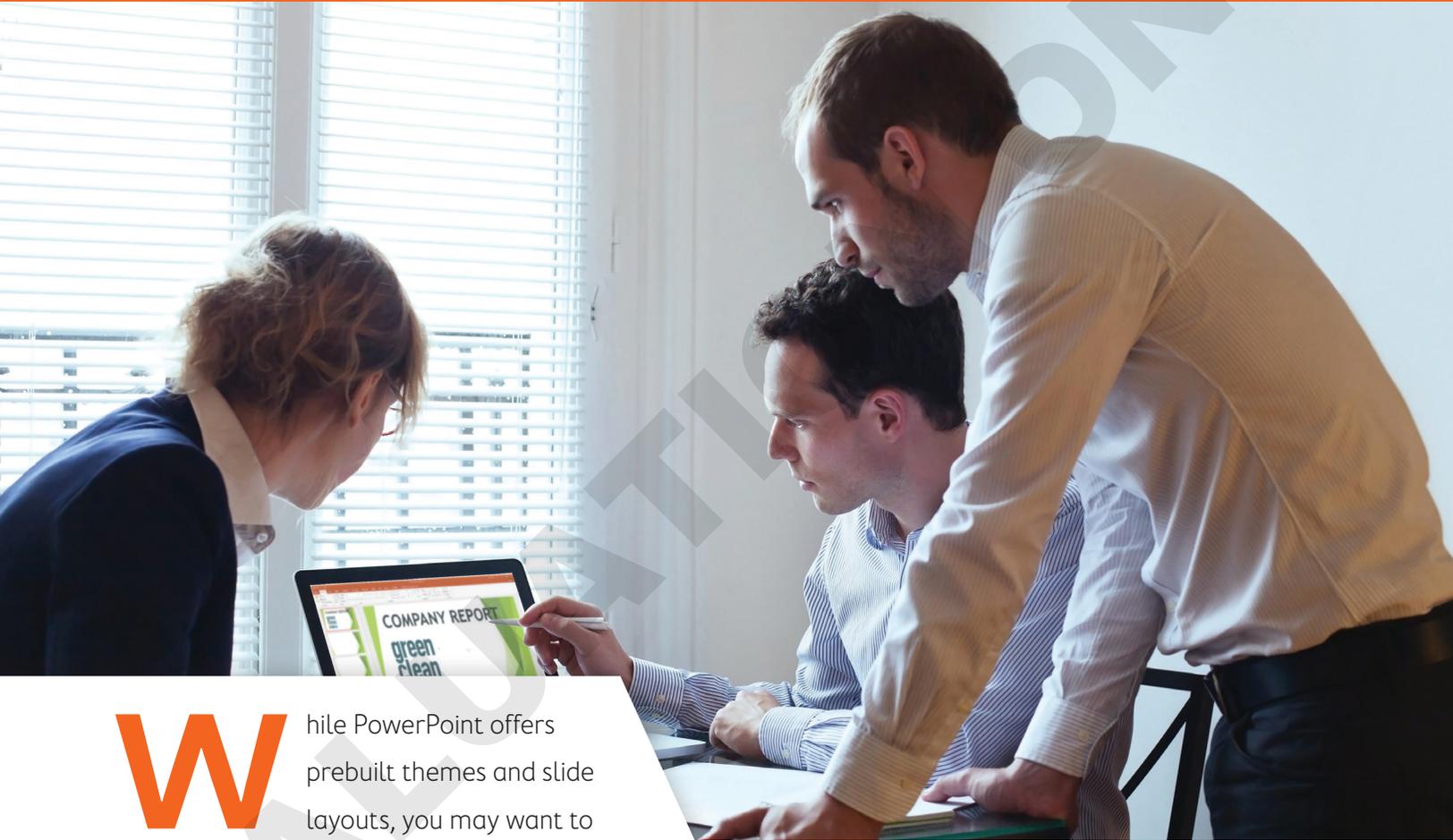


## 7

# Customizing Themes and Slide Masters



**W**hile PowerPoint offers prebuilt themes and slide layouts, you may want to customize them to create a truly unique design. In this chapter, you will focus on customizing themes and slide layouts. You will customize color schemes and backgrounds and then save a document theme as your own so you can reuse it. In addition, you will work with slide, handout, and notes masters to affect multiple slides and handouts at once.

## LEARNING OBJECTIVES

- ▶ Customize a document theme
- ▶ Use the Eyedropper tool
- ▶ Save and reuse a customized document theme
- ▶ Edit slide, layout, handout, and notes masters

## Project: Saving Time with Themes

Green Clean is planning to expand. In its quest to secure more funding to help the new branches flourish, you need to create multiple presentations to deliver to various boards, committees, and conference attendees. You choose one of your favorite presentations to customize and save as a Green Clean Theme to help you establish a standard corporate image. Although you think it will be a chore, you find that customizing the document theme is easy. You change the color scheme of the original design to match the colors most used by Green Clean in its advertisements.

## Customizing Document Themes

PowerPoint comes with many built-in document themes that contain predesigned formats and color schemes. Although themes make it easy to format a presentation with a consistent set of colors, fonts, and backgrounds, they may not always meet your needs. For example, you may like the slide background and fonts used in a certain document theme, but the colors may not match your company's official advertising colors used in the logo or other promotional materials. With PowerPoint's customization options, you can create custom color schemes or font schemes and apply them to any existing document theme. You can also use your custom colors, fonts, backgrounds, and effects to create an entirely new document theme.

### What You Can Customize

There are several ways to customize any document theme, including:

- ▶ Color scheme
- ▶ Fonts
- ▶ Effects such as shadows and bevels
- ▶ Slide background

The best presentation document theme designs are simple, include a minimal number of fonts and background elements, make good use of white space, and have a pleasant color scheme.

**Tip!**

*Keeping the design simple ensures the purpose of the slide is not lost.*

### Built-in Color Schemes

Although PowerPoint themes offer variants that change the color of the theme, the limited number of variants may not create the look or feel you want. You can further customize a theme by applying one of the many built-in color schemes.



This theme offers a green, blue, pink, and dark green variant.



Applying a built-in orange color scheme creates a custom theme unavailable with a default variant.

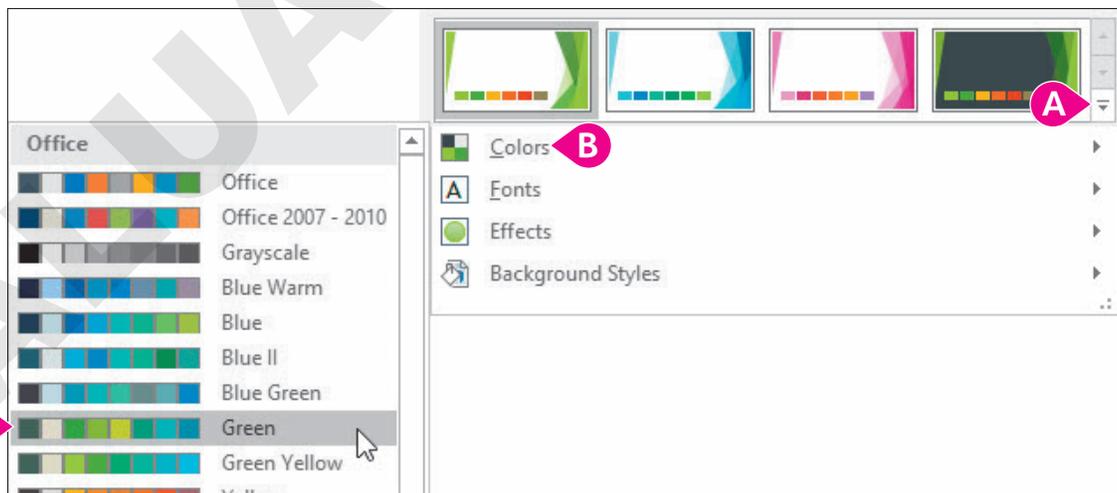
## DEVELOP YOUR SKILLS: P7-D1

In this exercise, you will apply a built-in color scheme.

1. Start PowerPoint and maximize the program window.
2. Open **P7-D1-Custom** from your **PowerPoint Chapter 7** folder and save it as: **P7-D1-CustomRevised**
3. Point to each thumbnail in the **Design**→**Variants** group to preview it and then click the first one (green) to ensure it's applied.

*A green color scheme is the most appropriate for Green Clean, but the default colors are too light. You will darken them.*

4. Follow these steps to apply a built-in color scheme:



- A Choose **Design**→**Variants**→**More** .
- B Choose **Colors**.
- C Point to several built-in color schemes to preview them and then choose **Green**.

*The colors on the slide change to a darker green.*

5. Save your presentation.

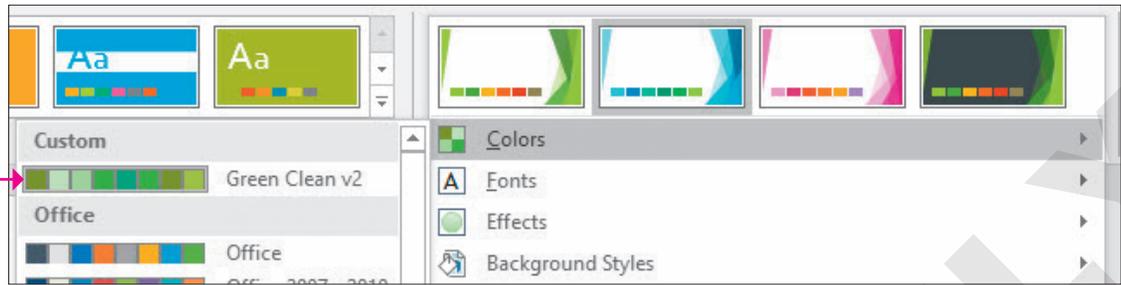
## Customizing the Color Scheme

A color scheme is composed of twelve individual colors for text, backgrounds, hyperlinks, and various accents used for things such as bullets and slide titles. PowerPoint comes with many built-in color schemes. You can customize an existing color scheme by changing one color or all of them. You can base a new color scheme on any built-in color scheme, but you can't edit or delete the built-in color schemes themselves. When you create and save a new color scheme, PowerPoint automatically applies it to all slides in the current presentation. You can apply a custom color scheme to one slide or an entire presentation. The new color scheme is available to other themes. You can also edit and delete custom color schemes.

New color schemes can be created by changing any of the twelve colors in a document theme.



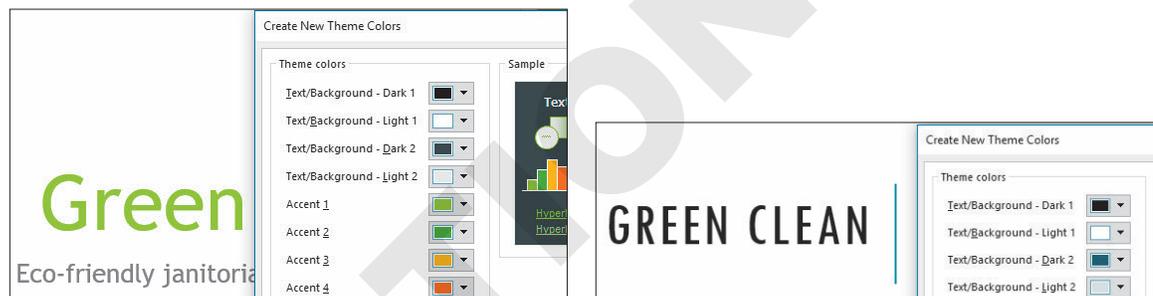
Your saved custom color scheme is available from the Ribbon.



☰ Design→Variants→More ▾→Colors→Customize Colors

## Color Scheme Labels

PowerPoint has twelve fixed labels for all color scheme settings, as shown in the Theme Colors section in the preceding figure. Unfortunately, the colors are not labeled in a way that makes sense. There is no *slide title* label or *bulleted text* label. You must study the slide to determine which colors in the dialog box affect the objects on the slide. For example, some document themes use the Accent 4 color to color the slide title text, while others may use the Accent 6 color.



The Facet theme (left) gets its slide title color from the Accent 1 setting, whereas the Integral theme (right) gets its slide title color from the Text/Background – Dark 1 setting.

## DEVELOP YOUR SKILLS: P7-D2

In this exercise, you will apply a custom color scheme.

