

FIGURE M-4: Pushpin theme applied to presentation

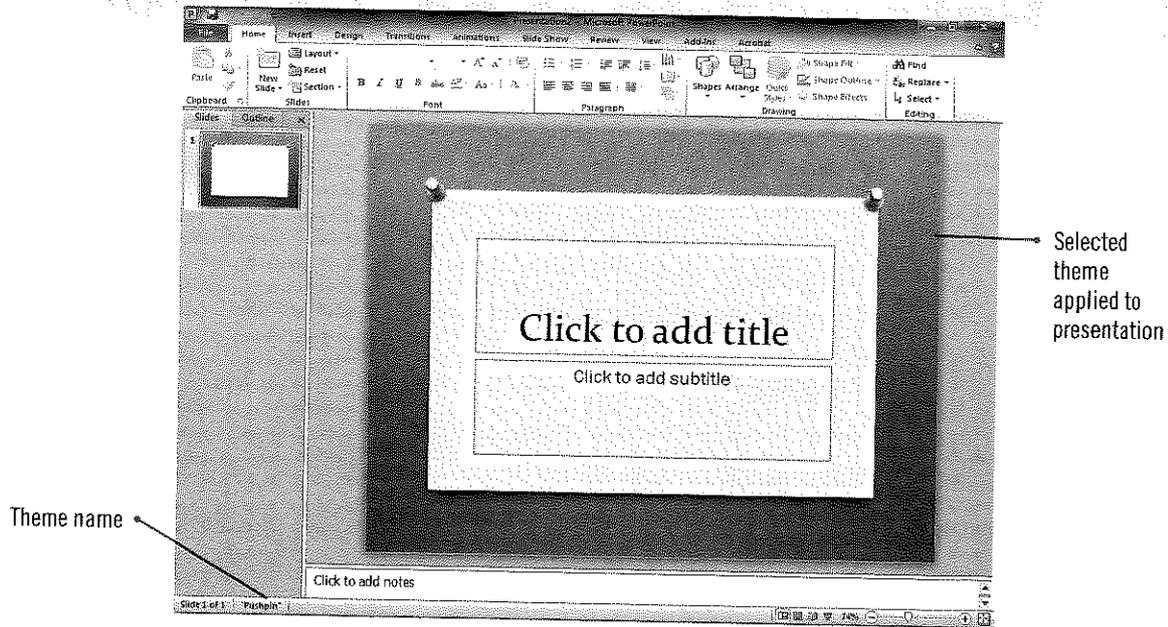


FIGURE M-5: Viewing the Themes gallery

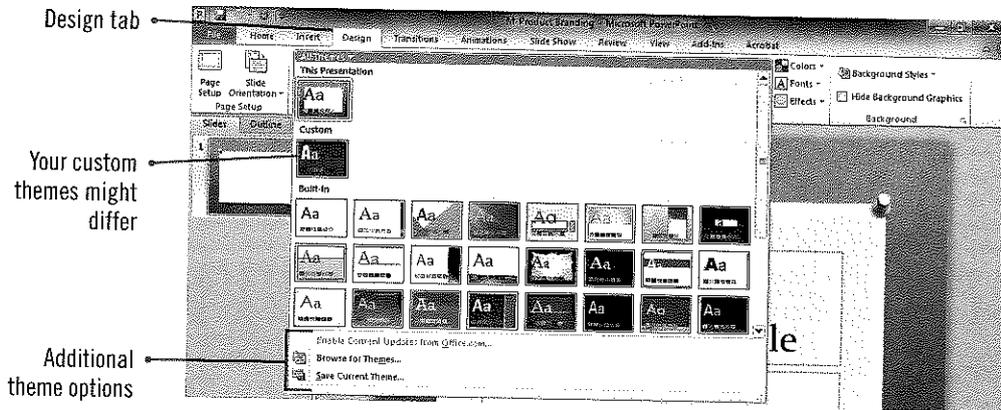


FIGURE M-6: Hardcover theme applied to presentation

