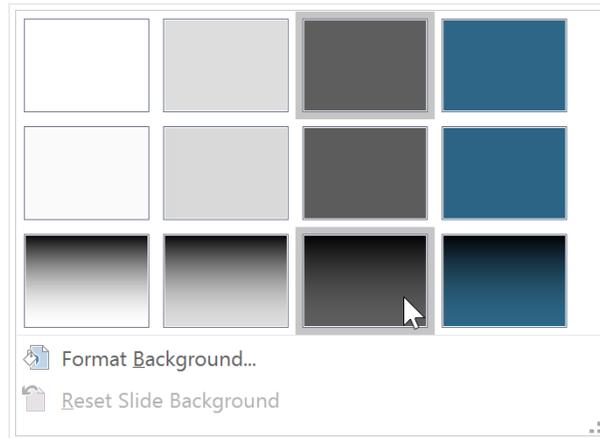
- 1 From the **Design** tab, click the drop-down arrow in the **Variants** group.



- 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.

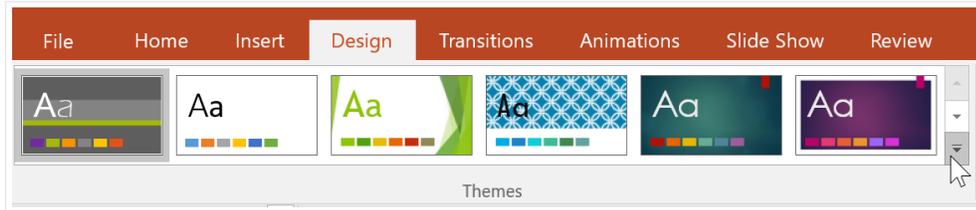
## Saving custom themes

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:

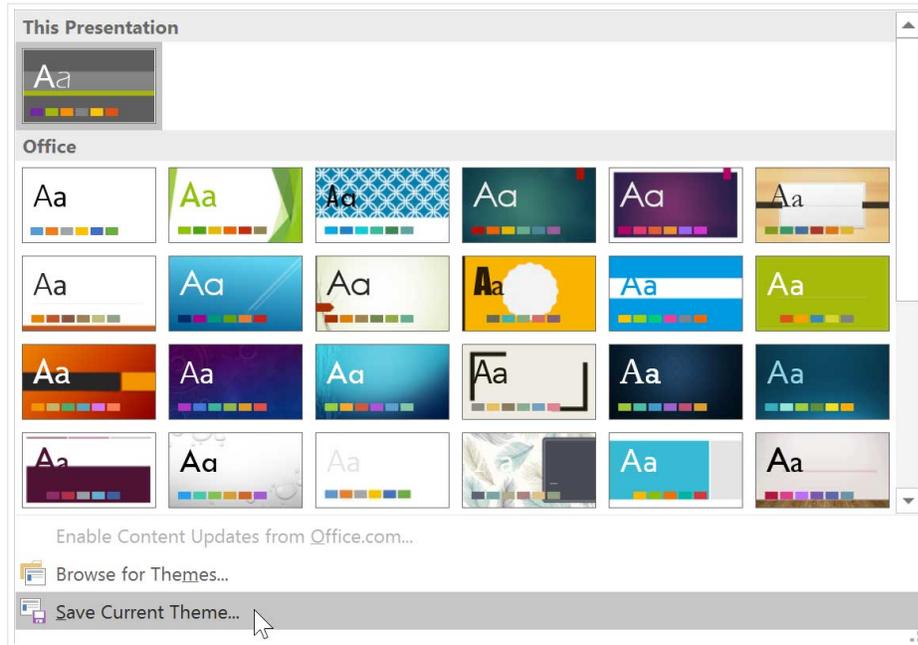
From the **Design** tab, click the drop-down arrow in the **Themes** group.

