

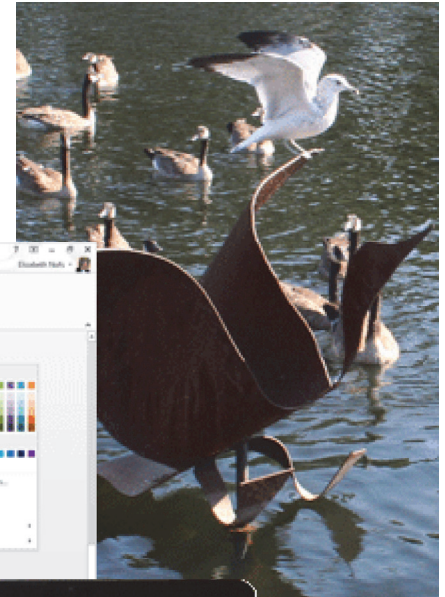
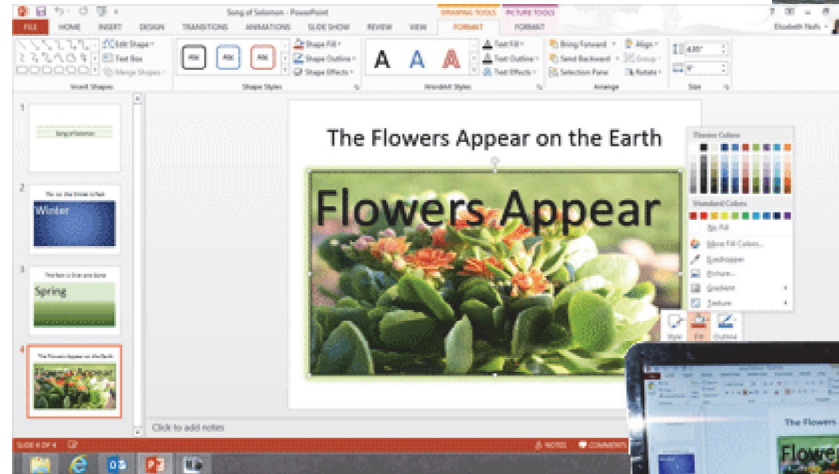


PowerPoint 2013: Creating a Presentation

## Text Boxes and Themes

### Beginning PowerPoint Objectives In this lesson, you will learn how to:

1. Identify and use the **Drawing** tools to apply formatting to a **Text Box**.
2. Format the Text Box with **Quick Styles**.
3. Create a custom Text Box by editing the Shape Fill with Color, Gradient, Texture, Patterns and Pictures.
4. Format the Color, Weight and Style of the Text Box **Outline**.
5. Work with **Shape Effects**: Shadow, Glow, and 3D Rotation.



© 2013 Comma Productions LLC



## Lesson 4: Text Boxes and Themes

### 1. Readings

Read Lesson 4 in the PowerPoint guide, page 83-120.

### Project

A simple presentation that uses the **Drawing** tools to format 4 slides.

### Downloads

[SummerFlower1.gif](#)

[SummerFlower2.gif](#)

[SummerFlower3.gif](#)

[Durand4.gif](#)

[Song of Solomon.pptx \(Completed\)](#)

[Do You Have One.pptx](#)

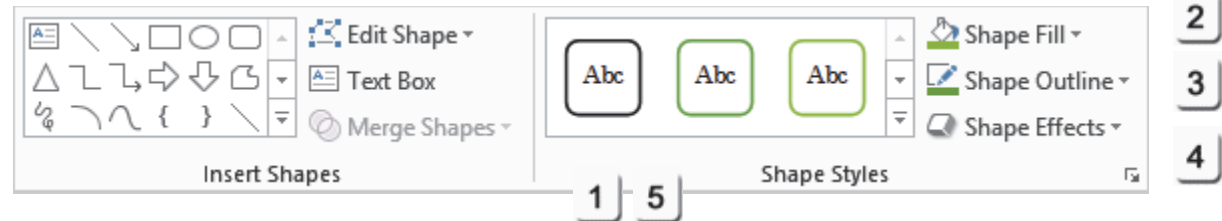
### 2. Practice

Do the Practice Activity on page 121.

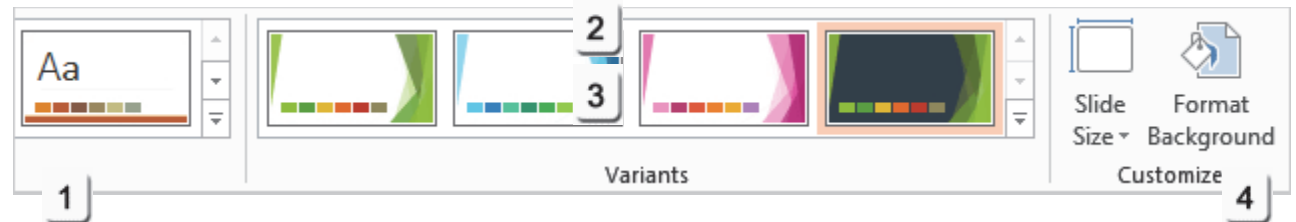
### 3. Assessment

Review the Test questions on page 122.

#### Drawing Tools->Format Ribbon



#### Design Ribbon



### Menu Maps

From the **Home Ribbon**.

1. [Home ->Drawing->Quick Styles](#), page 91

From the **Drawing Tools->Format Ribbon**.

2. [Shape Styles-> Shape Fill](#), page 94
3. [Shape Styles-> Shape Outline](#), page 102
4. [Shape Styles-> Shape Effects](#), page 104
5. [Format->Size](#), page 106

### More Menu Maps

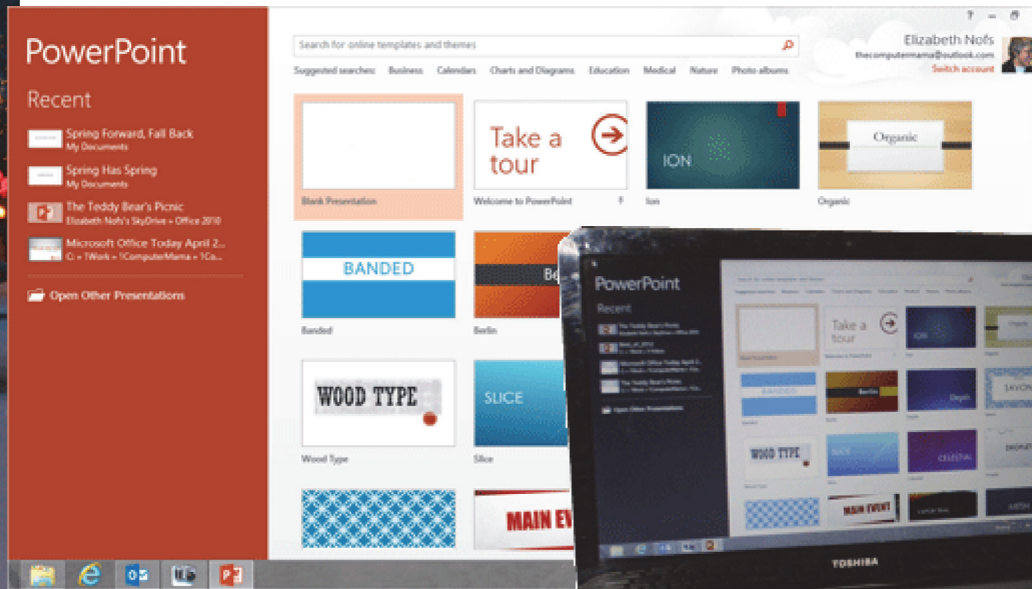
From the **Design Ribbon**.

1. [Design ->Themes](#), page 110
2. [Design ->Variants->Colors](#), page 113
3. [Design ->Variants->Font](#), page 115
4. [Design->Customize->Format Background](#), page 117



# Working with Text Boxes

By definition, a **Text Box** is a **Shape**. A Text Box has specific formatting because it is working with Text. Nevertheless, a Text Box is still a Shape, with or without a bulleted list or a Title. Shapes have Outlines, Fill, and Styles. Shapes are formatted with the **Drawing Tools**. This lesson begins with the short stack of **Drawing Tools** on the **Home Ribbon**. Then, we'll review the **Drawing Ribbon** and find a few more options.



**Try This: Start PowerPoint 2013. Go to Start. Click on PowerPoint 2013.**

**When you start PowerPoint you will be prompted to choose a template. Select a Blank Presentation.**





## Before You Begin

This lesson will demonstrate the **Drawing** tools. The options include Quick Styles, Shape Fill, Shape Outline, and Shape Effects.

We will also look at **Themes**.

### 1. Try it: Add New Slides

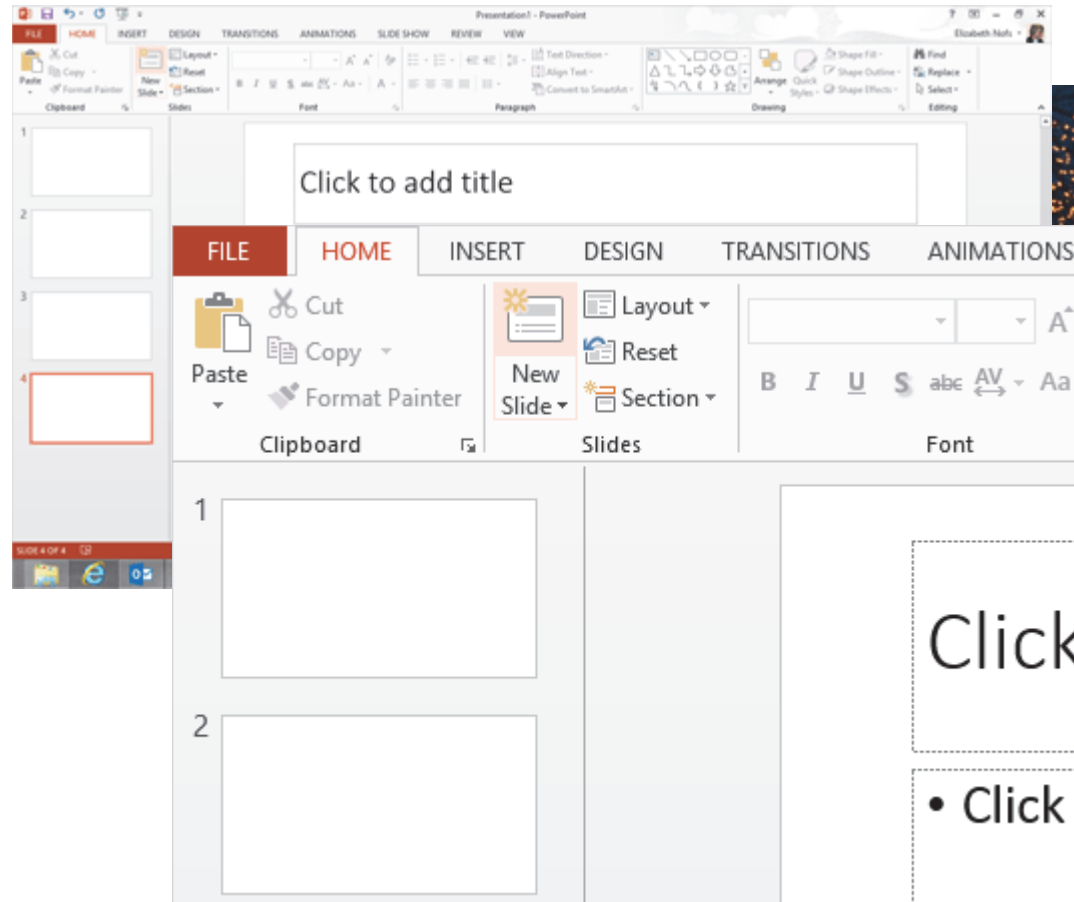
A new, blank presentation is open. Go to **Home ->Slides->New Slide**. Please add three new slides.

Keep going...

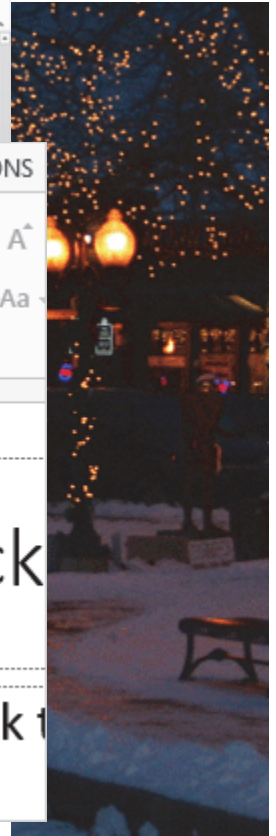
**Memo to Self:** You do not have to **MATCH** the images and special effects shown on these pages.

Please add your own pictures if you wish. It is more important that you begin with something and try the options that are available.

Home ->Slides->New Slide



1



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Add New Slides



## Enter the Titles

### 2. Try This: Add Text to the Titles

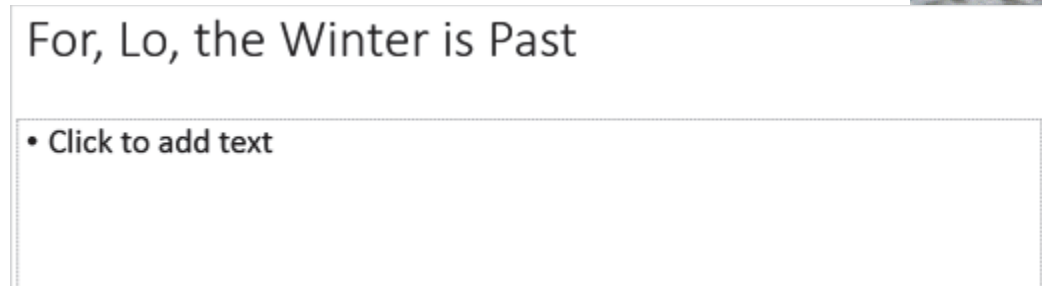
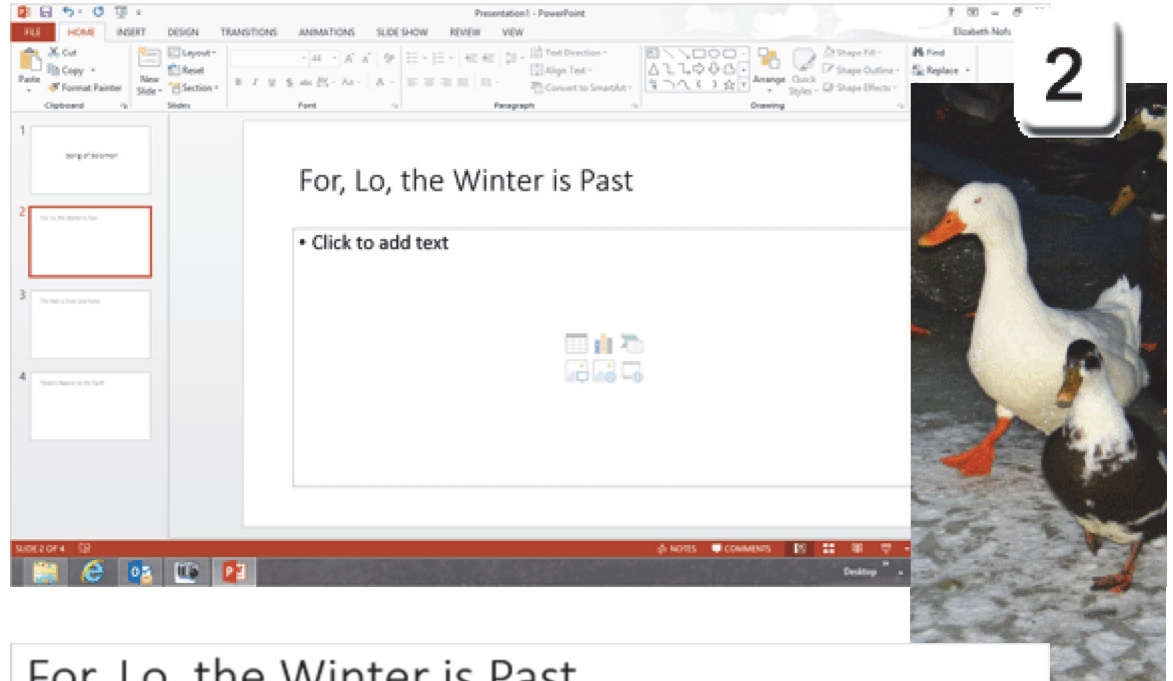
Slide 1, type: Song of Solomon

Slide 2, type: For, Lo, the Winter is Past

Slide 3, type: The Rain is Over and Gone

Slide 4, type: The Flowers Appear on the Earth

Keep going...