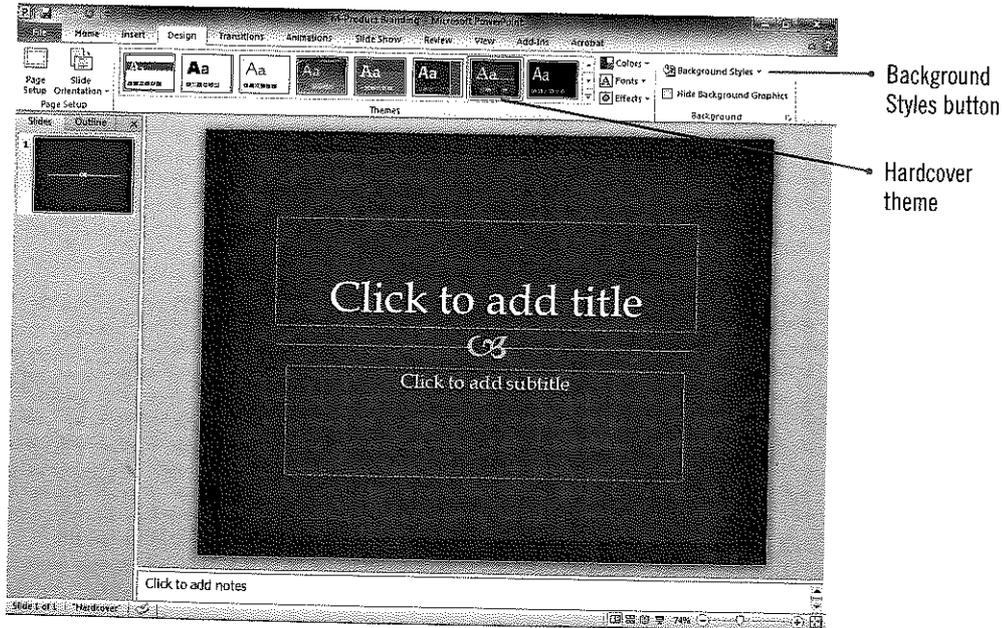


FIGURE M-4: PUSHPIN theme applied to presentation

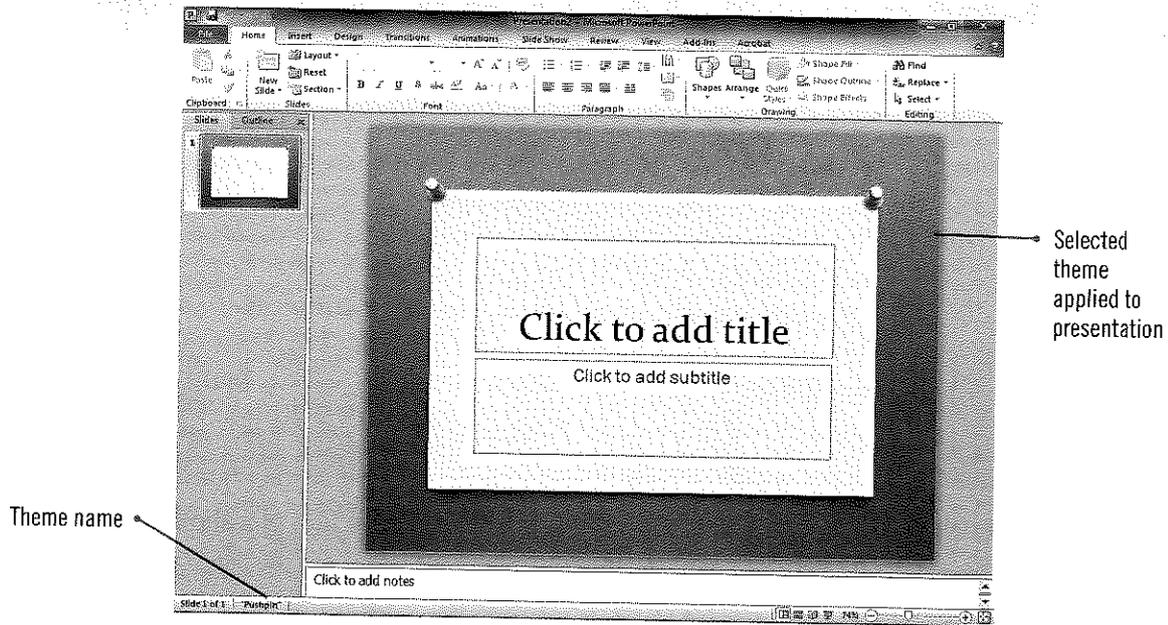


FIGURE M-5: Viewing the Themes gallery

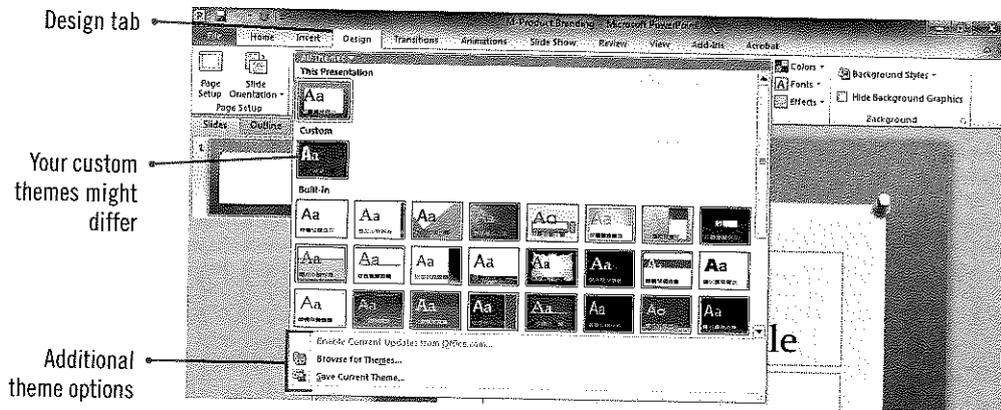