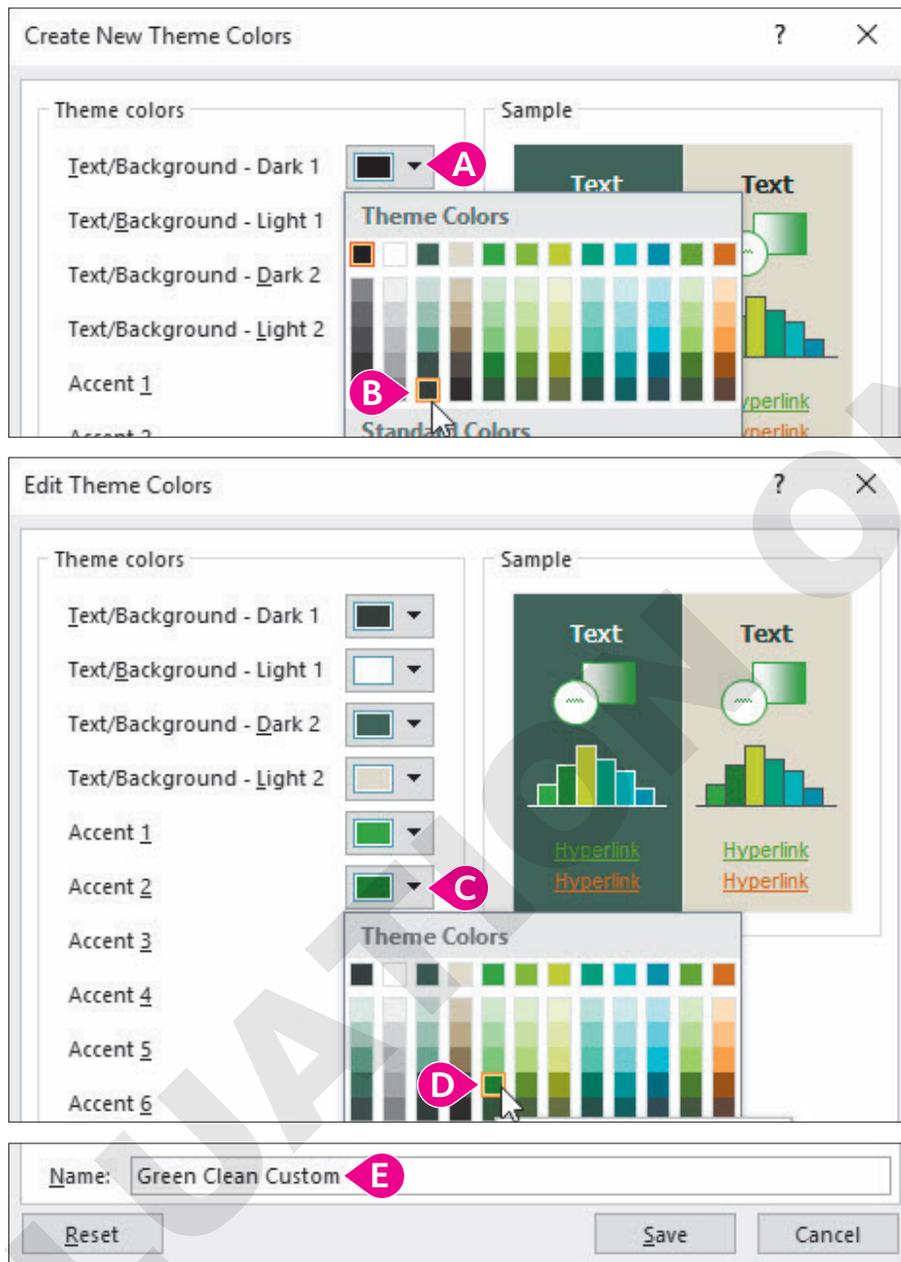
1. Save the presentation as: **P7-D2-CustomRevised**

*The Green color scheme is close, but it's a bit too blue for Green Clean. You will alter the color scheme in the next steps to use more green.*

2. Choose **Design→Variants→More ▾→Colors→Customize Colors**.

*The Create New Theme Colors dialog box opens.*

3. Follow these steps to create a custom color scheme:



- A** Click the **Text/Background – Dark 1** button.
- B** Choose **Dark Green, Background 2, Darker 50%** from the bottom of the third column.
- C** Click the **Accent 2** button.
- D** Choose **Green, Accent 1, Darker 25%** from the fifth column.
- E** Name the color **Green Clean Custom** and click **Save**.

*The custom color scheme is applied to all slides, and you see the new colors on the current slide. The subtitle text and some of the green background shapes are darker.*

4. Save your presentation.

## Changing a Slide Background

You can change the background for one slide or the entire presentation. You can choose from preset backgrounds tailored to your document theme or create a custom background that overrides the document theme. You might want to change the color, use an image, or add a textured look such as wood, marble, or fabric. You can also add color effects to vary the pattern and intensity of the color. For example, the Gradient effect fades from dark to light across a slide; there are a variety of Texture effects as well.

You can experiment with custom backgrounds without fear of ruining your presentation because PowerPoint offers a Reset Slide Background command that resets the slide's background to the previous background.



The same slide with a gradient background (left) and a tissue paper background (right)

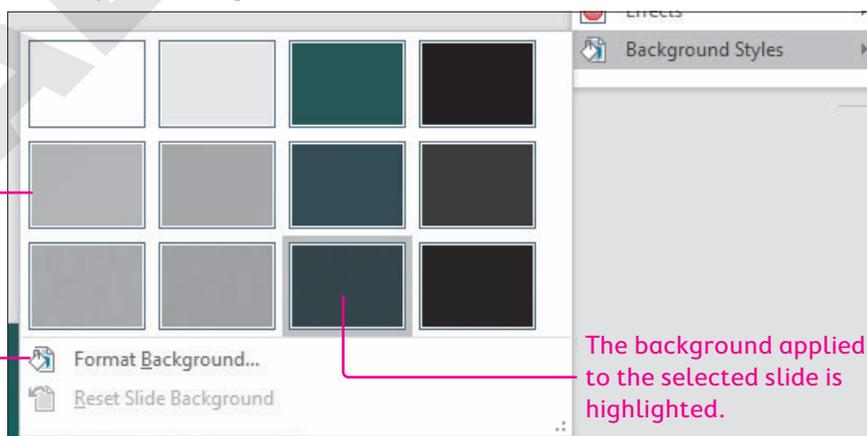
**Tip!**

Avoid busy textures. They make your slide content hard to read.

## Using a Preset Background

Each document theme comes with twelve preset coordinated backgrounds. You can choose a preset background to modify the look of your presentation without worrying whether the background will clash with the rest of the design. Because the backgrounds are part of the document theme, they'll match. When you select a preset background, PowerPoint applies it to all slides in the presentation. Choosing a new document theme changes the background on all slides.

The twelve preset backgrounds match the current document theme.



The Format Background command lets you customize the background and override the document theme presets.

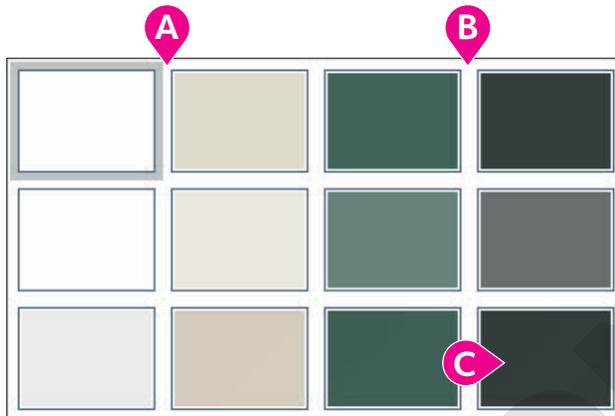
## DEVELOP YOUR SKILLS: P7-D3

In this exercise, you will use the preset backgrounds included with the document theme.

1. Save the presentation as: **P7-D3-CustomRevised**
2. Display the second slide, **Our Services**, and choose **Design**→**Variants**→**More** →**Background Styles**.

PowerPoint displays the twelve background styles for the current theme.

3. Follow these steps to apply a preset background:



- A Point to (don't click on) each background in the left two columns and notice how the slide background changes.
  - B Point to each background in the right two columns and notice that the background change is more dramatic.
  - C Choose the **Style 12** background to apply it to all slides.
4. Choose **Design**→**Variants**→**More** →**Background Styles**.  
*The Reset Slide Background command is not available because the current background is part of the document theme.*
  5. Click anywhere outside the drop-down menu to close it without applying any changes.
  6. Choose **Design**→**Themes**→**More** →**Integral**.  
*PowerPoint applies the Integral theme, and the slide backgrounds are reset to the Integral theme default.*
  7. Choose **Design**→**Themes**→**More** →**Facet** to reapply that document theme.  
*The Facet theme is applied, but with its default color scheme. In effect, the reapplied Facet theme has replaced the manual customization you created earlier.*
  8. Choose **Design**→**Variants**→**More** →**Colors**→**Green Clean Custom**.  
*PowerPoint applies your custom color scheme.*
  9. Save your presentation.

## Creating a Gradient Fill

You can customize a background with a single solid color or a gradient fill. A gradient fill consists of several colors that blend into one another. PowerPoint includes several preset gradients, but you can also create your own.



A Radial gradient (left) and a Rectangular gradient (right)

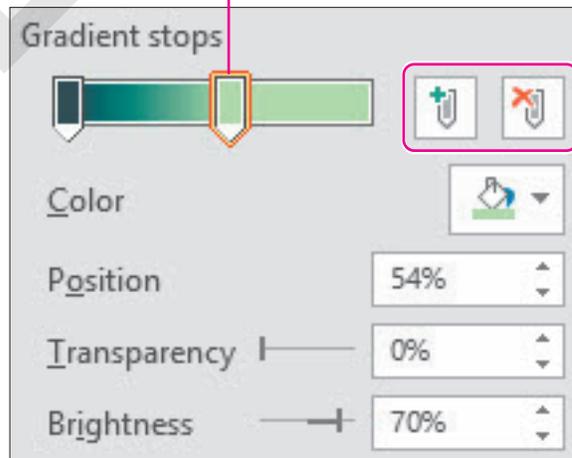
☰ Design → Customize → Format Background → Gradient Fill

### How Gradients Are Defined

Gradients in PowerPoint backgrounds may contain as few as two and as many as ten stops. A stop defines the color, position, brightness value, and transparency. Obviously, the color setting defines the color used. The position defines where the gradient occurs, and the brightness defines how light or dark the color is. Increasing the brightness adds white to lighten the color, while decreasing the brightness adds black to darken it.

The transparency defines whether a color is fading out. A transparency of 0% means the color is not transparent at all and is at full color. A transparency of 100% means the color is invisible. A transparency of 50% means the color is very faded. Additional gradient settings include the shape (in what direction the colors blend, such as from the center out or diagonally) and the direction, which determines whether the colors blend from the top down, left to right, and so on.

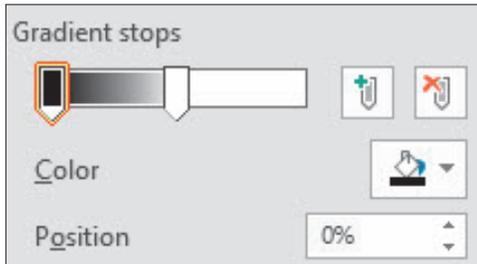
You can click a gradient stop to see and edit its settings.



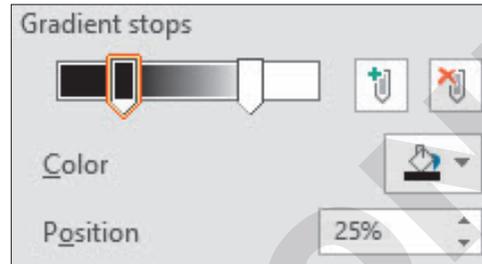
Use these commands to add a new stop or delete the selected stop.

## Setting Stop Positions

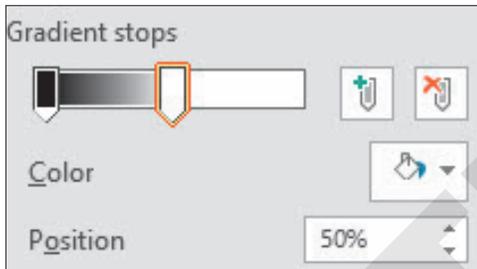
There are many ways to configure a custom gradient, and, without a doubt, setting the stop position is the most confusing. One method is to always set the first stop to 0% and then set subsequent stop positions based on where the colors should stop blending. For example, consider a simple two-color gradient that blends from top to bottom. The first color is set to a position of 0%. The second color is set to a position of 50%. The gradient blend would occur entirely in the top half of the slide (from 0–50%). At 50%, the second color would be completely displayed with no more blend.



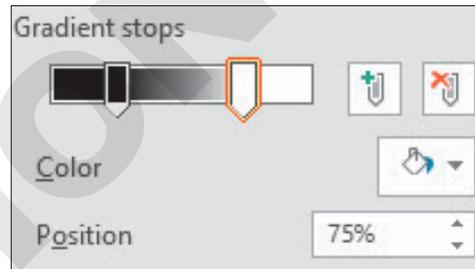
Stop 1 is set to black with a stop position of 0% so the gradient blend begins immediately.



Stop 1 is set to black with a stop position of 25% so the top quarter of the slide is solid black. The gradient blend starts at 25%.



Stop 2 is set to white with a stop position of 50% so the blend stops and only the white remains.



Stop 2 is set to white with a stop position of 75% so the gradient blend stops  $\frac{3}{4}$  of the way down the slide.



The gradient occurs from 0% to 50%. At 50%, the gradient stops and the slide is pure white.

