

How to change the theme in PowerPoint 2016

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Suppose you really like the style of a theme, but want to experiment with different color schemes. Rest assured, that doesn't matter. Users can mix and match colors, fonts and effects to create a unique presentation. If the theme is available unlike what you want, users can customize the theme in any way.

If you're not familiar with PowerPoint 2016, readers may want to review the lesson Apply theme in PowerPoint 2016 to learn the basics of how to use the theme.

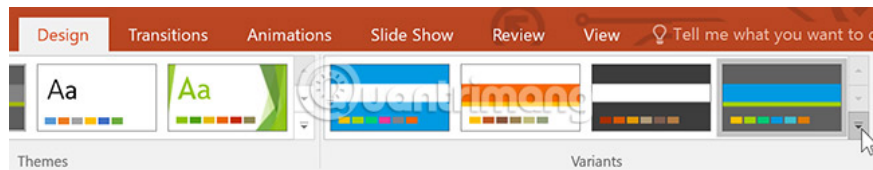
Instructions for changing themes in PowerPoint 2016

1. How to choose a new theme color
2. How to customize colors
3. How to choose a new font for the theme
4. How to customize the font for the theme
5. How to choose a new theme effect
6. Background type
 1. How to apply a background style
7. Save custom theme
 1. How to save a theme

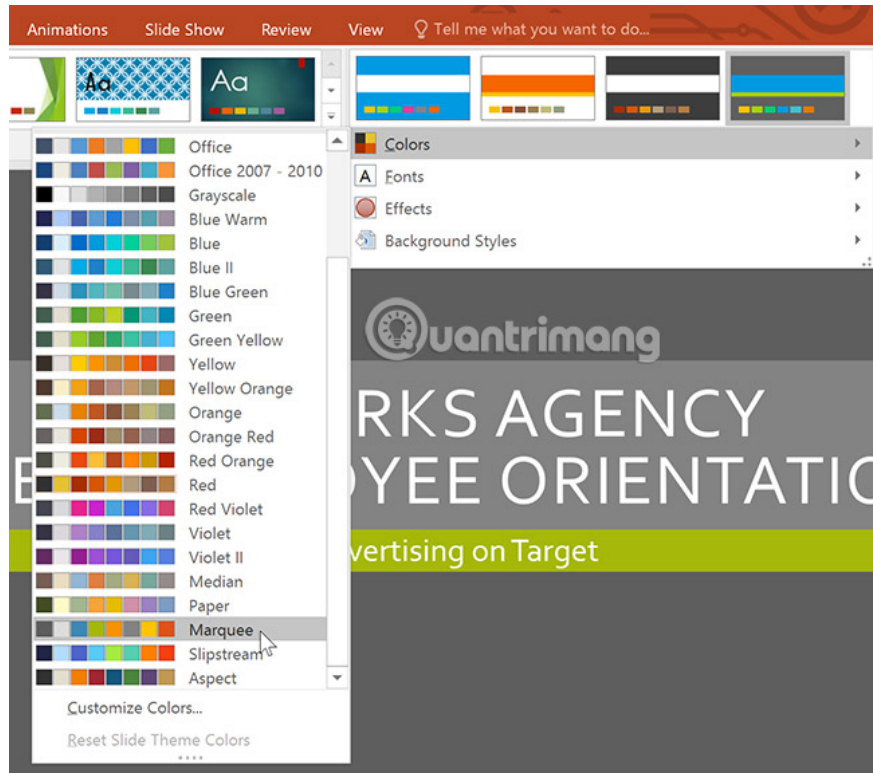
How to choose a new theme color

If you don't like the color of a specific theme, it's easy to apply a new theme color and everything else about the theme won't change.