Exam 77-422: Microsoft PowerPoint 2013  
 3.0 Create Slide Content  
 3.1 Insert and Format Text: Enter Text



## Format the Text

**Before You Begin: Enter the Text**

Go to Slide 2.

Select the bottom Text Box.

Type: Winter.

By default, the Text will have a bullet.

### 3. Try This: Format the Font

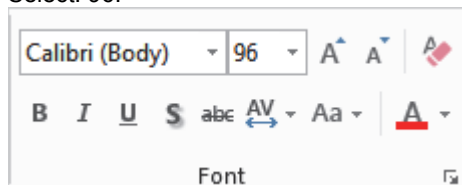
Select the text: Winter

Go to **Home->Paragraph->Bullet**.

Click on **Bullet**. (This removes the bullet).

Go to **Home Font->Size**.

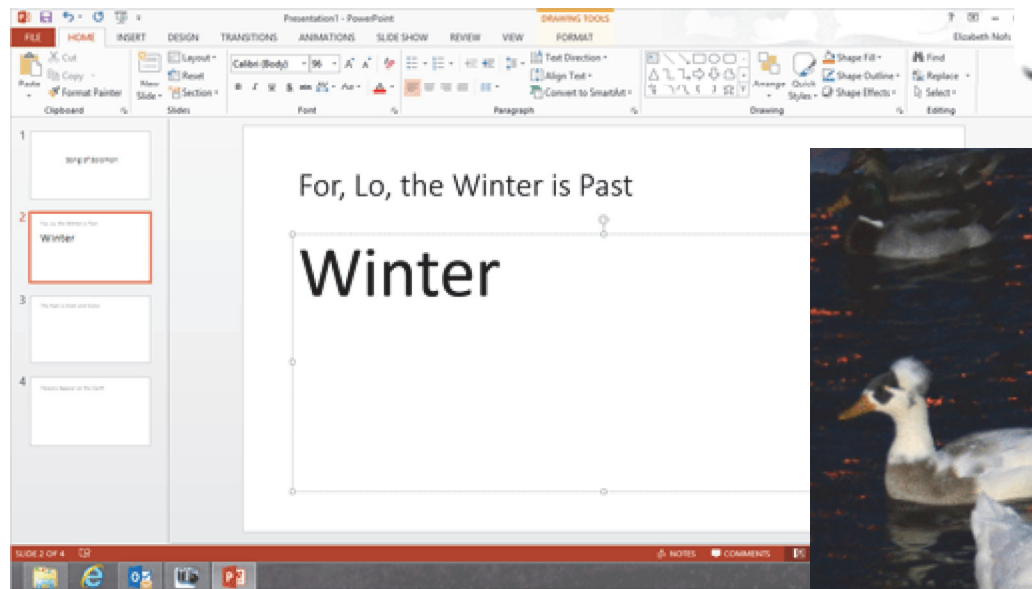
Select: 96.



**What Do You See, Now?** The Text should be large, aligned left, no bullet.

Keep going...

Home ->Paragraph->Bullet



3



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.1 Insert and Format Text: Apply Formatting and Styles to Text



## Hello, Drawing Tools

When you click on a **Text Box** to type some words, you will see the **Shape** outline. The outline is a dashed blue line with handles on the sides and in each corner. Shapes are formatted with the **Drawing Tools**.

### 1. Try it: Find the Drawing Tools

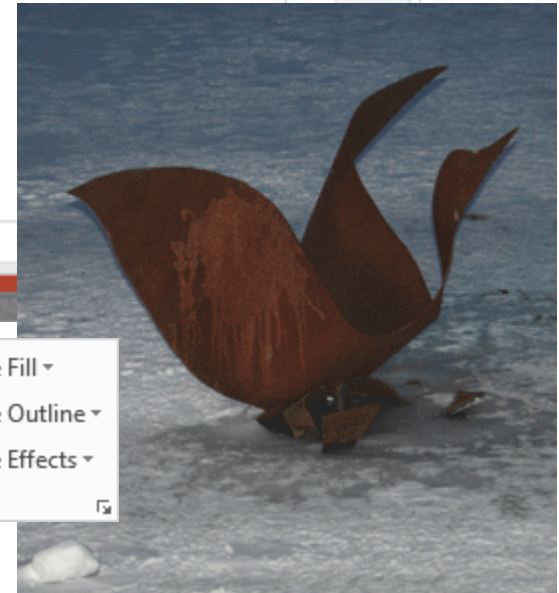
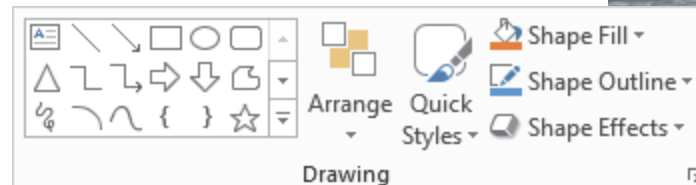
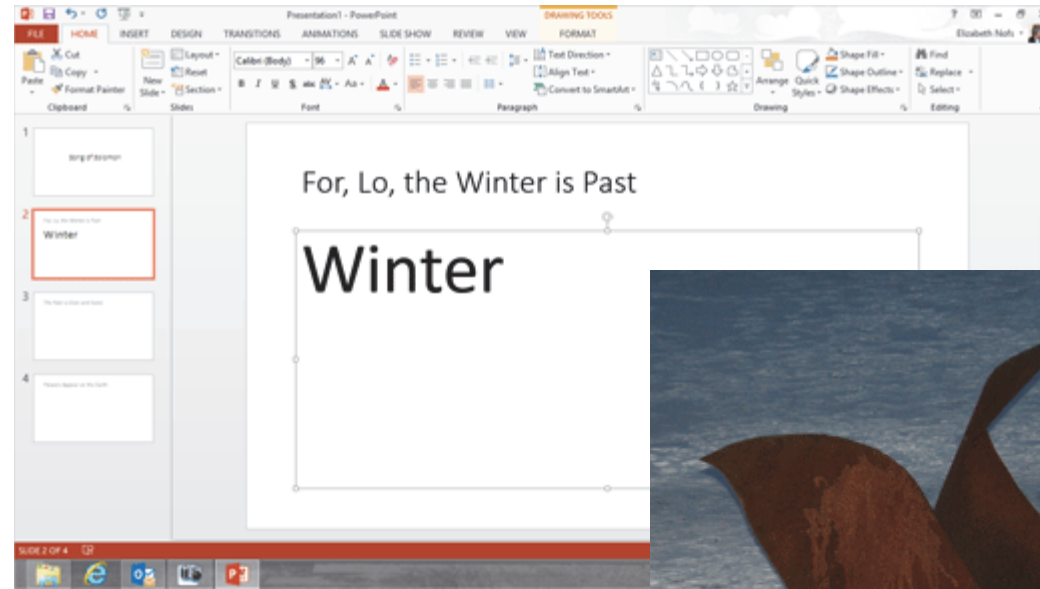
Select the bottom Text Box: Winter.

**What Do You See?** The Home Ribbon has a set of Drawing Tools that include:

- Shapes
- Arrange
- Quick Styles
- Shape Fill
- Shape Outline
- Shape Effects

Keep going...this is getting interesting.

Home ->Drawing



Exam 77-422: Microsoft PowerPoint 2013  
 2.0 Insert and Format Shapes and Slides  
 2.2 Insert and Format Shapes: Apply Styles to Shapes



Take Two

## And Hello, Drawing Tools

### 2. Try it: Find More Drawing Tools

The **Drawing Tools Ribbon** has more options in the Groups than the short set on the **Home Ribbon**.

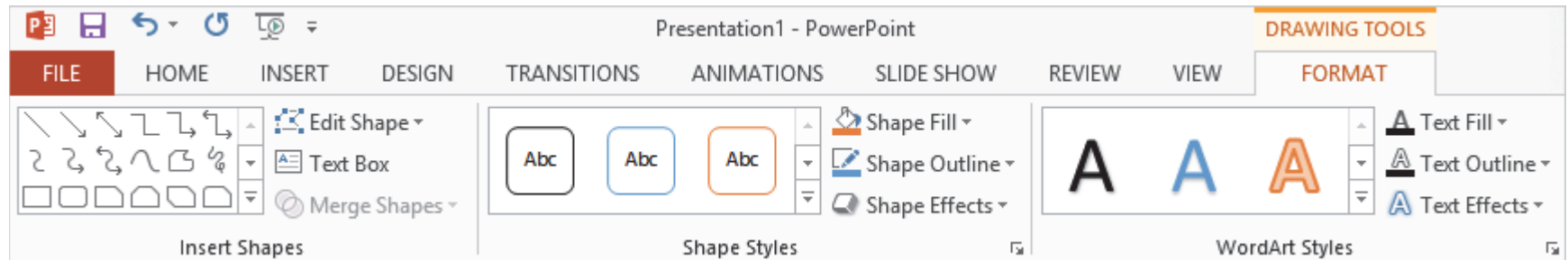
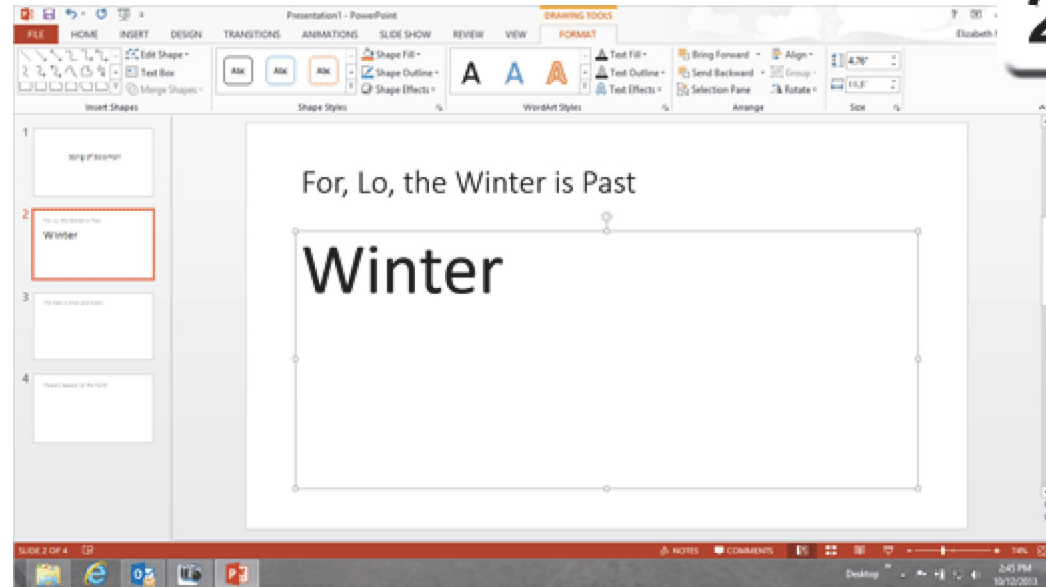
The **Format** Groups include:

- Insert Shapes
- Shape Styles
- WordArt Styles
- Arrange
- Size

This example will play with the options on the Home Ribbon, first.

Keep going...

### Drawing Tools->Format



Exam 77-422: Microsoft PowerPoint 2013  
 2.0 Insert and Format Shapes and Slides  
 2.2 Insert and Format Shapes: Apply Styles to Shapes





Take Two

### Drawing: Quick Styles

**Quick Styles** format many aspects of the Text Box including the Shape Fill, Outline, and Effects.

#### 3. Try it: Apply Quick Styles

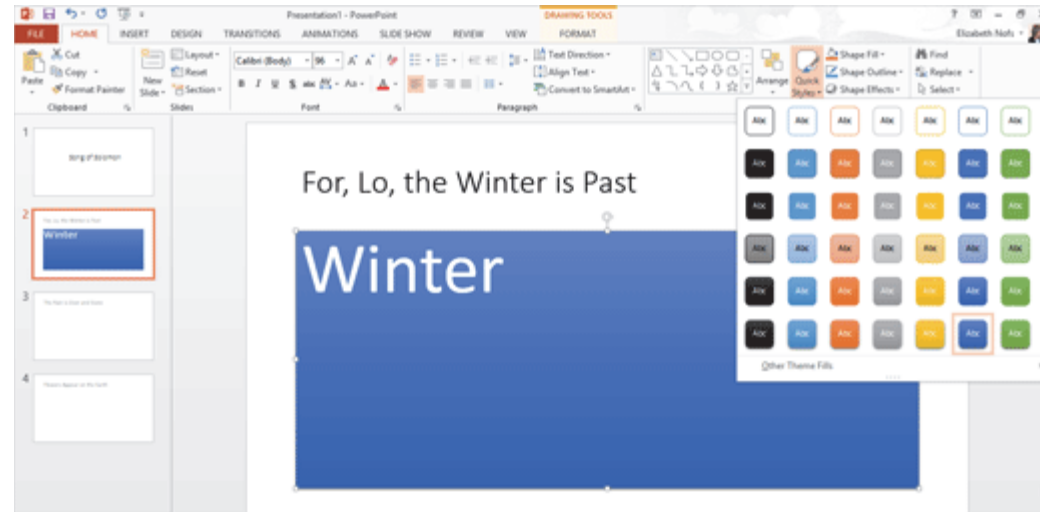
- Go to Slide 2.
- Select the bottom Text Box.
- Go to **Home ->Drawing**.
- Click on **Quick Styles**.
- Select: Intense Effect-Blue, Accent 1

**What Do You See?** As you run over the **Quick Styles** the Font changes from black To white, depending on the Fill Color.

Keep going...



Home ->Drawing->Quick Styles



3



Exam 77-422: Microsoft PowerPoint 2013  
 2.0 Insert and Format Shapes and Slides  
 2.2 Insert and Format Shapes: Apply Styles to Shapes (Quick Styles)



### Quick Style Options

Every Microsoft Office menu has more goodies at the bottom of the list. The **Quick Styles** has **Other Theme Fills**.

