

**Microsoft PowerPoint: Advanced Theme Development**

**Course Number:** OFC-142
**Duration:** 0.5 days

**Overview**

This Microsoft PowerPoint Advanced Theme Development training teaches attendees how to enhance the usability and attractiveness of their presentations. Participants learn how to improve upon PowerPoint layouts, color schemes, and more.

**Prerequisites**

All students must have basic experience with Microsoft PowerPoint.

**Materials**

All MS PowerPoint training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft PowerPoint.

**Objectives**

* Create custom slide layouts for unique presentation scenarios
* Customize color schemes for data visualization and diagramming
* Add reference elements for on-the-fly design choices
* Build future-proof versions of the theme

**Outline**

* Introduction to Advanced Theme Development in PowerPoint
	+ Course Introduction
	+ Understanding Office Themes
	+ Corporate Branding Overview
	+ Accessibility and Usability Overview
* Color, Fonts, and Effects
	+ Identifying and Choosing Colors
	+ Constructing a Color Scheme
	+ Font Concerns in PowerPoint
	+ Creating a Font Scheme
	+ Effect Schemes
* Slide Layouts
	+ Slide Master Setup
	+ Backgrounds
	+ Adjusting Slide Layouts
	+ Creating Custom Slide Layouts
* Theme Structure and Settings
	+ Creating a Reference Guide
	+ Default Shape Setup
	+ Default Text Box Setup
* Templates
	+ Creating PowerPoint Templates
	+ Creating Additional Office Templates
	+ Template Distribution
* Conclusion