FIGURE M-6: Hardcover theme applied to presentation

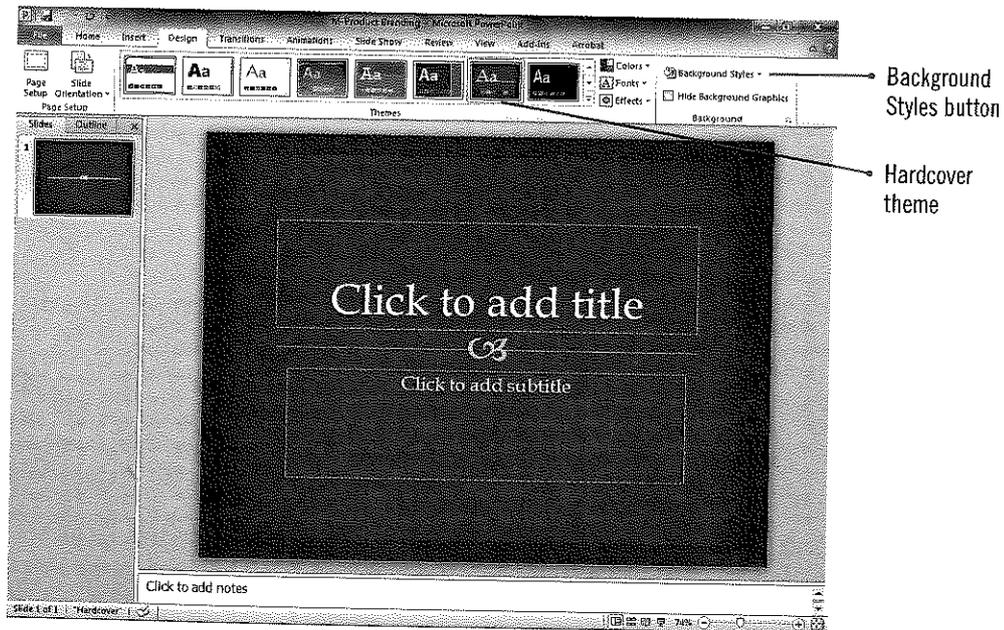


FIGURE M-7: Entering text in a placeholder

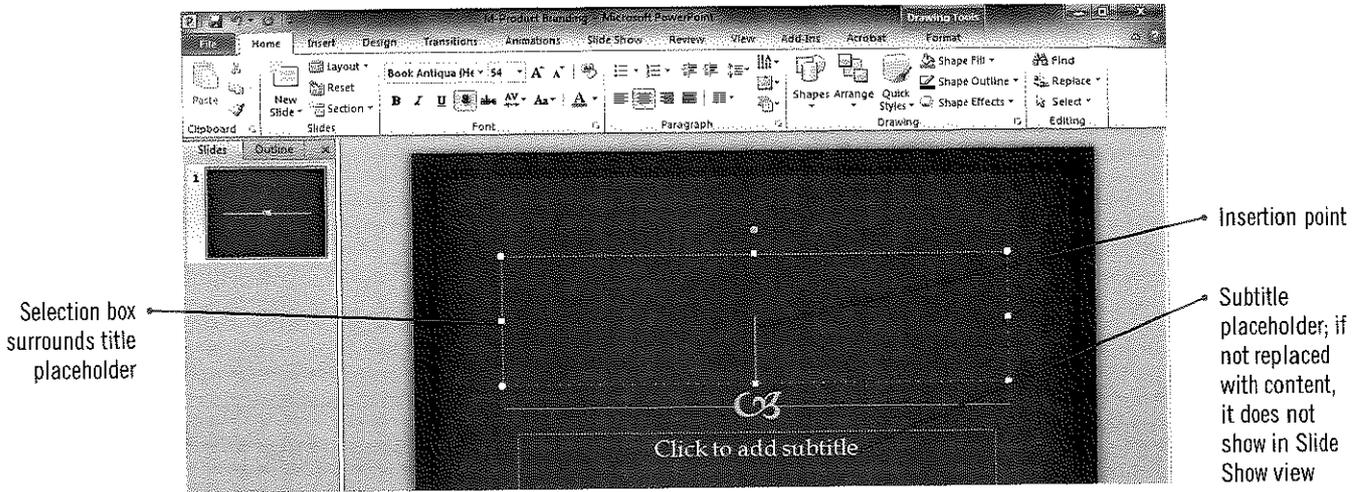