1. From the **Design** tab , click the drop-down arrow in the **Variants** group and select **Colors**.



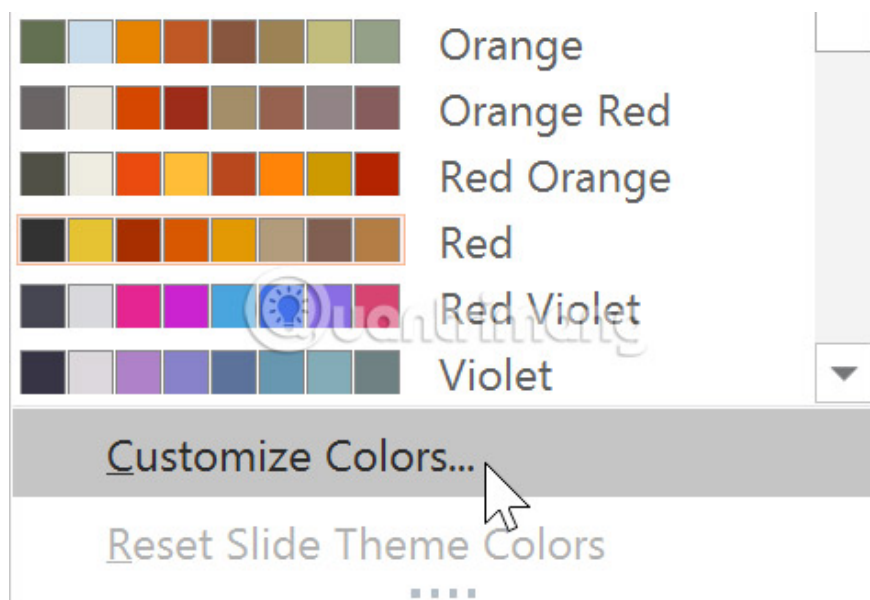
2. Choose the desired theme color.
3. The presentation will update to display the new theme colors.



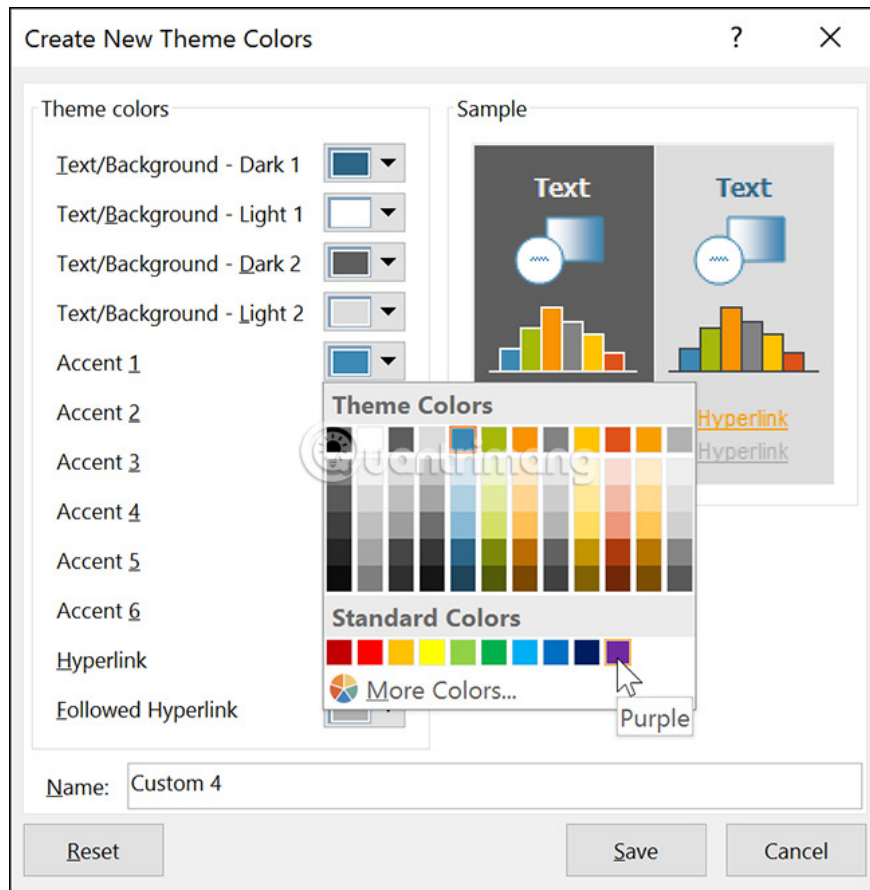
How to customize colors

Sometimes users may not like every color included in a theme color set. It's easy to change some or all of the colors to suit your needs.

