Digital Skills Training on Microsoft Office

PowerPoint Tutorial

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Lesson 5: Customizing Your Presentation

Modifying Themes

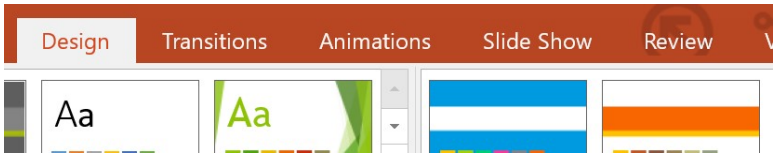
Let's say you really like the style of a **theme**, but you'd like to experiment with different **color schemes**. That's not a problem. You can mix and match **colors**, **fonts**, and **effects** to create a unique look for your presentation. If it still doesn't look exactly right, you can **customize** 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.

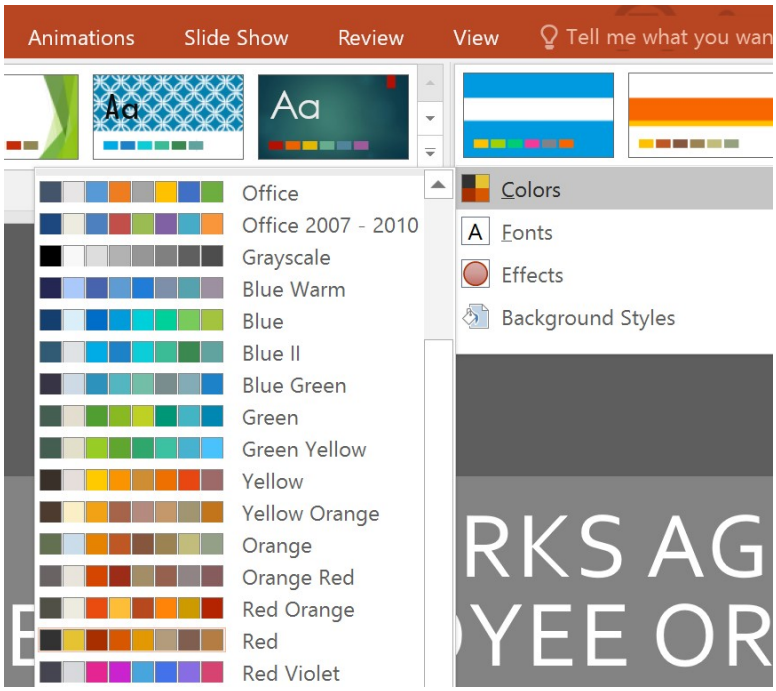
To select new theme colors:

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**.



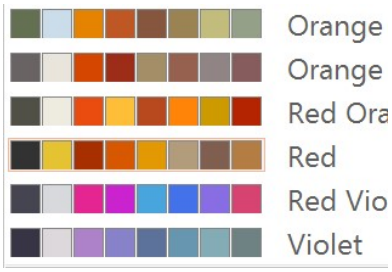
2. Select the desired theme colors.
3. The presentation will update to show the new theme colors.



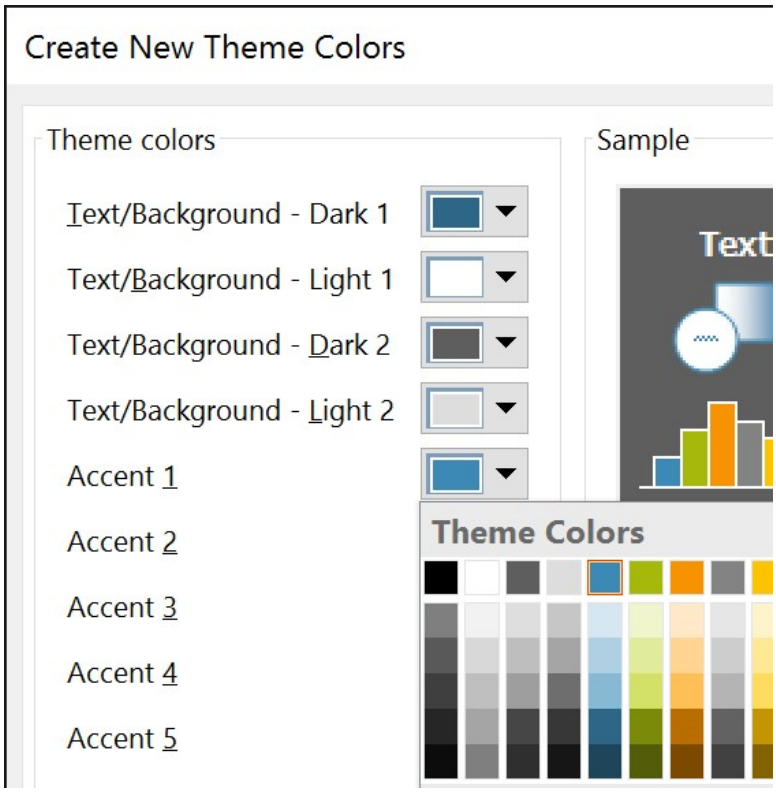
To customize colors:

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.

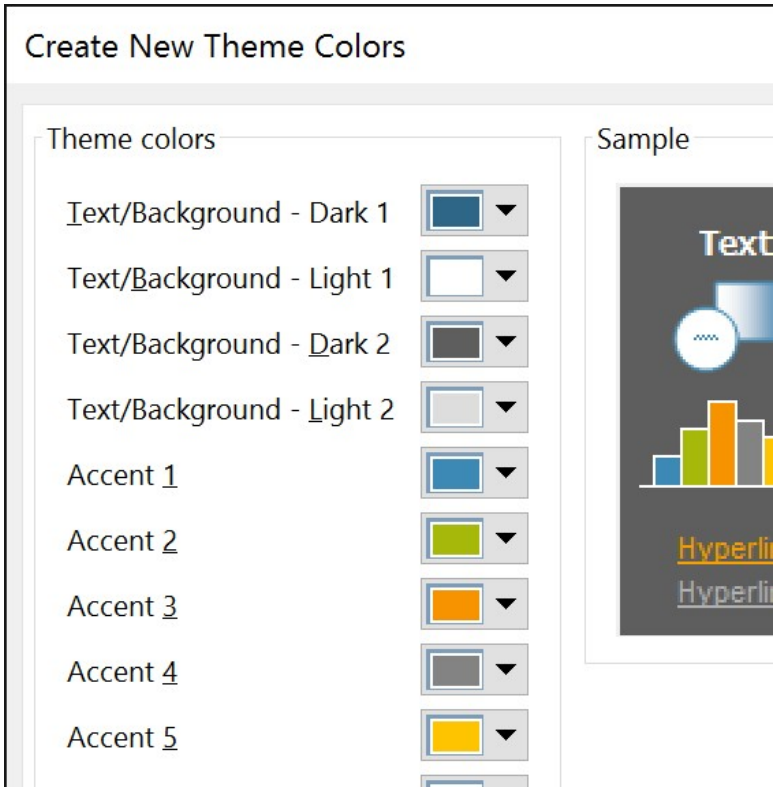
1. From the **Design** tab, click the drop-down arrow in the **Variants** group.
2. Select **Colors**, then click **Customize Colors**.



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**.



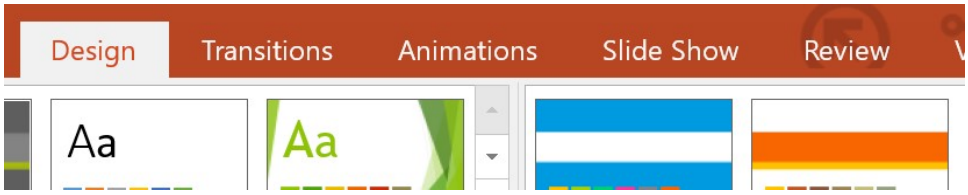
5. The presentation will update to show the new custom theme colors.

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.

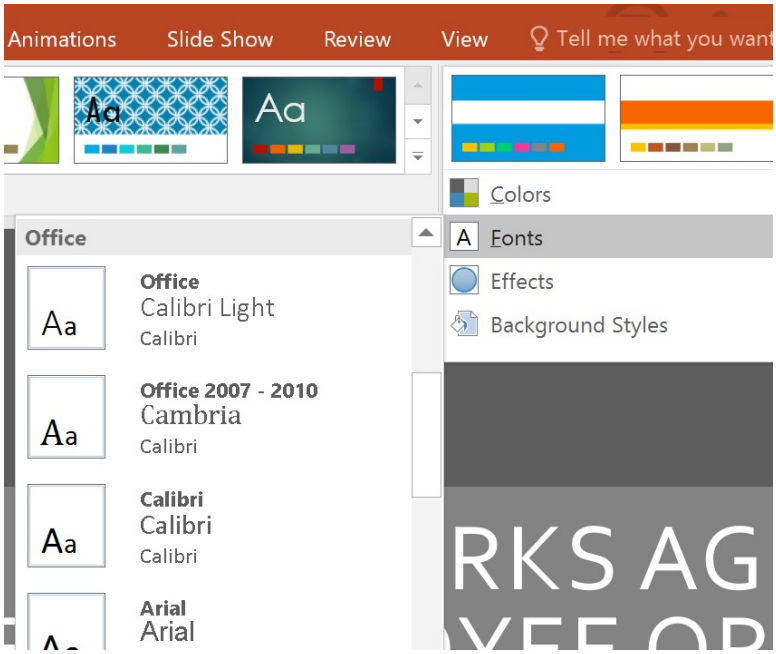
To select new theme fonts:

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.

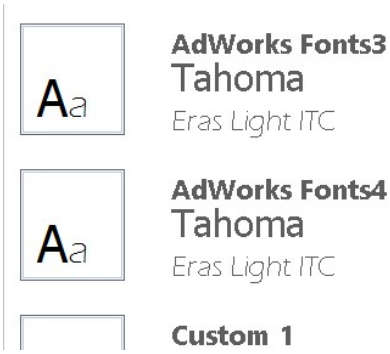


3. The presentation will update to show the new theme fonts.

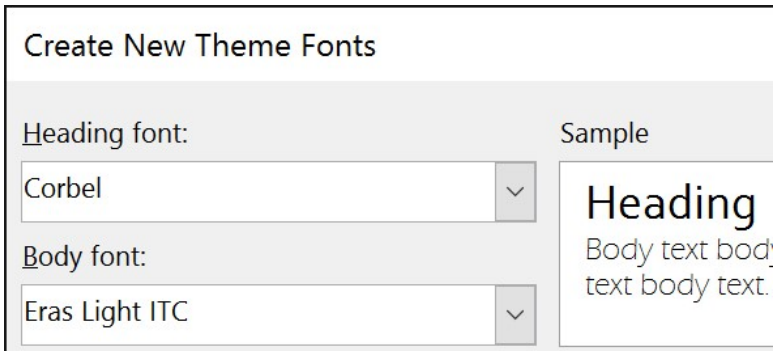
To customize theme fonts:

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**.

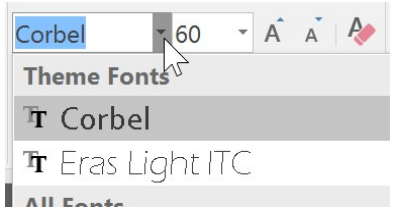


3. A dialog box will appear with the **two current theme fonts**. To change the fonts, click the drop-down arrows and select the desired fonts.
4. In the **Name**: field, type the desired name for the theme fonts, then click **Save**.



5. The presentation will update to show the new custom theme fonts.

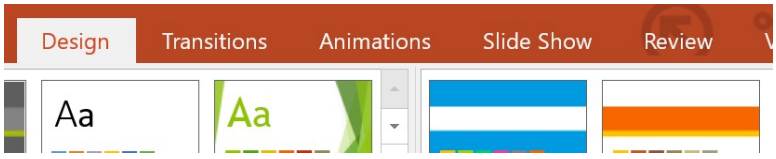
Changing the theme fonts will not necessarily update all text in your presentation. Only text using the **current theme fonts** will update when you change the theme fonts.



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.

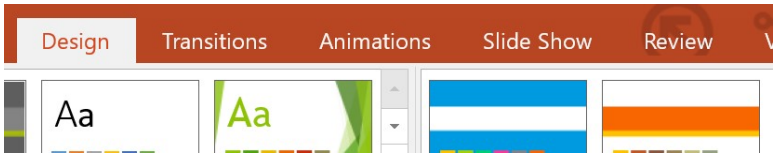
Applying new theme effects will change different **shape styles** from the **Format** tab when editing a shape or SmartArt graphic. It's important to note that this change will only apply to shapes using the **Subtle Effect**, **Moderate Effect**, and **Intense Effect**.

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.