FIGURE M-8: Entering bulleted text

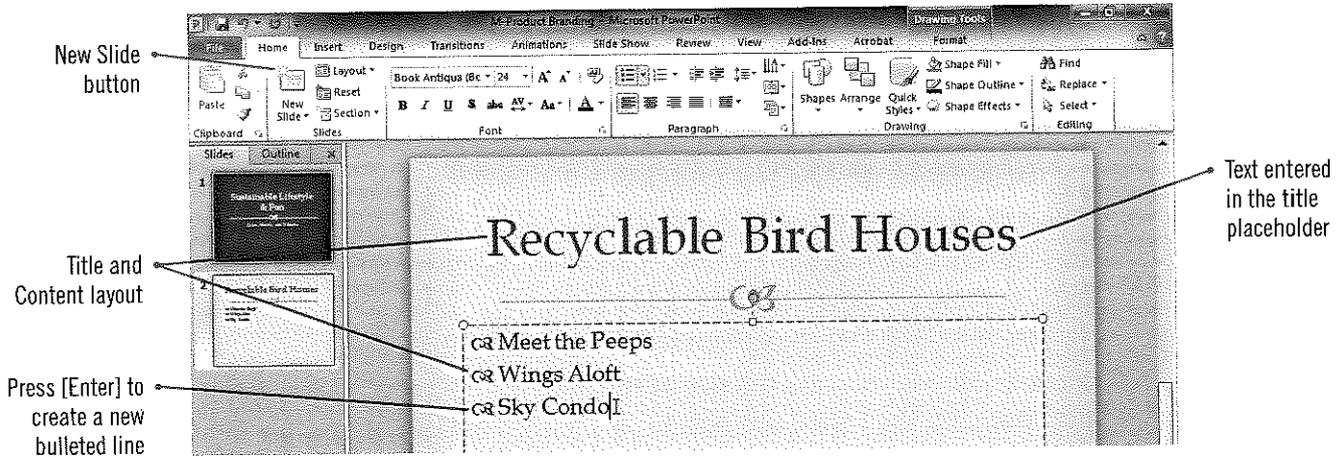


FIGURE M-9: Completed slides

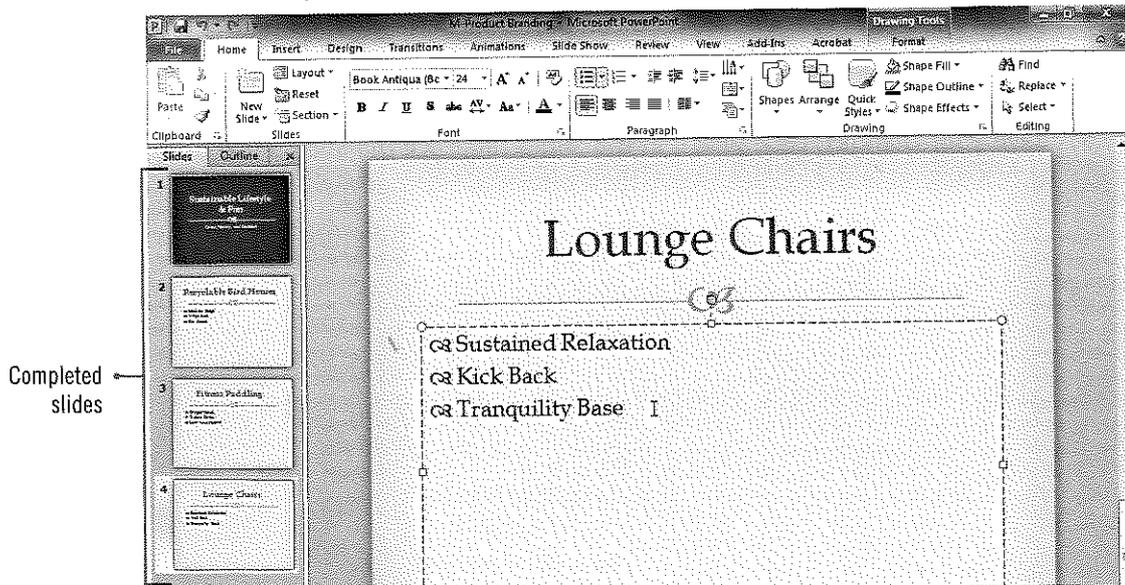
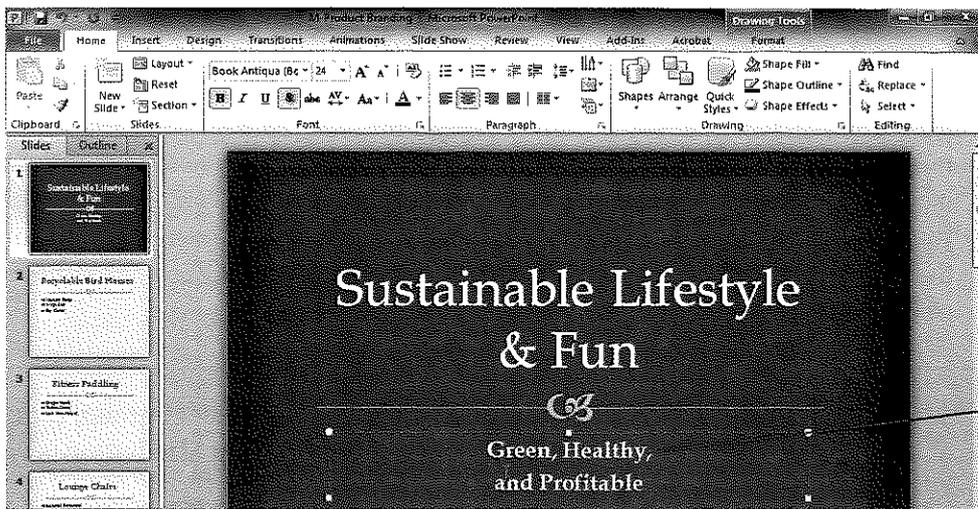
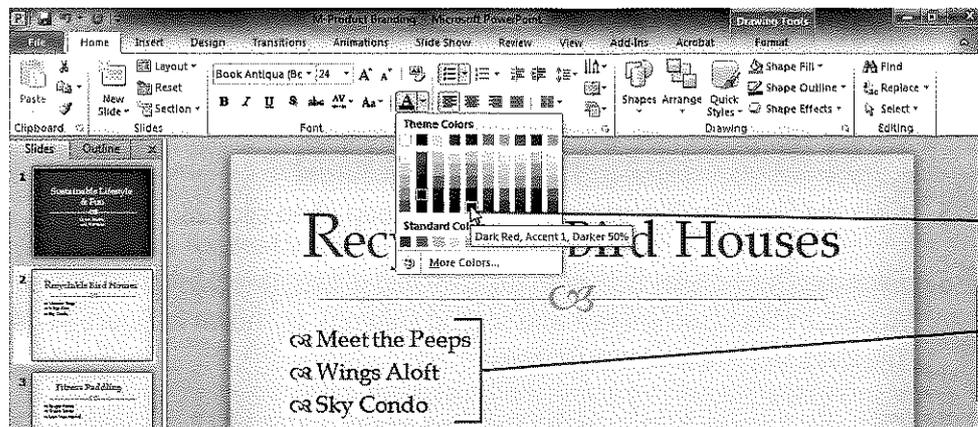