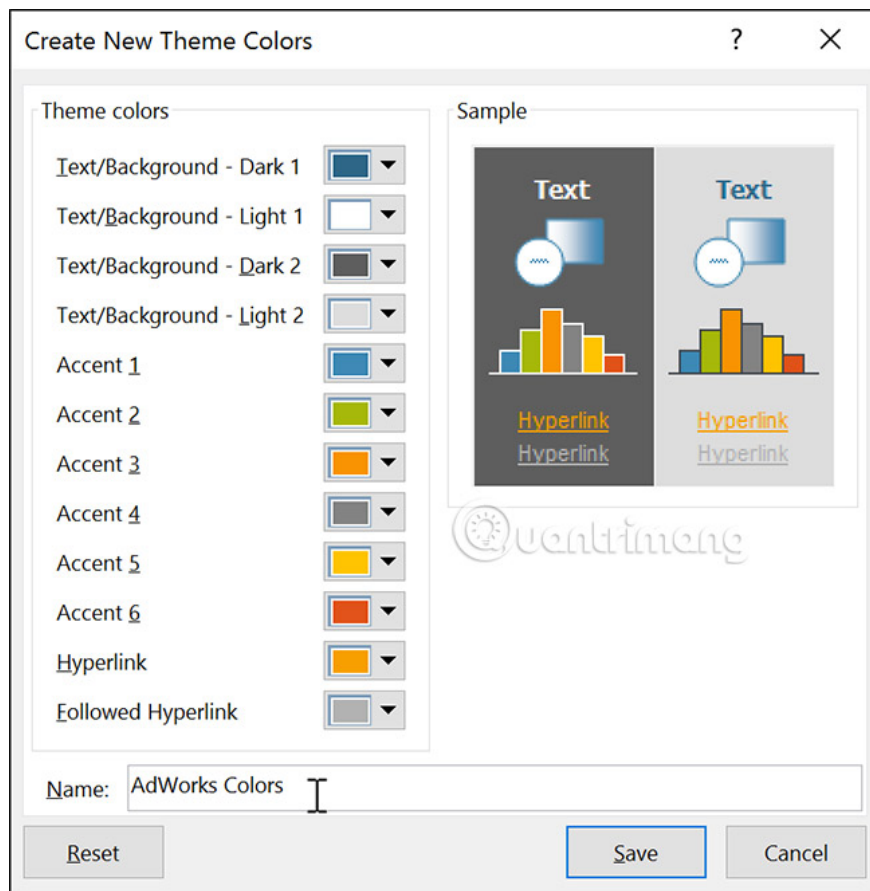
1. From the **Design** tab , click the drop-down arrow in the **Variants** group .
2. Select **Colors**, and then click **Customize Colors**.



3. A dialog box will appear with 12 current theme colors. To edit the color, click the drop-down arrow and choose a different color. You may need to click **More Colors** to find the correct color.



4. In the **Name:** field enter the desired name for the theme color, then click **Save**.



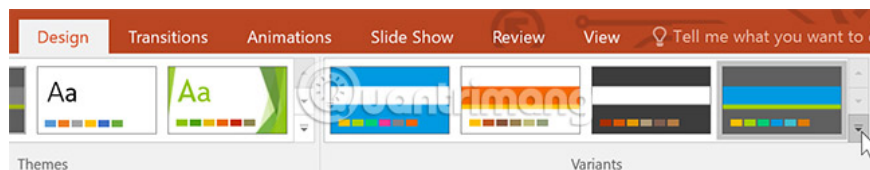
5. The presentation will update to display a new custom theme color.

With some presentations, users may not notice a significant difference when changing the theme color. For example, the background will not change when the theme color is changed. When trying different color themes, it's best to choose a slide and use a variety of colors to see how the new color will affect the presentation.

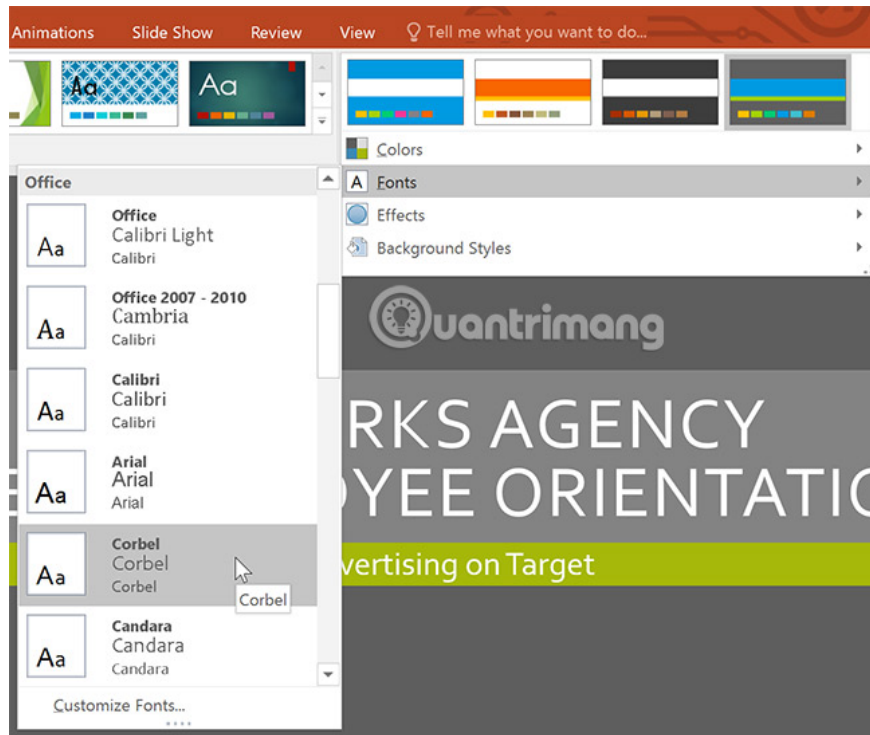
How to choose a new font for the theme

It's easy to apply a new font set to the theme without changing the theme's general interface. The integrated theme fonts are designed to work well together and make the presentation consistent.