1



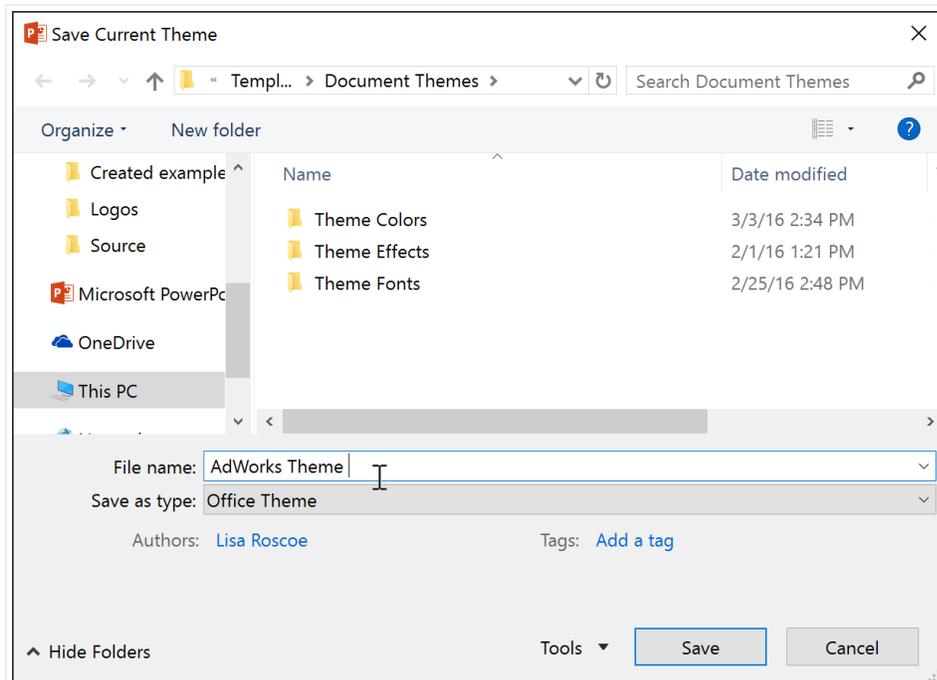
2

Click **Save Current Theme**.

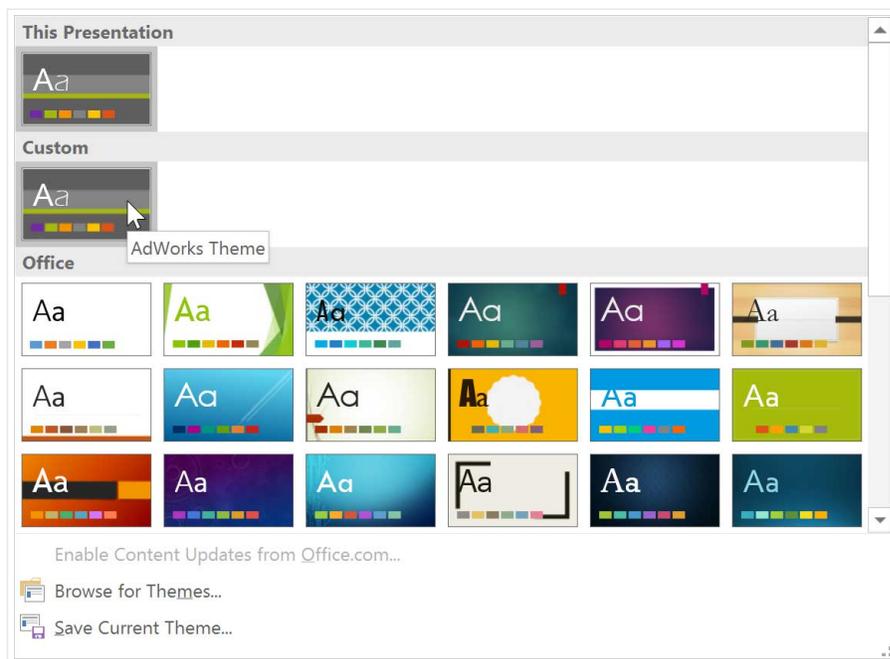


3

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



- 4 When you click the drop-down arrow in the **Themes** group, you'll see the custom theme under **Custom**.



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):