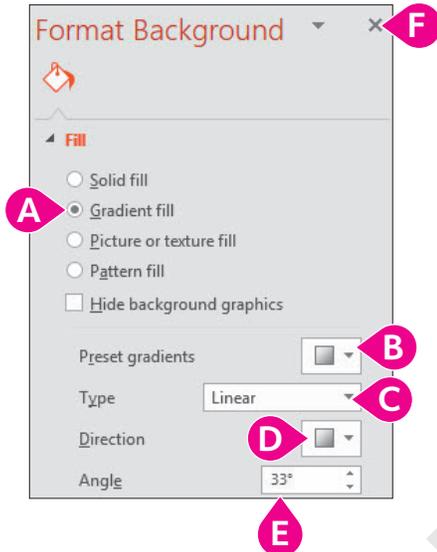


From 0%–25% the slide is pure black; from 25%–75% there is a gradient blend. At 75%, the gradient stops and the slide is pure white.

## DEVELOP YOUR SKILLS: P7-D4

In this exercise, you will use the preset backgrounds included with the document theme.

1. Save the presentation as: **P7-D4-CustomRevised**
2. If necessary, display the **second slide**, *Our Services*.
3. Choose **Design**→**Customize**→**Format Background**.
4. Follow these steps to apply a preset gradient:



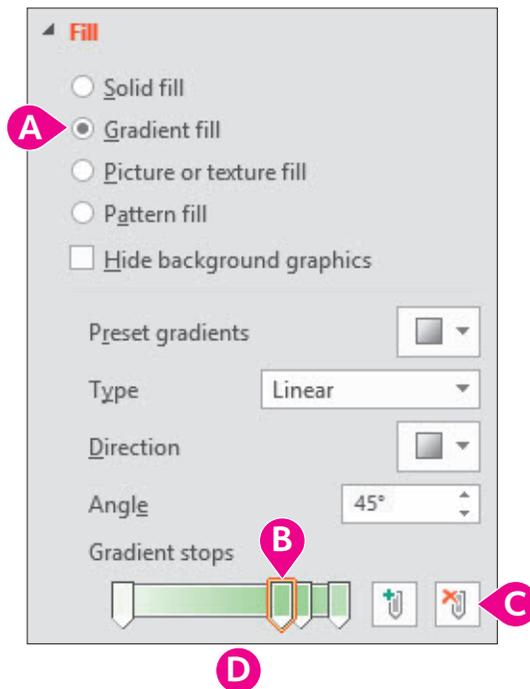
- A Choose **Gradient Fill**.
  - B Try a few preset gradients and then select the first one: **Light Gradient – Accent 1**.
  - C Try a few gradient types and then select **Linear**.
  - D Try a few directions and then select one you like.
  - E Experiment with different angles and then set the value to: **33**
  - F Close the Format Background panel.
5. Choose **Design**→**Variants**→**More** ▾→**Background Styles**→**Reset Slide Background**.  
*The slide background is reset to the previous background.*

### Create a Custom Gradient

Now you will create a simple custom gradient fill with just two stops.

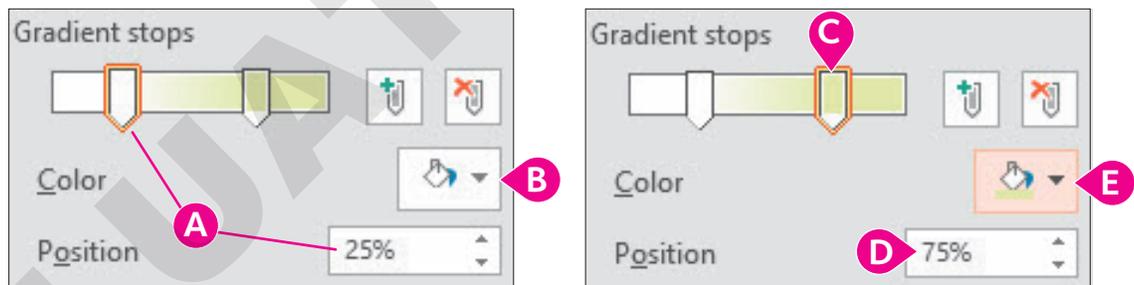
6. Choose **Design**→**Customize**→**Format Background**.

7. Follow these steps to create two stops:



- A** Choose **Gradient Fill**.
- B** If there are more than two stops, click any stop to select it.
- C** Click the **Remove Gradient Stop** button to remove the stop.
- D** Continue removing stops until there are exactly two stops remaining.

8. Follow these steps to create a custom gradient:



- A** Drag the left-most stop until its position is **25%**.
- B** Display the color menu and select **White** from the top row.
- C** Click to select the second stop.
- D** Type **75** in the Position box to set its position to 75%.
- E** Select **Lime, Accent 3, Lighter 60%** from the seventh column of the color menu.

PowerPoint displays the effects of the new stop settings. You could add more stops, but let's see how the other gradient settings can work with just two stops.

- 9. Experiment with the Type, Direction, and Angle settings until you are satisfied with the custom gradient.
- 10. Click **Apply to All** to apply the gradient to all slides and then close the Format Background panel.
- 11. Save your presentation.

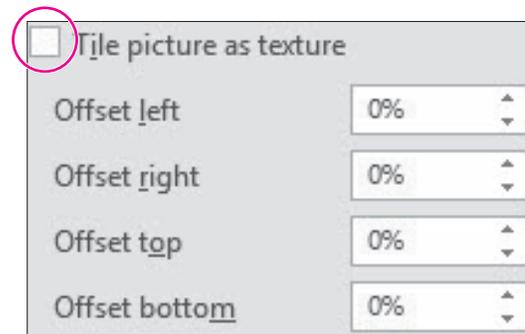
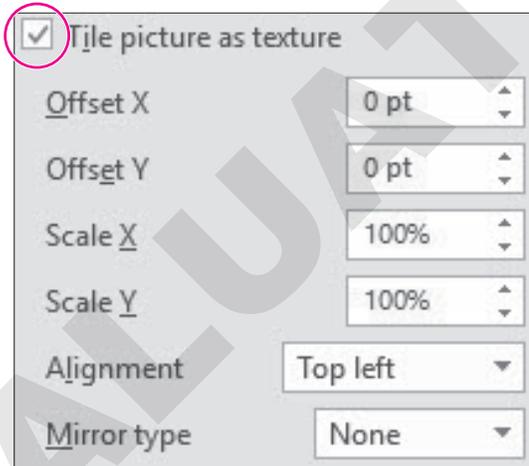
## Using Pictures and Textures for Backgrounds

PowerPoint offers twenty-four textures you can use as slide backgrounds, including wood, marble, and paper textures. You can also use online pictures and image files from your computer, such as a photo from your digital camera or smartphone, as a slide background.



### Picture and Texture Background Settings

When you select a texture or insert a picture to use as a background, several settings allow you to control how the background looks. The main Tile Picture as Texture option determines which additional options are available.



When Tile Picture as Texture is selected, a certain set of options appear (left). When deselected, different options display (right).

## Tile Picture as Texture

When the Tile Picture as Texture checkbox is selected, the image used for the background (texture, picture file, or clip art) repeats across the entire slide.

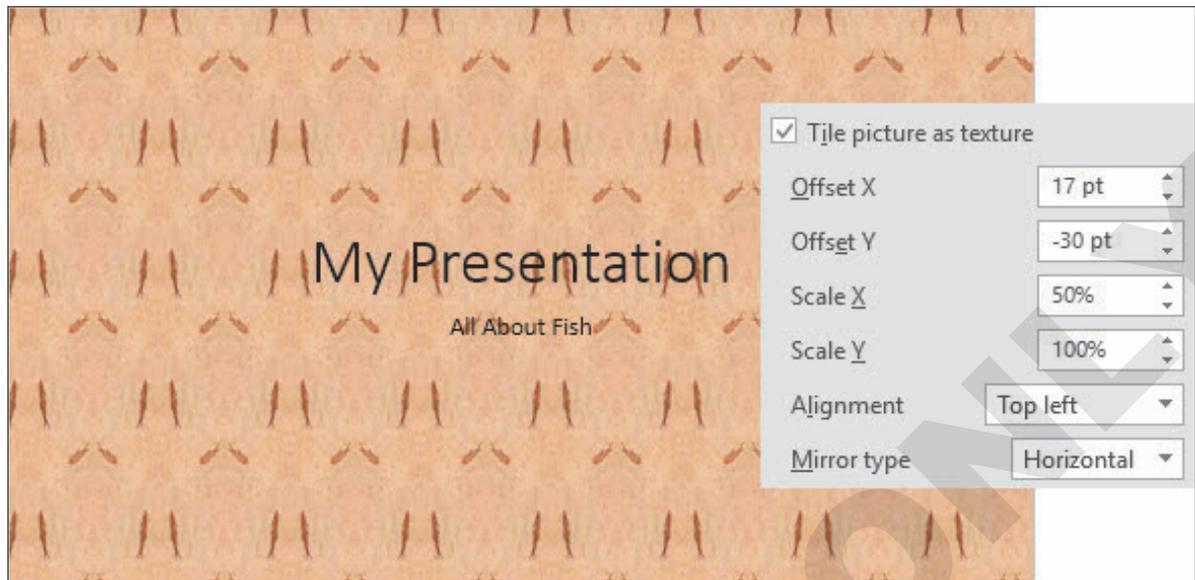


The image file (left) repeats across the slide (right).

When the Tile Picture as Texture option is selected, the available options include Offset, Scale, Alignment, and Mirror Type. Changing the Offset X option shifts the tiled background to the right (if a positive value is entered) or left (if a negative value is entered). The Offset Y option shifts the background up or down. The Scale X and Scale Y options resize the image being used as a tile (you cannot resize greater than 100%). The Alignment option can further reposition the background on the slide and is best used by experimentation. Last, the Mirror Type option flips the image horizontally or vertically as it's being tiled. This option also is best used by experimentation.



The original background



The altered background after the indicated settings have been made

### Do Not Tile Picture as Texture

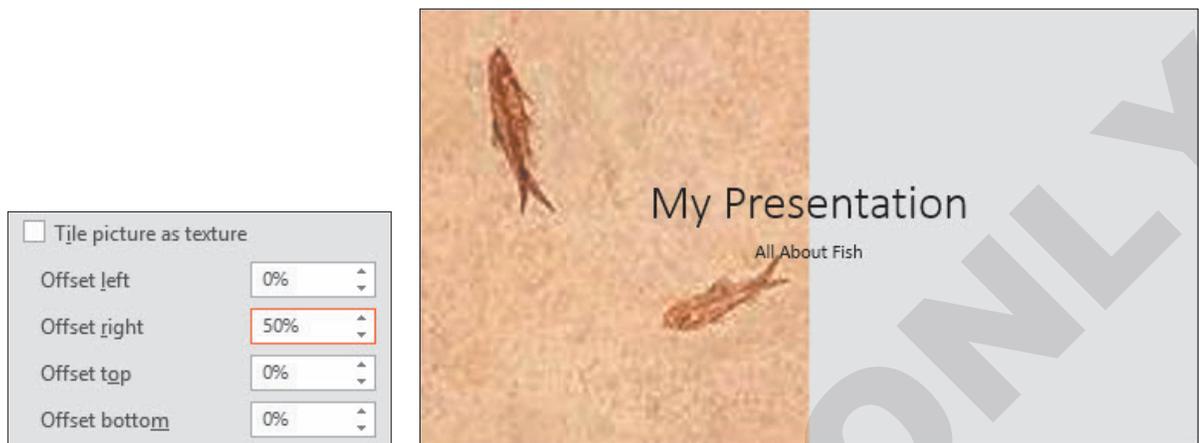
When the Tile Picture as Texture option is not selected, the image used for the background (texture, picture file, or clip art) resizes to fill the slide without repeating. If the picture is small, this can result in a blurry image.



The image file (left) enlarged to fill the slide (right)

When the Tile Picture as Texture option is not selected, the available options include a series of stretch offsets for left, top, right, and bottom. As these values are increased or decreased, the image stretches. For example, altering the Left offset works from the left side of the image. An offset of 0% results in the image being placed directly up against the left border. Positive values push the image into the slide, while negative values pull the image away from the slide. Similarly, increasing the Bottom offset squishes the image toward the top, while decreasing the Bottom offset stretches the image down toward the bottom.

Imagine you are standing in the computer screen next to the slide. A positive value in any of these offsets would instruct you to push the image away from you, toward the inside of the slide. A negative value would instruct you to pull the image toward you, out of the slide.



A Right offset of 50% pushes the picture away from the right, halfway across the slide.



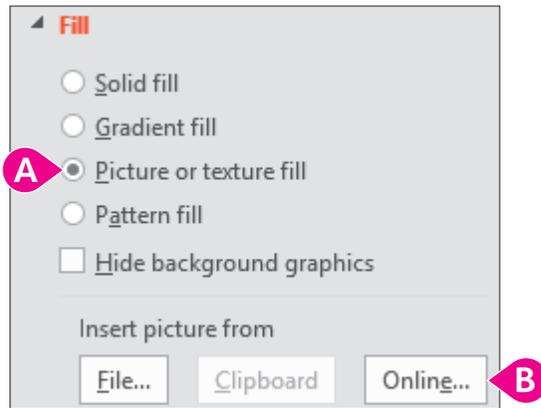
A Bottom offset of -100% pulls the picture down toward the bottom.