1. From the **Design** tab, click the drop-down arrow in the **Variants** group and select **Fonts**.



2. Select the desired font for the theme.

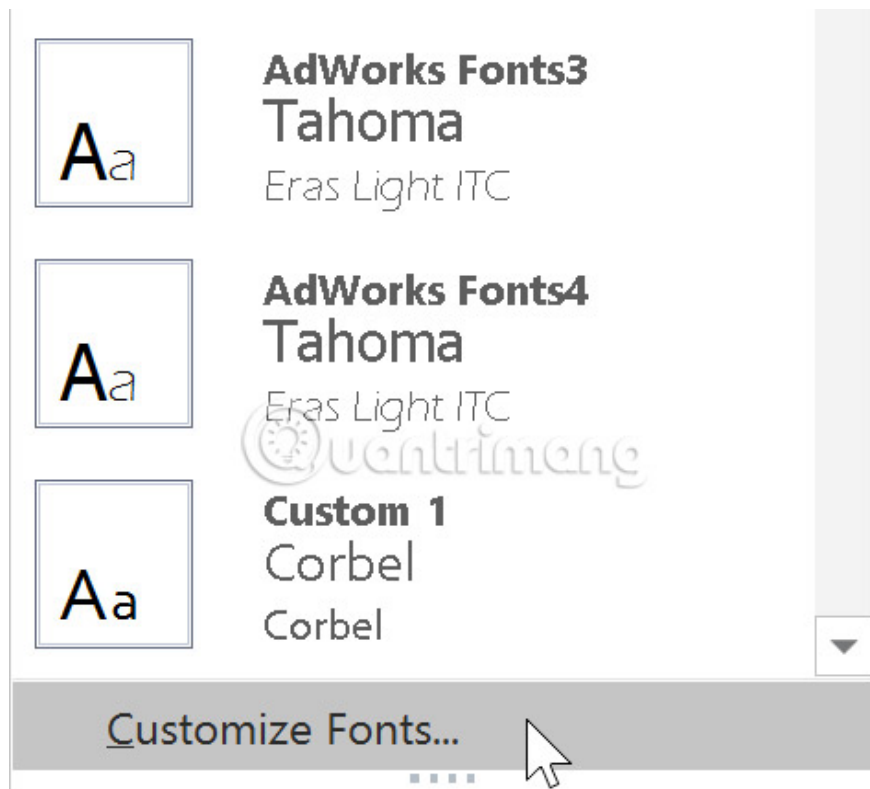


3. The presentation will update to display new fonts for the theme.

How to customize the font for the theme

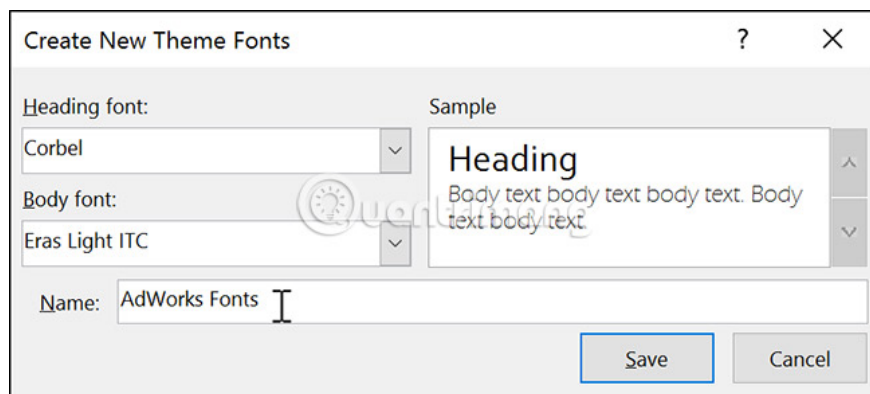
If you have a specific font idea, it's easy to choose your own theme font.

1. From the **Design** tab , click the drop-down arrow in the **Variants** group .
2. Select **Fonts**, then click **Customize Fonts**.



