# PRODUCTIV**IT**Y

## Design Themes in PowerPoint 2007 (Part 1)

***Design themes*** are a new addition to PowerPoint 2007. They work in a similar way as the design templates in earlier versions of PowerPoint. A really nice feature of the design themes, is that you can immediately see the effect reflected on your slides, before making your decision.

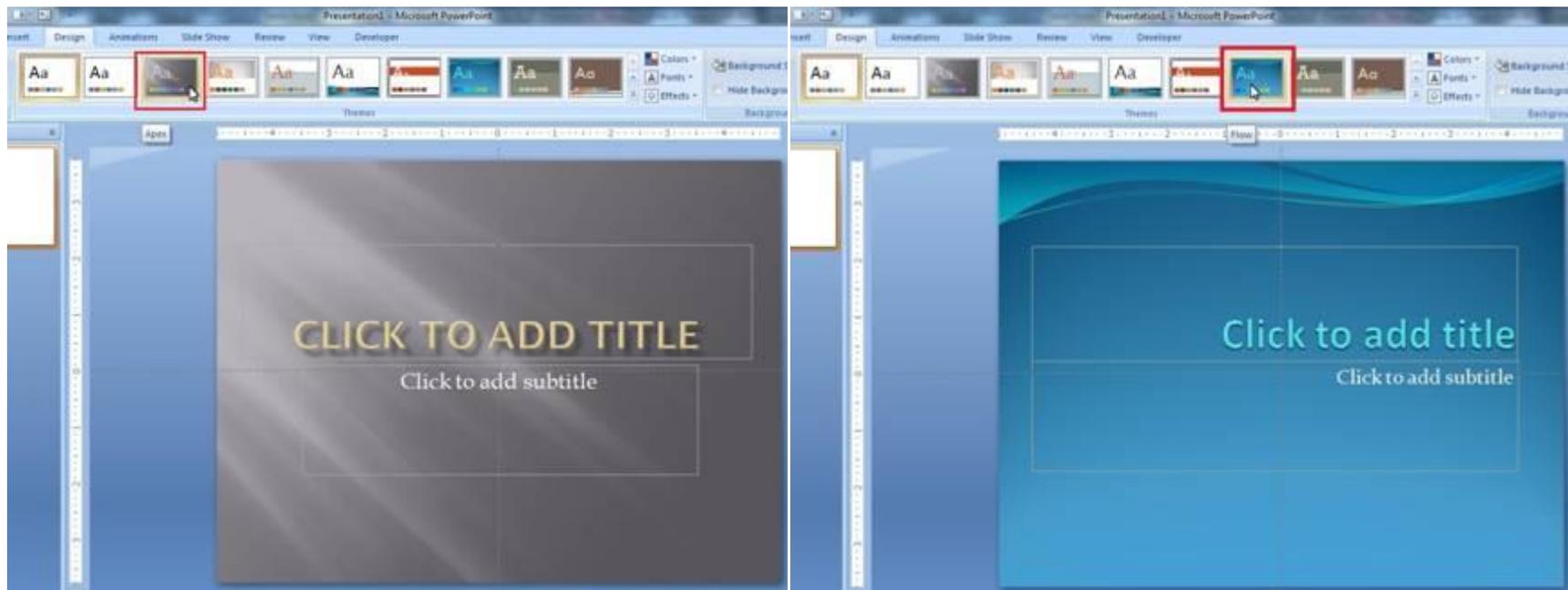**Click here** to know how to access the Design Themes in PowerPoint 2007.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

PowerPoint

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1. Click on the *Design* tab to access the *Design ribbon*.



2. Hover your mouse over any of the *design themes* shown. The design is reflected immediately on your slide.

3. Click the *design theme* when you find one that suits your needs and style.

4. The design themes that are visible on the *Design ribbon* are not all the themes available. You can scroll through the existing design themes by clicking on the *up or down arrows* to the *right of the themes* shown, or click the *drop down arrow* to reveal all of the *available design themes* at one time.