#### 4. Try it: Find Other Theme Fills

- Go to Slide 2.
- Select the bottom Text Box.
- Go to **Home ->Drawing->Quick Styles**.
- Click on **Other Theme Fills**.
- Select: Style 11

**What Do You See?** There are various **Gradient Fills**. Look carefully. The second row has a shine at the top. The third row radiates out from the middle.

OK, that's Quick Styles.

Home ->Drawing->Quick Styles->Other Theme Fills



4



Exam 77-422: Microsoft PowerPoint 2013  
 2.0 Insert and Format Shapes and Slides  
 2.2 Insert and Format Shapes: Apply Styles to Shapes (Quick Styles)



## Drawing: Shape Fill

As you saw on the previous pages, Quick Styles format a bunch of Text Box features. Let's look at the options one at a time and see how they work. These lessons will use the Drawing Tools.

### 1. Before You Begin: Enter the Text

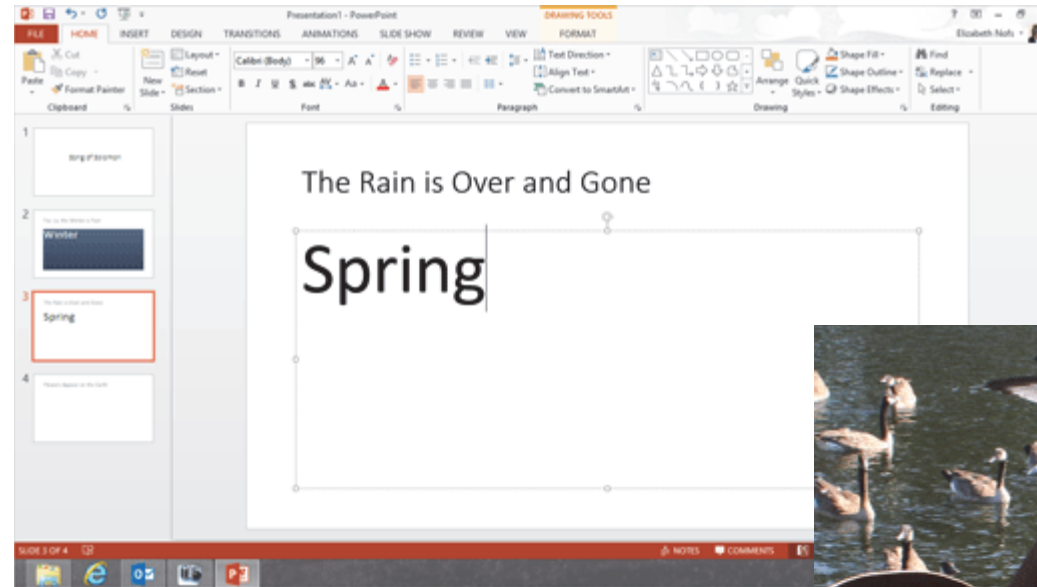
Go to Slide 3.  
Select the bottom Text Box.  
Type: Spring.

### Try This, Too: Format the Font

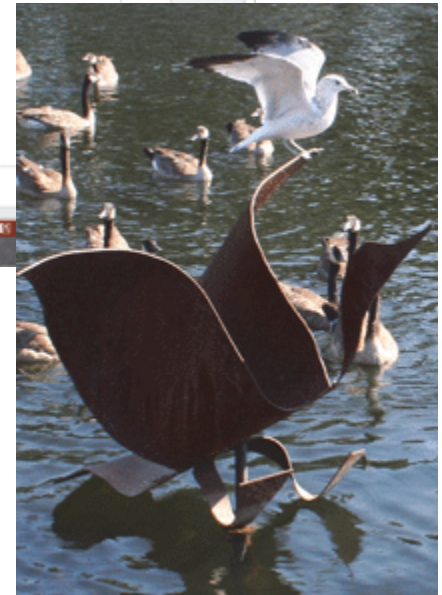
Select the text: Spring  
Go to **Home->Paragraph**.  
Click on **Bullet**.  
Go to **Home Font->Size**.  
Select: 96.

Keep going...

Home ->Paragraph->Bullet



1



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.1 Insert and Format Text: Apply Formatting and Styles to Text



Take Two

## Shape Fill: Color

The **Shape Fill** can be a color, picture, gradient or Texture. Let's start with color.

### 2. Try it: Edit the Color of the Shape Fill

Go to Slide 3.

Select the bottom Text Box.

Go to **Drawing Tools->Format->Shape Styles**.

Go to **Shape Fill**.

**What Do You See?** The Shape Fill has a pallet of **Theme Colors**. The **Standard Colors** (red, yellow, green, blue, etc) are also available.

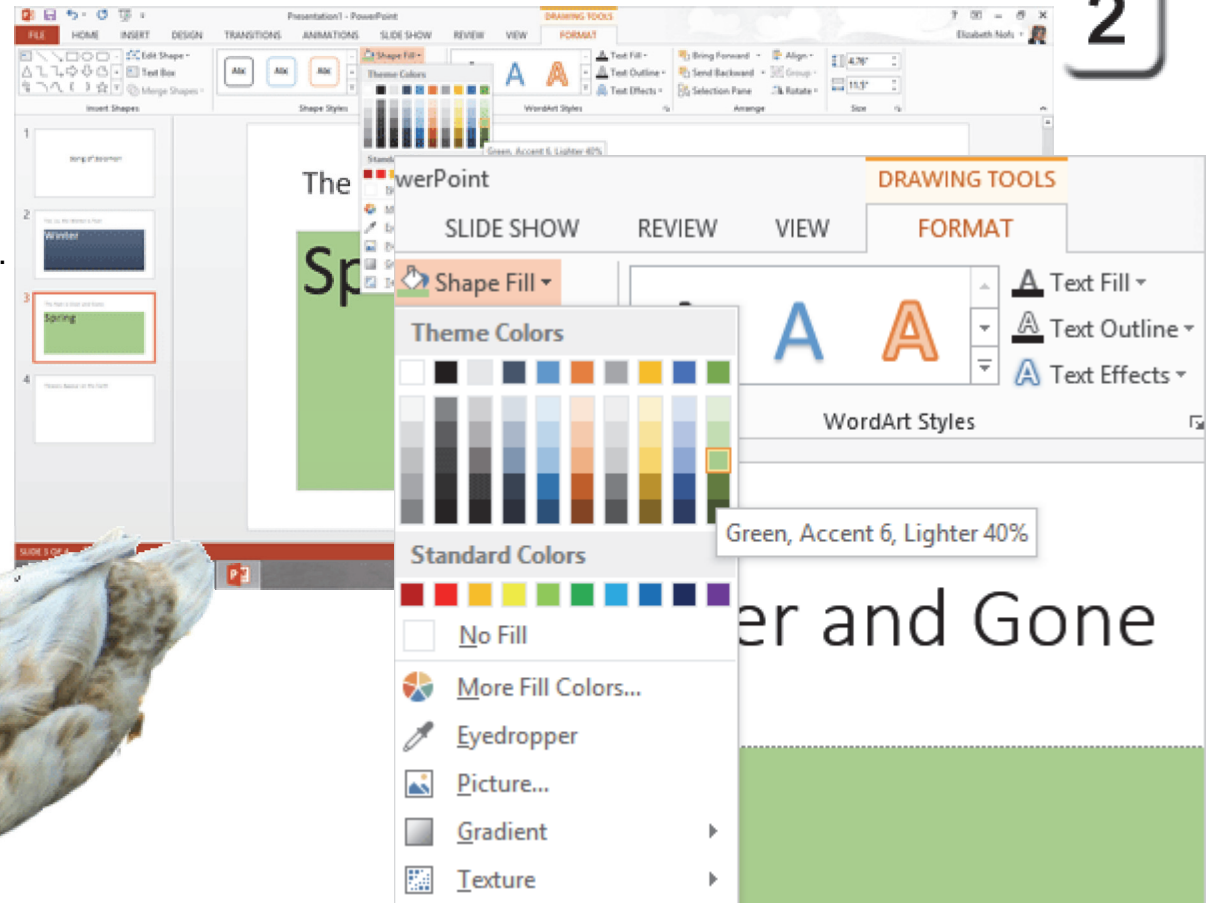
### OK, Pick a Theme Color

Select a light green from the Theme Colors.

Keep going...



Drawing Tools->Format->Shape Styles->Shape Fill->Theme Colors



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Apply Styles to Shapes (Drawing: Shape Fill)



Take Two

### Shape Fill: Texture

The **Texture** gallery includes cloth, granite, paper and wood. Each texture applies a different meaning to the Text Box. For example, a bank would use marble to say that they are solid. A day care center may use cloth or denim to suggest comfort.

#### 3. Try it: Edit the Fill Texture

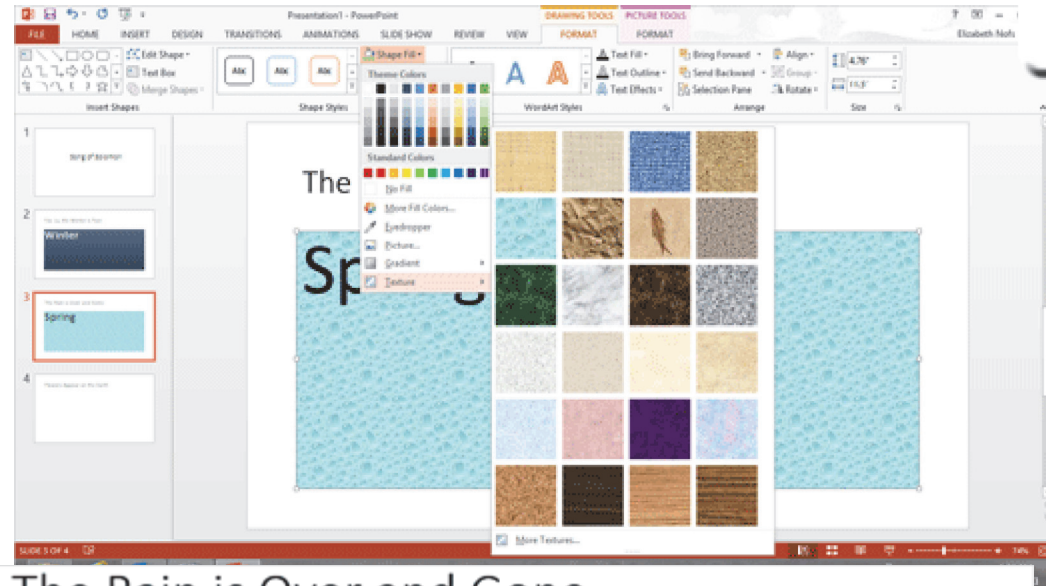
- Go to Slide 3.
- Select the bottom Text Box.
- Go to **Drawing Tools->Format->Shape Styles->Shape Fill->Texture**.
- Go to **Shape Fill->Texture**.

OK, if you selected a Texture, please go back to a solid green Fill.

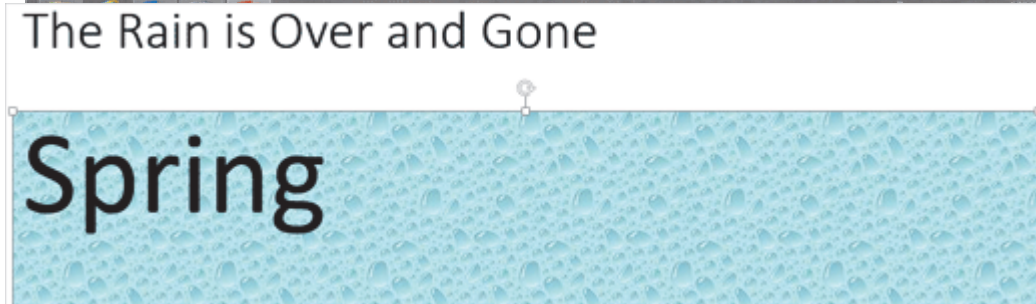
Keep going...



Drawing Tools->Format->Shape Styles->Shape Fill->Texture



3



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Apply Styles to Shapes (Drawing: Shape Fill)



## Shape Fill: Gradient

A **Gradient** is a method for creating a gradual change in the intensity of the color. The Gradient has a start (top, center, bottom) and a direction.

### 4. Try it: Edit the Fill Gradient

Go to Slide 3.

Select the bottom Text Box.

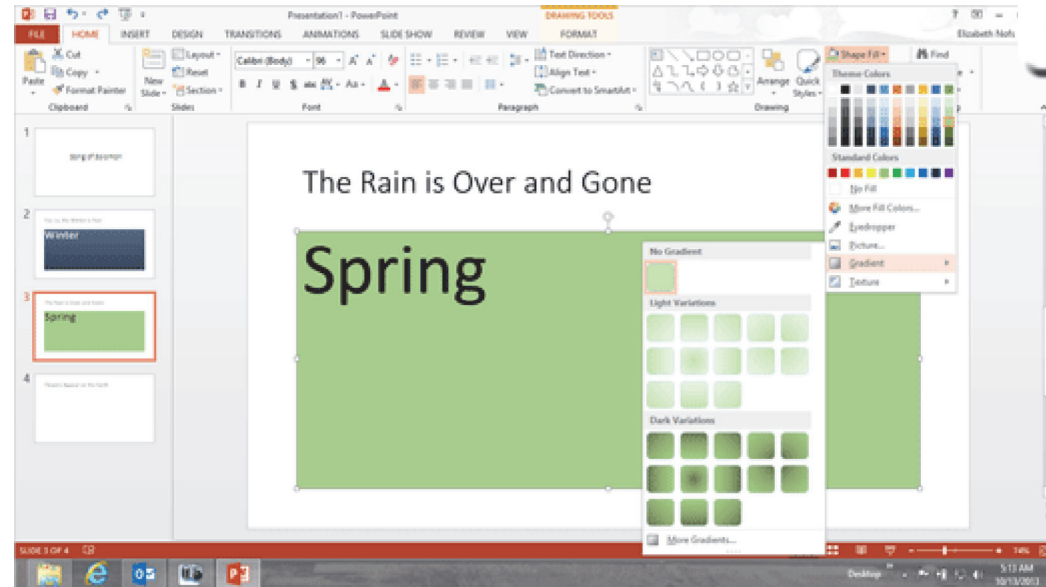
Go to **Drawing Tools->Format->Shape Styles**.

Go to **Shape Fill->Gradient**.

**Where Have You Seen This Before?** The **Gradient** gallery has more choices than the Quick Styles. The options include Light and Dark Variations.

Keep going...

Drawing Tools->Format->Shape Styles->Shape Fill-> Gradient



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Apply Styles to Shapes (Drawing: Shape Fill)



## More Gradient Options

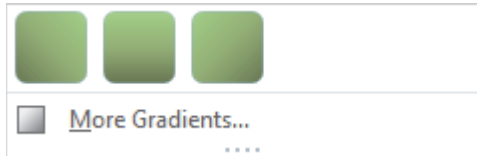
### 5. Try it: Review the Format Options

Go to Slide 3.

Select the bottom Text Box.

Go to **Drawing Tools->Format->Shape Styles.**

Go to **Shape Fill->Gradient->More Gradients.**



**What Do You See?** When you click on **More Gradients**, you will see the options for Formatting a Shape on the right. They are:

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill
- Slide background fill.

Then what? Keep going...

Drawing Tools->Format->Shape Styles->Shape Fill-> Gradient-> More Gradients

The screenshot shows the PowerPoint interface with the 'Format Shape' task pane open. The 'FILL' section is expanded, showing the following options:

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill
- Slide background fill

The slide content includes the text "The Rain is Over and Gone" and "Spring". A large number "5" is overlaid on the top right of the slide.