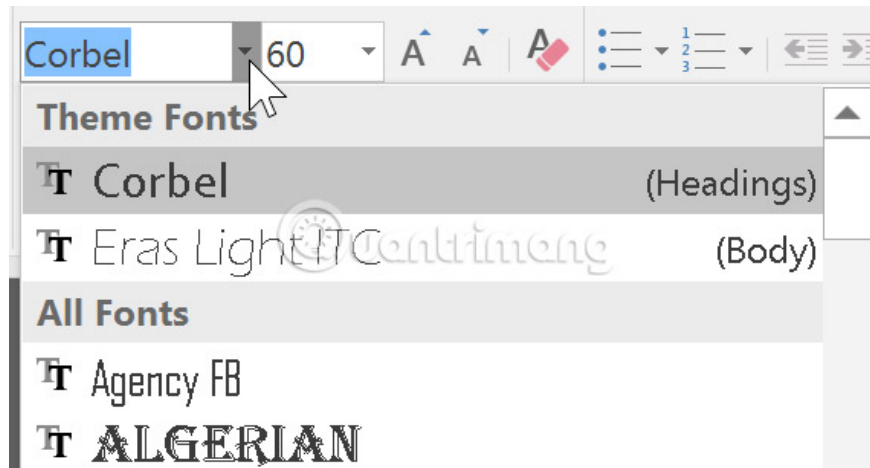
3. A dialog box will appear with two current theme fonts. To change the font, click the drop-down arrow and select the desired font.

4. In the **Name:** field , enter the desired name for the font, then press **Save**.



5. The presentation will update to display a new custom theme font.

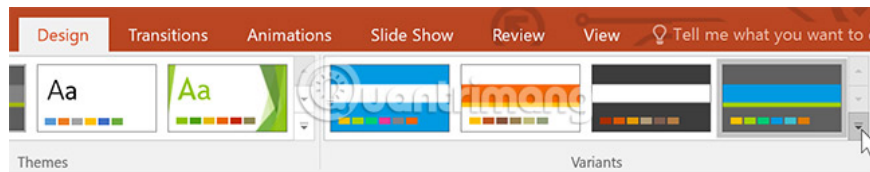
When changing the theme font, users do not need to update all the text in the presentation, only the text using the current theme font needs updating.



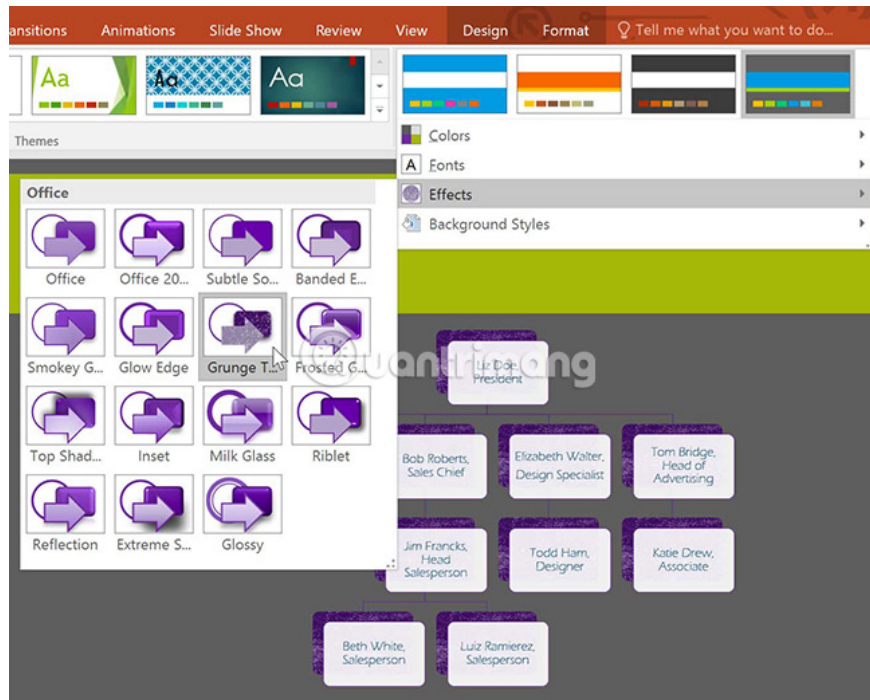
How to choose a new theme effect

PowerPoint 2016 makes it easy to apply new theme effects, which can quickly change the appearance of shapes in presentations.