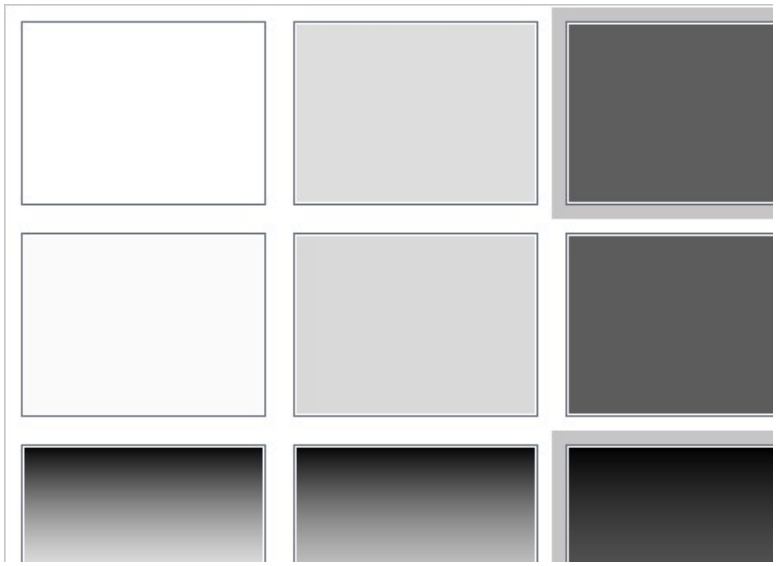
To apply a background style:

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.

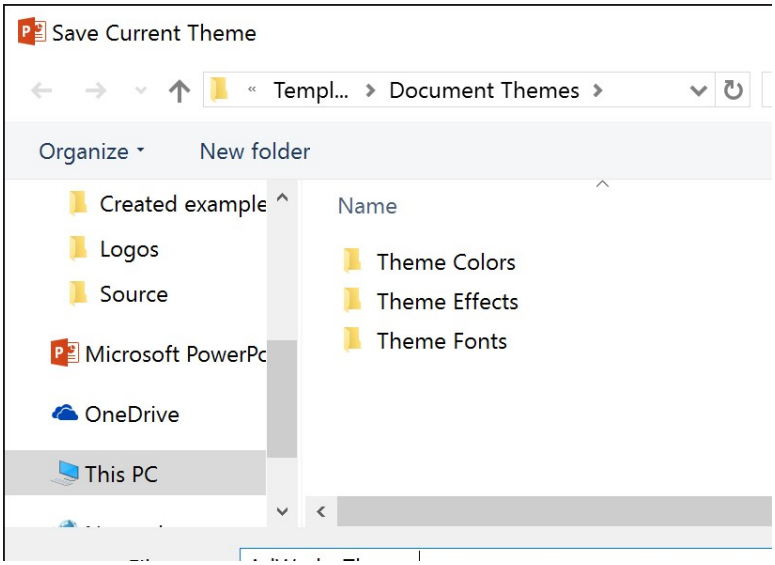
Saving custom themes

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:

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

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**, including Word and Excel.

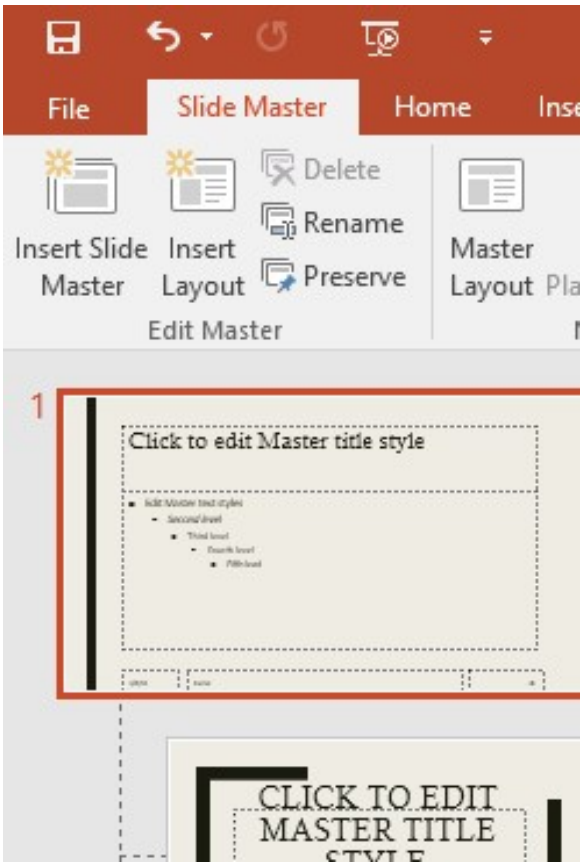
Slide Master View

You may have noticed that when you select a different theme in PowerPoint, it rearranges the text on your slides and adds shapes to the background. This is because each theme has built-in **slide layouts** and **background graphics**. You can edit these layouts with a feature called **Slide Master view**. Once you learn how to use Slide Master view, you'll be able to customize your entire slide show with just a few clicks.

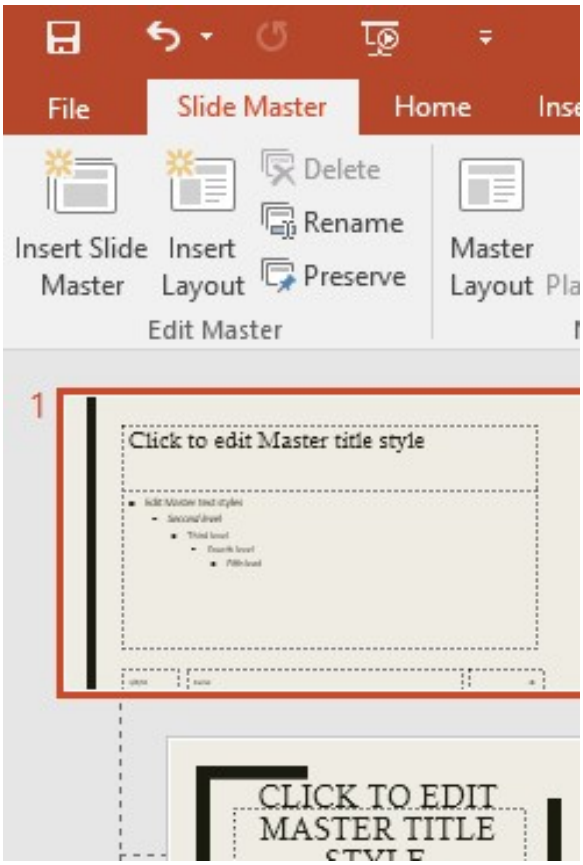
What is Slide Master view?

Slide Master view is a special feature in PowerPoint that allows you to quickly modify the slides and slide layouts in your presentation. From here, you can edit the **slide master**, which will affect **every slide** in the presentation. You can also modify individual **slide layouts**, which will change any slides using those layouts.

For example, let's say you find a theme you like but you don't like a few of the slide layouts. You could use Slide Master view to customize the layouts to look exactly the way you want.



In Slide Master view, the **Slide Master** tab will appear first on the Ribbon, but you'll still be able to access commands on different tabs as you normally would.



Using Slide Master view

Whether you're making **significant changes** to your slides or just a few **small tweaks**, Slide Master view can help you create a consistent, professional presentation without a lot of effort. You could use Slide Master view to change just about anything in your presentation, but here are some of its most common uses.

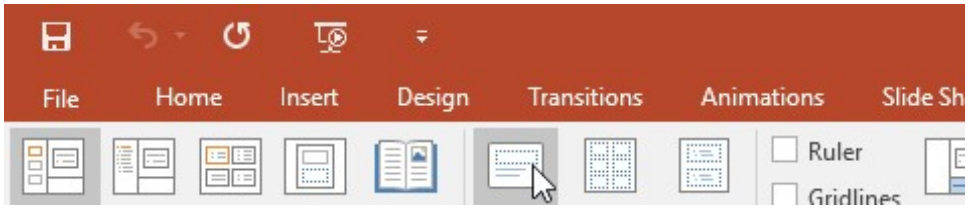
- **Modify backgrounds**: Slide Master view makes it easy to customize the **background** for all of your slides at the same time. For example, you could add a watermark or logo to each slide in your presentation, or you could modify the background graphics of an existing PowerPoint theme.
- **Rearrange placeholders**: If you find that you often rearrange the placeholders on each slide, you can save time by rearranging them in Slide Master view instead. When you adjust one of the layouts in Slide Master view, all of the slides with that layout will change.
- **Customize text formatting**: Instead of changing the text color on each slide individually, you could use the Slide Master to change the text color on all slides at once.
- **Create unique slide layouts**: If you want to create a presentation that looks different from regular PowerPoint themes, you could use Slide Master view to create your own layouts. Custom layouts can include your own **background graphics** and **placeholders**.

Some overall presentation changes—like customizing the **theme fonts** and **theme colors**—can be made quickly from the **Design** tab. Review our lesson on **Modifying Themes** to learn more.

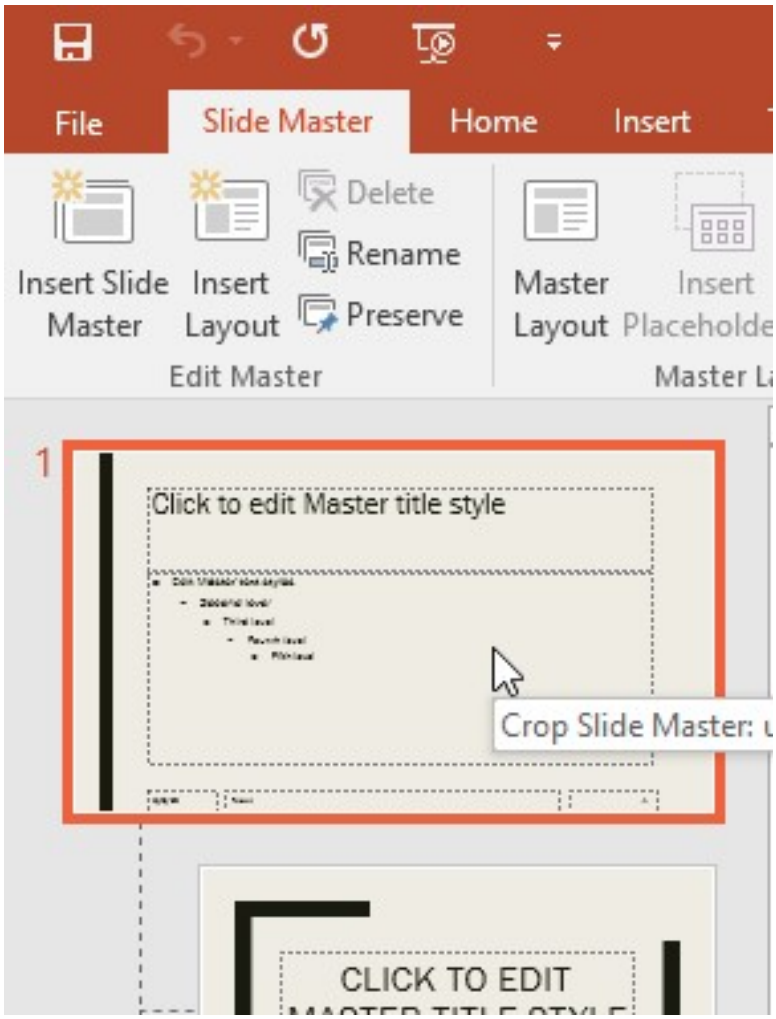
To make changes to all slides:

If you want to change something on all slides of your presentation, you can edit the Slide Master. In our example, we'll add a **logo** to every slide. If you'd like to work along with our example, right-click the image below and save it to your computer.

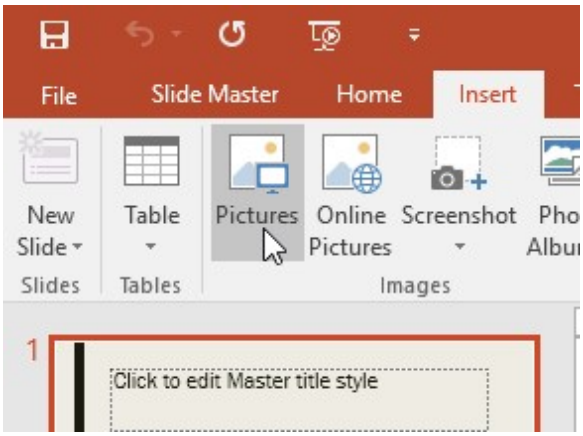
1. Select the **View** tab, then click the **Slide Master** command.



