How to Insert a Theme in your Power Point Presentation

Theme in a Power Point Presentation can make a difference visually for the audience you are presenting to. Theme offers color scheme choices, and a chance to add so flare to your presentation.

➢ In this tutorial you will learn about to insert a theme into your presentation.

Step One: Open a blank or already completed Power Point Presentation. For this tutorial a blank presentation will be used.
Step Two: Go to the **DESIGN** tab of the ribbon.

Step Three: You will see several colored themes appear in the **DESIGN** tab. You can view all **DESIGN** options by selecting the drop down menu.
Step Four: To insert a theme into your presentation simply click on the desired theme and it will be applied to your presentation. You can do this at the beginning stage of creating your Power Point or at the final stage after you have completed your slides.

Click on the desired theme.

Theme is applied to the Power Point Presentation.

Finish: After following the steps above, you can add a design to a new or existing presentation.