1. From the **Design** tab , click the drop-down arrow in the **Variants** group and select **Effects**.

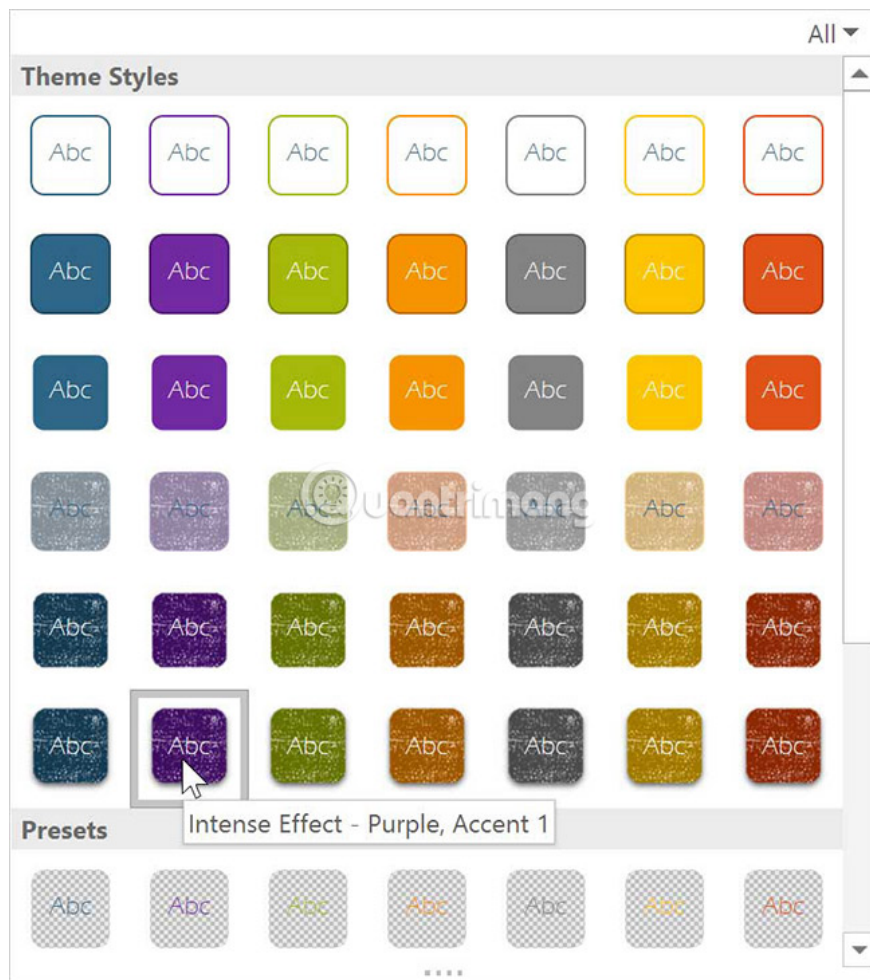


2. Select the desired theme effects.



3. The presentation will update to display new theme effects.

Applying a new theme effect will change different shapes from the **Format** tab , when editing the shape or SmartArt graphics in PowerPoint 2016. It is important to note that this change will only apply to shapes. Use **Subtle Effect**, **Moderate Effect** and **Intense Effect** .

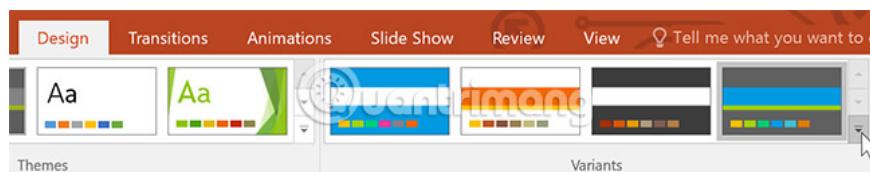


Background type

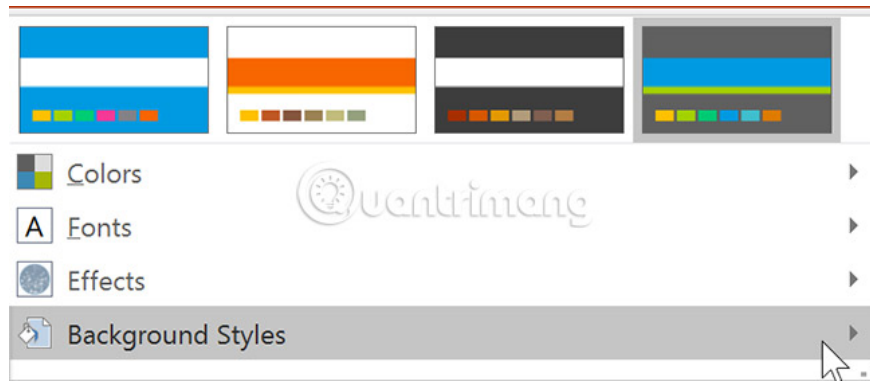
To customize more slides, users can change the background color by selecting a different background type. The available background styles will vary depending on the current theme.

