

Using PowerPoint Color Schemes

PowerPoint assigns colors in categories called “color schemes” to make it easy to update your entire deck of slides at once. Instead of highlighting bits of text, you can change the color for all the Title Text at once. This way, if you want to change the entire color scheme, you can do it with one click.

To change the entire color scheme of a deck

- Open the deck of PowerPoint slides you want to edit.
- Choose View Menu → Task Pane
- On the drop-down menu at the top of the task pane, choose “Slide Design – Color Schemes.”
- Click on the desired color scheme

To change one color within a color scheme

After you’ve applied a pre-made color scheme, you can modify it to your exact preferences.

- At the bottom of the task pane, click “Edit Color Schemes”
- Click the color chips next to each of the scheme colors and choose new colors.
- To preview the color scheme on your actual slides, click “Preview.”
- When you are done, click “Apply.”