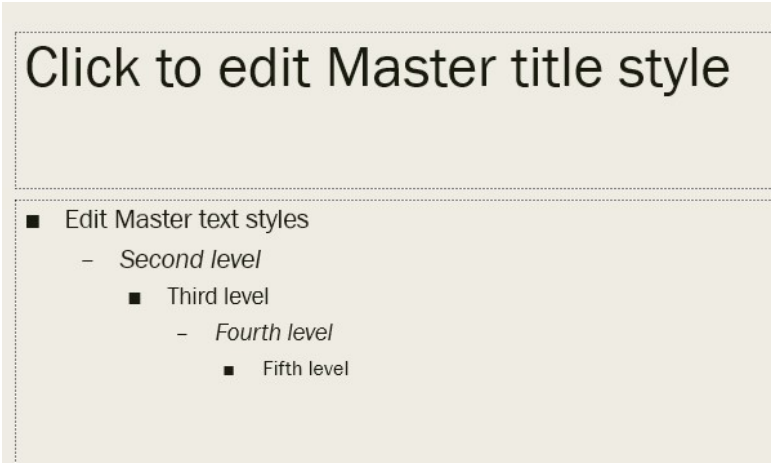
2. The presentation will switch to **Slide Master view**, and the **Slide Master** tab will be selected on the Ribbon.
3. In the left navigation pane, scroll up and select the **first slide**. This is the **slide master**.



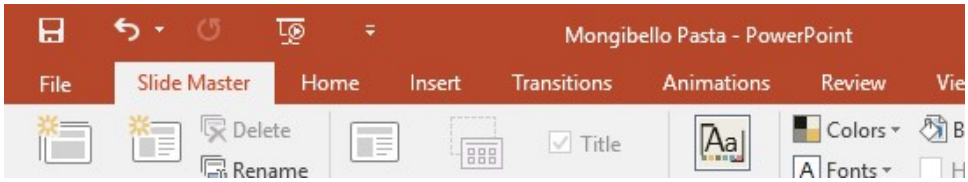
4. Make the desired changes to the slide master. In our example, we'll **insert a picture** of the Mongibello logo.



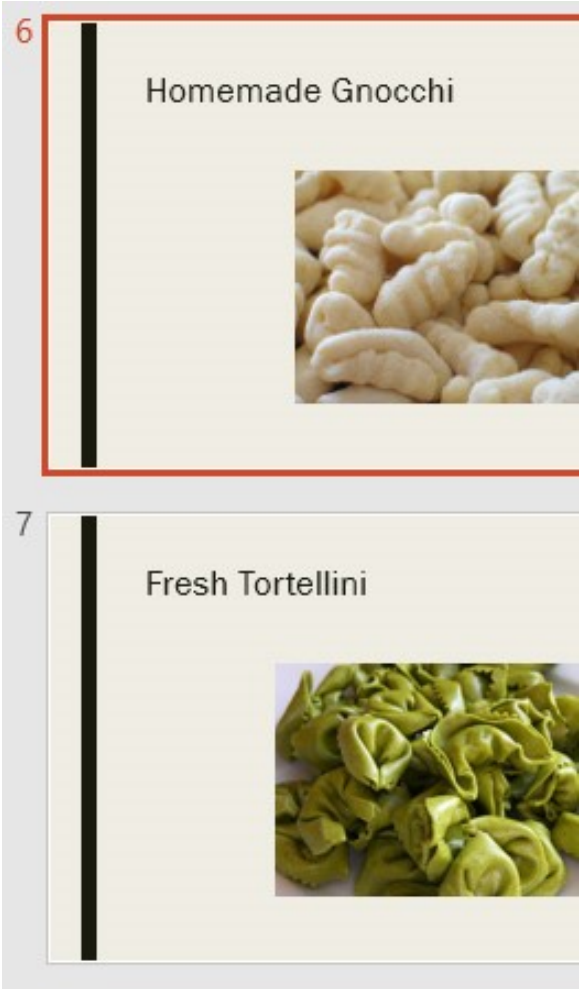
5. **Move**, **resize**, or **delete** slide objects as needed. In our example, we'll resize the logo and move it to the bottom-right corner.



6. When you're finished, click the **Close Master View** command on the **Slide Master** tab.



7. The change will appear on all slides of the presentation.



When you make a change to the slide master, it's a good idea to **review your presentation** to see how it affects each slide. You may find that some of your slides don't look exactly right. We'll show you how to fix this by customizing individual slide layouts.

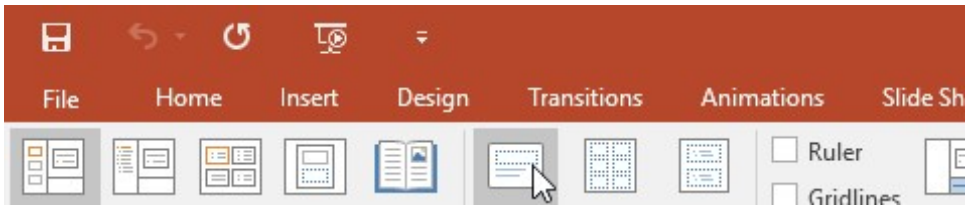
Customizing slide layouts

You can use Slide Master view to modify any **slide layout** in your presentation. It's easy to make small tweaks like adjusting background graphics and more significant changes like rearranging or deleting placeholders. Unlike the slide master, changes to a slide layout will only be applied to slides using that layout in your presentation.

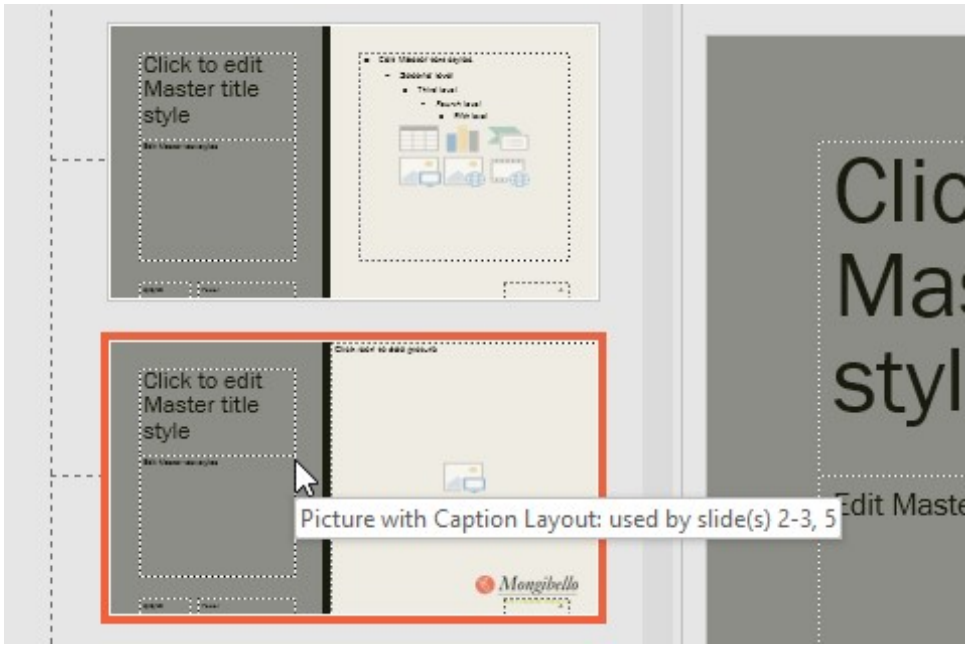
To customize an existing slide layout:

In our example, our newly added logo is hidden behind the photo in the **Picture with Caption Layout**. We'll customize this layout to make room for the logo.

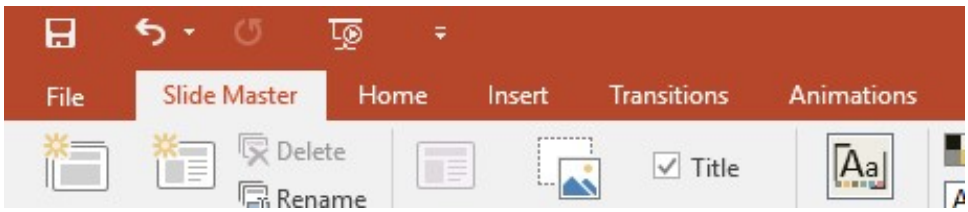
1. Navigate to **Slide Master** view.



2. Locate and select the desired layout in the left navigation pane. You can hover the mouse over each layout to see which slides are currently using that layout in the presentation.



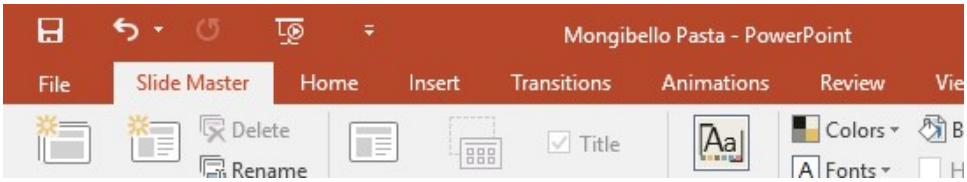
3. In some layouts, the background graphics may be hidden. To show the graphics, uncheck the box next to **Hide Background Graphics**.



4. Add, move, or delete any **objects** as desired. In our example, we'll delete the gray background shape.

5. If you want to change the arrangement of the placeholders, you can move, resize, or delete any of them. In our example, we'll move our text placeholders and the black bar to the right side, and the photo placeholder to the left side.

6. When you're finished, click the **Close Master View** command on the **Slide Master** tab.



7. All slides using the layout will be updated.

You can also move placeholders on the **slide master**, which will move the placeholders on multiple slide layouts at the same time. However, some slide layouts may still need to be adjusted manually.

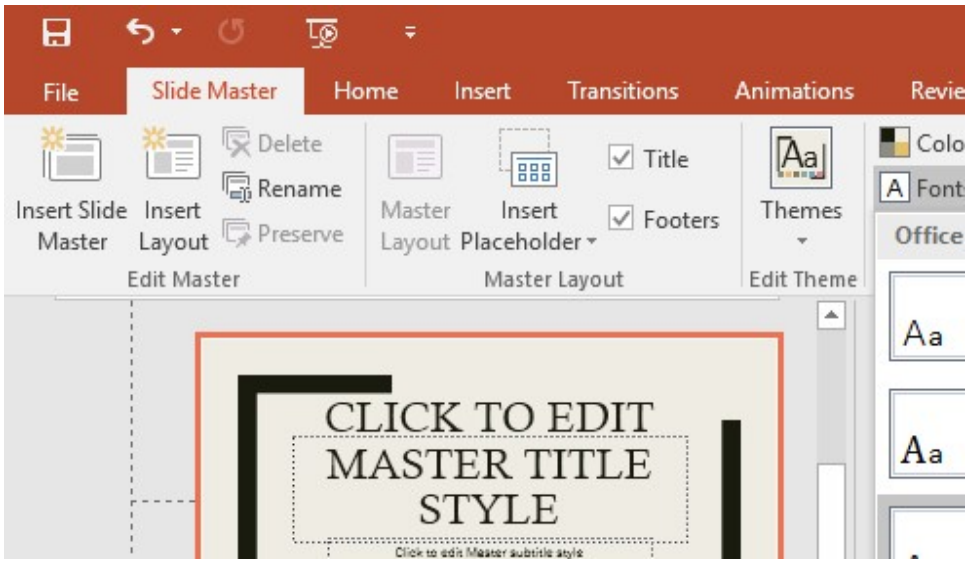
Customizing text formatting

You can also customize the **text formatting** from Slide Master view, including the **font**, **text size**, **color**, and **alignment**. For example, if you wanted to change the font for every **title placeholder** in your presentation, you could modify the **master title style** on the slide master.

Each title placeholder is **connected** to the master title style on the slide master. For example, take a look at the slides before changing the title font.

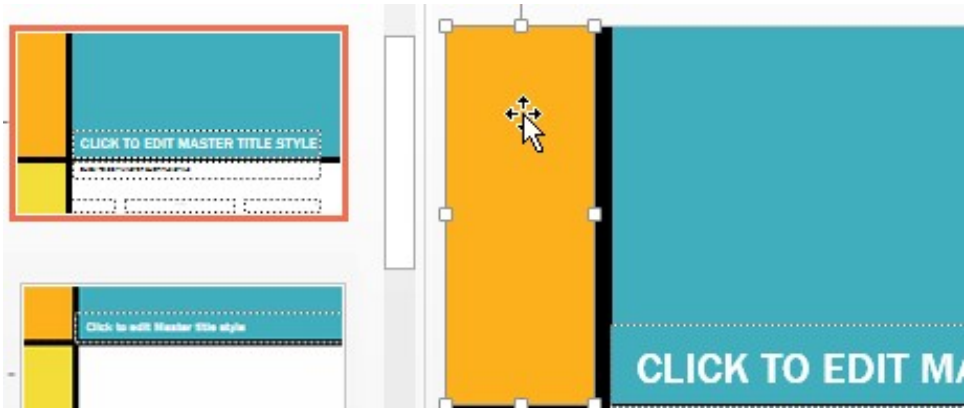
Now look at the same slides after changing the title font.

Instead of customizing individual placeholders, you can change the **theme fonts** for a presentation. From the **Slide Master** tab, click the **Fonts** command in the **Background** group, then select the desired fonts.