How to apply a background style

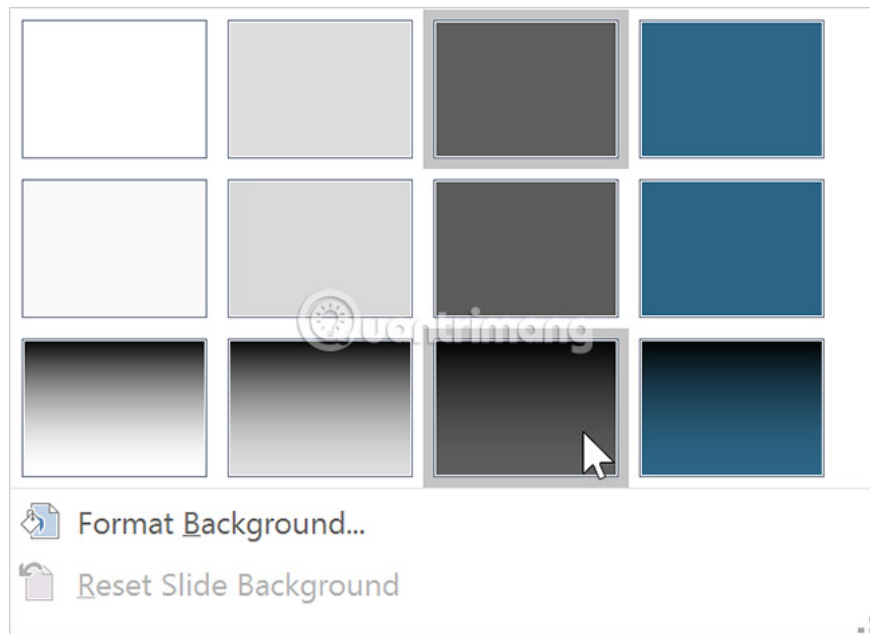
1. From the **Design** tab , click the drop-down arrow in the **Variants** group.



2. Select **Background Styles**.

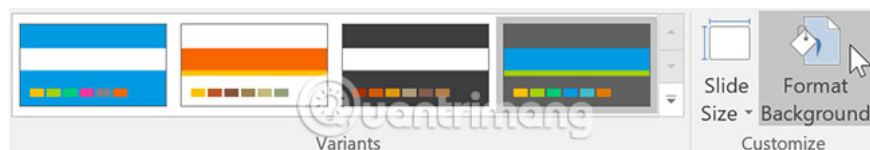


3. Select the desired style. The available styles will vary depending on the current theme color.



4. New background will appear in each slide of the presentation.

If you want more control, click the **Format Background** command on the **Design** tab .



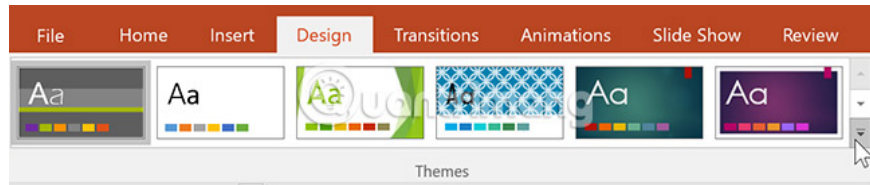
Different themes also include layouts for slides and different background graphics.

Save custom theme

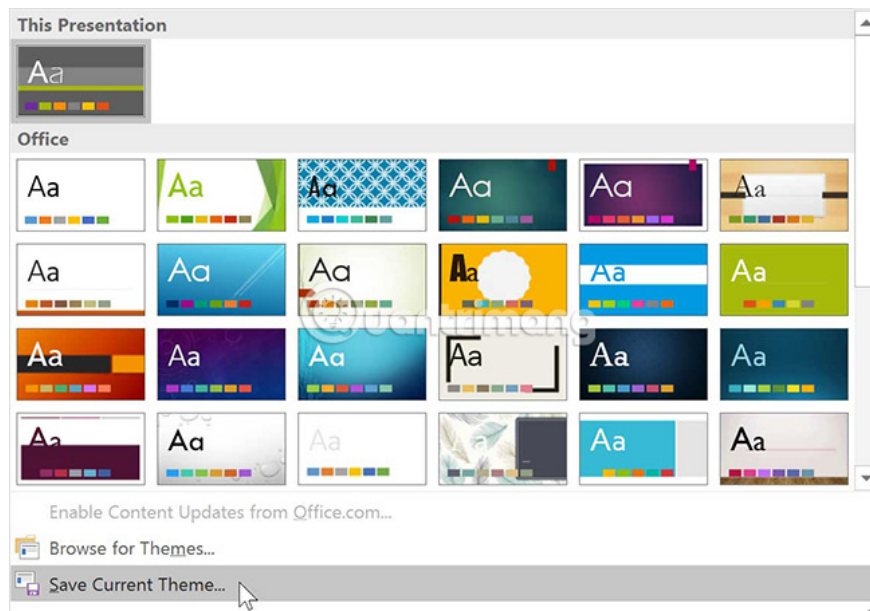
Once you've found your favorite settings, users may want to save the theme for use in other presentations. If you only want to use the theme in the current presentation, users will not need to save it.

