

Powerpoint Layouts and Themes

Using Layouts and Themes

Existing layouts and themes are pre-made templates that make it easier for users to create presentations and keep slide formatting distinctive and consistent. Some layouts and themes are more accessible than others due to coloring or word placement.

Choosing a Layout

1. In the Slides pane, click on the downward facing arrow next to Layout
2. Choose the type of layout based on what kind of information will be presented on the slide (title, title and content, etc.)

Choosing a Theme

1. Click on the Design tab
2. Select one of the themes to apply to the presentation

Changing the Bulleting

Layouts containing content are automatically set up to create lists in the content area when you begin typing.

1. Click inside the content area
2. In the Paragraph pane, click the dropdown arrow next to the bullets
3. Select the bullet style:
 - a. From the listed styles OR
 - b. Select Bullets and Numbering..., then Picture, then the desired bullet style

Changing Bullets to Numbering

Layouts containing content are automatically set up to create lists in the content area when you begin typing.

1. Click inside the content area
2. In the Paragraph pane, click the dropdown arrow next to the numbers
3. Select the new numbering style from the listed styles

Best Practices

- Use layouts and themes provided
- **Avoid** using Enter to control spacing between points
- **Avoid** using manually typed characters for points