Creating new slide layouts

One of the most powerful features of Slide Master view is the option to create **new slide layouts**. This is an easy way to add interesting and unique slide layouts to an existing theme. You could even use this feature to design an entirely **new theme**, as in the example below.

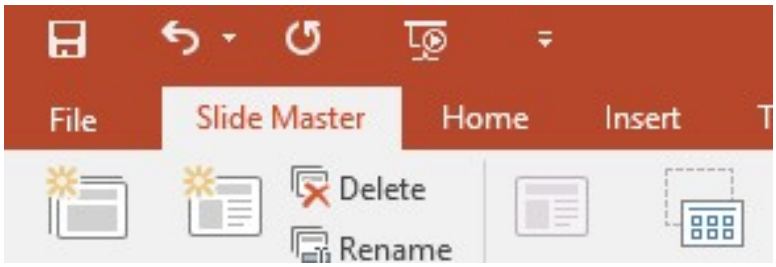


To insert a new slide layout:

1. Navigate to **Slide Master view**. From the **Slide Master** tab, click the **Insert Layout** command.

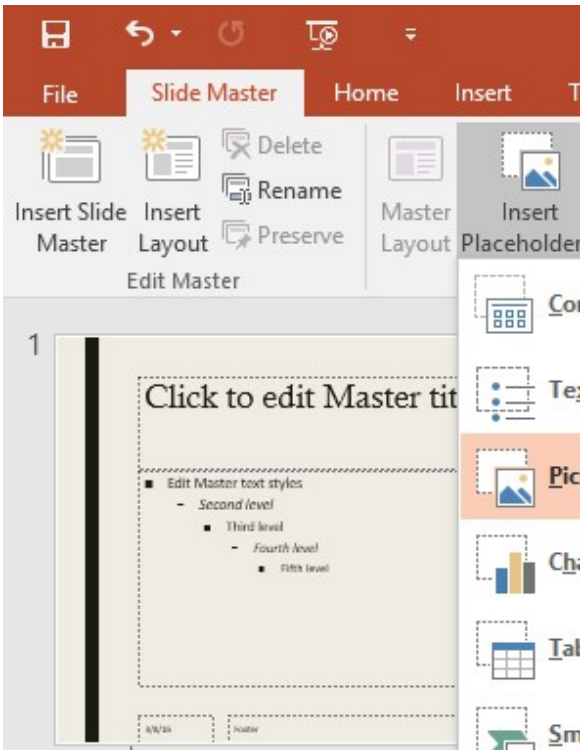
2. The new slide layout will appear.

3. The layout will include **title** and **footer** placeholders by default. Click the **Title** and **Footers** boxes in the **Master Layout** group to toggle these placeholders on and off.



4. You can now add background graphics, shapes, and pictures to the slide layout. You can also move, adjust, and delete the existing placeholders. In our example, we'll **move the title placeholder** to the bottom-right corner. We've also **changed the text alignment to align right** instead of align left.

5. To add new placeholders, click the **bottom half** of the **Insert Placeholder** command, then select the desired placeholder type. In this example, we'll use the **Picture** placeholder.

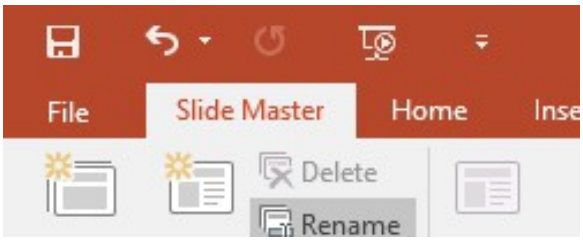


6. Click and drag to **draw the placeholder** on the slide.

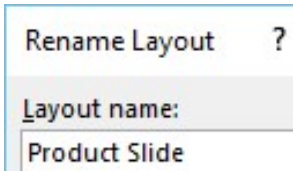
To rename a custom layout:

When you're done designing your custom layout, you'll want to give it a **unique name** so it will be easy to find.

1. From **Slide Master view**, select the desired layout, then click the **Rename** command.



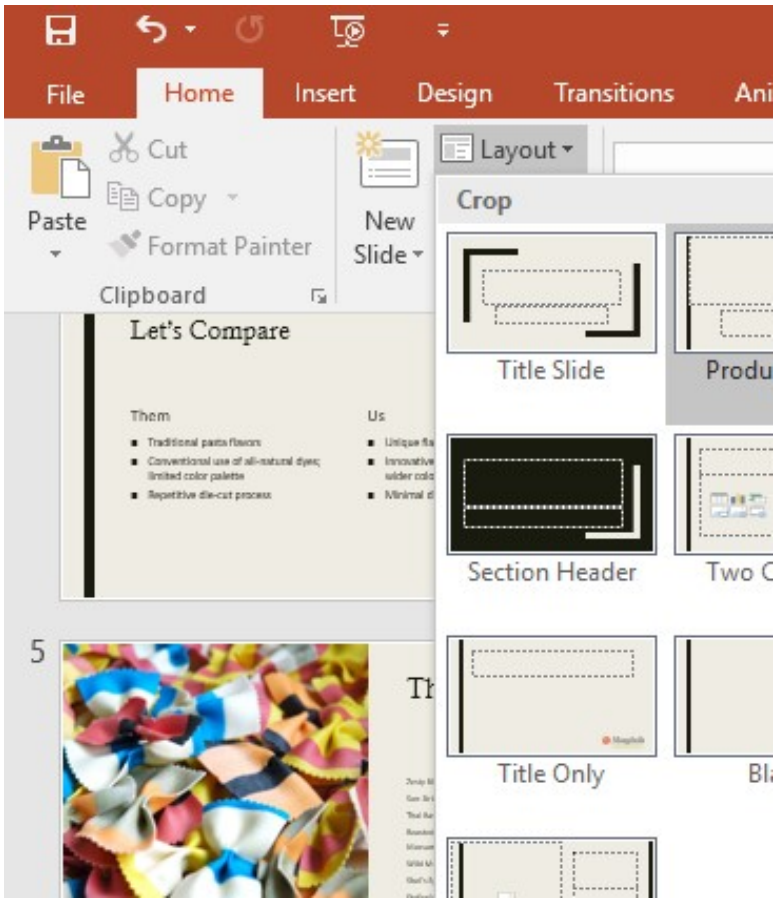
2. A dialog box will appear. Type the desired name, then click **Rename**.



To use a custom layout:

Once you've created a custom slide layout, it's easy to add a new slide with that layout or apply it to an existing slide.

1. If you're currently in Slide Master view, click the **Close Master View** command on the **Slide Master** tab.
2. From the **Home** tab, you can **insert a new slide** with the custom layout or **apply it to an existing slide**. In our example, we'll select the **Layout** command and apply the new style to slide 6.



3. The custom slide layout will be applied.

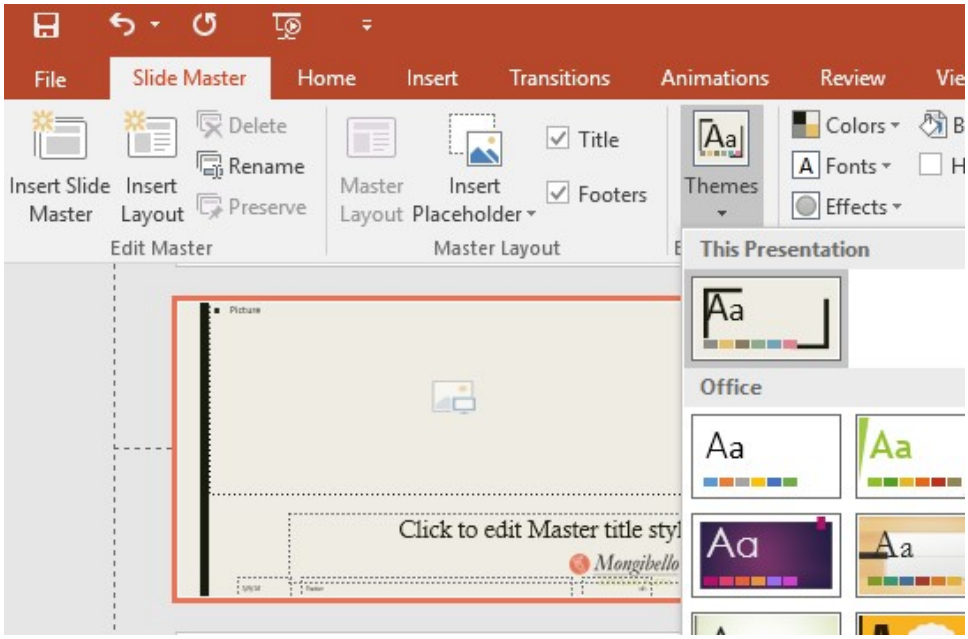
PowerPoint also allows you to add new placeholders to **existing** slide layouts.

Using custom layouts in other presentations

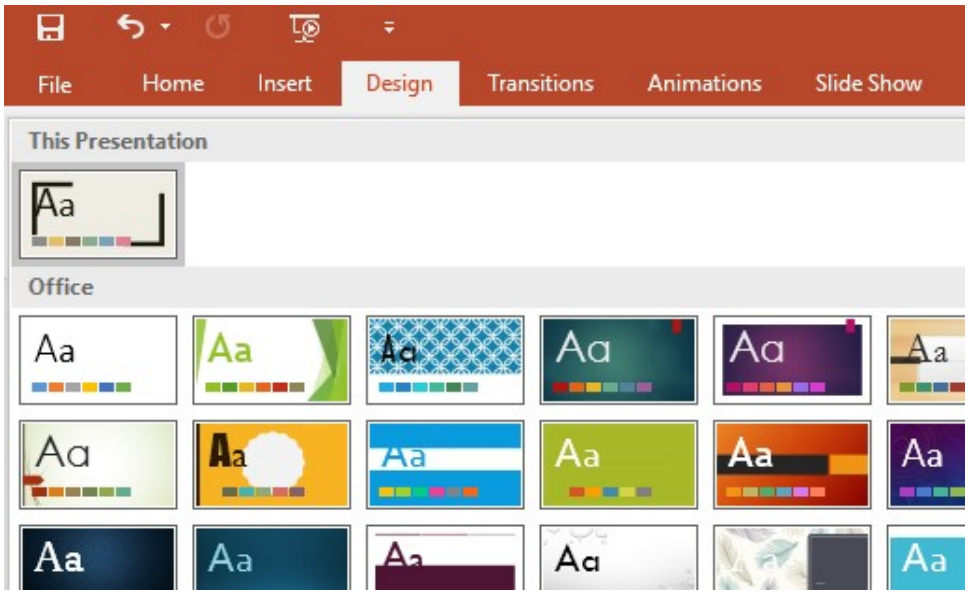
When you modify the slide master or slide layouts in Slide Master view, you're actually creating a custom version of the current theme. If you want to apply the theme to other presentations, you'll need to **save it**.

To save a theme:

From the the **Slide Master** tab, click the **Themes** command, then select **Save Current Theme** from the drop-down menu.



If you're not in Slide Master view, you can save the theme from the **Design** tab. Just click the drop-down arrow in the **Themes** group, then select **Save Current Theme**.



Links

Whenever you use the Internet, you use **hyperlinks** (also known as **links**) to navigate from one webpage to another. If you want to include a **web address** or **email address** in your PowerPoint presentation, you can choose to format it as a link so a person can easily click it. It's also possible to link to files and other slides within a presentation.

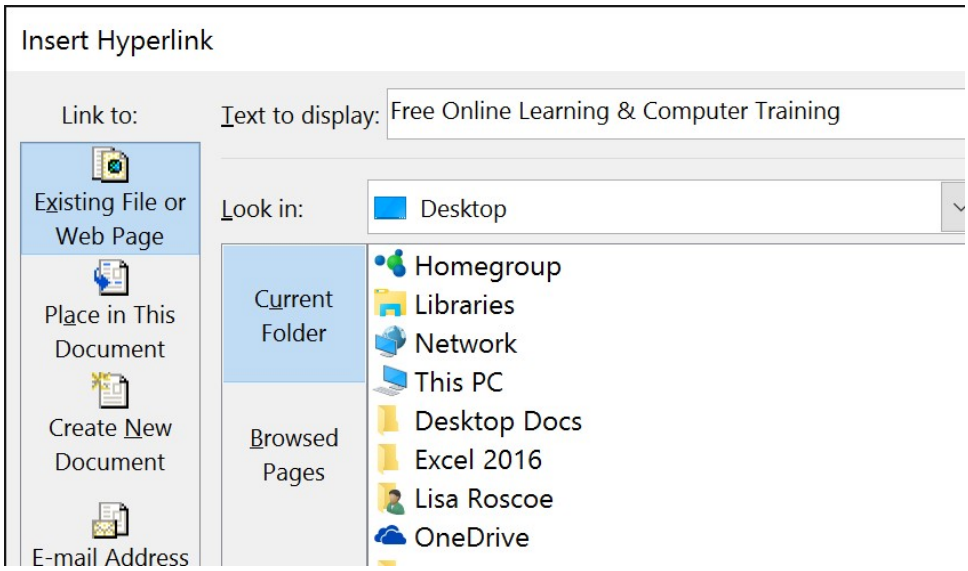
About links

Links have **two basic parts**: the **address** of the webpage, email address, or other location they are linking to; and the **display text**, which can also be a picture or shape. For example, the address could be **https://www.youtube.com**, and **YouTube** could be the display text. In some cases, the display text might be the same as the address. When you're creating a link in PowerPoint, you'll be able to choose both the address and the display text or image.