FIGURE M-10: Bolded and formatted subtitle text



Text is bolded and on two lines

FIGURE M-11: Selecting a theme color

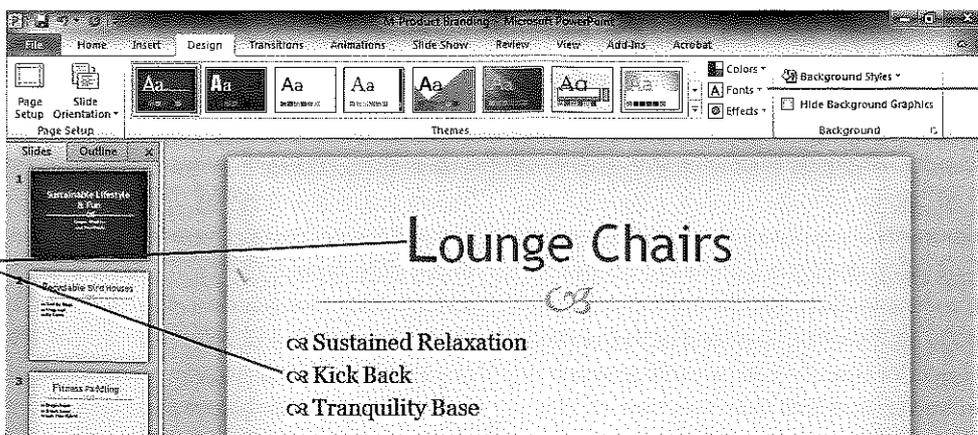


In Step 5, click this color

New font color applied to bulleted text

PowerPoint 2010

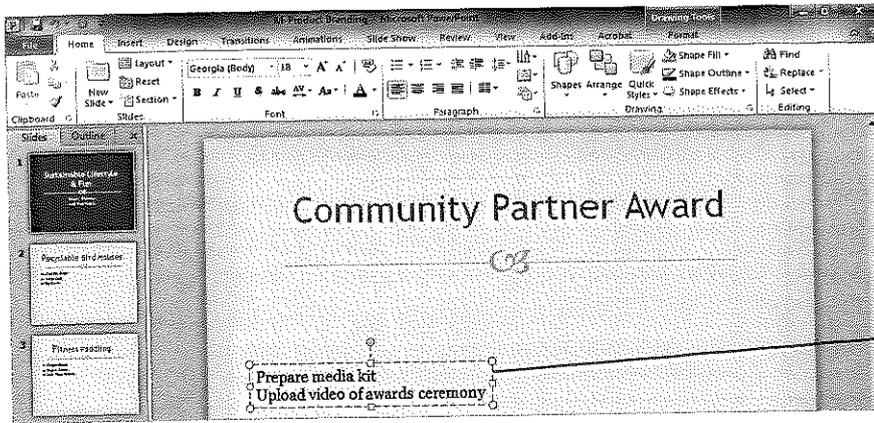
FIGURE M-12: Different theme fonts applied to presentation