### DEVELOP YOUR SKILLS: P7-D5

*In this exercise, you will apply a texture background and a picture background.*

1. Save the presentation as: **P7-D5-CustomRevised**
2. If necessary, display the **second slide**, *Our Services*, and then choose **Design**→**Customize**→**Format Background**.

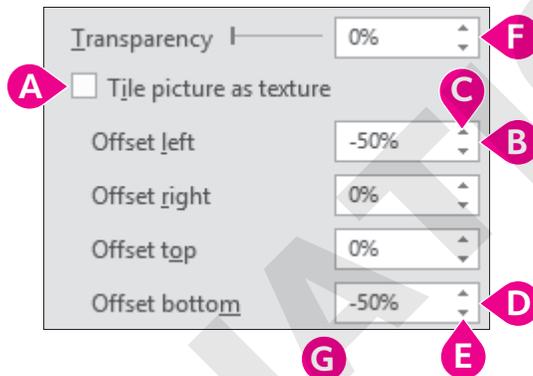
3. Follow these steps to begin applying a picture as a background:



- A** Choose **Picture or Texture Fill**.
  - B** Click the **Online** button to open the Insert Pictures dialog box.
4. Type **mop** in the search box and tap **Enter**.
5. Select an appropriate image and click **Insert**.

*The picture is added as a slide background, but the Format Background panel remains open so you can change the settings.*

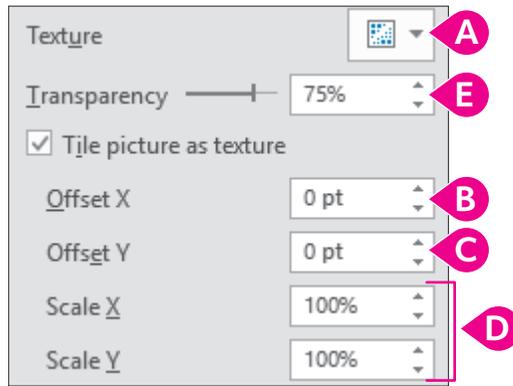
6. Follow these steps to decrease the size of the background image by 50% of the original size:



- A** Ensure the **Tile picture as texture** checkbox is not selected.
- B** Type **50** in the **Offset Left** box to compress from the left.
- C** Type **-50** in the **Offset Left** box to expand to the left.
- D** Type **50** in the **Offset Bottom** box to compress from the bottom.
- E** Type **-50** in the **Offset Bottom** box to expand to the bottom.
- F** Slide the **Transparency** slider to different settings and note how the image changes on the slide; then set it back to **0%**.
- G** If you don't like the picture, choose a different one and repeat these steps.

*A background image is too busy for this presentation. You will replace the clip art background with a textured background.*

7. Follow these steps to apply a textured background:



- A** Try a few textures from the **Texture** menu and then select **Water Droplets**.
  - B** Increase or decrease the **Offset X** value to shift the texture horizontally and then set it back to **0**.
  - C** Increase or decrease the **Offset Y** value to shift the texture vertically and then set it back to **0**.
  - D** Increase or decrease the **Scale X** and **Scale Y** settings to resize the texture and then set them back to **100**.
  - E** Set the **Transparency** to **75%** to fade out the texture so it doesn't overwhelm the text.
8. Click **Apply to All**.
9. Close the Format Background panel.
10. Save your presentation.

## Saving a Customized Document Theme

After you have modified the color scheme, fonts, and/or background styles of a presentation, you may want to save your modified theme as a custom theme. The custom theme will be available to apply to new presentations just as with any built-in document theme. Your custom theme will even be available to other Microsoft Office applications. Your PowerPoint presentations can match your word-processing documents created in Microsoft Word when your custom theme is applied to both.

☰ Design→Themes→More ▾→Save Current Theme

### Theme Location

Custom themes are saved to your computer in a folder associated with your Windows username. They are saved by default to: C:\Users\\AppData\Roaming\Microsoft\Templates\Document Themes folder

Any custom themes saved in this location will be available directly from the Design→Themes command group on the Ribbon. You can also browse for and apply a custom theme stored somewhere else on your computer, though such a theme won't be directly accessible from the Ribbon.

#### Note!

Many computer labs prevent saving a custom theme to the default location, but you can save your custom theme to your USB flash drive or other location. If you do, remember that applying the theme will require a few more steps.

## Deleting a Custom Theme

If your custom theme was saved to the default location, you can remove it from the Ribbon by deleting the theme file from the Document Themes folder. You can do this manually by navigating to the folder and deleting the file or automatically from the Ribbon. Deleting the custom theme file will not affect any presentations that currently use the theme; you just won't be able to apply the custom theme to future presentations. Similarly, if you move a presentation with a custom theme to another computer that does not have the custom theme in the default location, your presentation will still use the custom theme.

### DEVELOP YOUR SKILLS: P7-D6

*In this exercise, you will save your custom document theme and apply it from the Ribbon.*

**Before You Begin:** Ask your instructor if you can save a custom theme to the default location or whether there is another specific location to do so.

1. Save the presentation as: **P7-D6-CustomRevised**
2. Choose **Design**→**Themes**→**More** →**Save Current Theme**.
3. In the File Name box, type: **Green Clean Water**
4. Save your theme according to the appropriate step:
  - If you have permission to save in the default location, click **Save**.
  - If you don't have permission to save in the default location, use the **Save Current Theme** dialog box to browse to the appropriate location and click **Save**.

*Now you will apply the custom theme.*

5. Choose **File**→**New** and click the **Blank Presentation** icon.
6. Type **Green Clean** as the slide title and **Custom Theme** as the subtitle.
7. Choose **Design**→**Themes**→**More** .
8. If your custom theme was saved to the default location, continue with step 9. If your custom theme was saved to an alternate location, skip to step 14.

### Default Location

9. Select your custom **Green Clean Water** theme from the Custom row.
10. Save your presentation as: **P7-D6-CustomRevised-2**
11. Close the presentation and return to the previous presentation.
12. Apply the custom **Green Clean Water** theme to the current presentation.
13. Save the presentation.

*Skip the rest of this exercise and continue with the next topic.*

### Alternate Location

14. Click **Browse for Themes** at the bottom of the **Themes** menu.
15. Navigate to where you saved your custom theme, select it, and click **Apply**.
16. Save your presentation as: **P7-D6-CustomRevised-2**
17. Close the presentation and return to the previous presentation.
18. Apply the custom **Green Clean Water** theme to the current presentation.
19. Save your presentation.

# Using Slide Masters

PowerPoint slide layouts and designs are based on master slides. The masters store all the design elements, including the font styles and sizes, placeholder sizes, background design, and color schemes. Any changes made to a slide master are inherited by all layout masters and, thus, all slides based on the master. This is a great way to easily insert a company logo or other design element on every slide in a presentation.



Slide master with a logo inserted at the bottom of the slide



All slides based on the slide master display the logo that was inserted.

## Using Slide Masters and Layout Masters

PowerPoint's document themes each have two types of master slides. There is one slide master and multiple layout masters. Both types of masters play specific roles:

- ▶ **Slide master:** This master is the basis from which all layout masters take their initial characteristics. Anything on the slide master is inherited by each of the eleven layout masters. However, layout masters can be further customized to be unique from each other (and from the slide master itself). A design theme may include multiple slide masters, each with their own set of layout masters.
- ▶ **Layout masters:** These masters define what the various slide layouts look like, such as the Title Slide, Title and Content, or Two Content layouts.

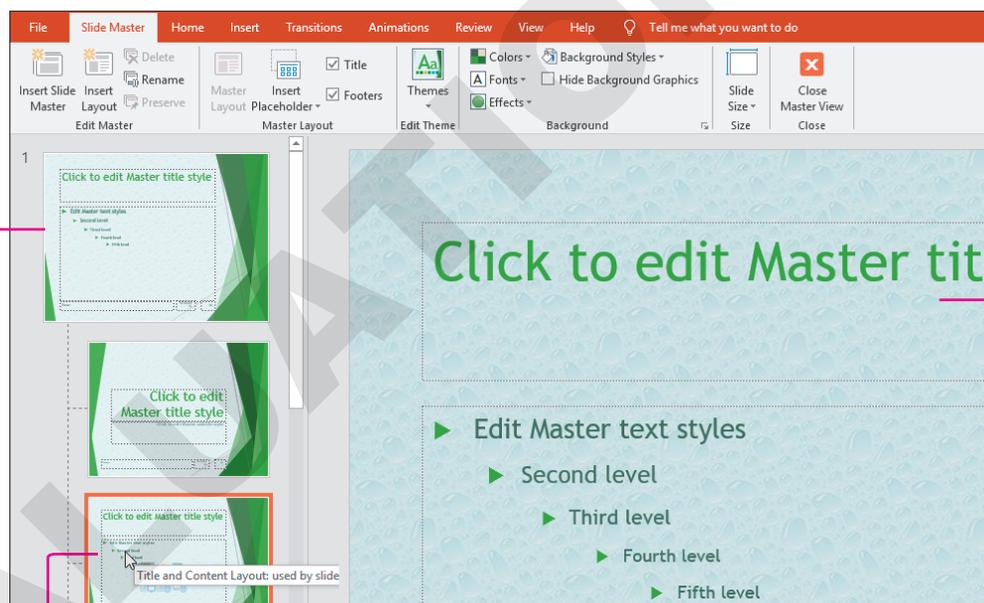
**Tip!**

Changes to master slides affect the current presentation only and do not permanently alter the document theme.

### Slide Master View

You can view the slide and layout masters in Master view, which is like Normal view with a scrollable slides panel on the left side of the screen. Pointing at any of the slide thumbnails displays a pop-up ToolTip with the number of slides in the current presentation using that master.

The slide master appears as the top thumbnail.



Layout masters are indented under the slide master; pointing at a thumbnail displays the number of slides based on this master.

Changes made to a layout master affect all slides based on that layout.

View → Master Views → Slide Master

## DEVELOP YOUR SKILLS: P7-D7

In this exercise, you will edit slide masters to see the effect on presentation slides. You will display a logo on multiple slides by adding it to a slide master.

1. Save the presentation as: **P7-D7-CustomRevised**
2. Choose **View**→**Master Views**→**Slide Master** .
3. Scroll to the top of the Slides panel and select the **Green Clean Water Slide Master** slide.
4. Choose **Insert**→**Images**→**Pictures**.
5. Browse to your **PowerPoint Chapter 7** folder, select **P7-D7-Logo**, and click **Insert**.
6. Drag the image to the bottom-left corner of the master slide.  
*The logo covers the slide footer. That's okay because the presentation does not use footers. The triangular sliver of green background somewhat obscures the logo. You will fix that later.*
7. Click a few other masters on the left of your screen and notice they all display the Green Clean logo image.  
*Changes made to the first slide master affect all other masters and all slides in the presentation.*
8. Choose **Slide Master**→**Close**→**Close Master View** to exit Master view.
9. Select each slide in Normal view and notice the logo on every slide.
10. Select the **second slide**, *Our Services*, and try to move the logo.  
*You can't. The image exists on a master slide, so it can be moved or deleted only from the master slide.*
11. Save your presentation.



## Changing a Slide Master Theme

If a theme doesn't satisfy your needs, you can easily change its colors and fonts via the Ribbon. But more robust changes, such as changing the background of a theme, can be done only in Slide Master view. Editing a theme in Slide Master view edits only the theme in the current presentation and does not change the original theme permanently.

## DEVELOP YOUR SKILLS: P7-D8

In this exercise, you will edit the background of a theme.

1. Save the presentation as: **P7-D8-CustomRevised**
2. Choose **View**→**Master Views**→**Slide Master**.
3. Scroll to the top of the Slides panel and select the **Green Clean Water Slide Master** slide.
4. Click the triangular sliver of green background in the lower-left corner of the slide; it may take two clicks to select it.

5. Tap **Delete** to remove that portion of the background.

The slide should now look like this:



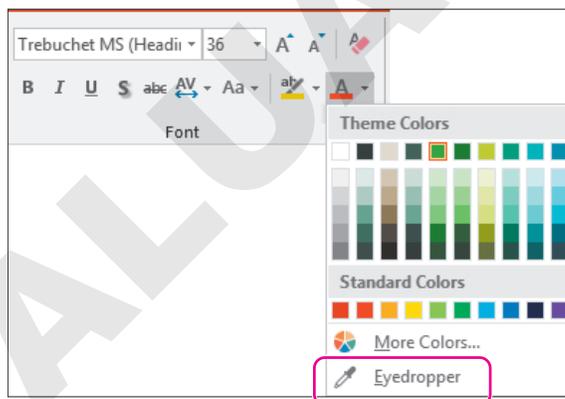
6. Choose **Slide Master**→**Close**→**Close Master View** to exit Master view.