To insert a link:

1. Select the image or text you want to make a link.
2. Right-click the selected text or image, then click **Link**. You can also go to the **Insert** tab and click the **Link** command.

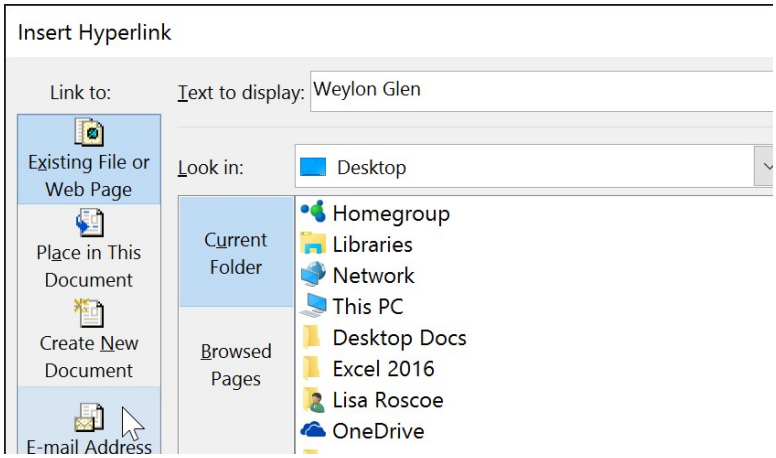
3. The **Insert Hyperlink** dialog box will open.



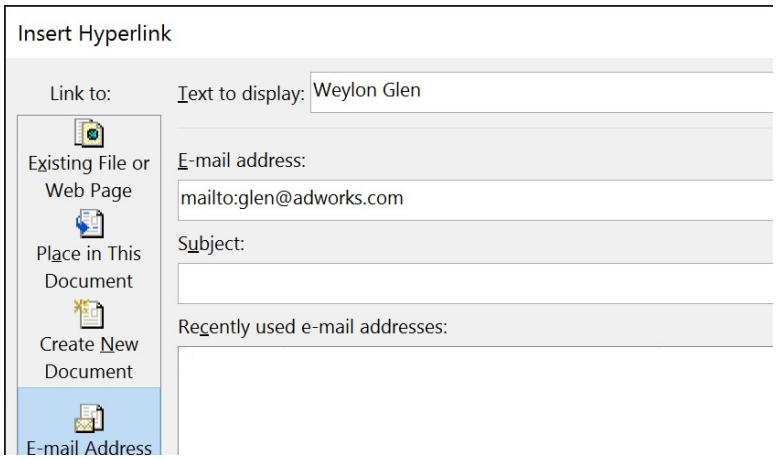
4. If you selected text, the words will appear in the **Text to display** field at the top. You can change this text if you want.
5. Type the address you want to link to in the **Address** field.
6. Click **OK**. The text or image you selected will now be a link to the web address.

To insert a link to an email address:

1. Right-click the selected text or image, then click **Link**.
2. The **Insert Hyperlink** dialog box will open.
3. On the left side of the dialog box, click **Email Address**.



4. Type the email address you want to connect to in the **Email Address** box, then click **OK**.



PowerPoint often recognizes email and web addresses as you type and will format them as links automatically after you press the **Enter** key or **spacebar**.

To open and test a link:

1. After you create a link, you should **test** it. Right-click the link, then click **Open Link**.

2. Your web browser should open and then navigate to the linked page. If it doesn't work, check the link address for any misspellings.

To open a link while viewing your slide show, click the link.

To remove a link:

1. Right-click the link.
2. Click **Remove Link**.

More links

In PowerPoint, you can use links to link to resources that are not online. To create a quick way to refer to another slide in your presentation, you can create a link to that slide. If you need to access a file stored on your computer, you can create a link to it. Additionally, PowerPoint allows you to format pictures and shapes as links.

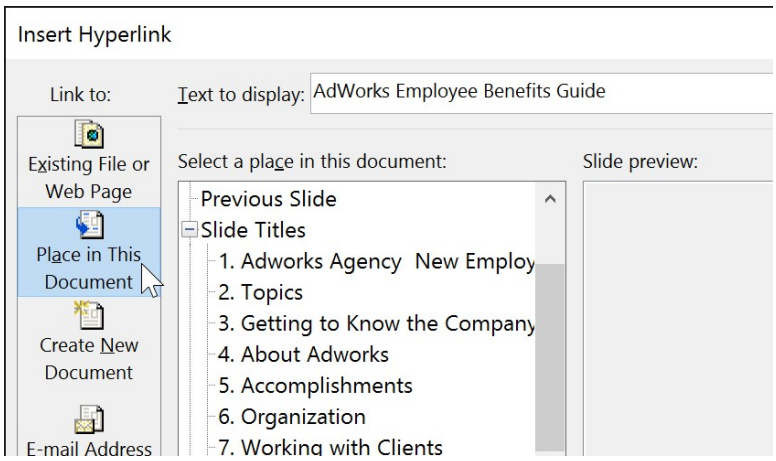
Using shapes and pictures as links

Sometimes you might want to format **objects**—including shapes, text boxes, and pictures—as links. This is especially helpful if you want the object to act like a **button**. To do this, right-click the desired object and select **Link** from the menu that appears. Click the object during the presentation to open the link.

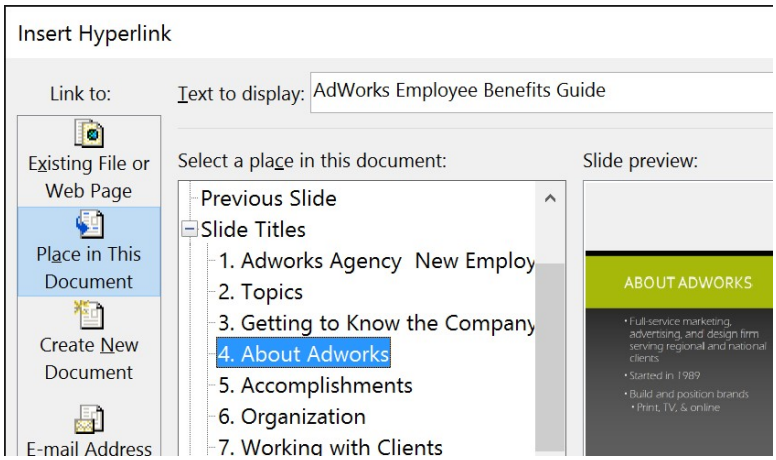
To insert a link to another slide:

1. Right-click the selected text or image, then click **Link**.

2. The **Insert Hyperlink** dialog box will appear.
3. On the left side of the dialog box, click **Place in this Document**.



4. A list of other slides in your presentation will appear. Click the name of the slide you want to link to.



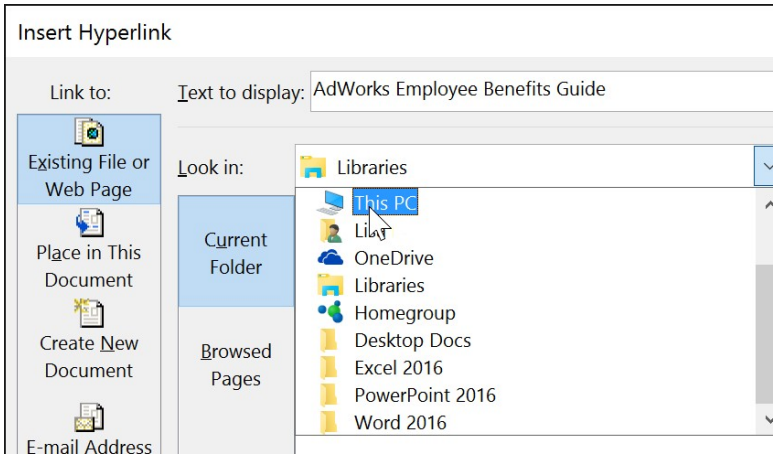
5. Click **OK**. The text or image will now be a link to the slide you selected.

Adding a link to a shape is similar to creating an action button. We'll talk more about how to turn a shape into a button in our **Action Buttons** lesson.

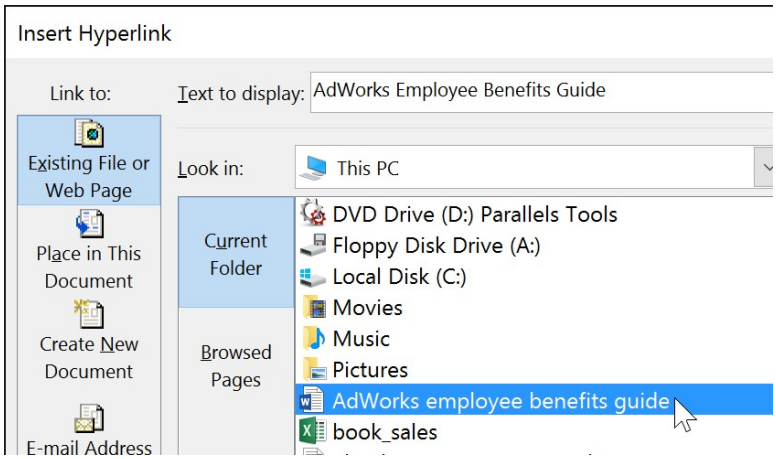
To insert a link to another file:

1. Right-click the selected text or image, then click **Link**. The **Insert Hyperlink** dialog box will appear.
2. On the left side of the dialog box, click **Existing File or Webpage**.

3. Click the drop-down arrow to browse for your file.



4. Select the desired file.



5. Click **OK**. The text or image will now be a link to the file you selected.

If you want to display your presentation on a different computer than you used to create it, your link to another file may not work. Make sure you have a copy of the linked file on the computer you are using to present, and always test links before giving a presentation.

Action Buttons

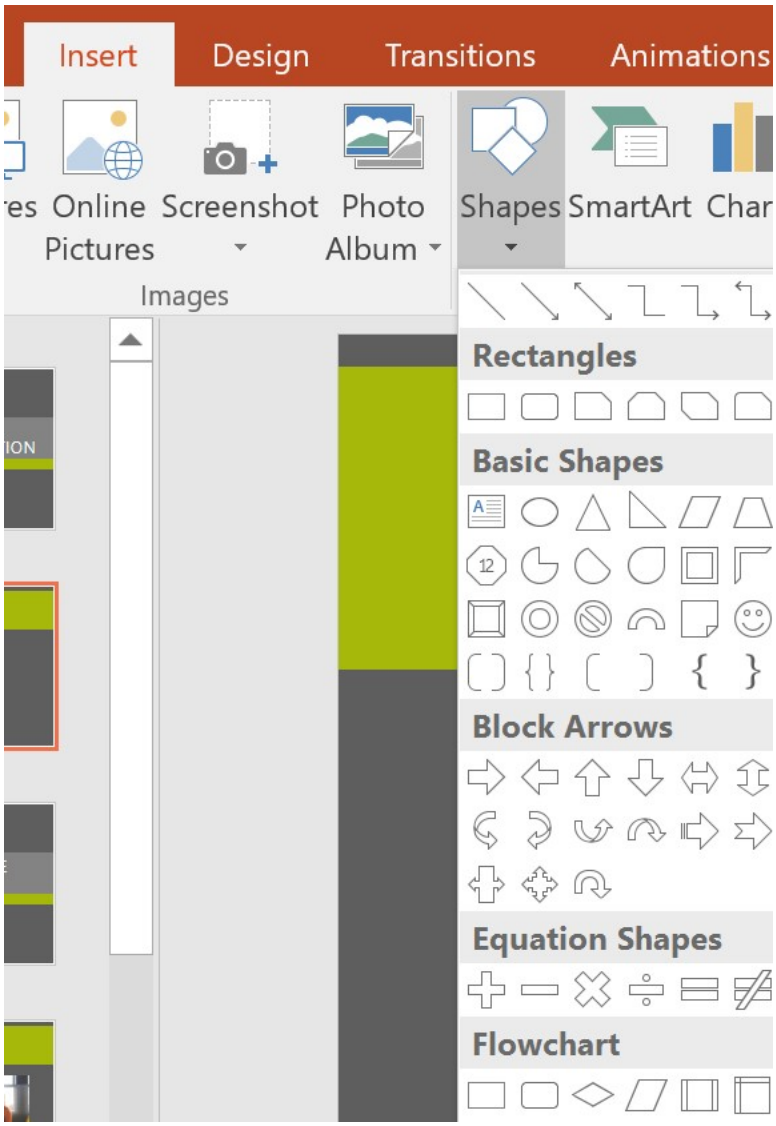
Another tool you can use to connect to a webpage, file, email address, or slide is called an **action button**. **Action buttons** are **built-in shapes** you can add to a presentation and set to link to another slide, play a sound, or perform a similar action. When someone clicks or hovers over the button, the selected action will occur. Action buttons can do many of the same things as **links**. Their easy-to-understand style makes them especially useful for self-running presentations at booths and kiosks.