Theme fonts modify title and content text

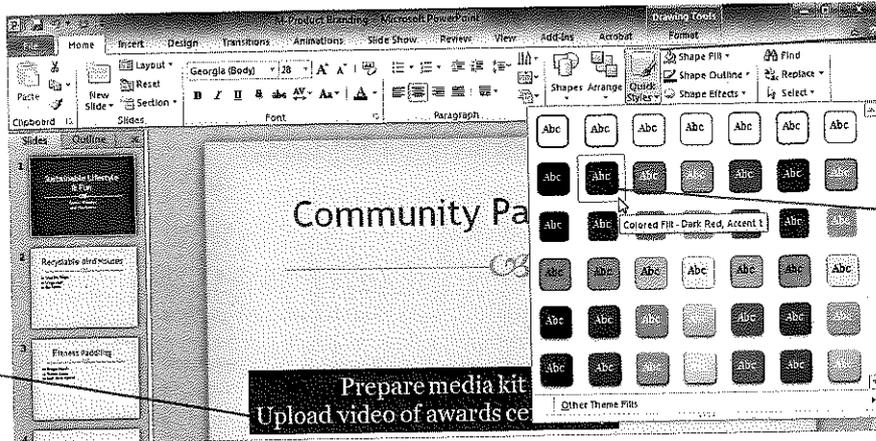
Fonts button

FIGURE M-13: Creating a text box



Text box; your location might differ

FIGURE M-14: Applying a Quick Style to a text box

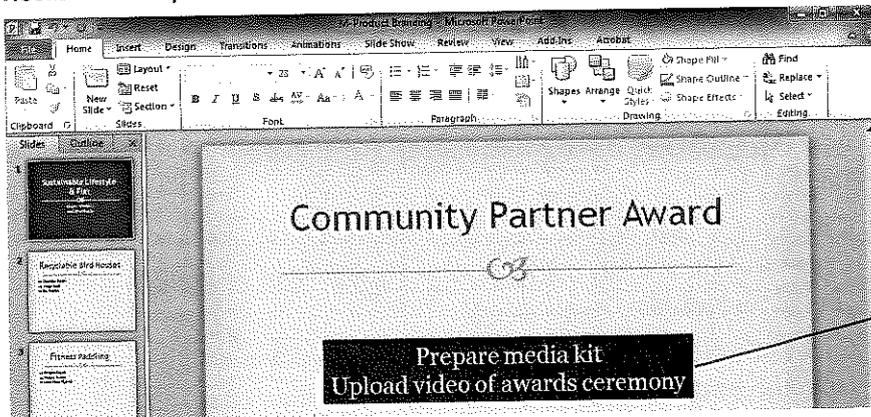


Quick Styles button

In Step 6, click this color

Live Preview of Quick Style applied to text box

FIGURE M-15: Completed text box



Text box center-aligned and distributed vertically

### Creating a custom theme

In addition to applying a predefined theme to a presentation, you can create a truly unique document theme using an existing theme, theme colors, theme fonts, and theme effects. To customize theme colors, click the Colors button in the Themes group of the Design tab, then click Create New Theme Colors. Select colors for the text, background, accent, and hyperlink boxes, then type a Colors Theme name in the Name text box. To customize theme fonts, click the Fonts button, click Create New Theme Fonts, then select a heading and body text font. To change theme effects, click the Effects

button, then click an effect. The unique names you assigned to the theme colors and theme fonts are now visible in their respective galleries. To create an overall custom theme, apply the theme and theme colors, theme fonts, and theme effects as desired. Click the More button in the Themes group, then click Save Current Theme. In the Save Current Theme dialog box, type a unique name in the File name text box, then click Save. The custom theme appears in the Themes gallery.