Exam 77-422: Microsoft PowerPoint 2013  
 2.0 Insert and Format Shapes and Slides  
 2.2 Insert and Format Shapes: Apply Styles to Shapes (Drawing: Shape Fill)



## Shape Fill: Gradient Stops

You can edit every aspect of the Gradient if you wish. Here is one option that has interesting results.

### 6. Try it: Edit the Gradient Fill

Please select the following.

**Fill:** Gradient fill.

**Type:** Linear.

**Direction:** Linear Up

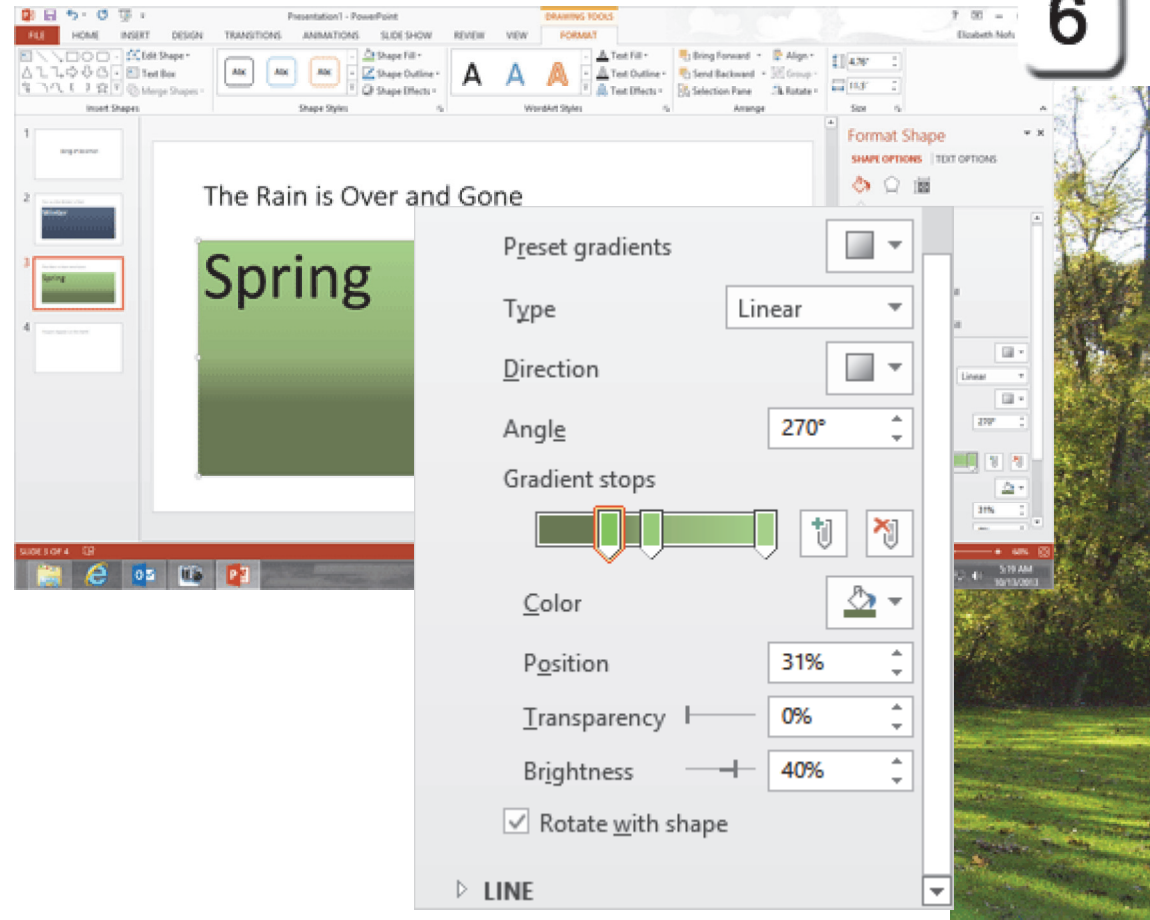
### Try This, Too: Edit the Gradient Stops

There are two Gradient stops in this example. If you slide the left stop towards the center, there will be more light color at the top of the slide.

Go ahead, play with the Color, Brightness and Transparency. If you don't like the formatting, you can always UNDO.

OK, keep going...!

Drawing Tools->Format->Shape Styles->Shape Fill-> Gradient-> More Gradients



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Apply Styles to Shapes (Drawing: Shape Fill)





Take Two

## Shape Fill: Picture

While we're here, let's try using a **Picture** for the Shape Fill.

### 7. Try This: Edit the Text

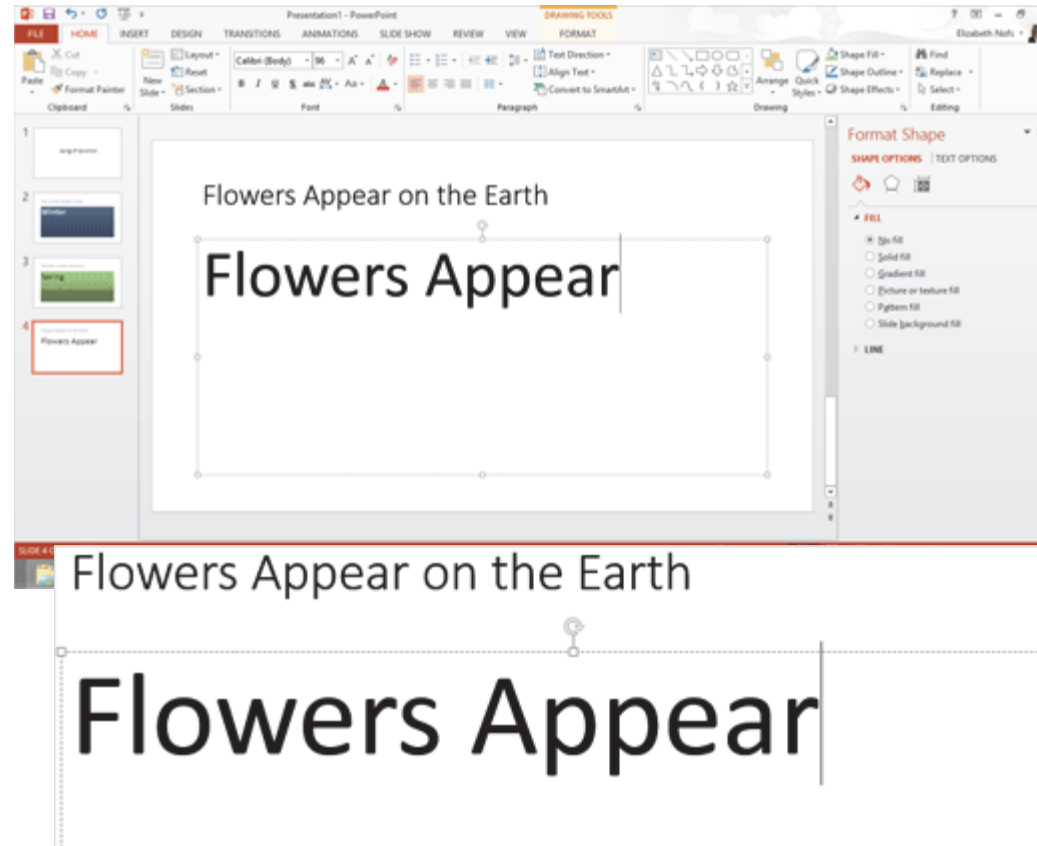
Go to Slide 4.  
Select the bottom Text Box.  
Type: Flowers Appear.

### Try This, Too: Format the Font

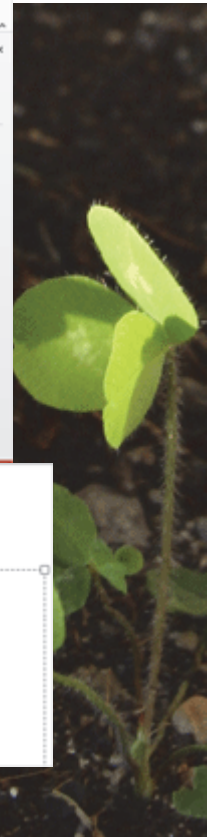
Select the text: Flowers Appear  
Go to **Home->Paragraph**.  
Click on **Bullet**.  
Go to **Home Font->Size**.  
Select: 96.

Keep going...what is next, we wonder?

Home ->Paragraph->Bullet



7



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Apply Styles to Shapes (Drawing: Shape Fill)



## Shape Fill: Find a Picture

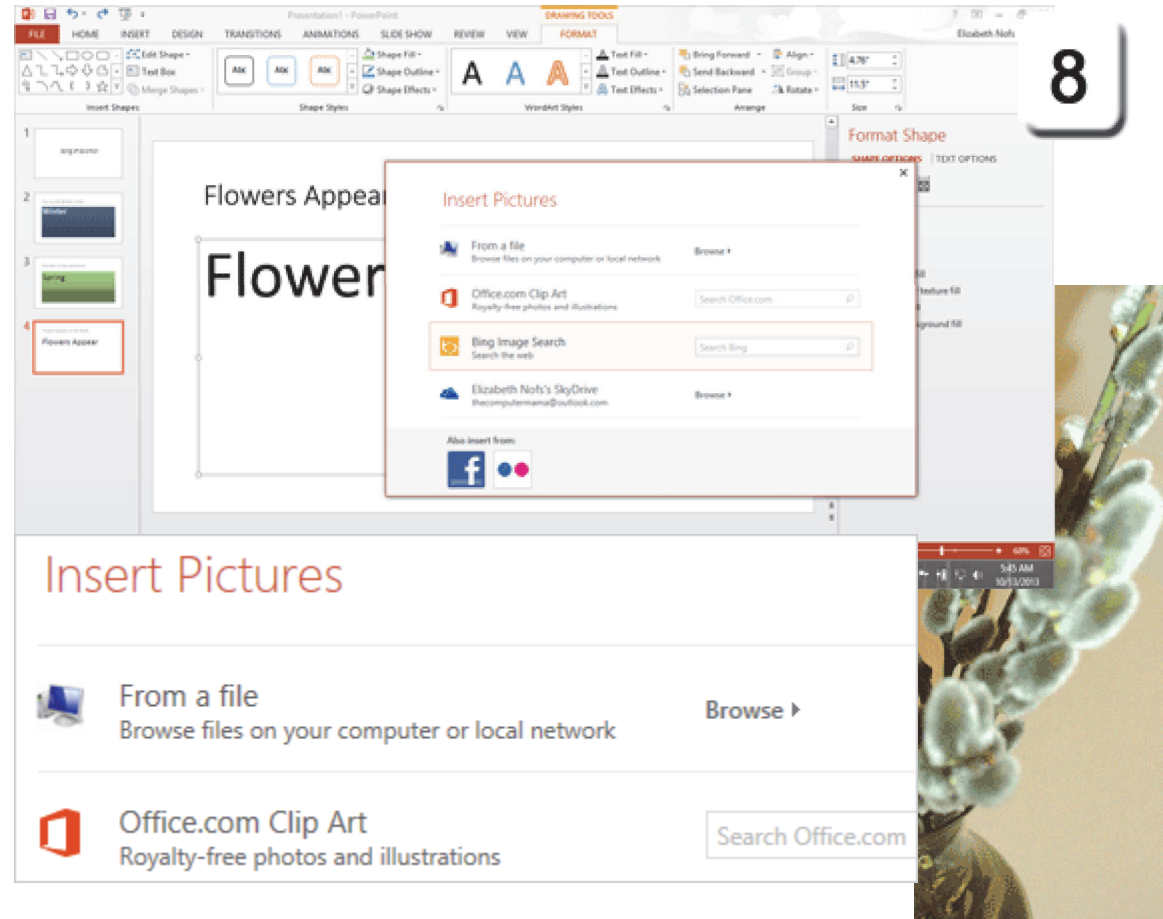
8. Try This: Use a Picture for the Fill  
Go to **Drawing Tools->Format->Shape Styles**.  
Go to **Shape Fill->Picture**.

When the Picture Search window opens select **From a File** and **Browse** for a picture.  
The example in this lesson is called [SummerFlower2.jpg](#)

Keep going...

**Memo to Self:** You do not have to MATCH the images and special effects shown on these pages. You can use your own pictures.

Drawing Tools->Format->Shape Styles->Shape Fill->Picture



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Apply Styles to Shapes (Drawing: Shape Fill)



Take Two

## Working with the Picture Fill

The **Text Box** now has a **Picture Fill** behind the text. By default, the text is black, however it seems a little hard to read. A little bit of formatting can make the text stand out.

**9. Try it: Format the Font Shadow**  
Select the words: Flowers Appear.  
Go to **Home ->Font->Text Shadow**.

**Memo to Self:** You may want to change the **Font Color** or **Size**, depending on the picture you chose for the **Shape Fill**. Do whatever it takes to make the message easier to read.

Home ->Font->Text Shadow

The screenshot shows the PowerPoint interface with the 'Format Picture' task pane open on the right. Under the 'SHAPE OPTIONS' tab, the 'FILL' section has 'Picture or texture fill' selected. The main slide area shows a slide with the title 'Flowers Appear on the Earth' and a text box containing 'Flowers Appear' over a background image of flowers. A large number '9' is positioned in the top right corner of the slide area.

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.1 Insert and Format Text: Apply Formatting and Styles to Text (Shadow)



Take Two

## Shape Outline: Color

Each Shape has an **Outline** that you can edit if you wish. You can format the Color, Weight and Style.

### 1. Try it: Format the Shape Outline

Begin on Slide 4.

Select the Text Box.

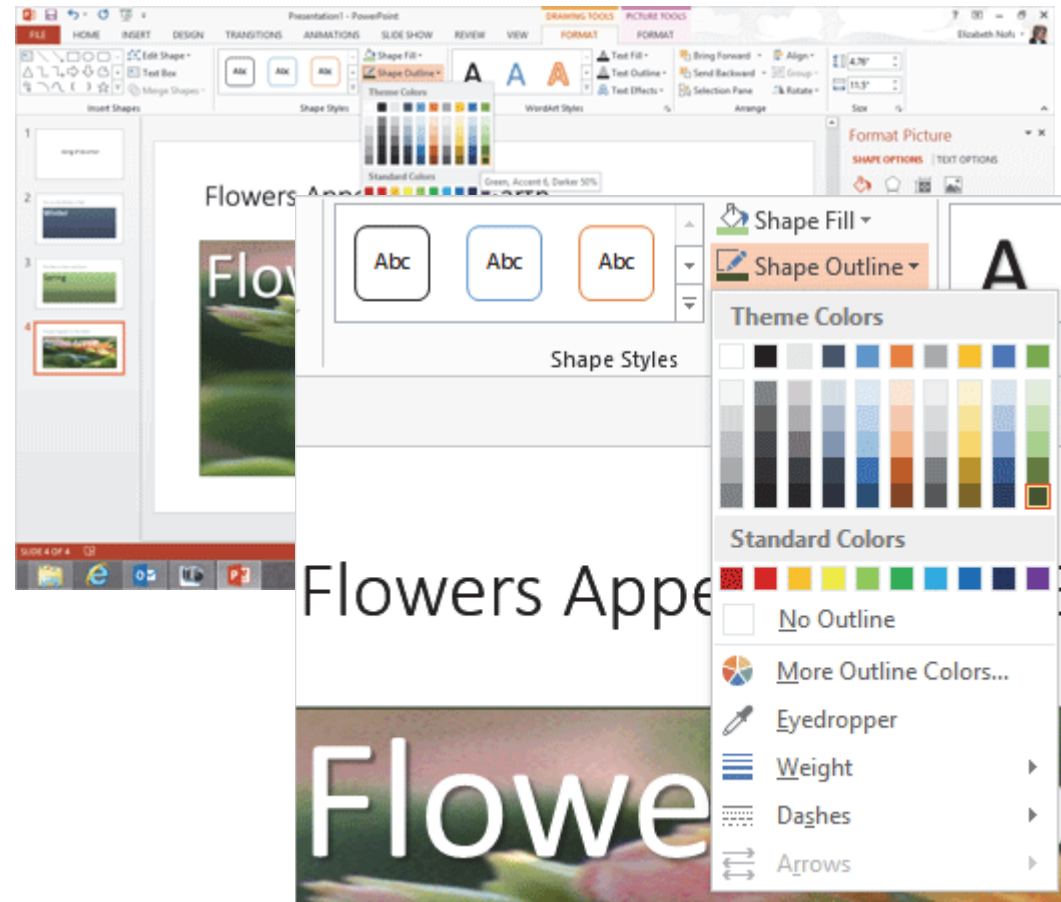
Go to **Drawing Tools->Format**.