Inserting action buttons

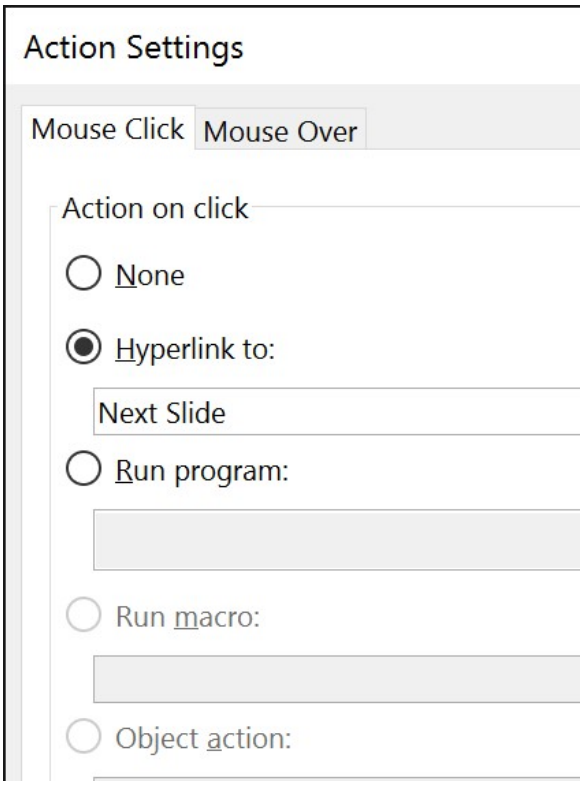
You can insert action buttons on one slide at a time, or you can insert an action button that will show up on every slide. The second option can be useful if you want every slide to link back to a specific slide, like the title page or table of contents.

To insert an action button on one slide:

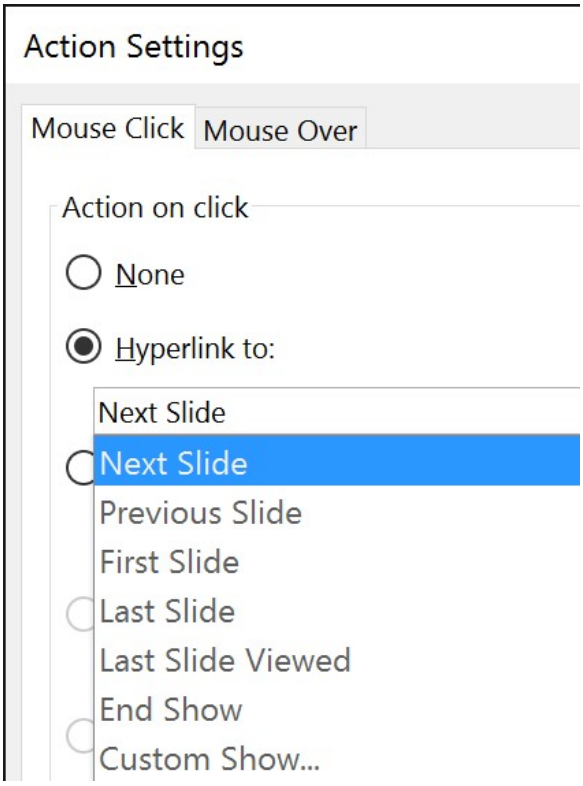
1. Click the **Insert** tab.
2. Click the **Shapes** command in the Illustrations group. A drop-down menu will appear with the **action buttons** located at the very bottom.



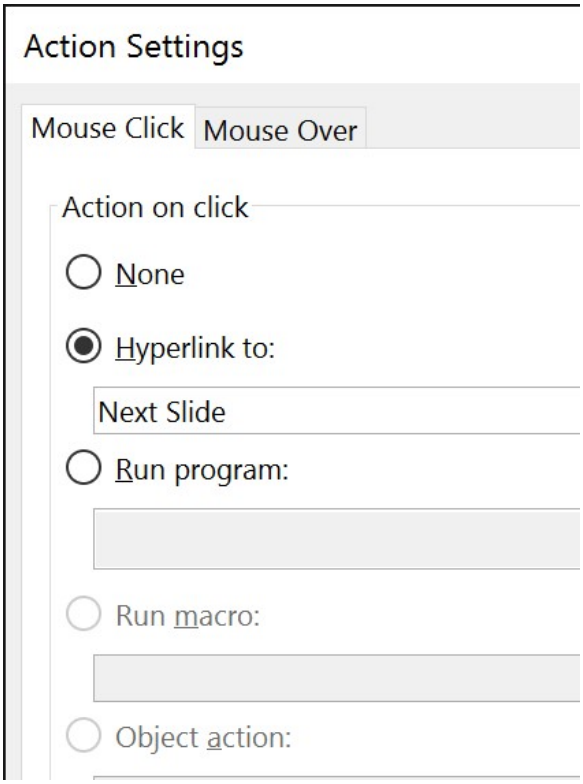
3. Select the desired **action button**.
4. Insert the button into the slide by clicking the desired location. The **Action Settings** dialog box will appear.
5. Select the **Mouse Click** or **Mouse Over** tab. Selecting the Mouse Click tab means the action button will perform its action only when clicked. Selecting the **Mouse Over** tab will make the action button perform its action when you move the mouse over it.



6. In the **Action on click** section, select **Hyperlink to:**, then click the drop-down arrow and choose an option from the menu.



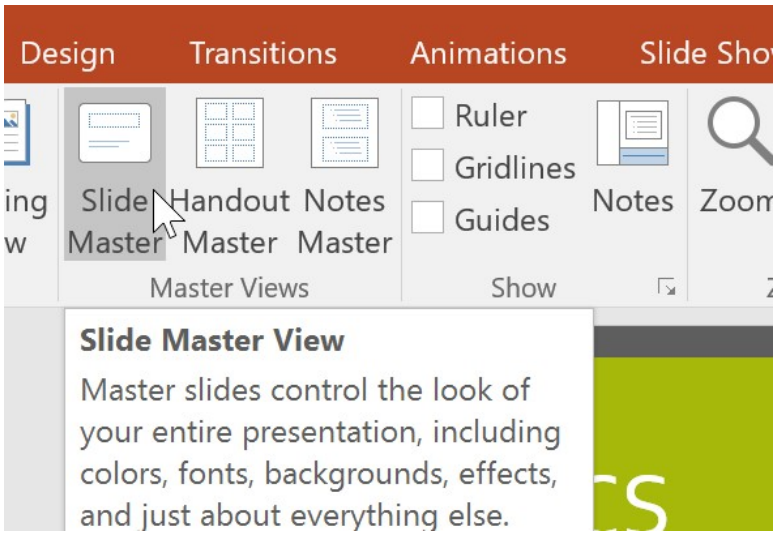
7. Check the **Play Sound** box if you want a sound to play when the action button is clicked. Select a sound from the drop-down menu, or select **Other sound** to use a sound file on your computer. When you're done, click **OK**.



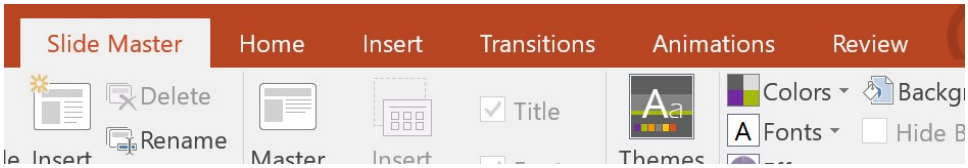
To insert an action button on all slides:

If you'd like to add an action button to every slide, you can do this with a feature called **Slide Master view**. However, using Slide Master view can be tricky if you've never used it. If you're going to edit your slides this way, you may want to review our **Slide Master View** lesson first.

1. Click the **View** tab.
2. In the **Master Views** group, click the **Slide Master** command. In the left navigation pane, scroll up and select the first slide.

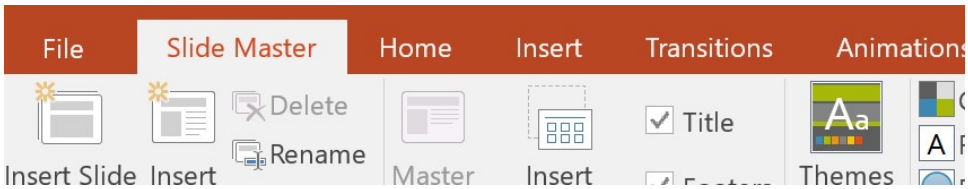


3. Go to the **Insert** tab and select an **action button** from the bottom of the **Shapes** menu. Click the slide to add the action button, and choose the desired options from the dialog box that appears.
4. Return to the **Slide Master** tab and click **Close Master View**. The new action button will now be on every slide.



To edit, move, or delete an action button inserted this way, click the **View** tab, then click **Slide Master**. Click **Close Master View** after making any desired changes.

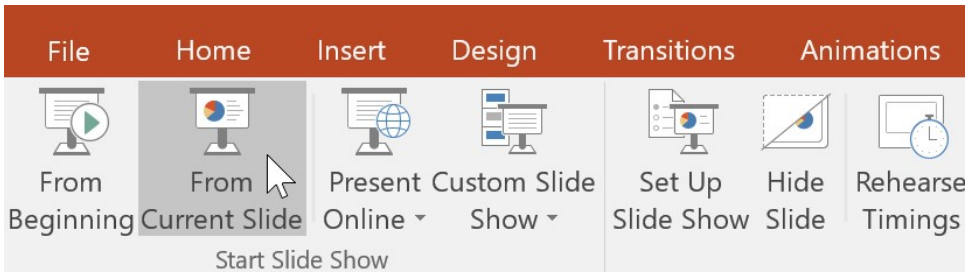
If you notice that an action button isn't appearing on certain slides, you may need to uncheck the **Hide Background Graphics** box.



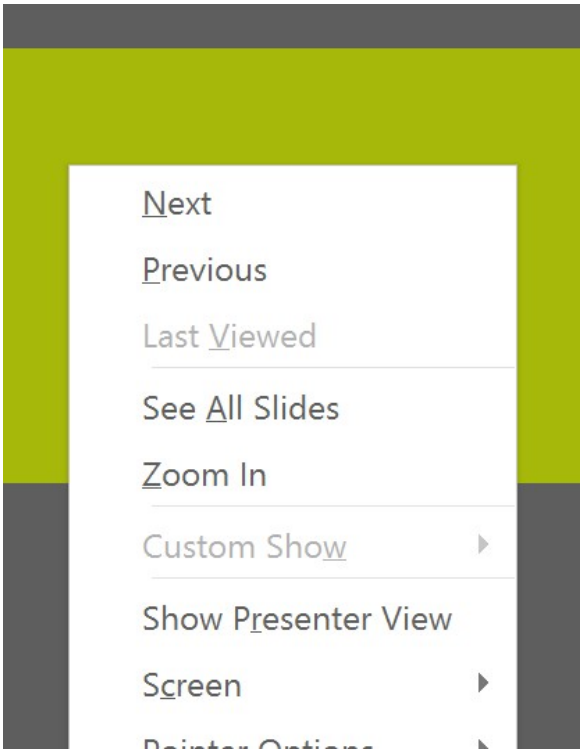
To test an action button:

After you create an action button, you should **test** it.

1. Click the **Slide Show** tab.
2. In the **Start Slide Show** group, click **From Current Slide**.



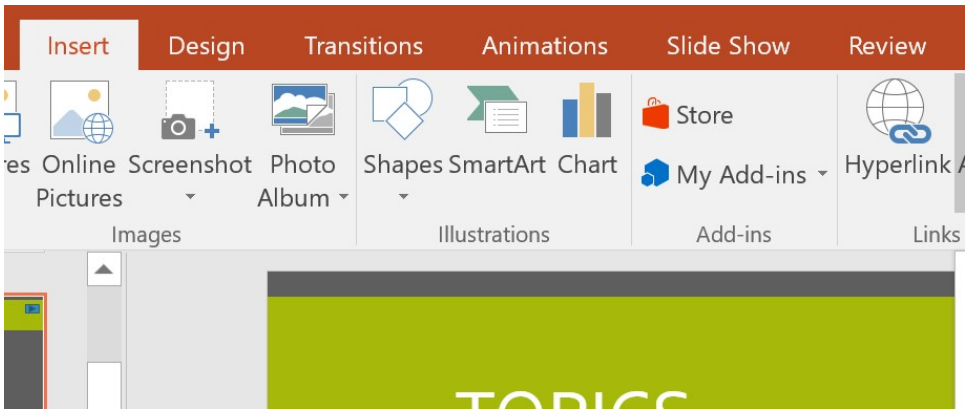
3. Click your action button.
4. After you have tested it, right-click anywhere on the screen and select **End Show**.