FIGURE M-16: Choose a SmartArt Graphic dialog box

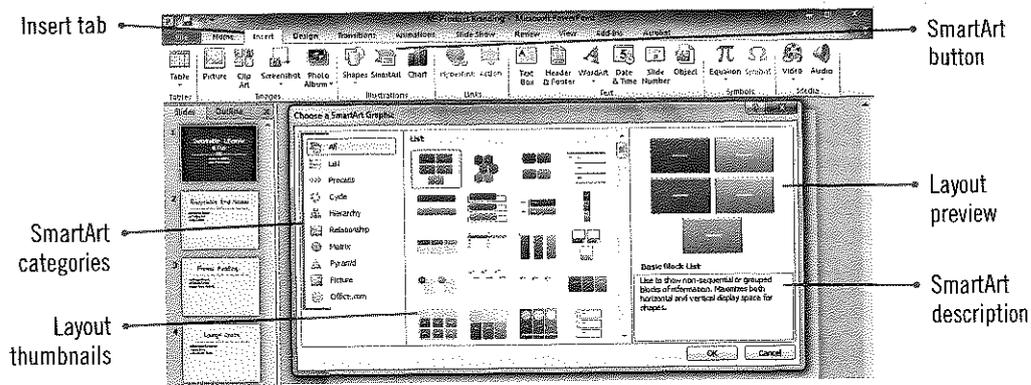


FIGURE M-17: SmartArt inserted in a slide

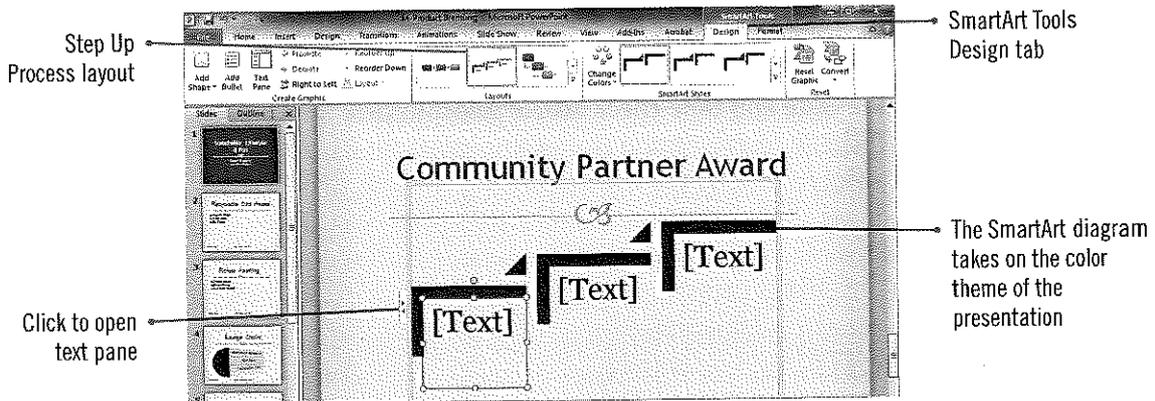


FIGURE M-18: Style applied to SmartArt

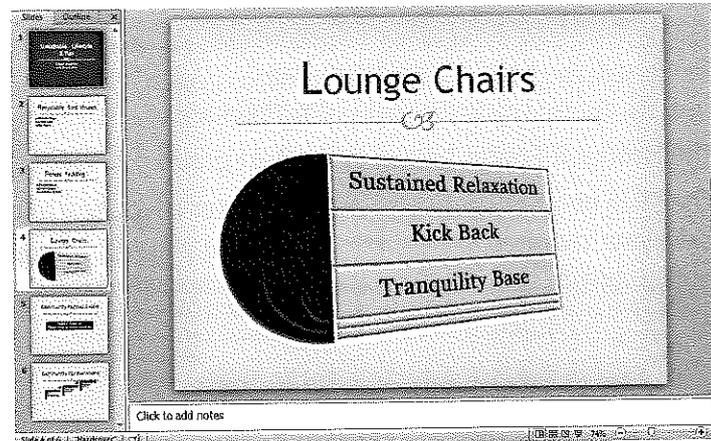


TABLE M-1: SmartArt Categories

type	use	type	use
List	Nonsequential information	Matrix	Complex relationships relating to a whole
Process	Directional flow and connections between parts of a process	Pyramid	Proportional or hierarchical relationship
Cycle	Repeating or circular processes	Picture	Highlight photos with or without text
Hierarchical	Decision tree, chain of command, and organizational chart	Office.com	Layouts downloadable online at Office.com
Relationship	Connections between two or more sets of information		

