

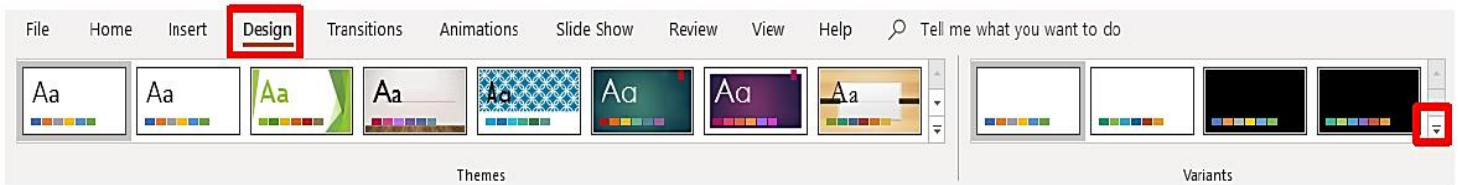


## Lecture 12

### Microsoft Office PowerPoint ( MS PowerPoint )

#### 1. Change Theme

You have the option to change the slide Theme on one slide or an entire presentation. Hovering the mouse pointer over the Theme will allow you the options of **Apply to All Slides** or **Apply to Selected Slide**.



Change the slide **Theme** to your presentation. Select the Design ribbon and then click on the drop-down arrow on the right-hand side of the last Theme thumb print row. More Themes will be previewed; select your desired Theme.

#### 2. Modify Theme

You have the option to change the Theme color, font, and background on your slides. Use the **Design** ribbon to modify your presentation Theme.



1. To change your slide Theme color scheme, click on the drop-down arrow next to the **Color** button, located in the **Themes** group, and then select your desired color scheme.

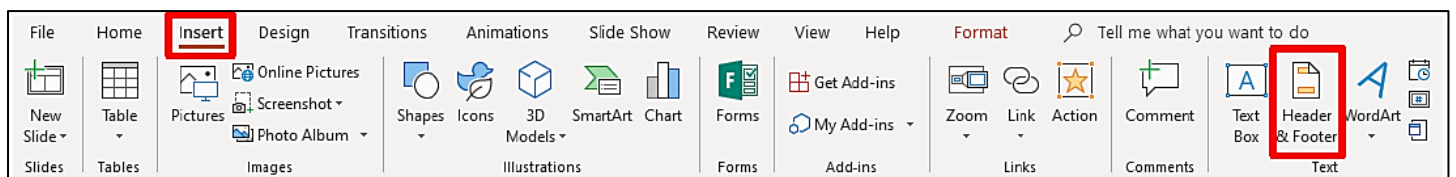
2. To change your slide **Font**, click on the drop-down arrow next to the **Fonts** button, located in the **Themes** group, and then select your desired Font options.

3. To change your slide **Background Color**, click on the drop-down arrow next to the **Background Style** button, located in the **Background** group, and then select your desired background categories.

(To remove a slide background graphic, select the **Hide Background Graphics** box.)

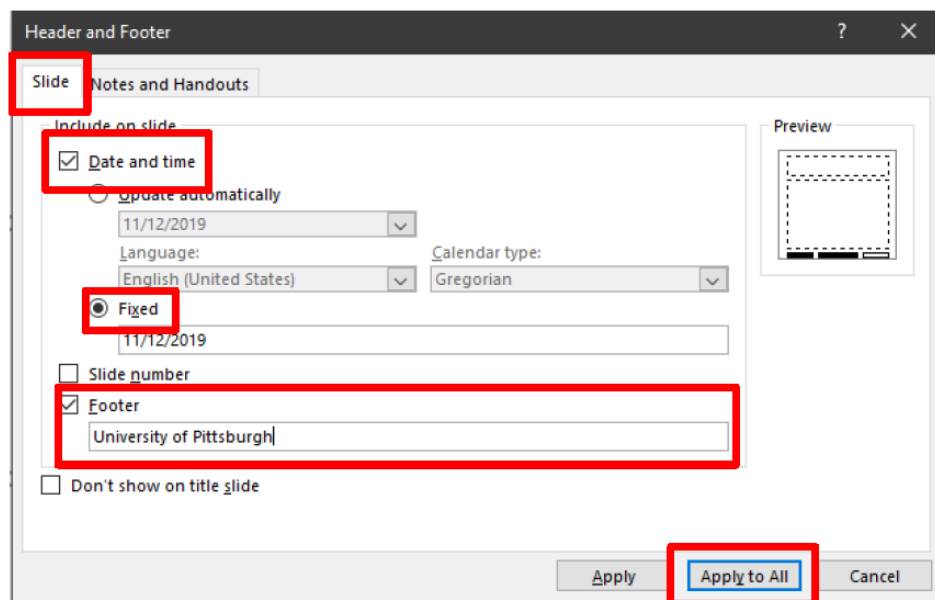
### 3. Add Footer

To insert information in the slide Footer, select the **Header and Footer** button located on the **Insert** ribbon. Information such as the date and time, the slide number, and desired text can be inserted on the Footer of the slides.





1. Select the **Insert** ribbon tab and then click on the **Header and Footer** button.
2. The **Header and Footer** window will appear.



3. Confirm that the **Slide** tab is active.
4. Select the **Date and time** box.
5. Select the **Fixed** button and then type **today's date** in the **Fixed** entry box.
6. Select the **Footer** box and then type **University of Pittsburgh** in the **Footer** entry box.
7. Click on the **Apply to All** button. This will enable all slides to have the new information.

## 4. Transition and Animation

PowerPoint allows you to apply special effects by using slide transition and text/graphical animation to make your presentation more visually appealing.