

APPLYING A DESIGN TO A SLIDE

Designs are used to apply the background color to the slides in a presentation, along with the type and design of bullets. In addition, other attributes are applied to the presentation.

- ❖ Click the **Design** button on the **Formatting** toolbar (see illustration at right).
- ❖ The **Design Task Pane** will display.
- ❖ Scroll through the list to see what is available.
- ❖ Move the mouse pointer over the design. A drop-down arrow will appear on the right side of the design.
- ❖ Click the drop-down arrow to display the available options. These are:
 - **Apply to All Slides** - Chose this option to apply the selected design to all the slides in the presentation.
 - **Apply to Selected Slides** - To apply the selected design to just those slides that have been selected, click this option.
 - **Show Large Previews** - To display the designs in a larger view, choose this option.
- ❖ Choose the option **Apply to All Slides** to apply the design to all the slides in the presentation.
- ❖ To apply the design to just the slide where the insertion point is located, click **Apply to Selected Slides**.
- ❖ To select more than one slide to apply the design to:
 - Click a slide in the Slides tab.
 - Hold down the control button and select another slide.
 - Choose a different design and then choose the option **Apply to Selected Slides**.