Go to **Shape Styles->Shape Outline**.

Select a **Theme Color**.

Keep going...

Drawing Tools->Format->Shape Styles->Shape Outline



Exam 77-422: Microsoft PowerPoint 2013  
 2.0 Insert and Format Shapes and Slides  
 2.2 Insert and Format Shapes: Apply Styles to Shapes (Drawing: Shape Outline)



## Shape Outline: Options

You can use the **Drawing** tools to edit the Outline Weight and Style as well.

### 2. Try it: Edit the Weight and Style

Continuing with Slide 4.

The Text Box is selected.

Go to **Drawing Tools->Format->Shape Styles**.

Go to **Shape Outline**.

Select a **Weight**: 3 pt.

Go to **Drawing Tools->Format->Shape Styles**.

Go to **Shape Outline->Dashes**.

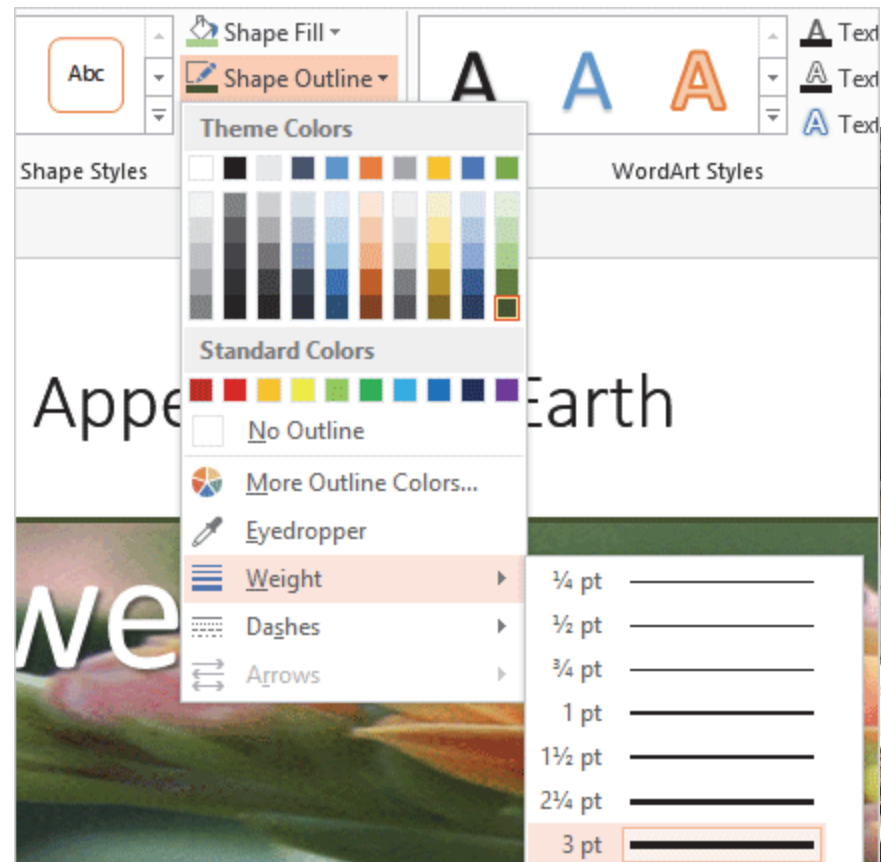
Select **Dashes**: Round dot.

Maybe...Maybe not.

You can UNDO the Round dots.

Turn the page for more...

Drawing Tools->Format->Shae Styles->Shape Outline->Weight



2

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Apply Styles to Shapes (Drawing: Shape Outline)



## Shape Effects: Shadow

Microsoft PowerPoint has wonderful **Shape Effects**. The options include Shadow, Reflection, Glow, Soft Edges, Bevel and 3-D Rotation.

A **Shadow** brings an image out from the background. We added a shadow to the Text. We can add a shadow to the Text Box, too.

### 3. Try it: Add a Shadow

Continuing with Slide 4.

The Text Box is selected.

Go to **Drawing Tools->Format->Shape Styles**.

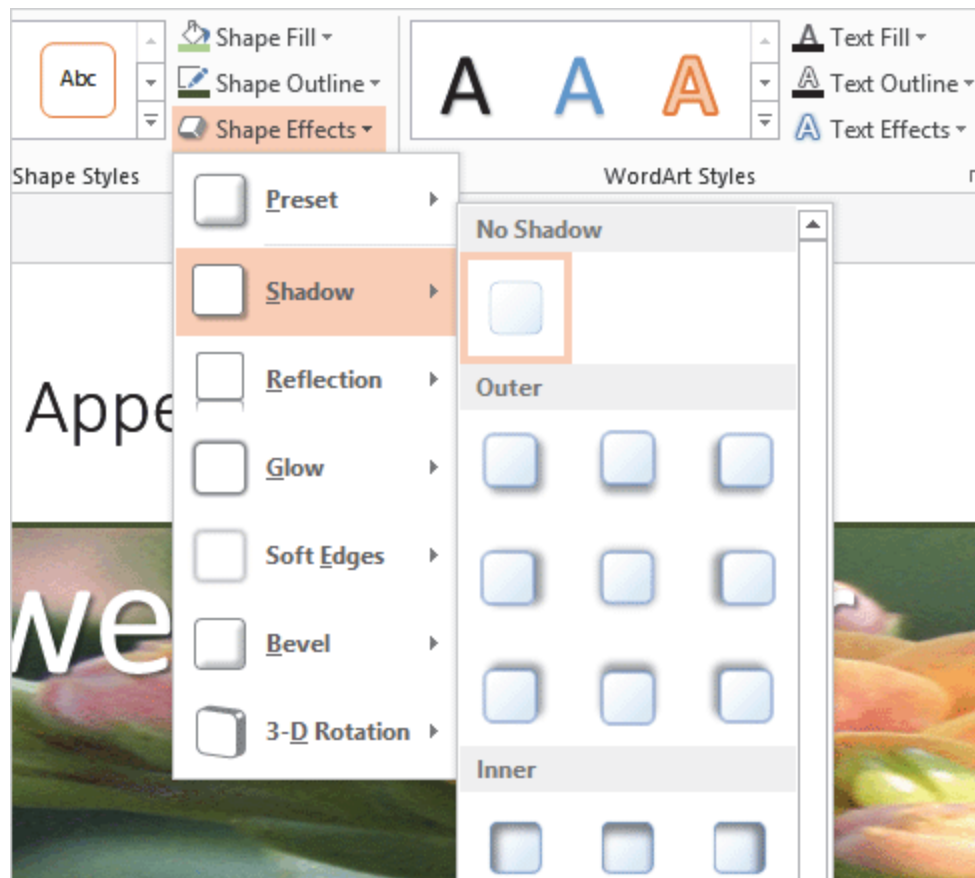
Go to **Shape Effects->Shadow**.

**What Do You See?** There are several types of **Shadows**. The **Outer Shadows** are applied outside of the Shape. The **Inner Shadows** create the illusion of depth, like shiny candy.

Please pick one of the **Shadows**.

Keep going...

Drawing Tools->Format->Shape Styles->Shape Effects->Shadow



3

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Apply Styles to Shapes (Drawing: Shape Effects)



Take Two

## Shape Effects: Glow

A **Glow** is a Shape Effect which is applied outside of the Text Box. There are several **Glow Variations** from Subtle to Intense.

### 4. Try it: Add a Glow

Continuing with Slide 4.

The Text Box is selected.

Go to **Drawing Tools->Format->Shape Styles**.

Go to **Shape Effects->Glow**.

**What Do You See?** You can edit the Glow Colors if you wish.

Please select a **Glow Variation**.

Keep going...

Drawing Tools->Format->Shape Styles->Shape Effects->Glow

The screenshot shows the PowerPoint interface with the 'Shape Effects' menu open. The 'Glow' option is selected, and the 'Glow Variations' dialog box is displayed. The dialog box shows a grid of color swatches for glow variations. The 'Format Picture' task pane is open on the right, showing the 'SHAPES OPTIONS' tab. The slide content is partially visible, showing the text 'Flowers Appear on the Earth' and a close-up of flowers.

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Apply Styles to Shapes (Drawing: Shape Effects)



## Format the Shape Size

The picture that we used to Fill the Text Box was formatted at a different ratio than the default Text Box. We can change the Size of the Text Box so that it fits better. Here we go.

### 5. Try it: Format the Shape Size

Still on Slide 4.

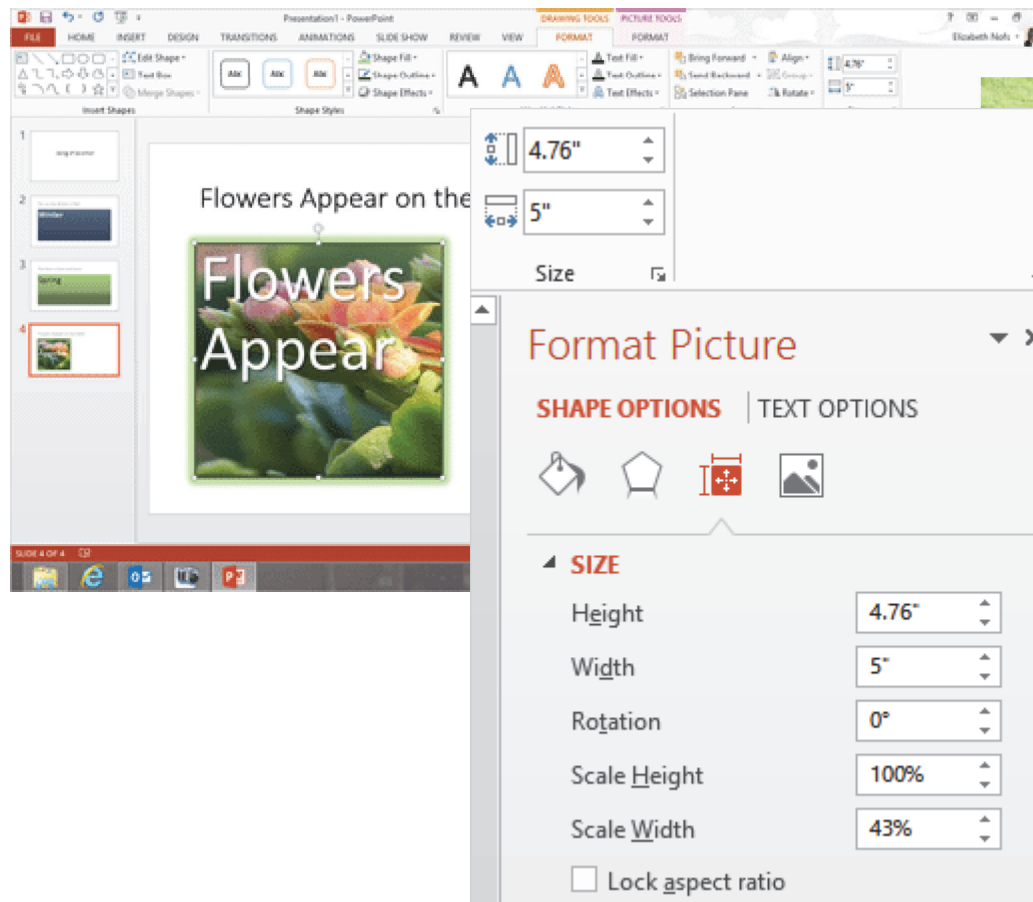
The Text Box is selected.

Go to **Drawing Tools->Format-> Size**. Enter the Width: 5".

The Text Box will be resized. The words in the Text Box wrapped and became two lines as well.

**What Else Do You See?** If you use the options in Format Picture you can resize the picture by a percentage (Scaling). You can also Lock the aspect ratio so the picture keeps the right proportions.

### Drawing Tools->Format->Size



5

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Resize Shapes





## Custom Shape Formats

By default, a Text Box is a simple Shape. There is No fill. In the previous pages we found several Drawing Tools to format the Shape Fill, Outline and Effects.

We used the simple Drawing Tools on the Home Ribbon and applied a **Quick Style** to Slide 2: Winter.

We used the **Shape Styles** from the Drawing Tools Ribbon to format the Shape Fill with a Gradient on Slide 3: Spring.

We also used the Shape Styles in the Drawing Tools to format a Shape with a Picture Fill and several Effects on Slide 4: Flowers Appear.

The options are easy to use: Select one of the built in Styles from a library and modify it with the Drawing Tools. Using the defaults works. Each of these Options can be edited very precisely and customized. That works better.

### 1. Try it: Find the Formatting

The Title on Slide 1 is still selected.

Go to **Drawing Tools->Format->Shape Styles**.

Click on **More**. (The small arrow on the bottom right.)

Keep going...

### Drawing Tools->Format->Shape Styles->More

The screenshot shows the PowerPoint 2013 interface. The 'DRAWING TOOLS' ribbon is active, specifically the 'FORMAT' tab. The 'Shape Styles' group is expanded to show 'More' options. The 'More' dropdown menu is open, displaying three 'Abc' shape style thumbnails and three dropdown menus: 'Shape Fill', 'Shape Outline', and 'Shape Effects'. The main slide area shows a text box with the title 'Song of Solomon' and a subtitle 'Click to add subtitle'. The background of the slide is a picture of orange and pink flowers. A large number '1' is overlaid on the top right of the screenshot.

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Create Custom Shapes



## Custom Shape Formats

### 2. Try it: Review the Options

The Format Shape pane should be open on the right side of the slide show. There are Shape Options and Text Options.

