Microsoft PowerPoint 2010:  
Apply a Theme to Add Color and Style to your Presentation

PowerPoint provides a variety of design themes, including coordinating color schemes, backgrounds, font styles, and placement of placeholders. Using pre-designed themes makes it easy for you to change the overall look of your presentation quickly.

By default, PowerPoint applies the plain, Office theme to new blank presentations. However, you can easily change the look and feel of your presentation by applying a different theme.

1. By default, the default theme is applied to your presentation
2. In the Themes gallery, you can change to the Civic theme
3. The Civic theme is now applied to your presentation

To apply a different theme to your presentation, do the following:

1. On the Design tab, in the Themes group, click the document theme that you want to apply. 

   To preview how the current slide looks with a particular theme applied, rest your pointer on the thumbnail of that theme.

2. To view more themes, on the Design tab, in the Themes group, click More.

   NOTE: Unless you specify otherwise, PowerPoint applies themes to the entire presentation. To apply more than one theme to a single presentation see, Apply multiple themes to a presentation.