The logo in the lower-left corner of the slide is no longer obscured by the background.

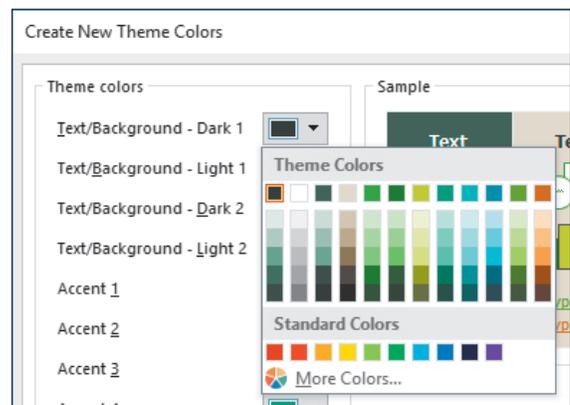
7. Save your presentation.

## The Eyedropper Tool

Sometimes you need to select a color for text that matches a color from an image. Rather than guessing or “just getting close,” you can use the Eyedropper tool to sample a color from an image—or from anywhere on a slide—and apply that sampled color to text. Unfortunately, the Eyedropper tool is not available from every color menu. For example, you can use the Eyedropper to choose a font color but not a color when editing a custom color scheme.



The Eyedropper is available on most color menus.

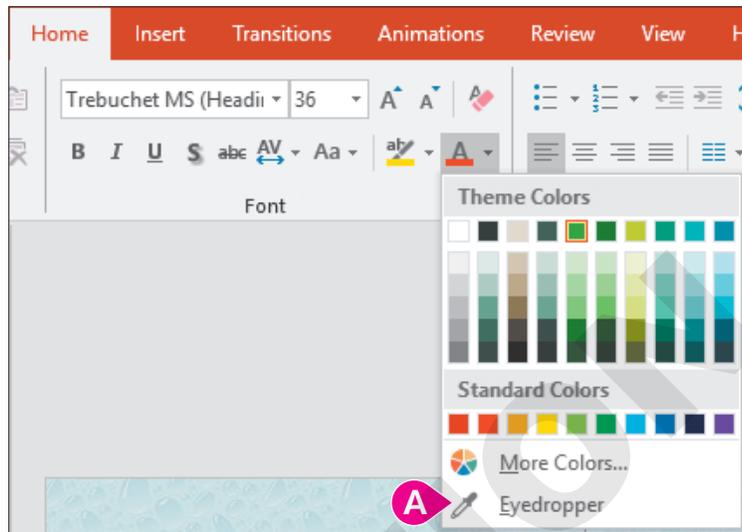


The Eyedropper is not available when editing theme color schemes.

## DEVELOP YOUR SKILLS: P7-D9

In this exercise, you will use the Eyedropper to match the slide titles to a color from the logo.

1. Save the presentation as: **P7-D9-CustomRevised**
2. Choose **View**→**Master Views**→**Slide Master**.
3. Scroll to the top of the Slides panel and select the **Green Clean Water Slide Master** slide.
4. Click the border of the slide title to select the title placeholder.
5. Follow these steps to match the slide title font color to the Green Clean logo:



- A Choose **Home**→**Font**→**Font Color** menu button ▼→**Eyedropper**.
  - B Click any part of the **Green Clean** text in the logo.
6. Click the border of the bulleted item placeholder.
7. Choose **Home**→**Font**→**Font Color** menu button ▼→**Eyedropper**.
8. Click any part of the green circle around the leaf on the logo.
9. Choose **Slide Master**→**Close**→**Close Master View**.
10. Display several slides in **Normal** view and notice that all the slides except the title slide use the new colors for the slide titles and bulleted text.  
*The title slide layout is based on a different slide master. You will color the title slide layout in the next steps.*
11. Display the title slide and choose **View**→**Master Views**→**Slide Master**.  
*The correct slide master is preselected because you displayed the title slide in Normal view.*
12. Click the border of the slide title to select the title placeholder and choose **Home**→**Font**→**Font Color** menu button ▼→**Eyedropper**.
13. Click any part of the **Green Clean** text on the logo.
14. Click the border of the slide subtitle to select the subtitle placeholder and choose **Home**→**Font**→**Font Color** menu button ▼→**Eyedropper**.

15. Click any part of the green circle around the leaf on the logo and choose **Slide Master**→**Close**→**Close Master View**.
16. Display several slides in **Normal** view and notice all slides, including the title slide, now use the new colors.
17. Save your presentation.

## Using Layout Masters

While each theme comes with a preset collection of slide layouts, you might need a custom layout that's not included. You can create custom layouts and save them for future use. Similarly, you can edit an existing layout to make minor changes. Be aware that editing an existing layout affects all slides that already use that layout.

### Creating a Layout Master

When creating a new slide layout, you can include placeholders for any slide content you like. You can also set the size of the placeholders and arrange them in the perfect configuration for your needs. The new slide layout is available only in the current presentation and does not become part of the original theme.



View the video “Creating a Custom Layout.”

#### DEVELOP YOUR SKILLS: P7-D10

*In this exercise, you will create a new slide layout that maximizes the width of the slide.*

1. Save the presentation as: **P7-D10-CustomRevised**
2. Display the **last slide**.

*The chart is so wide it extends into the background on the right side. You want to keep the chart as wide as possible, so you will create a custom slide layout to fix this.*

3. Choose **View**→**Master Views**→**Slide Master**.

*The second layout master (third thumbnail) is selected because it's the layout used by the current slide. You may have to scroll up in the left panel to see that it's the third thumbnail.*

4. Click any area of the green background shapes on the right side of the slide to try and select them.

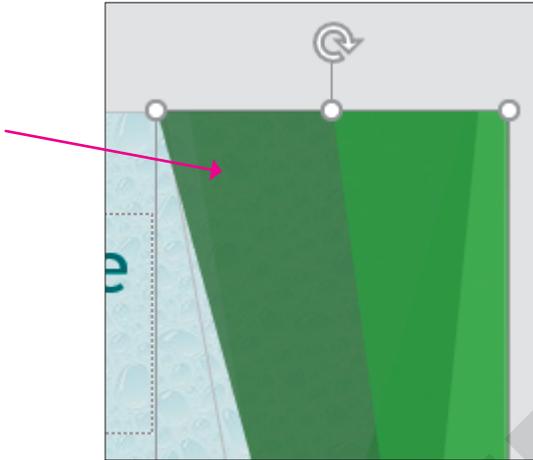
*The background shapes cannot be selected on a layout master because they reside on the master slide.*

5. Scroll to the top of the left panel, if necessary, and select the **slide master** (the first thumbnail).
6. Click any area of the green background shapes on the right side of the slide to try and select them.

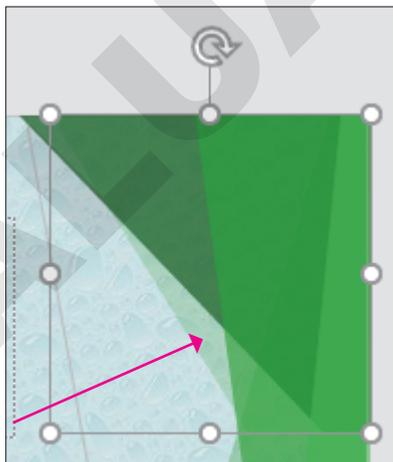
*They can be selected but any change to the slide master will affect every layout master. This is not what you want! Instead, you will create a new slide master with its own set of layout masters.*

## Duplicate and Edit a Layout Master

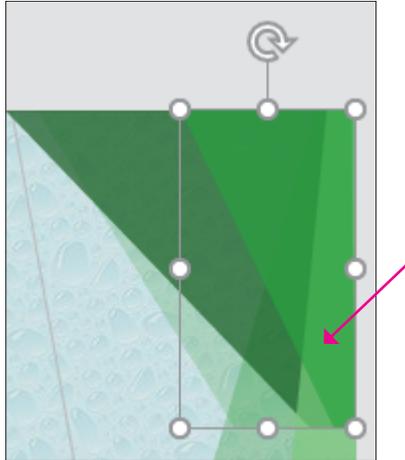
7. Right-click the **slide master** (first thumbnail) and choose **Duplicate Slide Master**.  
*A second slide master, and its own set of layout masters, is now visible in the left panel. The new slide master is automatically selected.*
8. Right-click the new **slide master**, choose **Rename Master**, type **Green Clean Max Width** as the new name, and click **Rename**.
9. Click the green shapes on the right side of the slide and choose **Drawing Tools**→**Format**→**Arrange**→**Group**→**Ungroup**.
10. Click a blank area of the slide to deselect the shapes and then click at the top of the slide in the dark green shape to select it.



11. Drag the handle of the shape's border up until the bottom of the shape snaps to the bottom of the title placeholder.
12. Click a blank area of the slide to deselect the shape.
13. Click the next down-pointing triangular shape and drag its bottom border up so it snaps to the bottom of the title placeholder.



14. Click the final down-pointing triangular shape and drag its bottom border up so it snaps to the bottom of the title placeholder.



15. One at a time, select each up-pointing shape at the bottom of the slide and drag their top borders down until they snap to the top of the logo.



## Create a Layout Master

16. Choose **Slide Master**→**Edit Master**→**Insert Layout**.

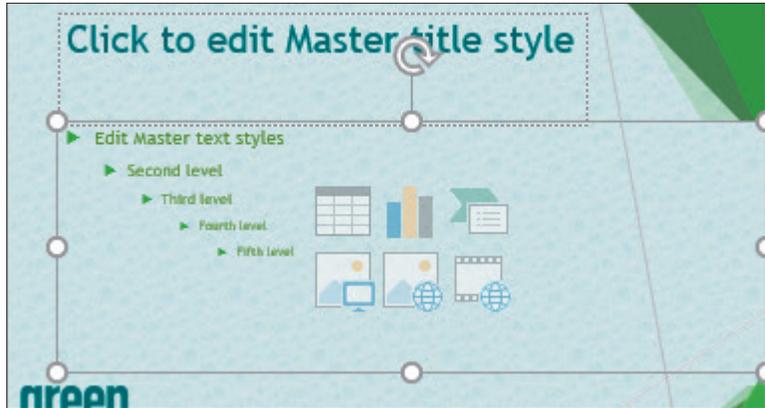
*A new layout master is added to the end of the left panel and automatically selected.*

17. Choose **Slide Master**→**Master Layout**→**Insert Placeholder**→**Content**.

18. Drag on the slide to create a content placeholder but don't worry about its size or placement, as you will adjust it in the next steps.

19. Drag the top-left corner of the content placeholder until it snaps to the lower-left corner of the title placeholder.

20. Drag the lower-right corner of the content placeholder until it snaps to the right edge of the slide and is slightly above the logo.



21. Right-click the slide thumbnail in the left panel, choose **Rename Layout**, enter **Wide Content** as the name, and click **Rename**.
22. Choose **Slide Master**→**Close**→**Close Master View**.

### Apply the New Slide Layout

23. Ensure the last slide is displaying and choose **Home**→**Slides**→**Layout**.
24. Locate the *Green Clean Max Width* section and choose the last layout, **Wide Content**.  
*The custom layout is applied, and the chart no longer overlaps the green triangular shapes.*
25. Save your presentation.

## Modifying a Layout Master

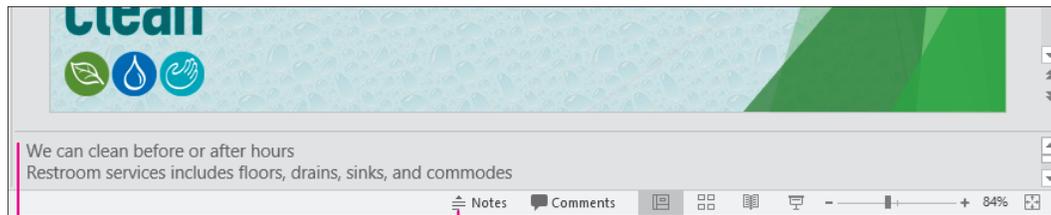
If a slide layout doesn't fit your needs but is close, you may choose to edit the layout rather than create a new one. Edits to a default slide layout affect only the current presentation and do not change the layout in the original theme.

## Using Notes Masters

It's helpful as a presenter to add notes only you can see to a slide. A note may include names of people you need to mention or a special promotion you don't want to forget to announce. Notes appear on the presenter's screen during a presentation if multiple monitors are used and Presenter View is enabled. But what if the presentation venue doesn't have multiple monitors? Or what if the second monitor unexpectedly stops working? It's best to be prepared by printing your notes. If you don't like the default layout of the notes page, you can edit the Notes Master just like editing slide masters.

### Creating Notes

The Notes panel, which appears below the slide in Design View, is hidden by default. Use the Notes button below the slide to toggle it on and off. Once it displays, you can type your notes directly in the Notes panel. You can also drag the top of the panel to resize it.

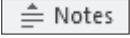


The Notes panel displays under the slide.

The Notes button toggles the Notes panel on and off.