5. If your action button did not work as you intended, follow the instructions below to **edit** it.

To edit an action button:

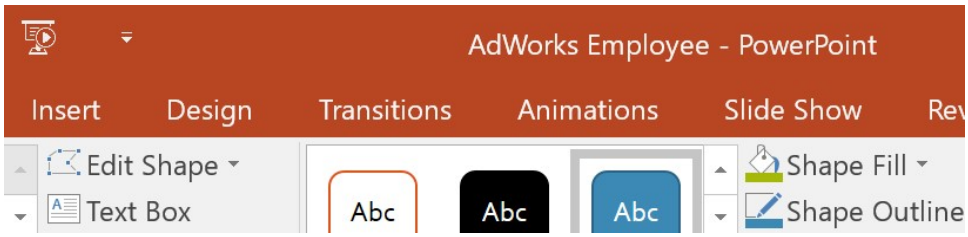
1. Select the action button.
2. Click the **Insert** tab.
3. In the **Links** group, click the **Action** command. The **Actions Settings** dialog box will appear.



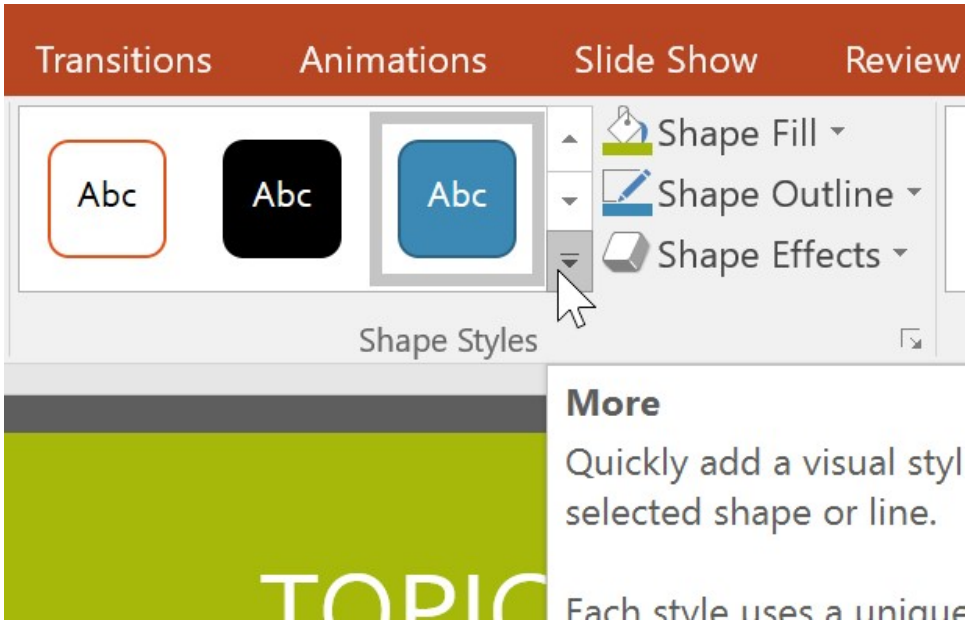
4. Edit the action or hyperlink, then click **OK**.

To change the appearance of an action button:

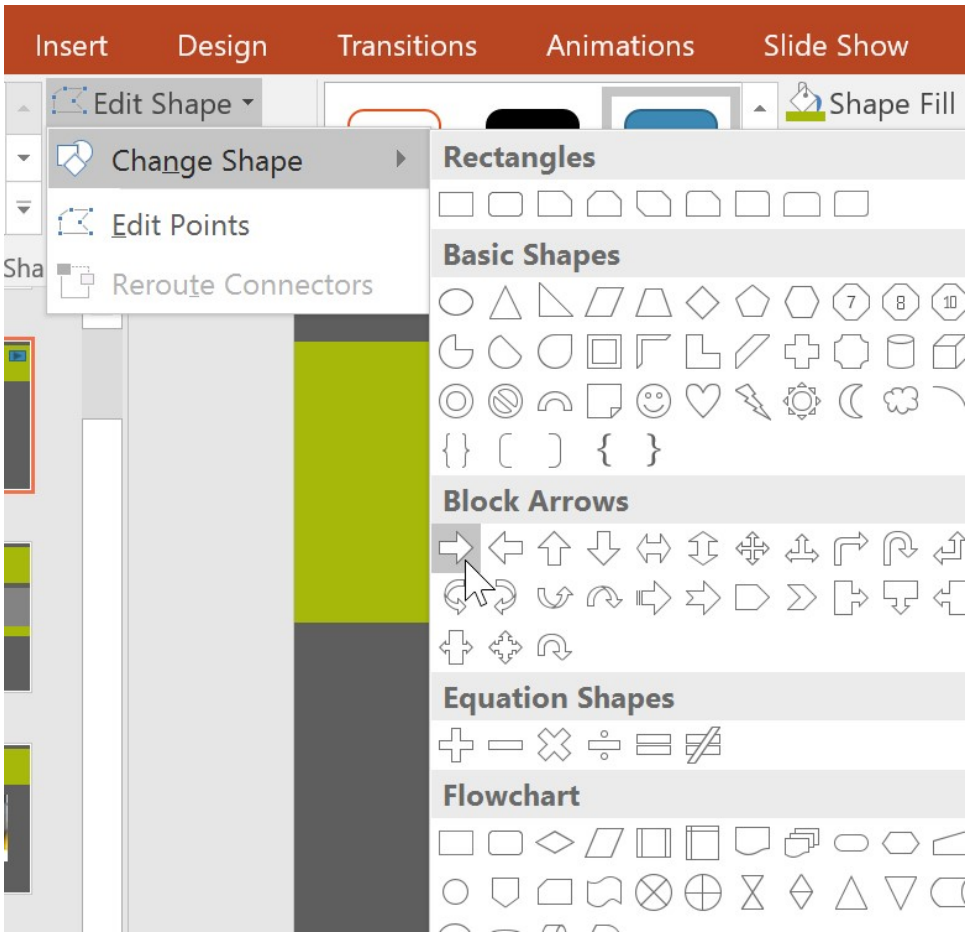
1. Select the action button.
2. Click the **Format** tab.



3. To change the button **style** or **color**, use the tools in the **Shape Styles** group.



4. To change the **shape** of the action button, click **Edit Shape** in the **Insert Shapes** group. Select a new shape from the drop-down menu.


Insert
Design
Transitions
Animations
Slide Show
Edit Shape
Shape Fill
Change Shape
Edit Points
Reroute Connectors
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart

Rehearsing and Recording Your Presentation

There are many things to keep in mind when preparing to give a presentation. How long will it last? What will you say? Fortunately, PowerPoint offers several tools that can help you **rehearse** your slide show. You can even record a copy with **voiceover narration**, allowing viewers to watch the presentation on their own.

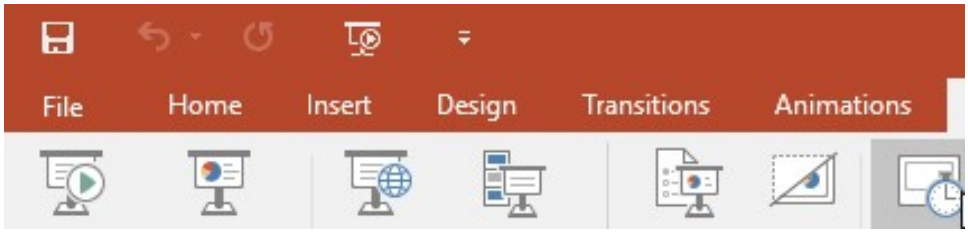
Rehearsing slide show timings

Rehearsing timings can be useful if you want to set up a presentation to play at a certain speed without having to click through the slides yourself. It also gives you the opportunity to **practice** your talking points. Using this feature, you can save timings for each slide and animation. PowerPoint will then play the presentation automatically using these timings.

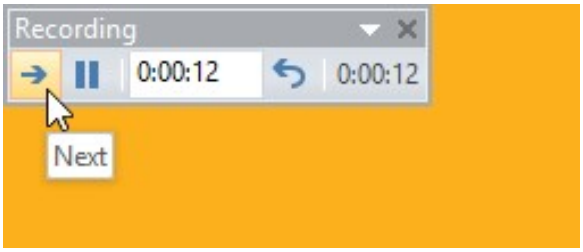
Rehearsing is often one of the last steps in creating a polished presentation. If you've never presented a slide show, you may want to review our lesson on **Presenting Your Slide Show** to become familiar with the basics.

To rehearse timings:

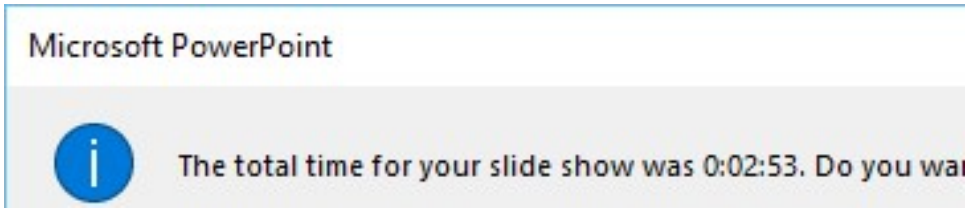
1. Go to the **Slide Show** tab, then click the **Rehearse Timings** command.



2. You'll be taken to a full-screen view of your presentation. Practice presenting your slide show. When you're ready to move to the next slide, click the **Next** button on the **Recording toolbar** in the upper-left corner. You also can also use the right arrow key on your keyboard.

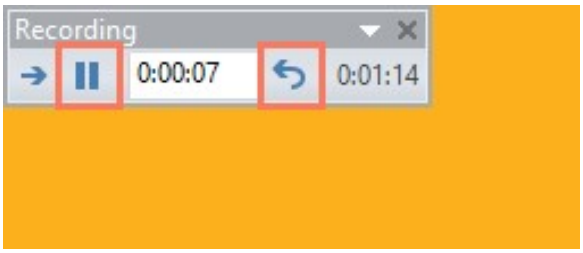


3. When you reach the end of the show, a dialog box will appear with the **total time** of your presentation. If you're satisfied with your timings, click **Yes**.



4. The timings will be saved. The next time you present, PowerPoint will use these timings to advance the slides **automatically**.

If you need more than one try to get the timings just right, the **Recording toolbar** can be used to take a break or start over on a slide. To pause the timer, click the **Pause** button. No actions taken while the timer is paused will be included in the timings. To re-record the timings on the current slide, click the **Repeat** button.

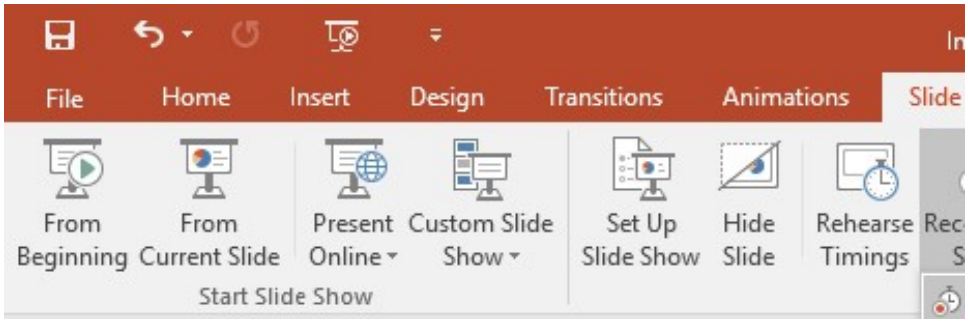


Recording your slide show

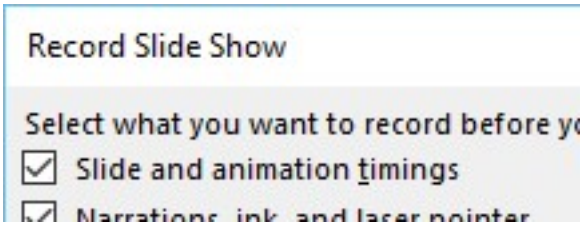
The **Record Slide Show** feature is similar to the **Rehearse Timings** feature, but it's a bit more comprehensive. If you have a microphone for your computer, you can **record voiceover narration** for the entire presentation. This is useful if you plan to use your slide show as a self-running presentation or video.

To record a slide show:

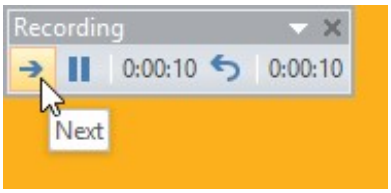
1. From the **Slide Show** tab, select the **Record Slide Show** drop-down arrow, then choose either **Start Recording from Beginning** or **Start Recording from Current Slide**.