How to save a theme

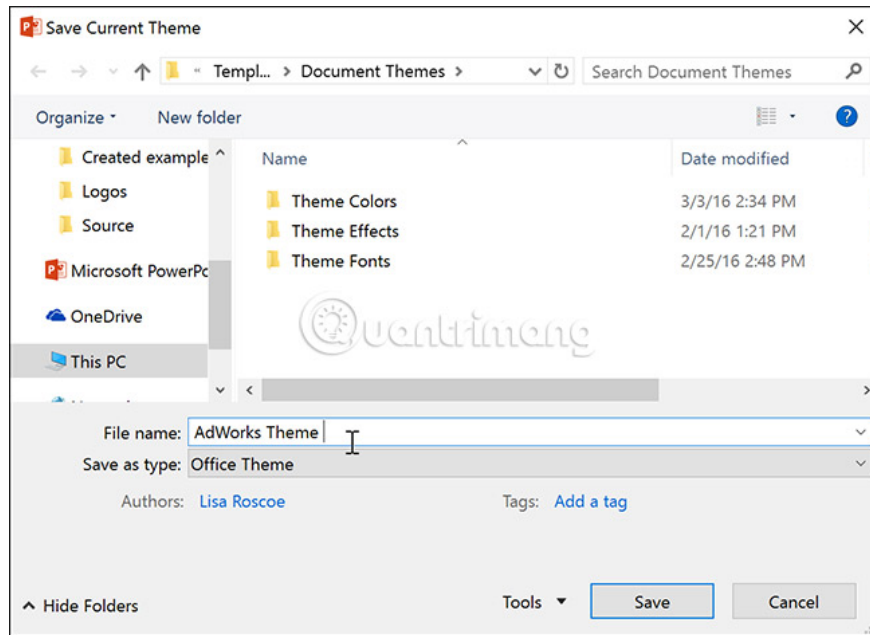
1. From the **Design** tab , click the drop-down arrow in the **Themes** group .



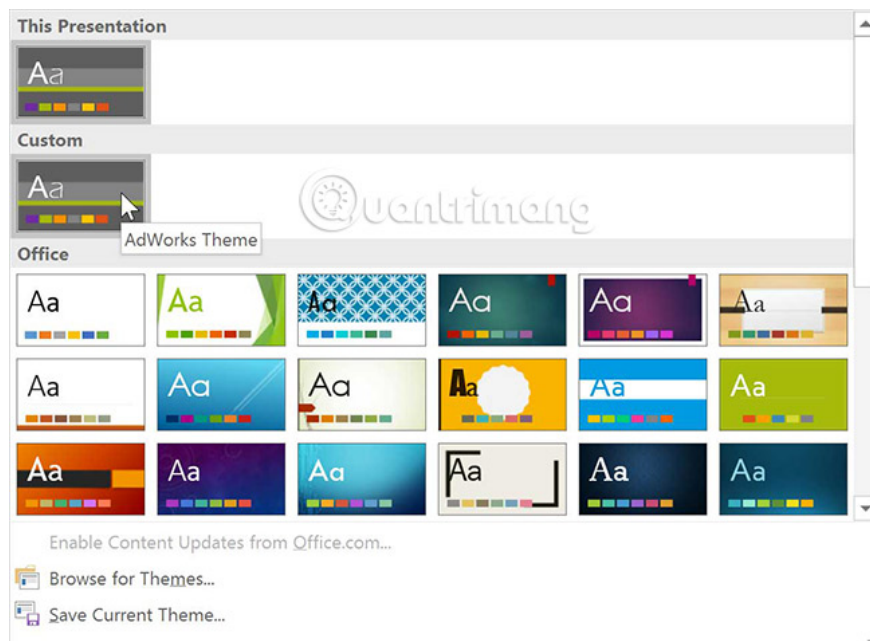
2. Click **Save Current Theme** .



3. A dialog box will appear. Enter the file name, then press **Save**.



4. When clicking on the drop-down arrow in the **Themes** group , users will see a custom theme in the **Custom** section .



Custom themes have another unique and powerful feature: Any custom theme saved in PowerPoint can actually be used in other Microsoft Office applications, such as Word and Excel.

Good luck!

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