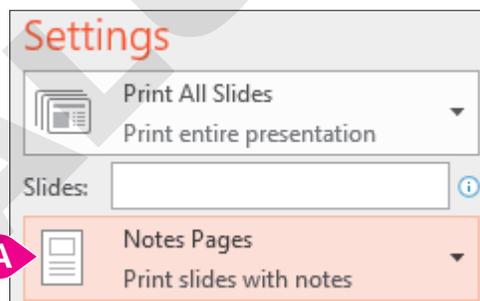
## DEVELOP YOUR SKILLS: P7-D11

In this exercise, you will add notes to a presentation.

1. Save the presentation as: **P7-D11-CustomRevised**
2. Display the **third slide**, *Products Sold*.
3. Click the **Notes**  button under the slide.  
*The Notes panel displays under the slide.*
4. Point to the top border of the Notes panel so the mouse pointer becomes a double-headed white arrow and then drag up about two inches to make the Notes panel taller.
5. Click in the **Notes** panel and type this text:  
**Remember the following:**   
**Environmentally friendly**
6. Choose **Home**→**Paragraph**→**Bullets** to turn the second line into a bulleted item.
7. Tap  and type the following to continue the note as a bulleted list:  
**Affordable**   
 **Wholesale discounts**   
**Bulk discounts**   
 **Free delivery**

## Preview a Printed Note

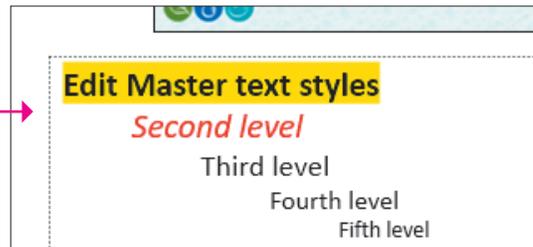
8. Choose **File**→**Print** and follow these steps to preview the Notes page:



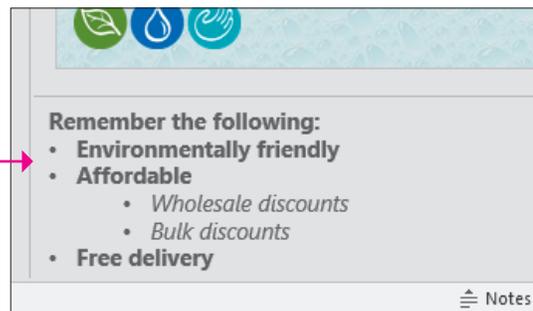
- A Set this option to **Notes Pages** and notice the preview shows the notes contain no formatting.
  - B Click the **Back**  button to return to Normal view without printing.
9. Save your presentation.

## Modifying a Notes Master

By default, Notes pages display the slide at the top and the notes below. Within the Notes Master, you can drag the placeholders around to different locations to position your notes at the top. You can also format the text and opt to include headers and footers. While not all the new formatting will display on the screen, it will be applied when printing.



This is the Notes Master with text formatting applied.



Not all formatting displays in the Notes panel in Design view.

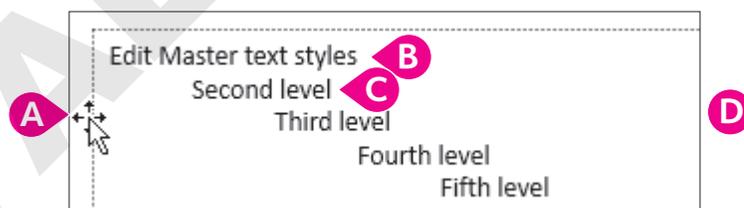


When printed, the formatting is applied.

### DEVELOP YOUR SKILLS: P7-D12

In this exercise, you will edit the Notes Master and preview the printed page.

1. Save the presentation as: **P7-D12-CustomRevised**
2. Choose **View**→**Master Views**→**Notes Master**.
3. Locate the **Notes Master**→**Placeholders** group and uncheck the **Header**, **Date**, and **Footer** options.
4. Follow these steps to format the note text:

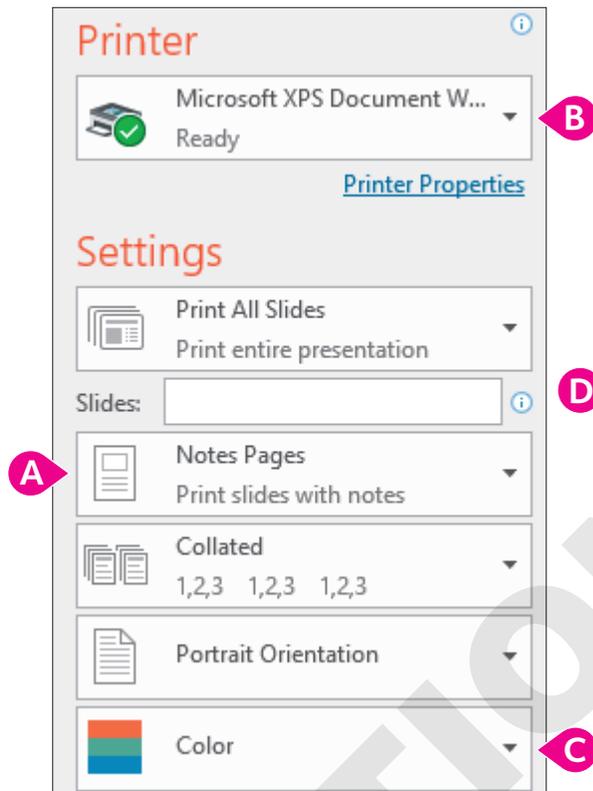


- A Click the text area border and choose **Home**→**Font**→**Font Size** menu button ▼→**18**.
- B Triple-click the first line to select it and choose **Home**→**Font**→**Bold**.
- C Triple-click the second line and choose **Home**→**Font**→**Italic**.
- D Choose **Home**→**Font**→**Font Color** menu ▼→**Standard Colors**→**Dark Red**.

5. Choose **Notes Master**→**Close**→**Close Master View**.

*The font size, bold, and italic formatting display in the Notes panel under the slide, but the dark red font color does not.*

6. Choose **File**→**Print** and follow these steps to preview the Notes page:



- A** Set this option to **Notes Pages**.
- B** Ensure a color printer is selected.
- C** Ensure the bottom option is set to **Color**.

*All the text formatting, including the dark red color, will print (if you have a color printer.)*

- D** Click the **Back**  button to return to Normal view without printing.

7. Save your presentation.

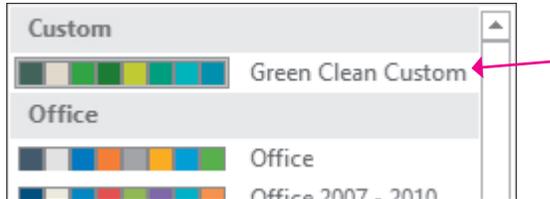
## Cleaning Up

If you have created and saved a custom document theme or custom color scheme to the default location, it is available directly from the Ribbon. If you are using a shared computer such as one in a classroom or school computer lab, you should delete these customizations so others can use PowerPoint in its default state.

## DEVELOP YOUR SKILLS: P7-D13

In this exercise, you will delete the custom color schemes and document themes that are directly available from the Ribbon.

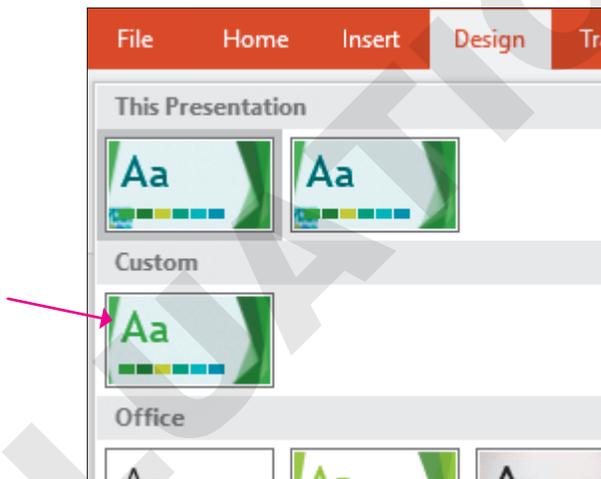
1. Choose **Design**→**Variants**→**More** →**Colors** menu and locate any custom color schemes listed at the top of the menu.



2. Right-click the custom color scheme and then choose **Delete** from the pop-up menu.
3. Choose **Yes** when prompted to delete the theme colors.  
*The custom color scheme is deleted and no longer available from the Ribbon.*
4. Repeat steps 1–3 for any additional custom color schemes.

## Remove Custom Document Themes

5. Choose **Design**→**Themes**→**More** .
6. Locate any custom themes listed at the top of the menu.



7. Right-click the custom document theme and choose **Delete**.
8. Choose **Yes** when prompted to delete the theme.
9. Repeat steps 5–8 for any additional custom themes.
10. Exit PowerPoint.

## Self-Assessment



Check your knowledge of this chapter's key concepts and skills using the Self-Assessment in your ebook or online (eLab course or Student Resource Center).



# Reinforce Your Skills

## REINFORCE YOUR SKILLS: P7-R1

### Create a Custom Design Theme

*In this exercise, you will customize the background and colors of a design theme. You will then save the theme and apply it to another presentation.*

1. Start PowerPoint; open **P7-R1-Custom** from your **PowerPoint Chapter 7** folder and save it as: **P7-R1-CustomRevised**
2. Display the **Design** tab and note the color of the four variants.  
*The organization leadership has asked for a yellow color scheme, but there is no yellow theme variant.*
3. Choose **Design**→**Variants**→**More** →**Colors**→**Yellow**.  
*Even though the Yellow color scheme is applied, the slide background is not yellow. You will fix that next.*
4. Choose **Design**→**Variants**→**More** →**Colors**→**Customize Colors**.
5. Type **Kids Custom** in the Name box.
6. Click the **Text/Background – Light 1** color menu and choose **Yellow** from the bottom row of colors.
7. Click the **Accent 2** color menu and choose **Gold, Accent 1, Lighter 40%** from the fifth column of colors.
8. Click **Save**.
9. Display **slide 2** and then display **slide 1** to see how they were changed.  
*You will experiment with other slide backgrounds.*

### Apply a Preset Background

10. Choose **Design**→**Variants**→**More** →**Background Styles** and point to each of the twelve thumbnails to preview the effect on the slide.
11. Select the style at the bottom of the first column, **Style 9**.  
*You will further customize the background gradient.*
12. Choose **Design**→**Customize**→**Format Background**.
13. Choose **Gradient Fill** from the list of fills.
14. Click the **Type** menu and select **Radial**.
15. Click the **Direction** menu and select the third option, **From Center**.
16. Click the last gradient stop.
17. Click the **Color** menu and select **Yellow, Background 1, Darker 50%** from the bottom of the first column of colors.
18. Click **Apply to All**.  
*Maybe a textured background would be more interesting.*
19. Select the **Picture or Texture Fill** option.
20. Click the **Texture** menu and select **Parchment** from the right side of the third row.

21. Slide the **Transparency** slider to **25%** to fade out the texture.

*The texture background is good for the title slide, but you prefer the gradient background for the rest of the presentation. Therefore, you will not apply the texture to all slides.*

22. Close the Format Background panel.

## Save and Use a Custom Design Theme

23. Choose **Design**→**Themes**→**More** →**Save Current Theme**.

24. Browse to your **PowerPoint Chapter 7** folder, type **P7-R1-CustomTheme** in the File Name box, and click **Save**.

25. Save and close the presentation and then start a new, blank presentation.

26. Type **Kids for Change** as the title and **Awards Ceremony** as the subtitle.

27. Choose **Home**→**Slides**→**New Slide** and title the slide: **Agenda**

28. Choose **Home**→**Slides**→**New Slide** and title the slide: **Summary**

29. Choose **Design**→**Themes**→**More** .

*Your custom theme is not available from the Ribbon because you saved it to your storage location rather than to PowerPoint's default theme location.*

30. Choose **Browse for Themes**, navigate to your **PowerPoint Chapter 7** folder, select **P7-R1-CustomTheme**, and click **Apply**.

*The theme is applied to the new presentation, but the custom background on the title slide was not applied. This is an unexpected behavior of PowerPoint that might be classified as a bug.*

31. Save the presentation as: **P7-R1-Presentation2**

## Delete Customizations

32. Choose **Design**→**Variants**→**More** →**Colors**.

33. Right-click the **Kids Custom** color scheme and choose **Delete**.

34. Click **Yes** when prompted to delete the custom color scheme.

35. Delete any additional custom color schemes.

36. Save and close the presentation. Exit PowerPoint.

## REINFORCE YOUR SKILLS: P7-R2

### Match a Theme to Corporate Colors

*In this exercise, you will edit slide masters and match slide colors to those in a company logo.*

1. Start PowerPoint; open **P7-R2-Kids** from your **PowerPoint Chapter 7** folder and save it as: **P7-R2-KidsRevised**
2. Choose **View**→**Master Views**→**Slide Master**.
3. Scroll to the top of the Slides panel and select the first slide, **Retrospect Slide Master**.
4. Choose **Insert**→**Images**→**Pictures**.
5. Navigate to your **PowerPoint Chapter 7** folder, select **P7-R2-KidsLogo**, and click **Insert**.
6. Go to **Picture Tools**→**Format**→**Size** and, in the Shape Height box, type **1** and tap .