FIGURE M-19: Header and Footer dialog box

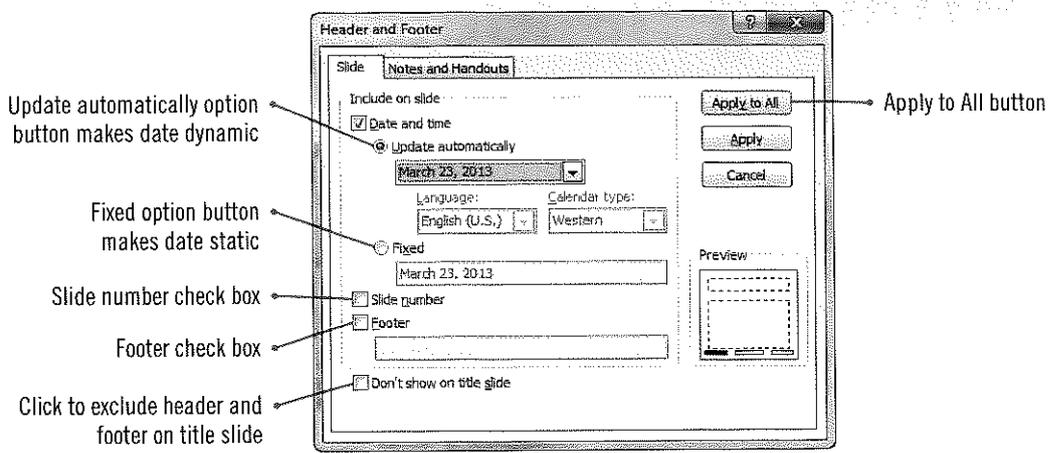


FIGURE M-20: Footer text and page number applied to slides

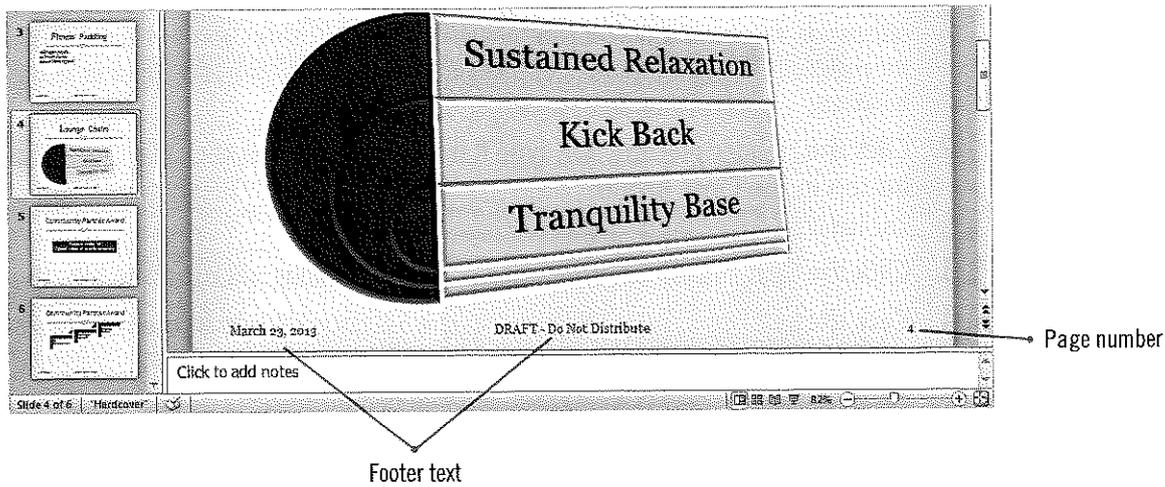


FIGURE M-21: Footer applied to title slide only

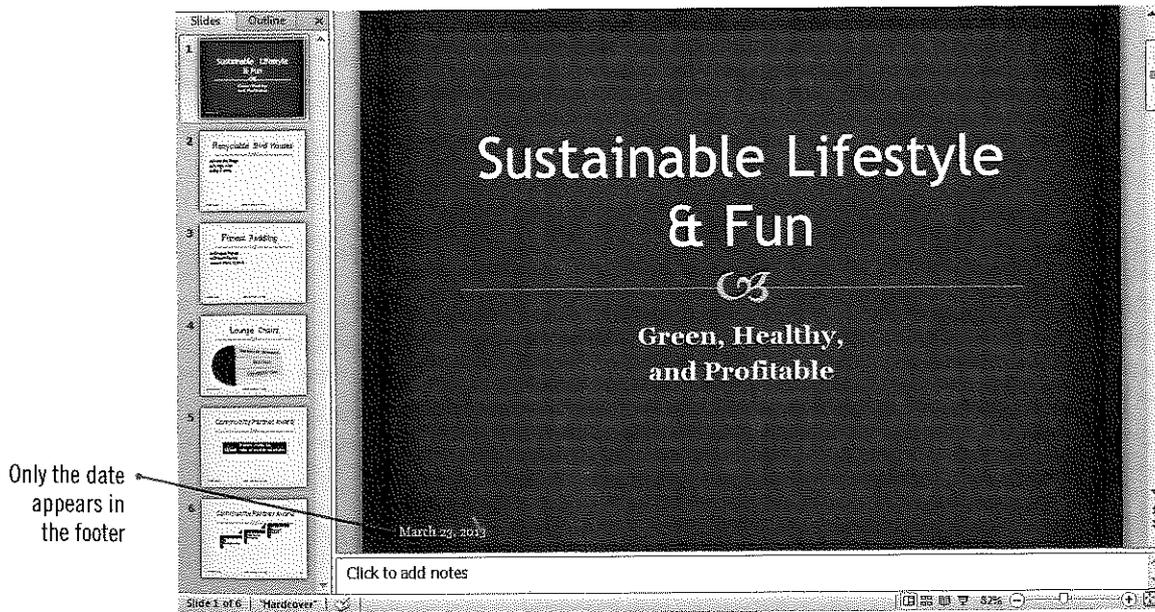


FIGURE M-22: Viewing the Handout Master layout

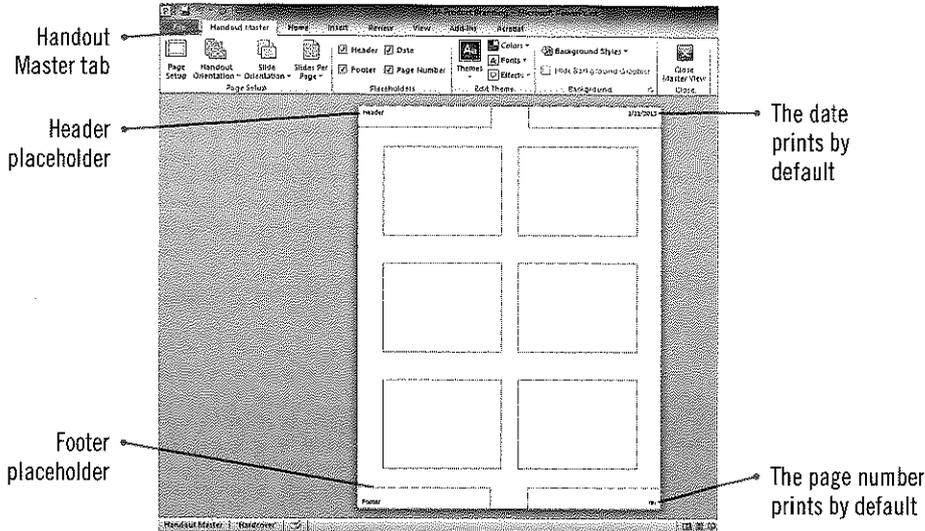


FIGURE M-23: Viewing a handout in Print Preview

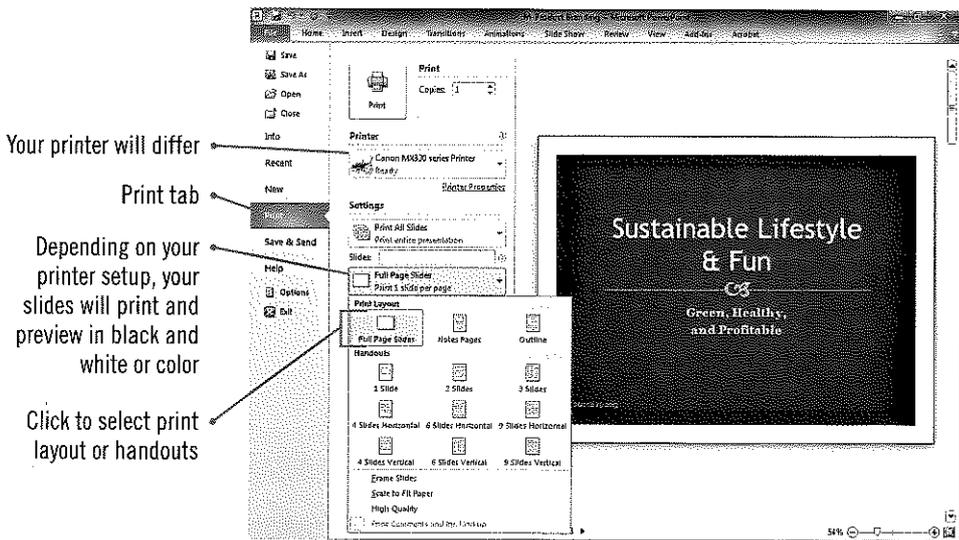


FIGURE M-24: Previewing handouts