#### The Shape Options are shown:

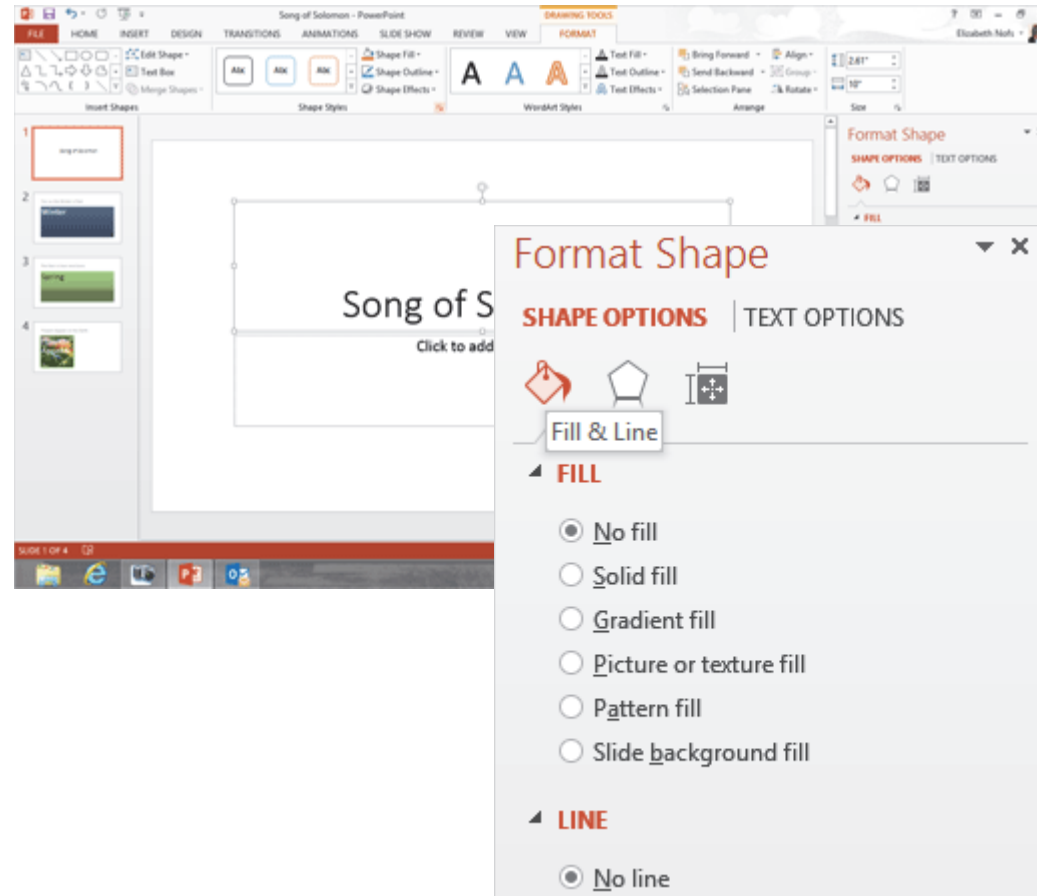
**Fill and Line** include the Gradient and Picture fill formatting we used earlier.

**Effects** has options for formatting the Shadow, Reflection, Glow, Soft Edges, 3-D Format and 3-D Rotation.

**Size & Properties** includes Size, Position, Text Box and Alt Text. Depending on the steps you were following in this lesson, the Size Properties may have already been available in Format Shape tasks.

Keep going, please...

### Drawing Tools->Format->Shape Styles->More



2

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Create Custom Shapes



## Format Shape: Pattern

### 3. Try it: Create a Custom Fill

The Title still selected on Slide 1.  
The **Format Shape** pane is open.

Select a Shape Option: **Fill & Line**.  
Select a Fill: **Pattern fill**.

**What Do You See?** When you select Pattern fill you will see the Patterns on the bottom.

### Try This, Too: Edit the Pattern Fill

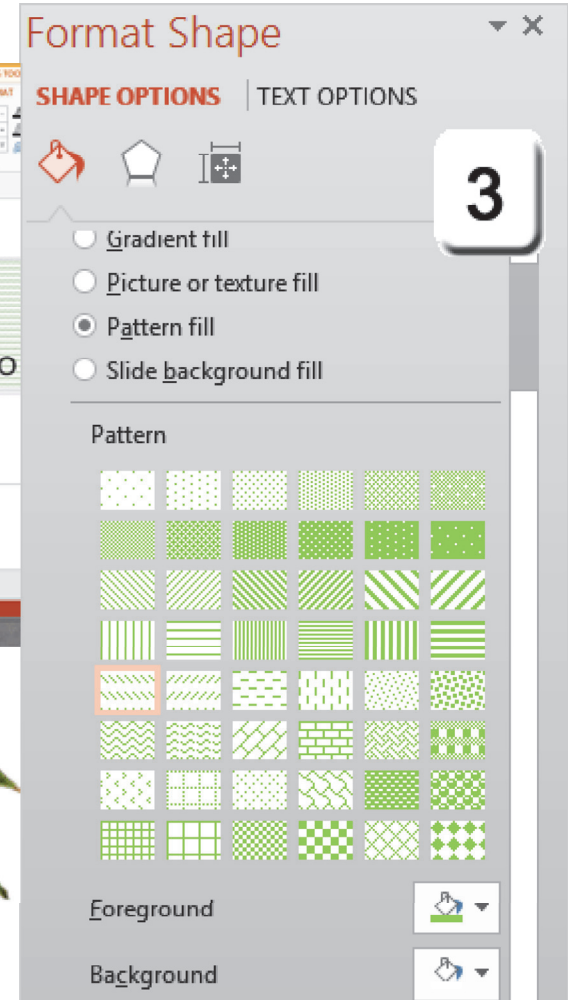
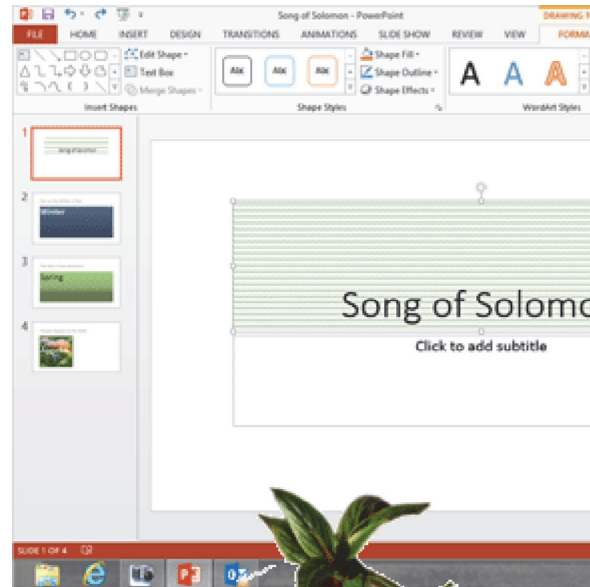
Select a Pattern: Dashed downward diagonal.  
Select a Foreground Color: Light Green  
Select a Background Color: White  
Click **Close** when you are done editing.

OK, that was interesting.

**Close** the Tasks by clicking on small X at the top to the right of the words Format Shape.

**Memo to Self:** The Pattern Fills go way, way back to the early days in computers before the screens and printouts had color. Think about it: the first PCs and MACS were black and white in 1984.

Drawing Tools->Format->Shape Styles->More



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.2 Insert and Format Shapes: Create Custom Shapes



## Design Themes

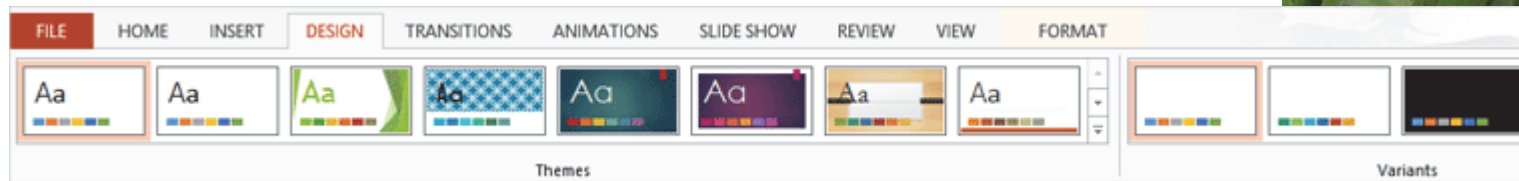
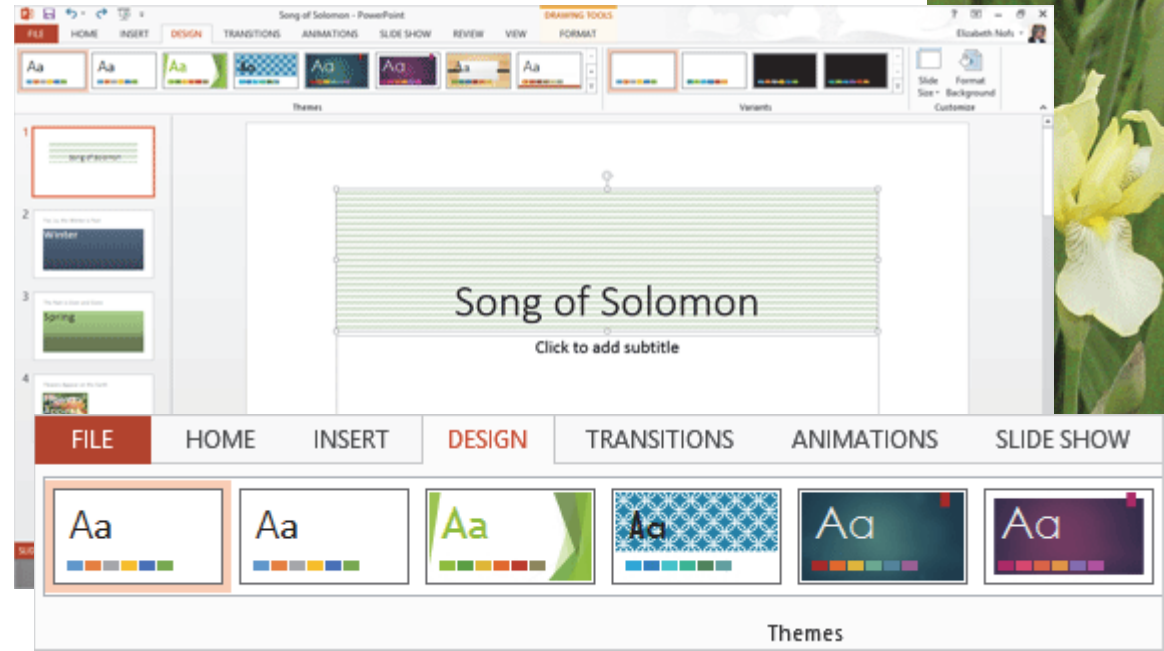
The previous pages focused on the options for formatting Text Boxes as Shapes.

Slides can be formatted as well. Look on the **Design** Ribbon and you will see the **Themes** that can be applied to your slide show.

**Try it: Review the Design Ribbon**  
The Design Ribbon has three groups:  
Themes  
Variants  
Customize

Keep going, please...

### Design -> Themes



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Apply Styles to Slides (Themes)



## Apply a Theme

Here are the steps to apply a **Theme**.

### 1. Try it: Select a Theme

Slide 1 is selected.

Go to **Design->Themes**.

Select a **Theme**: Facet.

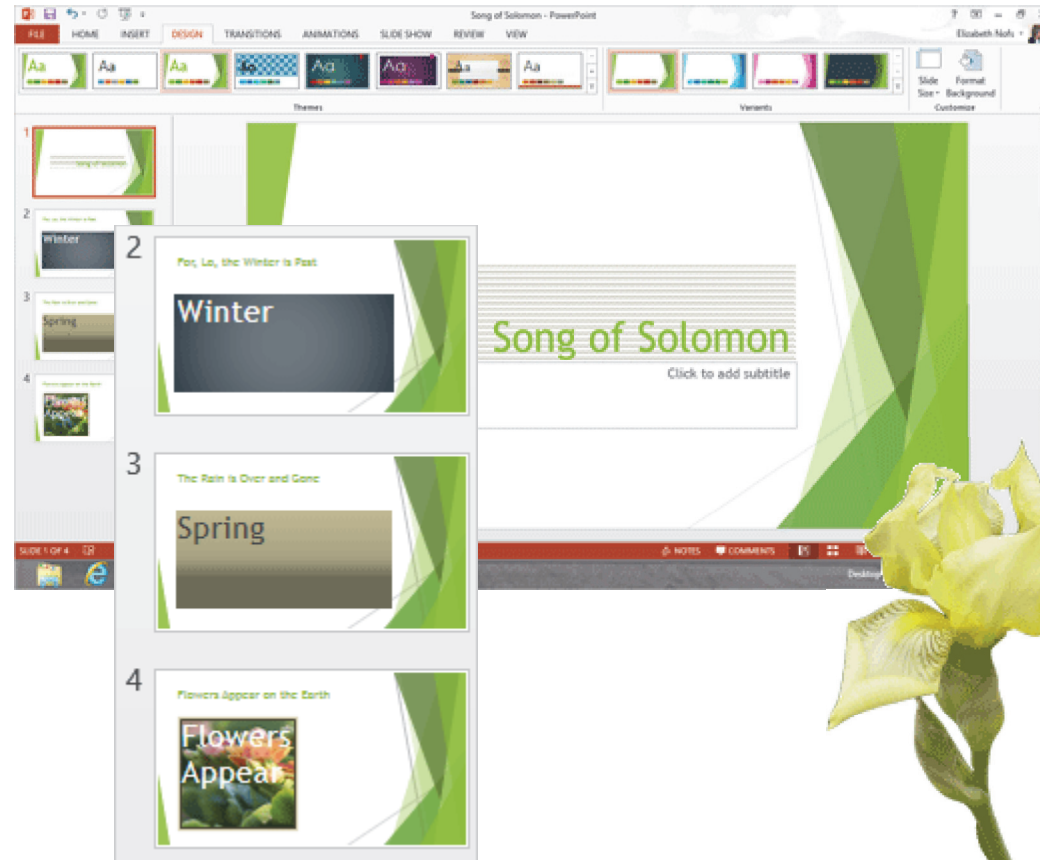
**What Do You See?** The Title Slide was formatted with a Theme. This Theme was applied to the color, fonts and layout.

This Theme was applied to ALL of the slides in this presentation.

**What Else Do You See?** The Shape formatting on the Text Box is still there: patterns, gradients and picture fills.

Keep going...

## Design ->Themes



1

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Apply Styles to Slides (Themes)



## Theme Variants

Each Theme also has a **Variant**. The Variants have different Color palettes, Font formats and Effects. Some Variants include Background formatting.

### 2. Try it: Apply a Variant

Slide 1 is still selected.  
Go to **Design->Variants**.  
Select a Variant.

