

# Intermediate Power Point Handout

20 December 2017, 11:00am

## Learn more about PowerPoint:

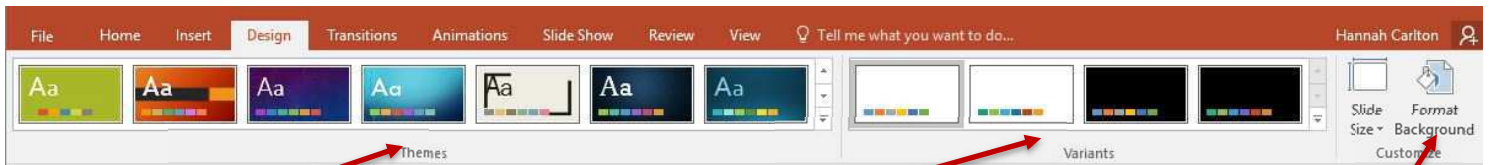
- Microsoft PowerPoint Support— <https://support.office.com/en-US/PowerPoint>
- GCF Learn Free— <https://www.gcflearnfree.org/powerpoint2016/>
- Lynda.com—create a free account with your Skokie Library card

## Other Resources:

- Copyright information from Microsoft— <https://www.microsoft.com/en-us/legal/Copyright/Default.aspx>
- Creative Commons website— <https://creativecommons.org/>

## Themes

1. A **theme** is a pre-determined set of coordinating **colors, fonts, and effects** that you can apply to your presentation for a consistent and professional look.
2. To view available themes, go to the **Design Tab**.
3. Use the arrows in the **Themes Group** to view all options.
4. Change the colors, fonts, and effects in the **Variants group**.



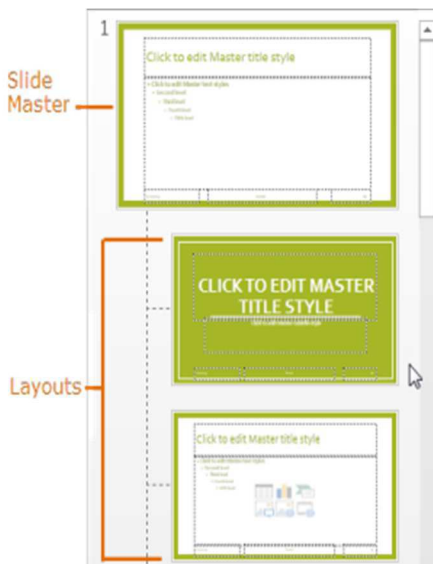
Hover your mouse over a theme to view a preview. Click on a theme to apply it to your presentation.

Change the color scheme, fonts, and effects of a theme in the Variants Group.

Click the Format Background command to change the background color and effects.

## Slide Masters

1. To view the Slide Master, go to the View Tab and select Slide Master in the Master Views Group.
2. In the thumbnail pane on the left side of the PowerPoint window, the very first slide is the slide master and the following are the layout masters associated with the theme selected.
3. Any change you make to the slide master or layouts in will be reflected in the associated slides in your presentation.



Tip: It is best to make global changes with master slides early on in your presentation.