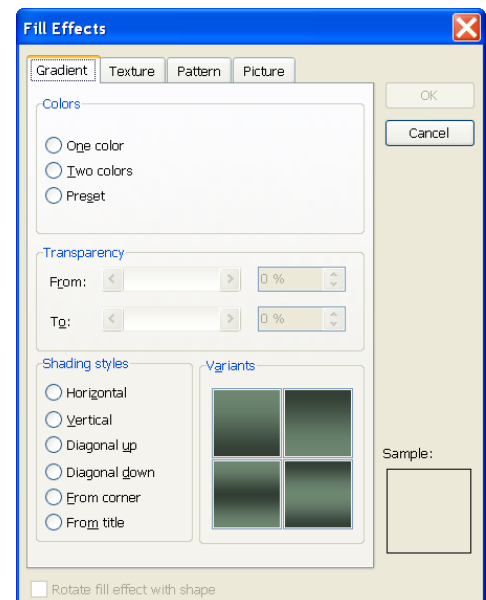
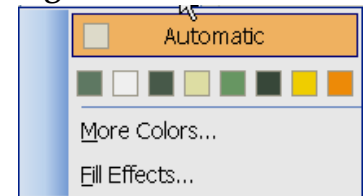
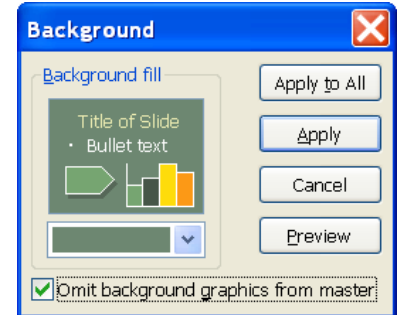


CHANGING THE BACKGROUND DESIGN

In PowerPoint, it is possible to set the background of a presentation to any desired color. It is also possible to add patterns, textures, and shading to the background. To change the background of a presentation or to modify an existing background, complete the following steps:

- ❖ Select or display the slide that is to be changed.
- ❖ Do one of the following:
 - Choose **Format** from the **Menu Bar**.
 - Choose **Background** from the list of options.or
 - Right-click the **Background**.
 - Select **Background** from the shortcut menu.
- ❖ The **Background** dialog box will appear.
- ❖ Select **Omit background graphics from master** to remove all the graphic images from the presentation.
- ❖ Click the drop-down arrow under **Background fill** to change the **Background** of a slide or the whole presentation.
- ❖ The dialog box at the right will appear.
- ❖ Do one of the following:
 - Choose a color from the ones shown.
 - Click **More Colors** to display the color gallery.
 - Click **Fill Effects** to choose one of the special effects such as:
 - **Gradient Background** – This option begins the background with one color at the top of the slide and gradually changes it to another color. There are three options to choose from. These are:
 - **One Color** – Use this option to apply just one color to the selected area.
 - **Two Colors** – Use this option to apply more than one color to the selected area.
 - **Preset** – A list of effects are provided for you to select from.
 - **Textured** – This option provides different backgrounds that may be used in a presentation.
 - **Patterned** – This option provides horizontal lines, diagonal lines, checks, and other patterns used as a background for a presentation
 - **Pictures** – To insert a picture from the Web or from a file to use as a background for a presentation or for one slide in the presentation, use this option.
- Click the **Fill Effects** button. Choose any of the desired **Fill Effects**.
- Under **Shading Styles**, choose one of the options listed on the illustration above right.
- When all the changes have been completed, click **OK**.
- Make any other desired changes to the **Patterns** area, and then click **OK**.



- ❖ After the Background is chosen, choose one of the following options:
 - **Apply to All** - This option is used to apply the color scheme to all the slides in the presentation.
 - **Apply** - Use this option to apply the color scheme to the current slide; the one where the insertion point is located.
 - **Cancel** - To abort or cancel the changes to the slide, click this button.