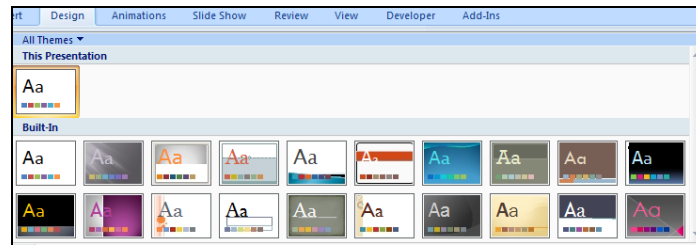


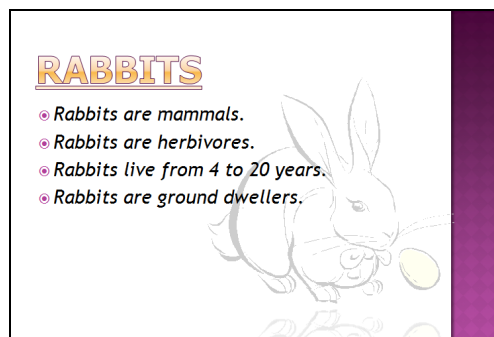
Colors can be used in many different ways to enhance the appearance of a presentation.

Task 1 – Themes

- Open the file 'PowerPoint Basics' and use the 'Slides' tab to select the slide about rabbits. Open the 'Design' tab.
- Click on the 'More' arrow to the right of the 'Themes' group.



- Select the purple theme. The slide should now look something like the one shown below

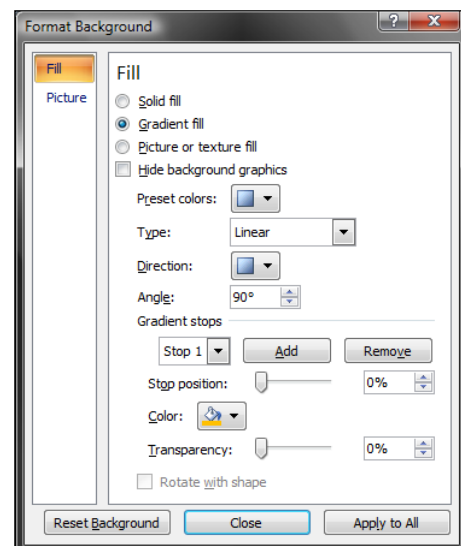


- The new theme should have altered the appearance of all slides.

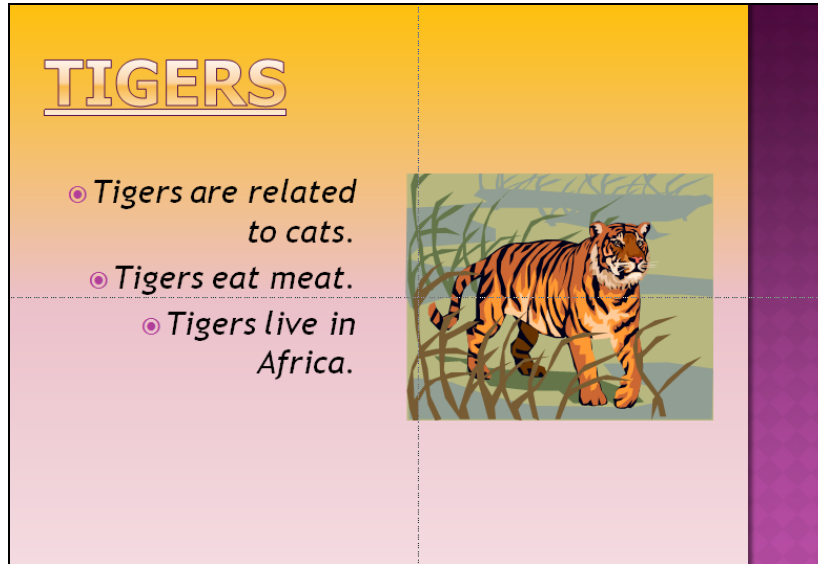
Task 2 – Backgrounds

PowerPoint allows us to change the background color of a single slide without changing the whole color scheme.

- Open your tiger slide. Right-click and select 'Format Background' (or it can be reached through the 'Background Styles' menu in the 'Design' tab).
- Select the 'Gradient Fill' radio button.
- Select a color from the 'Color' menu. Your selection should show up immediately in the main window.



- d. Click 'Close' to apply this color to the selected slide. 'Apply to All' would apply the color to all slides, but we won't use that here. 'Reset Background' removes any changes that you have made.



- e. Save this presentation and close the file.

Task 3 - Color

Explain the difference between a theme color and a background color.

Task 4 – Design Template

Select the 'Design' tab and change the slide theme. What effect does this have on each slide in your presentation? Save the file under a different name, so that you can return to the original presentation in the next section.

Task 5 – Extension Task

Open the 'Design' tab and investigate the effect of varying the 'Colors' and 'Fonts' in the 'Themes' group.

Task 6 – Extension Task

When selecting a theme, you are given the option of customizing each different aspect. Open the 'Design' tab. Click on the drop-down menu next to 'Colors' and select 'Create New Theme Colors'. Investigate the effect of changing each of the theme colors.