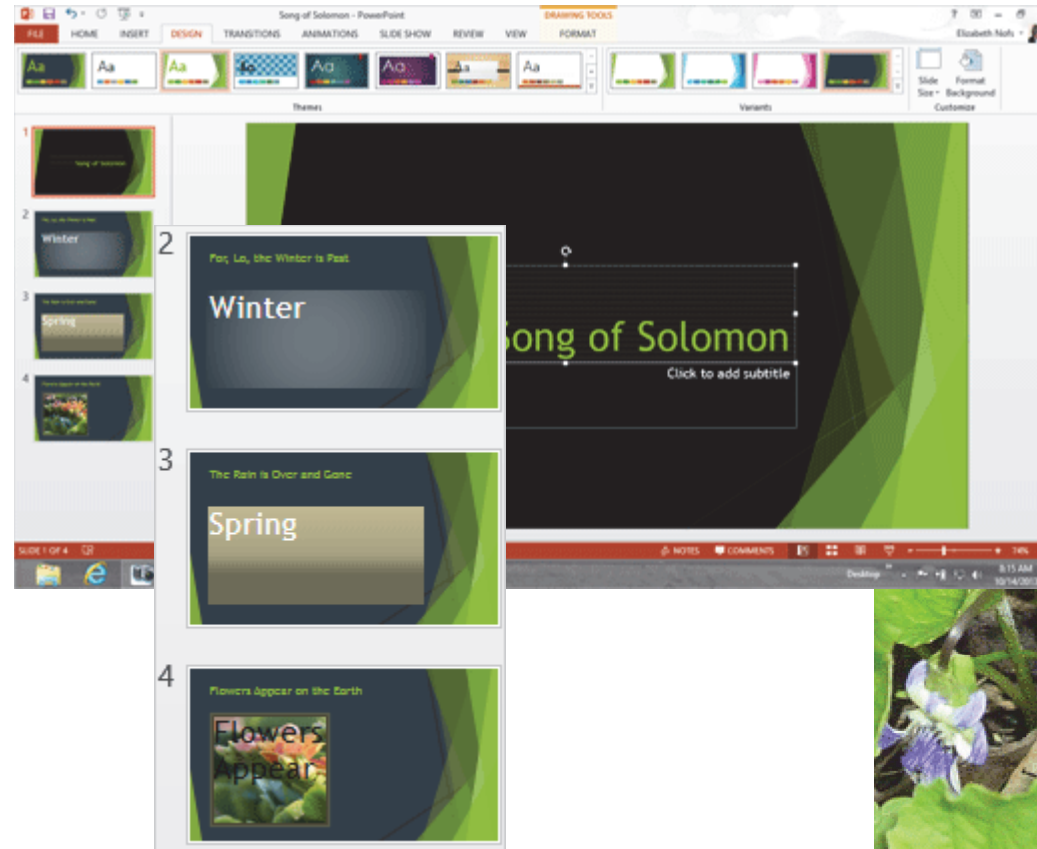


**What Do You See?** The Variant on this page has a black background.

This Variant also changed the Slide background color on the Shapes in Slide 2 and 3. It was blue for Winter and Green for Spring. We can fix that.

Keep going...

## Design ->Variants



2



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Apply Styles to Slides (Variants)



## Variant Color

Each Variant comes with a **Color** palette. The colors are applied to the various aspects of the slides including the text, Shapes and background colors.

### 3. Try it: Edit the Variant Color

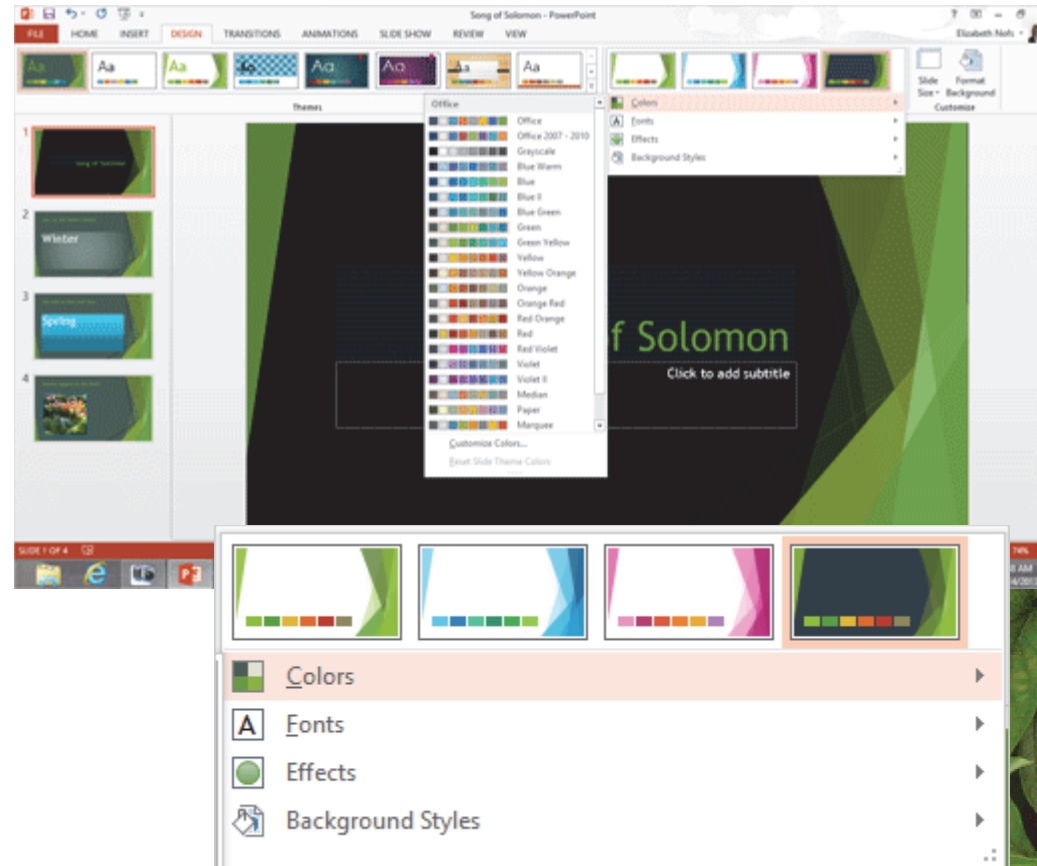
Still on Slide 1.

Go to **Design->Variants->More->Colors**. Select the **Colors**: Green.

Keep going...

**Memo to Self:** These are the same Theme Colors that you find in Word and Excel. Using a Theme makes it easy to make your work match each other.

Design ->Variants->More->Colors



3

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Apply Styles to Slides (Color Variants)



## Custom New Theme Colors

If you go to **Create a New Theme**, you get a better idea what the little Color Palette means.

### 4. Try it: Create a New Theme Colors

Select Slide 1.

Go to **Design->Variants->More->Colors**.

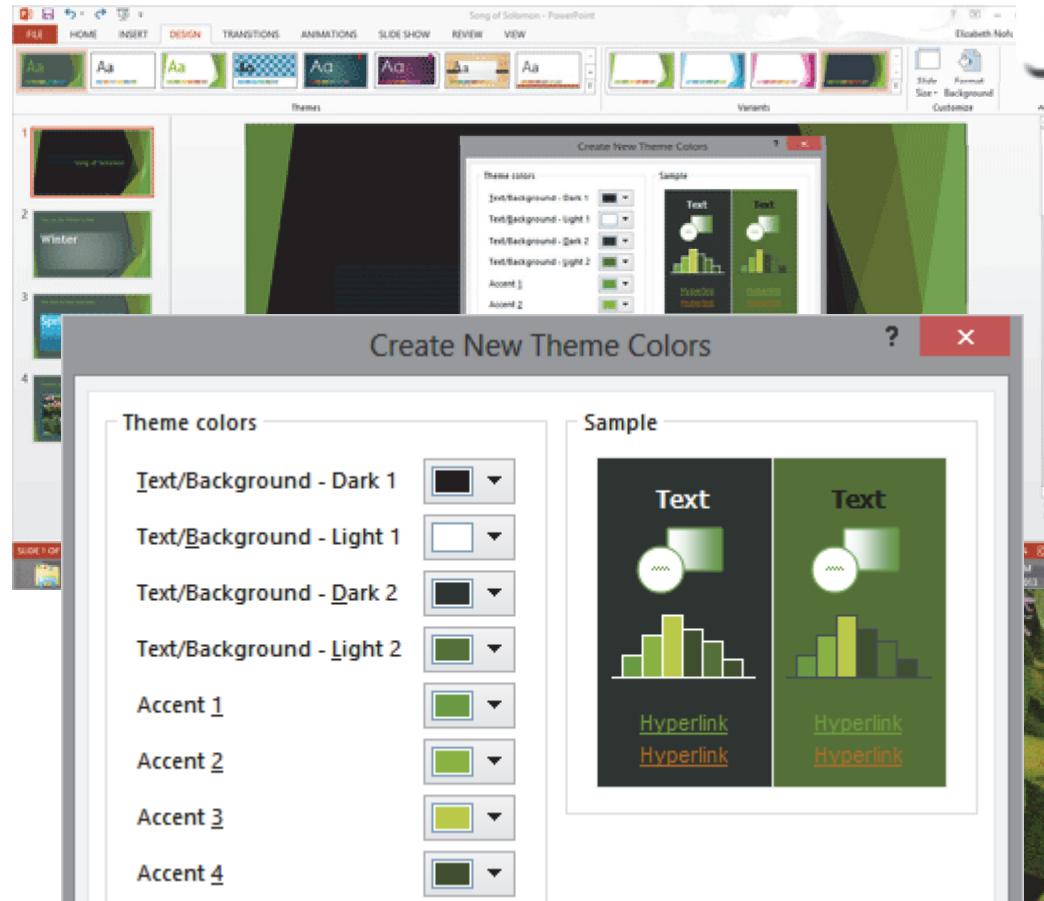
Select **Customize Colors**.

**What Do You See?** You will be prompted to edit the Theme Colors for the Accents, links and **Text/Background**.

In this example **Text/Background-Light2** and **Text/Background-Dark2** have been changed to light and dark green. Accent 4, 5, and 6 are light greens instead of blue.

**Enter the Name:** My Custom Green.  
Click **SAVE** to keep your changes.

Design ->Variants->More->Colors->Customize Colors



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Apply Styles to Slides (Color Variants)





Take Two

## Font Variants

The Theme formats the Titles as well as the Text boxes. The Font formatting is applied to the typeface, size, color and paragraph. The Font families can be found under the Variants.

### 5. Try it: Edit the Theme Font

Select Slide 3.

Go to **Design->Variant->More->Fonts**.

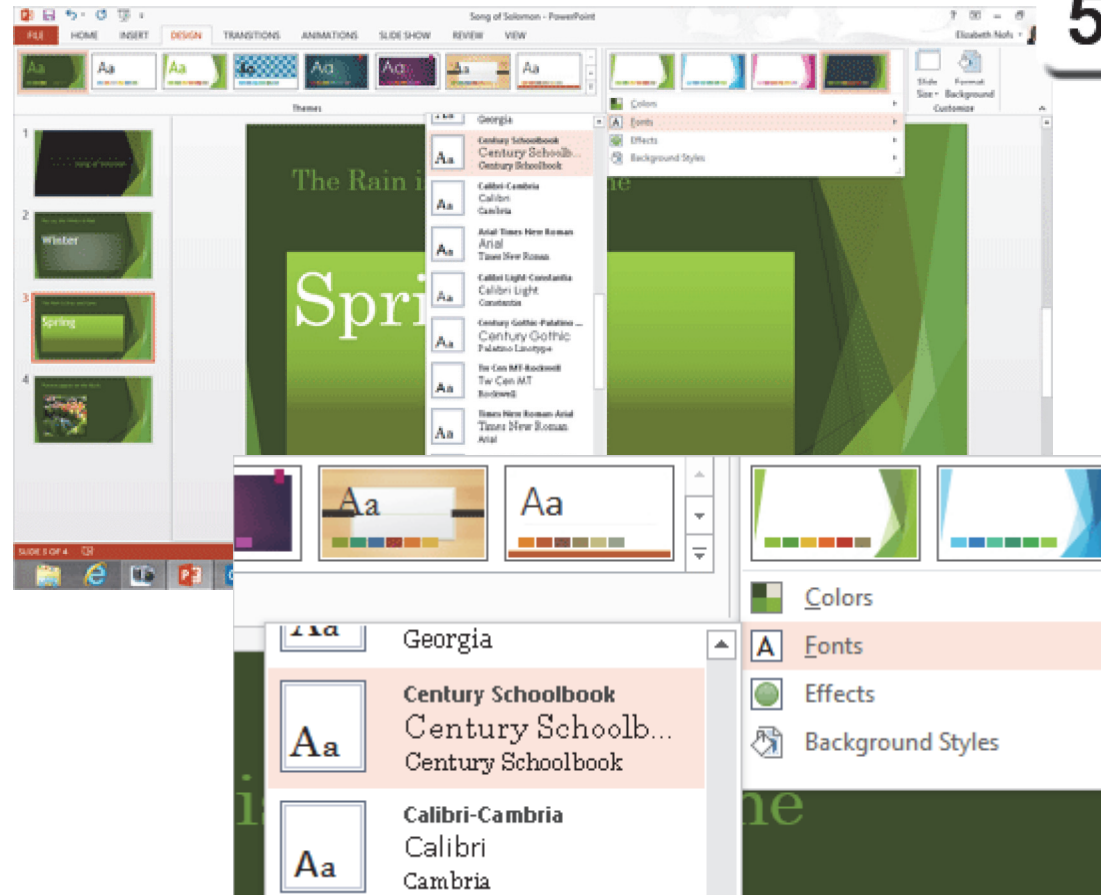
Select: Century Schoolbook.

**What Do You See?** The Title will be formatted Century Schoolbook, 36 pt. The Text will be Century Schoolbook. It is still 96 pt, the custom size we selected earlier.

Keep going...



Design ->Variants->More->Fonts



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Apply Styles to Slides (Font Variants)



## Fix the Font Formatting

Sometimes you need to step back from the **Themes** and look at the results: how does this Theme work with your designs? Do you need to make any improvements?

### 6. Try it: Format the Font

Select Slide 4.

Select the words: Flowers Appear.

Go to **Home ->Font->Font Size**.

Select: 88

Go to **Home ->Font->Font Color**.

Select: White.

**What Do You Think?** Is the text easier to read?

Ok. Let's keep going...

Home ->Font



6





## Custom Background

The **Background Styles** in the Variants lets you choose from a solid Fill Color or a Gradient. You can also **Customize!**

### 7. Try it: Customize the Background

Select Slide 3.

Go to **Design ->Customize.**

Click on **Format Background.**

**What Do You See?** The Format Background task pane should be available on the right.

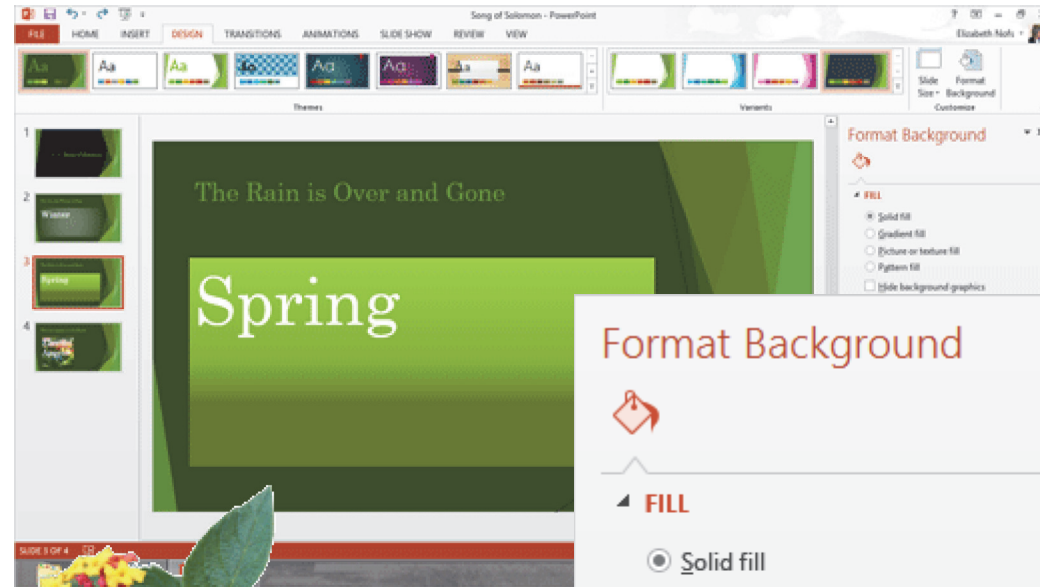
**What Else Do You See?** The Background has the same formatting options as the Shapes:

- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill

The Colors shown in the Background Styles are your Theme Colors. This Solid Fill was applied to all of the slides. You can select a different Color or adjust the Transparency.

