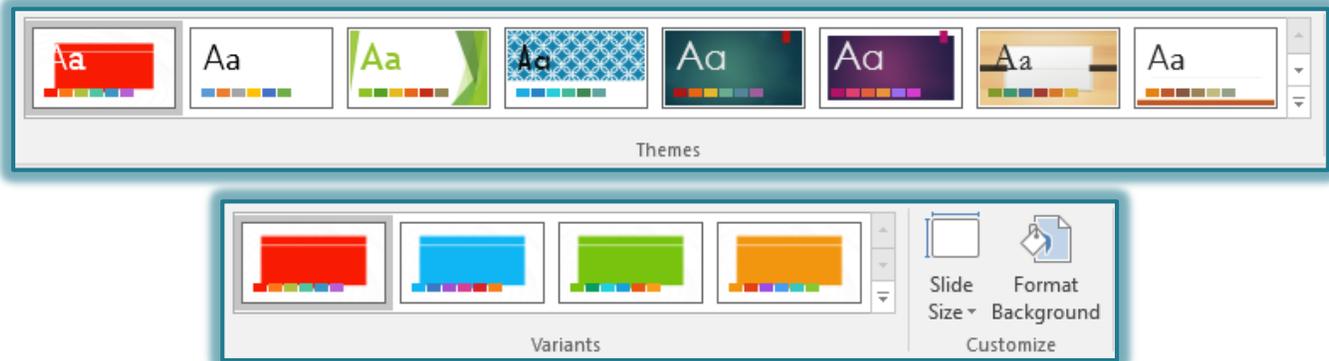


POWERPOINT DESIGN TAB

This tab is used to apply a design to a PowerPoint presentation. It is also possible to make changes to the slide size, slide background, and other design attributes. The table below provides a listing of the groups and buttons on this ribbon. A description of each of the buttons is also provided.



Groups/Buttons	Description
Themes Group	
Theme Designs	Move the mouse pointer over each of the designs to see a Live Preview . Click the design to apply it to the presentation. To access additional themes, click the arrows at the end of the Styles Gallery . To display all the designs, click the More button in the lower right corner of the gallery.
Variants Group	
Variants Gallery	Once a theme has been chosen for a presentation this area is used to select different colors, fonts, and effects for the theme. It is also possible to change the background styles.
Colors	This option is used to change the colors for the selected theme. To access this option, click the More button in the lower right corner of the Variants Gallery. When the option is selected, a list of different theme colors will appear.
Fonts	When this option is selected, a list of available theme fonts will be displayed. To access this option, click the More button in the Variants Gallery .
Effects	These are sets of lines and fill effects that can be applied to a theme in a presentation. When the button is clicked, a gallery of these different effects will display.
Background Styles	When the background for a slide needs to be changed, click this button. A gallery of different backgrounds will display. Click the Format Background link to open the Format Background Task Pane .
Customize Group	
Slide Size	To change the slide from Standard to Widescreen , click this button. Select Custom Slide Size to make additional size changes, such as Portrait or Landscape.
Format Background	Use this button to open the Format Background Task Pane . This task pane is used to add background pictures to a slide or to apply other formatting features to the design of a presentation.