7. Drag the logo to the bottom-right corner of the slide, above the orange and brown colored bars.  
*You can see the logo in the corner of many of the thumbnails in the Slides panel, indicating the logo will appear on most, but not all, slide layouts.*
8. Choose **Home**→**Clipboard**→**Copy**.
9. Display the **second slide**, *Title Slide Layout*, and choose **Home**→**Clipboard**→**Paste**.  
*The logo is pasted to the Title Slide Layout master slide in the same location.*

## Use the Eyedropper Tool

10. Display the **first slide**, *Retrospect Slide Master*.
11. Click the slide title border and choose **Home**→**Font**→**Font Color menu button** ▼→**Eyedropper**.
12. Click the green kids in the logo to match the title text color to the logo.
13. Click the bulleted text placeholder border and choose **Home**→**Font**→**Font Color menu button** ▼→**Eyedropper**.
14. Click the dark orange bar at the bottom of the slide to match the text color to it.
15. Display the **second slide** and format the **Title Slide Layout** by setting the subtitle area the same as the previous slide's bulleted text placeholder.
16. Choose **Slide Master**→**Close**→**Close Master View**.

## Edit the Notes Master

17. Choose **View**→**Master Views**→**Notes Master**.
18. Click the border of the text placeholder and apply this formatting:
  - Font size: **18**
  - **Bold**
  - Font color: **Dark Green**
19. Choose **Notes Master**→**Close**→**Close Master View**.
20. Save and close the presentation. Exit PowerPoint.

## REINFORCE YOUR SKILLS: P7-R3

### Develop a Corporate Design Theme

*In this exercise, you will create a custom theme for Kids for Change.*

1. Start PowerPoint; create a new, blank presentation and save it to your **PowerPoint Chapter 7** folder as **P7-R3-KidsCustom**.
2. Choose **Design**→**Themes**→**Wisp**.
3. Choose **Home**→**Slides**→**New Slide** twice to create two additional blank slides.
4. Display the **third slide** and choose **Home**→**Slides**→**Layout**→**Two Content**.
5. Choose **Design**→**Variants**→**More** ▾→**Colors**→**Red**.
6. Choose **Design**→**Variants**→**More** ▾→**Colors**→**Customize Colors**.

7. Type **Kids New Custom** in the Name box and make these settings, clicking **Save** when finished:
  - **Text/Background – Dark 1: Dark Red** (bottom row of colors)
  - **Text/Background – Light 2: White, Text 1** (top row)

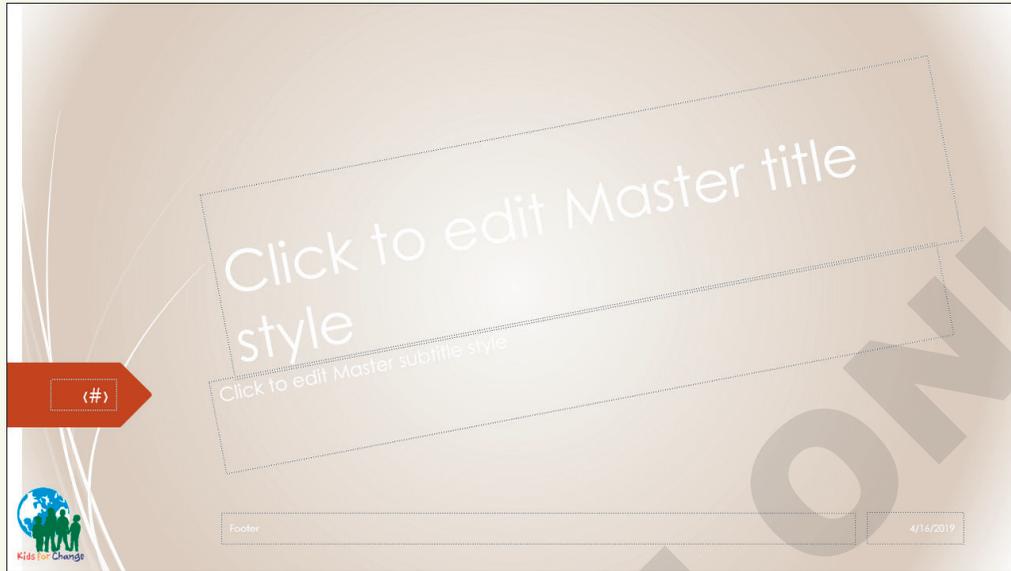
## Apply Backgrounds

8. Choose **Design**→**Variants**→**More** →**Background Styles**, preview each thumbnail, and then select **Style 3** (top of the third column).
9. Choose **Design**→**Customize**→**Format Background**.
10. Choose **Gradient Fill**, click the **Preset Gradients** menu, and select **Light Gradient – Accent 4** from the top of the fourth column.
11. Set the Type to **Radial** and the Direction to **From Center**.
12. Click the last gradient stop and then click the **Color** menu and select **White, Text 1** from the top row of Themed Colors.
13. Click **Apply to All**.
14. Display the **first slide** and select the **Picture or Texture Fill** option.
15. Click the **File** button and then browse to your **PowerPoint Chapter 7** folder, select **P7-R3-KidsLogo**, and click **Insert**.
16. Slide the **Transparency** slider to **75%**.
17. Close the Format Background panel.

## Edit Slide Masters and Layout Masters

18. Choose **View**→**Master Views**→**Slide Master**.
19. Scroll to the top of the Slides panel and select the first slide, **Wisp Slide Master**.
20. Choose **Insert**→**Images**→**Pictures**.
21. Navigate to your **PowerPoint Chapter 7** folder, select **P7-R3-KidsLogo**, and click **Insert**.
22. Go to **Picture Tools**→**Format**→**Size** and in the Shape Height box type **1** and tap .
23. Drag the logo to the bottom-left corner of the slide.
24. Select the **second slide**, *Title Slide Layout*.
25. Click the title placeholder border and then +click the subtitle placeholder border so both are selected.
26. Drag the rotate handle for the title placeholder to the left, rotating both placeholders to a slight diagonal.

27. Drag the title placeholder up by its border to move both placeholders higher on the slide so they are roughly vertically centered.



## Use the Eyedropper Tool

28. Display the first slide, **Wisp Slide Master**, and click the slide title border.
29. Choose **Home**→**Font**→**Font Color** menu button ▼→**Eyedropper**.
30. Click a blue portion of the Earth in the logo to match the title text color to the logo.
31. Click the content placeholder border and use the Eyedropper to color the text with the green from the logo.
32. Display the **second slide**, *Title Slide Layout*, and use the Eyedropper to color the subtitle using the green from the logo.
33. Choose **Slide Master**→**Close**→**Close Master View**.
34. Choose **Design**→**Themes**→**More** ▾→**Save Current Theme**, navigate to your **PowerPoint Chapter 7** folder, and save the theme as: **P7-R3-KidsCustomTheme**
35. Save and close the presentation.

## Apply a Custom Theme

36. Create a new, blank presentation, entering **Kids for Change** as the title and **Monthly Review** as the subtitle.
37. Create two new slides with the titles: **Agenda** and **Last Month to This Month**
38. Choose **Home**→**Slides**→**Layout**→**Two Content**.
39. Choose **Design**→**Themes**→**More** ▾.
40. Choose **Browse for Themes**, navigate to your **PowerPoint Chapter 7** folder, select **P7-R3-KidsCustomTheme**, and click **Apply**.
41. Save the presentation as: **P7-R3-KidsCustom2**

## Delete Customizations

42. Choose **Design**→**Variants**→**More** →**Colors**.
43. Right-click the **Kids New Custom** color scheme, choose **Delete**, and click **Yes** when prompted to delete the custom color scheme.
44. Delete any additional custom color schemes.
45. Save and close all files. Exit PowerPoint.

EVALUATION ONLY

# Apply Your Skills

## APPLY YOUR SKILLS: P7-A1

### Create a Custom Design Theme

*In this exercise, you will customize the background and colors of a design theme. You will then save the theme and apply it to another presentation.*

1. Start PowerPoint; open **P7-A1-Universal** from your **PowerPoint Chapter 7** folder and save it as: **P7-A1-UniversalRevised**
2. Apply the **Blue II** color scheme.
3. Create a custom color scheme named: **Universal Colors**
4. Change the Accent 1 color to **Dark Teal, Background 2** from the third column.
5. Change the Text/Background – Dark 2 color to **Dark Teal, Background 2, Darker 25%** from the third column.

### Apply Backgrounds

6. Apply the Background Style, **Style 11**, to all slides.
7. Navigate to **slide 2** and display the **Format Background** panel.
8. Adjust the existing gradient so the first gradient stop is at a position of 90% and then apply the edited gradient to all slides.
9. Display the title slide and format the background as a **Picture or Texture Fill**.
10. Use the **Denim** texture with a transparency of **40%**.
11. Close the Format Background panel so the texture background applies only to the title slide.

### Save and Use a Custom Design Theme

12. Save the custom theme to your **PowerPoint Chapter 7** folder as: **P7-A1-UniversalTheme**
13. Save and close the presentation.
14. Create a new, blank presentation with the title **Universal Corporate Events** and the subtitle: **Committee Assignments**
15. Apply **P7-A1-UniversalTheme** from your **PowerPoint Chapter 7** folder.
16. Add a new slide with the title **Welcome** and the bulleted text:  
**Agenda**   
**Refreshments**
17. Save the presentation to your **PowerPoint Chapter 7** folder as: **P7-A1-UniversalMeeting**
18. Delete all custom color schemes.
19. Save and close all files. Exit PowerPoint.

## APPLY YOUR SKILLS: P7-A2

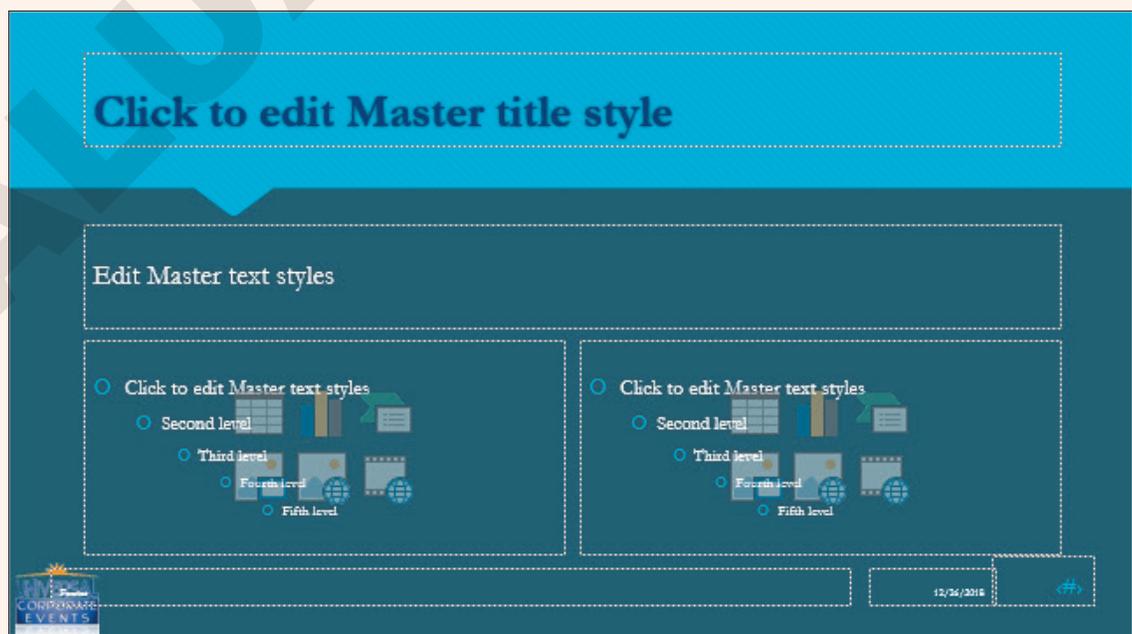
### Use Slide Masters

In this exercise, you will edit a slide master to match slide colors to those in an image. You will also create a new slide layout.

1. Start PowerPoint; open **P7-A2-UniversalColors** from your **PowerPoint Chapter 7** folder and save it as: **P7-A2-UniversalColorsRevised**
2. Display the **slide masters**.
3. Select the **first slide master**, *Quotable Slide Master*, and insert **P7-A2-UniversalLogo** from your **PowerPoint Chapter 7** folder.
4. Resize the logo to **1.1"** tall and **1"** wide.
5. Position the logo in the bottom-left corner of the slide.
6. Use the Eyedropper to color the slide title to match the dark blue from the right of the word *Events* in the logo.