Keep going...one more option.

## Design ->Customize->Format Background



7



Exam 77-422: Microsoft PowerPoint 2013  
 2.0 Insert and Format Shapes and Slides  
 2.1 Insert and Format Slides: Modify Slide Backgrounds



Take Two

## More Background Options

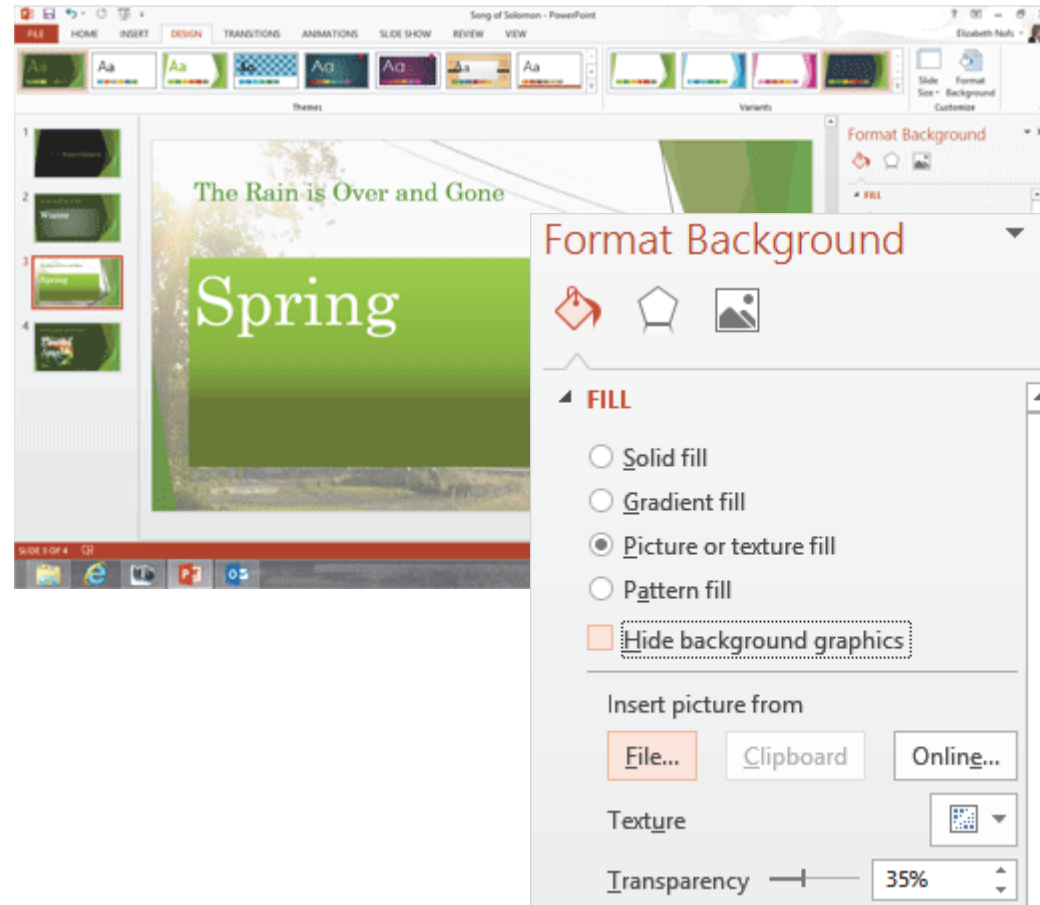
**8. Try it: Fill the Background with an Image**  
Slide 3 is still selected.  
Go to **Format Background->Fill**.  
Click on **Picture or texture fill**.  
Then select Insert Picture from **File...**

When the Picture Search window opens select **From a File** and **Browse** for a picture.  
The example in this lesson is called [Durand4.gif](#)

Keep going...

**Memo to Self:** You do not have to **MATCH** the images shown on these pages. You can use your own pictures if you wish.

Design ->Customize->Format Background



8

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Modify Slide Backgrounds



## Hide Background Graphics

Sometimes it is best to simplify. For example, the Background Style on Slide 3 competes with the picture. Here are the steps to **Hide the Background Graphics**.

### 9. Try it: Hide Background Graphics

Slide 3 is still selected.

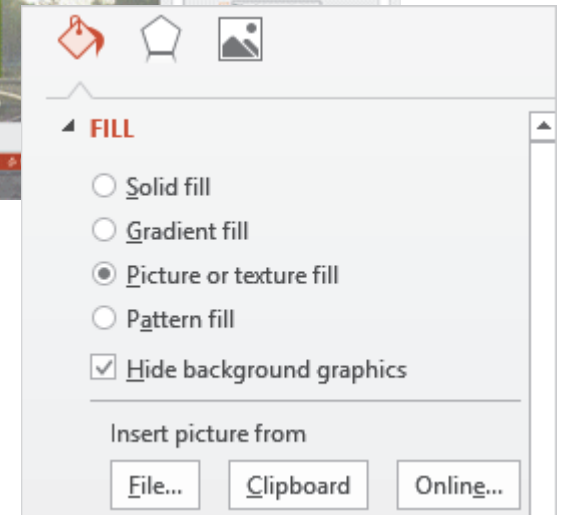
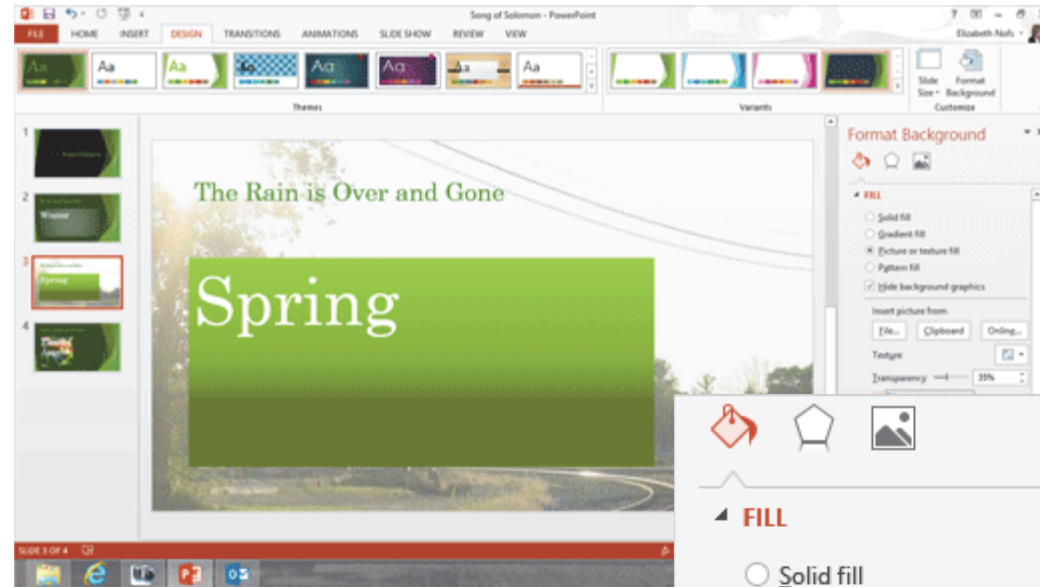
Go to **Format Background->Fill**.

Click on **Hide Background graphics**.

**What Do You See?** This command was applied to the slide that was selected, only.

Really, just one more page...

Design ->Customize->Format Background



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Modify Slide Backgrounds



Take Two

## Text Boxes and Themes

This discussion began with a simple Text Box. A Text Box is a Shape that can be edited with the Drawing Tools. We started with Quick Styles and worked our way through the Fill, Outline and Effects. We also looked at the same options in the Design Themes.

Well, this is a good place to take a break.

### Try it: Save Your Presentation

1. Go to **File->Save**.
2. Browse to your Documents folder.
3. Fill in the blanks

File Name: Song of Solomon.

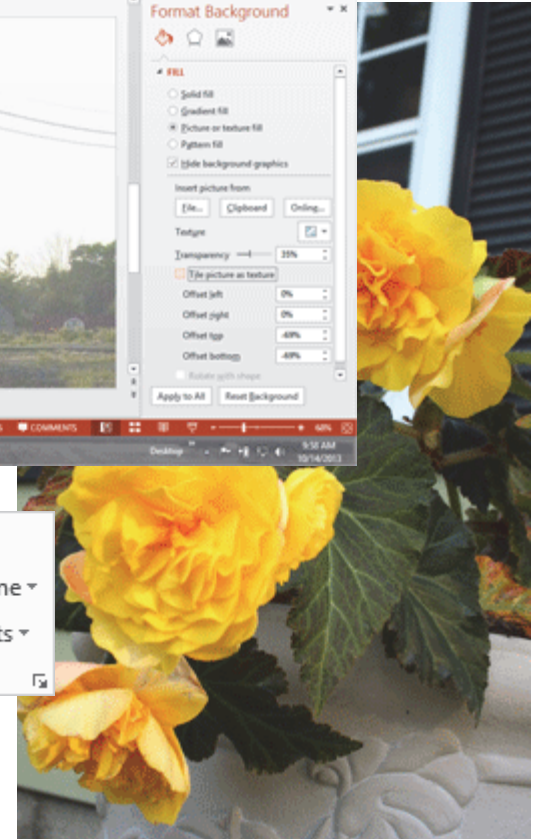
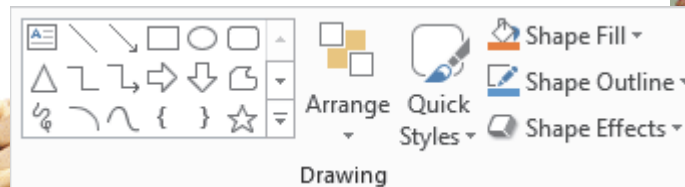
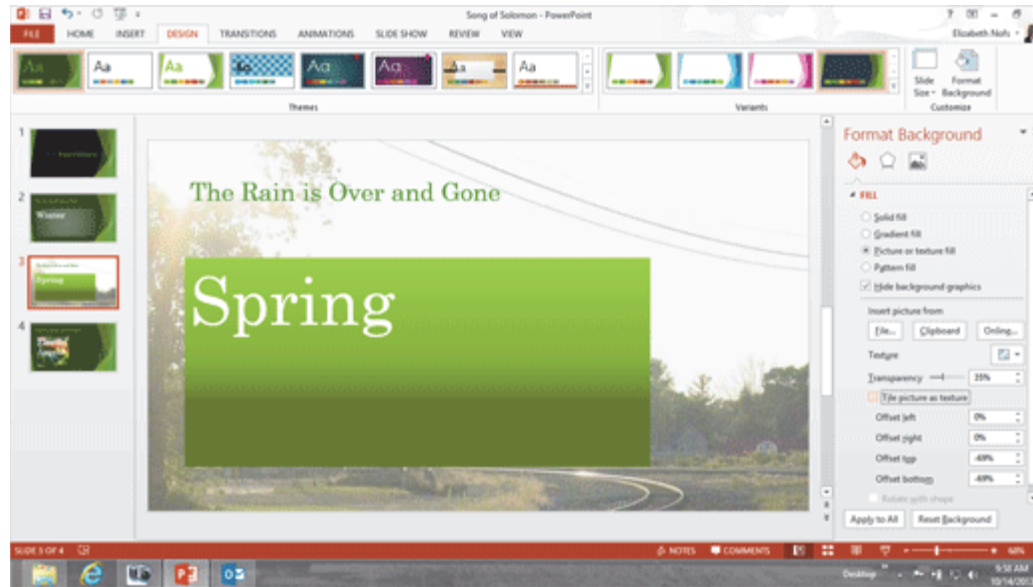
Save As Type: PowerPoint Presentation.

Click **SAVE**.

Allez, Allez in Free.

You done real good.

You can get two cookies.





## Practice Activities

### Lesson 4: Working with Text Boxes

**Try This: Do the following steps**

1. Open the sample presentation: [Do You Have One.pptx](#)
2. Apply the Theme Ion. Change the Variant Fonts to Arial.
3. Select the text box Shape on Slide 2.
  - a. Apply a Quick Style: Colored Outline.
  - b. Also edit the Shape Outline. Select a Weight: 3 pt.
4. Select the text box Shape on Slide 3.
  - a. Apply a Quick Style.
  - b. Also apply the shape effect Bevel—Cool Slant.
5. Select the text box Shape on Slide 4.
  - a. Apply the fill texture Granite.
  - b. Format the font to be 24 and Bold.
6. Select the text box Shape on Slide 5.
  - a. Format the fill to be Gradient Fill, Light—Linear Left.
  - b. Apply Shape Outline Blue, 3pt Weight, Square Do.t
7. Select the text box Shape on Slide 6.
  - a. Apply a picture fill with a picture from your computer.
  - b. If necessary, adjust the font for easier reading.
  - c. Apply a 3D effect to the Shape.
8. Select the text box Shape on Slide 7. Hide background graphics.
9. Format Slide 8, 9, and 10 using Shape fills, weights, styles, and effects of your choice.
10. Save this file as Beginning PowerPoint Practice Activity 3.





## Test Yourself

1. The Home Ribbon has commands for formatting Shapes.

- a. True
- b. False

Tip: Beginning PowerPoint, page 90

2. Which of the following are formatted when Quick Styles are applied to a shape? (Give all correct answers)

- a. Shape Fill
- b. Outline
- c. Effects

Tip: Beginning PowerPoint, page 91

3. Shape Fill can be which of the following? (Give all correct answers)

- a. Color
- b. Picture
- c. Gradient
- d. Texture

Tip: Beginning PowerPoint, page 94

4. Which is true about Gradient? (Give all correct answers)

- a. Refers to the gradual change in the intensity of a color
- b. Every aspect of a gradient can be edited

Tip: Beginning PowerPoint, page 96, 98

5. Which of the following are options for Shape Outline? (Give all correct answers)

- a. Color
- b. Weight
- c. Style

Tip: Beginning PowerPoint, page 102

6. Which is a Shape Effect (Give all correct answers)

- a. Shadow
- b. Reflection
- c. Glow
- d. Soft Edges
- e. Bevel
- f. 3-D Rotation

Tip: Beginning PowerPoint, page 104

7. Themes are on which Ribbon?

- a. Home
- b. Format
- c. Design

Tip: Beginning PowerPoint, page 110

8. You can create a custom Theme.

- a. True
- b. False

Tip: Beginning PowerPoint, page 114

9. The command on the Ribbon to hide background graphics is applied to which of the following? (Give all correct answers)

- a. all slides
- b. no slides
- c. only the selected slide(s)

Tip: Beginning PowerPoint, page 119

10. When a picture is used as a Shape Fill, the text automatically adjusts color to be easily read.

- a. True
- b. False

Tip: Beginning PowerPoint, page 101