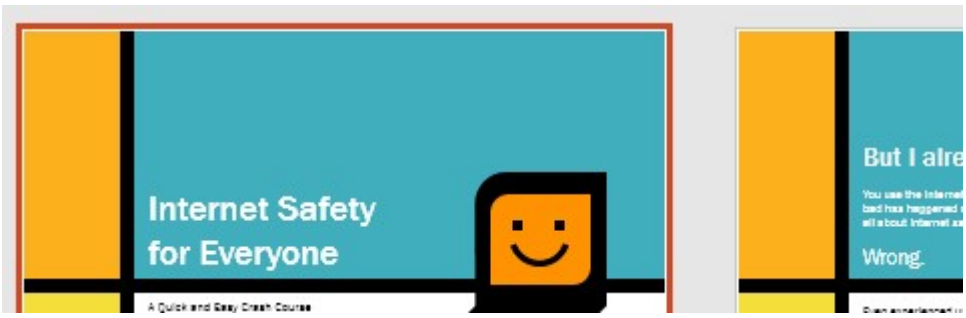
2. A dialog box will appear. Select the desired options, then click **Start Recording**. Remember, you can only record narration if you have a **microphone** attached to your computer.



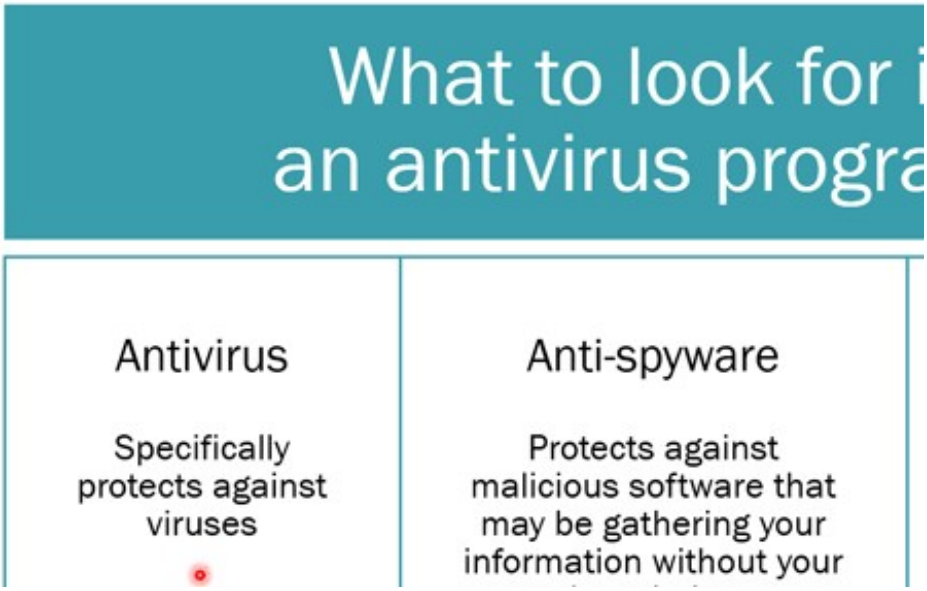
3. Your presentation will appear in full-screen view. Perform your slide show. Make sure to speak clearly into the microphone if you're recording narration.
4. When you're ready to move to the next slide, click the **Next** button on the **Recording toolbar** or use the right arrow key.



5. When you reach the end of the show, PowerPoint will close the full-screen view.
6. Your slide timings and narration are now part of your presentation. The slides with narration will be marked with a **speaker icon** in the bottom-right corner.



In recorded slide shows, the mouse pointer isn't visible in the finished product; therefore, if you want to point something out, you'll need to use the **laser pointer** feature. Simply hold **Ctrl** on your keyboard while you click and hold your mouse. The cursor will appear as a small red dot.



To remove slide timings or narration:

If you change your mind about including slide timings or narration, you can easily remove one or both. You can clear them from the **entire presentation** or just the **current slide**.

To do this, simply go to the **Slide Show** tab, click the **Record Slide Show** drop-down arrow, hover over **Clear**, then choose the desired option from the menu.

Sharing Your Presentation Online

PowerPoint offers several options to enhance or even totally change the way you deliver presentations. Instead of presenting your slide show normally, you can choose to present it as a **video**, or you can even **present it live online** so others can view it remotely. No matter how you choose to give your presentation, you can enhance it by **customizing** your slide show to remove or reorder slides. All of these options can help you give a polished and professional presentation.

Exporting a presentation as a video

The **Create a Video** feature allows you to save your presentation as a video. This can be useful because it lets your viewers watch the presentation whenever they want. To make sure your viewers have enough time to view each slide, you might want to **rehearse** the timings or **record** your slide show before using this feature.

To create a video:

1. Click the **File** tab to access **Backstage view**.
2. Select **Export**, then click **Create a Video**. Video export options will appear on the right.
3. Click the drop-down arrow next to **Presentation Quality** to select the size and quality of your video.

4. Select the drop-down arrow next to **Use Recorded Timings and Narrations**. Choose **Don't Use Recorded Timings and Narrations** if you don't have or don't want to use recorded timings. You can also choose **Use Recorded Timings and Narrations** if you have already recorded timings and narrations and want to use them in your video.
5. Click **Create Video**. The **Save As** dialog box will appear.
6. Select the location where you want to save the presentation, then enter a name for the presentation.
7. Click **Save**. As PowerPoint creates your video, a status bar will appear at the bottom of the PowerPoint window. When the bar is complete, your video is ready to view, send, or upload.

In addition to emailing your video, you can **upload** your video to free **video-sharing sites** like **YouTube**. Once your video is uploaded, you can give the link to anyone you want to see it. To learn more about using YouTube to share videos online, review our **YouTube** tutorial.

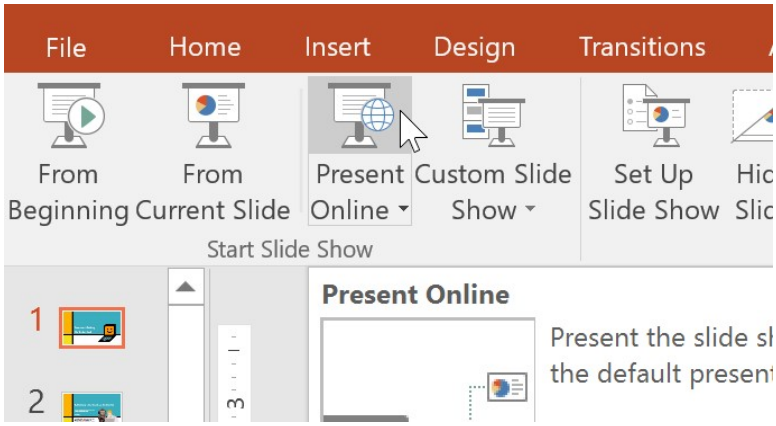
Presenting your slide show online

Presenting a slide show **online** is surprisingly easy. All you and your viewers need is an Internet connection—they don't even need PowerPoint. Once your viewers are connected, you can start the presentation as you normally would.

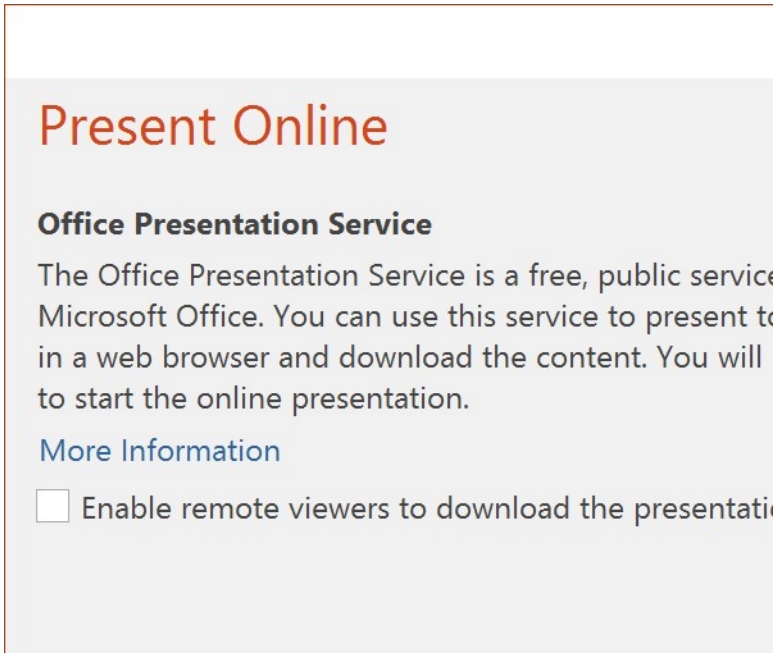
Please note that you cannot edit your presentation or mark it with a highlighter or pen while you are presenting a slide show online. You also cannot use PowerPoint to speak to your audience. Plan to communicate with your viewers through teleconferencing, or pre-record your narration.

To present online:

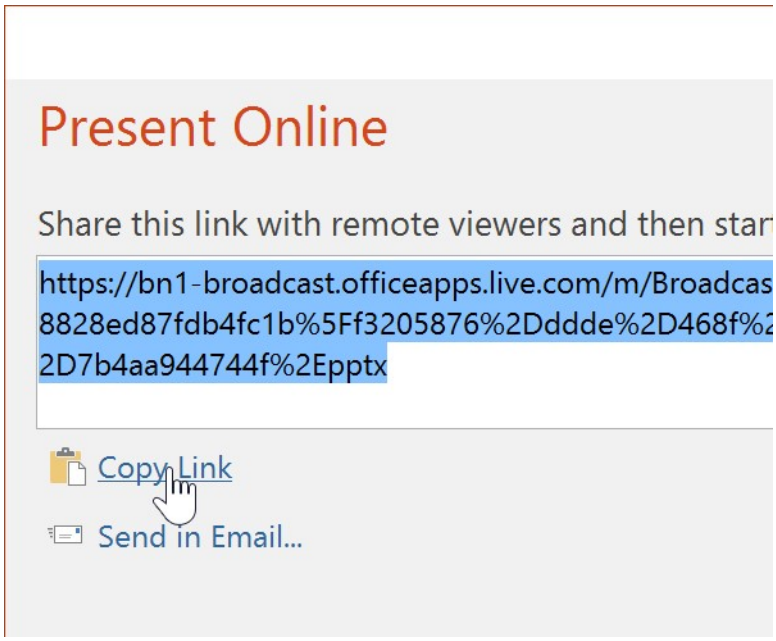
1. Select the **Slide Show** tab, then locate the **Start Slide Show** group.
2. Click the **Present Online** command.



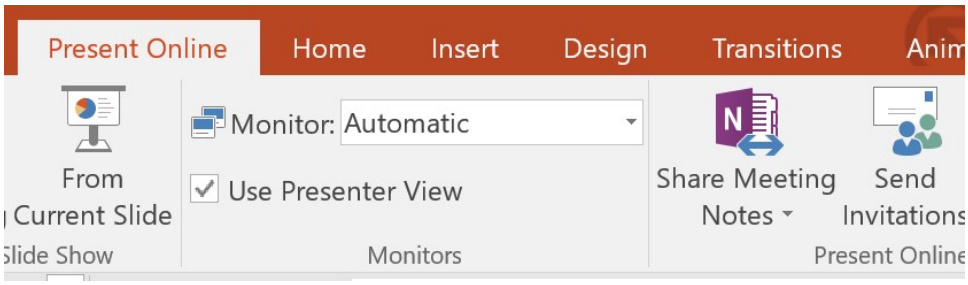
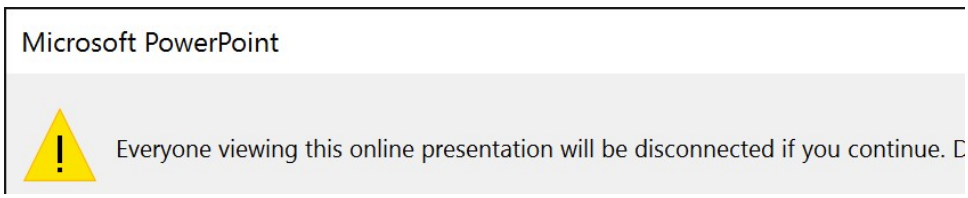
3. A dialog box will appear. Click **Connect**. A status message will appear as PowerPoint prepares your online presentation.



4. A link will appear. If it's not already selected, select the link.
5. Click **Copy Link** to make a copy of the link, which you can paste just about anywhere—including Facebook, a blog, or an email. You'll just want to make sure each of your viewers receives a copy of the link before beginning your presentation.



6. Click **Start Presentation**.
7. Present the slide show as you normally would, using the mouse or keyboard to advance the slides.
8. When you are finished, click **End Online Presentation**.



9. A dialog box will appear to confirm that you want to end the presentation. Click **End Online Presentation**.