1. **Step-by-Step: Apply a Theme to a Presentation**
   1. **START** PowerPoint, if the program is not already running.
   2. Locate and open the ***Special Events*** presentation and save it as ***Special Events Final***.
   3. Make sure slide 1 is selected.
   4. On the **Design** tab, click the **More** button in the Themes group. PowerPoint’s available themes display in the Themes gallery, as shown at right.
   5. Point to any of the themes in the gallery. Notice that a ScreenTip displays the theme’s name and the theme formats are instantly applied to the slide behind the gallery.
   6. Right-click the **Clarity** theme; a pop-up menu appears. In the menu, click **Apply to Selected Slides**. The Clarity theme is applied only to slide 1.
   7. Click the **More** button again in the Themes group to reopen the Themes gallery.
   8. Right-click the **Origin** theme, and click **Apply to All Slides** to apply it to all slides.
   9. Scroll through the slides to see how the theme has supplied new colors, fonts, bullet symbols, and layouts. Slide 1 should resemble the figure at right.
   10. **SAVE** the presentation.
   11. **LEAVE** the presentation open to use in the next exercise.