### Create a Custom Slide Layout

7. Duplicate the **fifth slide**, *Two Content Layout*.
8. Rename the layout: **Three Content**
9. Select the left placeholder and use the **Shape Height** control to resize the placeholder to **2.5"** tall.  
*Hint: Go to Drawing Tools→Format→Size.*
10. Drag the left placeholder down to bottom-align it with the right placeholder.
11. Resize the right placeholder to **2.5"** tall and bottom-align it to the left placeholder.
12. From the Slide Master tab, insert a new Text placeholder and size and position it so it displays above the left and right placeholders and spans their width.
13. Delete the second through fifth level placeholder text in the top placeholder.
14. Remove the bullet from the single line of text in the top placeholder and increase its font size to **24**.



15. Exit Master View and create a new slide at the end of the presentation that uses the new **Three Content** layout.
16. Populate the new slide as indicated:
  - Title: **Universal Corporate Events**
  - Top content placeholder: **We’ve Got Your Back**
  - Left content placeholder: Insert the **P7-A2-UniversalLogoWhite** image
  - Right content placeholder (four bulleted items): **Food, Entertainment, Promotion,** and **Transportation**
17. Save and close the presentation. Exit PowerPoint.

## APPLY YOUR SKILLS: P7-A3

### Work with Custom Design Themes

*In this exercise, you will create a custom theme for Universal Corporate Events.*

1. Start PowerPoint; create a new, blank presentation and save it to your **PowerPoint Chapter 7** folder as: **P7-A3-UniversalCustom**
2. Type **Universal Corporate Events** for the slide title and **Theme Template** as the subtitle.
3. Apply the **Facet** theme.
4. Add two new blank slides:

Slide 2	
Layout	<b>Title &amp; Content</b>
Title	<b>Slide 2</b>
Bulleted Text	<b>Item 1</b> <b>Item 2</b>

Slide 3	
Layout	<b>Two Content</b>
Title	<b>Slide 3</b>
Left Bulleted Text	<b>Left 1</b> <b>Left 2</b>
Right Bulleted Text	<b>Right 1</b> <b>Right 2</b>

5. Apply the built-in **Yellow** color scheme.
6. Customize the color scheme:

Name	Universal New Custom
Text/Background – Light 1	Choose a light orange
Accent 1	<b>Purple</b>

7. Save the color scheme.
8. Apply the built-in **Style 5** background style.
9. Apply the **Papyrus** texture with a transparency of **30%** to the title slide and then close the Format Background panel.

### Edit Masters and Use the Eyedropper Tool

10. Edit the **first slide master** to include **P7-A3-UniversalLogo** from your **PowerPoint Chapter 7** folder.
11. Resize the logo to **1"** wide and position it in the top-right area of the slide master inside the orange strip.

12. Copy the logo and paste it to the **second slide master** so it appears on title slides.
13. Return to the **first slide master** and use the Eyedropper to set the bulleted text color to match the dark portion of the purple strip.
14. Close the Master View and edit the Notes Master to remove the placeholders for Header, Date, and Footer.
15. Increase the size of the note text to **24**.

## Save and Use a Custom Design Theme

16. Save the theme to your **PowerPoint Chapter 7** folder as: **P7-A3-UniversalCustomTheme**
17. Save and close the presentation and then create a new, blank presentation.
18. Add two slides, both using the **Title & Content** layout.
19. Apply **P7-A3-UniversalCustomTheme** from your **PowerPoint Chapter 7** folder.
20. Save the presentation as: **P7-A3-UniversalCustom2**
21. Delete all custom color schemes.
22. Save and close all files. Exit PowerPoint.

# Project Grader

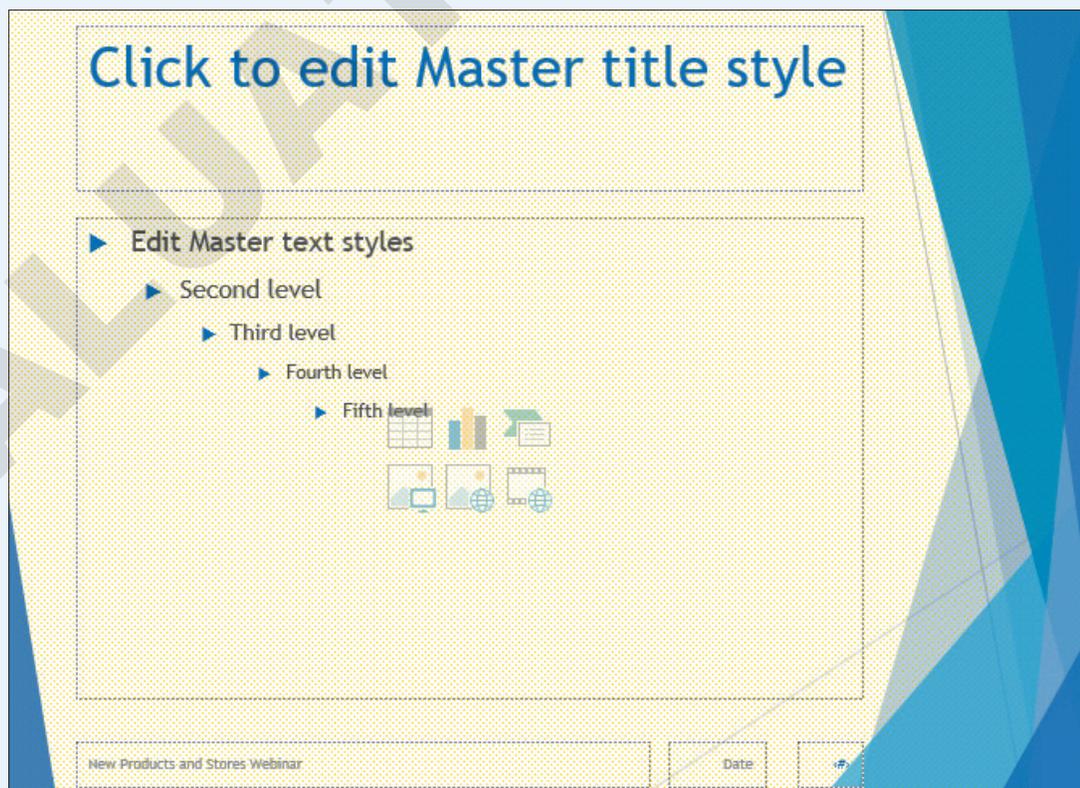
If your class is using eLab ([labyrinthelab.com](http://labyrinthelab.com)), you may upload your completed Project Grader assignments for automatic grading. You may complete these projects even if your class doesn't use eLab, though you will not be able to upload your work.

## PROJECT GRADER: P7-P1

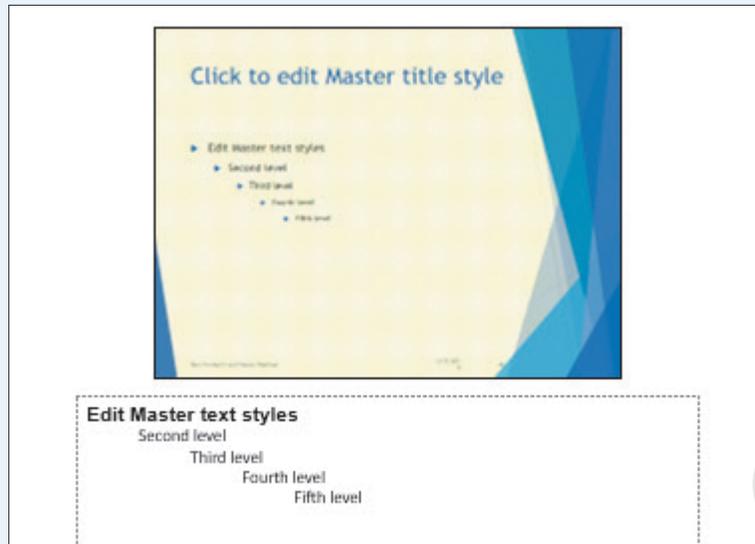
### Customizing Your Presentation

You have been asked to make changes that can be applied throughout the Taylor Games presentation. In this exercise, you'll do this by changing the slide master and the Notes Master.

- Download and open your Project Grader starting file.
  - *Using eLab:* Download **P7\_P1\_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
  - *Not using eLab:* Open **P7\_P1\_Start** from your **PowerPoint Chapter 7** folder.
- Apply the **Blue Warm** color variant to the theme.
- Format the background using these steps and settings:
  - Fill: **Pattern Fill**
  - Foreground: Use the Eyedropper tool to sample the yellow square in the Taylor Games logo.
  - Pattern: **Dotted 20%** (the third option on the Pattern list)
  - Apply these settings to all slides.
- In the **slide master**, set the vertical position of all three objects in the footer area to **7"** from the top-left corner.



- In the **Notes Master**, change the formatting of the *Edit Master text styles* heading to **Arial, 14, Bold**.



- In the Notes panel, add this note to **slide 7: Remind the audience that these numbers are estimates.**
- Save your presentation.
  - *Using eLab:* Save it to your **PowerPoint Chapter 7** folder as **P7\_P1\_eSubmission** and attach the file to your eLab assignment for grading.
  - *Not using eLab:* Save it to your **PowerPoint Chapter 7** folder as: **P7\_P1\_Submission**

---

## PROJECT GRADER: P7-P2

### Enhancing Your Presentation

You have been asked to make final touches to the Classic Cars Club advertisers' presentation. In this exercise, you'll enhance the appearance and add important notes to be used during the presentation.

- Download and open your Project Grader starting file.
  - *Using eLab:* Download **P7\_P2\_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
  - *Not using eLab:* Open **P7\_P2\_Start** from your **PowerPoint Chapter 7** folder.
- Apply the **Blue** color variant to the theme.
- Format the background using these steps and settings:
  - Fill: **Gradient Fill**
  - Type: **Radial**
  - Don't change any other settings.
  - Apply these settings to all slides.
- In the **slide master**, set the vertical position of all three objects in the footer area to **7"** from the top-left corner.
- In the **Notes Master**, change the formatting of the *Edit Master text styles* heading to **Arial, 14, Bold**.

6. Add these notes in the Notes panel:
  - Slide 2: **Share a story from the early club days.**
  - Slide 4: **Mention target of 300,000.**
  - Slide 7: **Emphasize the no exceptions rule.**
7. Save your presentation.
  - *Using eLab:* Save it to your **PowerPoint Chapter 7** folder as **P7\_P2\_eSubmission** and attach the file to your eLab assignment for grading.
  - *Not using eLab:* Save it to your **PowerPoint Chapter 7** folder as: **P7\_P2\_Submission**

EVALUATION ONLY

## Extend Your Skills

*These exercises challenge you to think critically and apply your new skills in a real-world setting. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.*

### P7-E1 That's the Way I See It

Using a custom color scheme can be frustrating because it's unclear and inconsistent how the different settings affect each slide. Having a theme guide can help. Create a new Word document named **P7-E1-ColorGuide** and a new presentation named: **P7-E1-Colors**

In the presentation, apply the Facet theme. Use *Facet* as the title and *Custom Colors* as the subtitle. Add a second slide with the Title & Content layout and *Title & Content* as the title. Add a few lines of bulleted text. Create one more slide for each layout, titling each with their layout name. Create a custom color scheme and change Text/Background – Dark 1 to red. Save the color scheme with a name of your choice. Examine each slide. In Word, describe what the Text/Background – Dark 1 setting affected. In PowerPoint, delete the custom color scheme. Repeat this process for the remaining colors, one at a time, until you have documented what each setting affects for the Facet theme. Delete all custom schemes.

### P7-E2 Be Your Own Boss

Blue Jean Landscaping needs a custom theme for presentations. Create a new presentation named: **P7-E2-BlueJean**

Use *Blue Jean Landscaping* as the title and *Theme* as the subtitle. Create two additional slides, adding titles and a few lines of bulleted text. Apply the Ion theme and the Blue Warm color scheme. Edit the color scheme to make Text/Background – Light 2 white. Display the Master Slides and edit the Ion Slide Master background to achieve a light blue to gray radial gradient. Apply the gradient to all slide masters. Insert **P7-E2-BlueJeanLogo** onto the Ion Slide Master; size and position as you see fit. Use the Eyedropper to color the bulleted text to match the dark blue of the logo. Duplicate the Content with Caption layout, naming it *Left Content with Caption* and rearranging the placeholders so the large content placeholder is on the left. Add a slide to the end of the presentation using the new layout and fill the placeholders with the content you like. Save the theme as **P7-E2-BlueJean** and, finally, delete all custom color schemes from the Ribbon.

### P7-E3 Demonstrate Proficiency

As part of their corporate branding and name recognition, Stormy BBQ wants all future presentations to use a consistent color scheme and basic design. Create a blank presentation named: **P7-E3-StormyTheme**

Apply the design theme of your choice and apply a color scheme appropriate for “smokiness” or “barbeque.” Edit the slide masters so **P7-E2-StormyLogo** appears on every slide. Change the text color of the master slides so slide titles match a color from the logo. Save the theme as **P7-E3-ThemeTemplate** in the same location as the presentation. Delete any custom color schemes and any custom themes from the Ribbon.