

ADDING A PICTURE TO CREATE A CUSTOM BACKGROUND

When working in PowerPoint, it is possible to add a picture that has been downloaded from the Web, one that has been scanned, or one from a digital camera to the background of the presentation. Clip Art images can be added from the Office Online gallery.

- + Click the slide where the picture background is to be inserted.
- + Click the **Design Tab**.
- + In the **Background Group**, click the **Background Styles** button.
- + Click the **Format Background** link.
- + The **Format Background** dialog box will display (see illustration at right).
- + Click the **Picture or Texture Fill** option button.
- + Click the **File** button.
- + The **Insert Picture** dialog box will display.
- + Click the **Look in** arrow to locate the folder where the image is stored.
- + Do one of the following:
 - ✦ Click the **PowerPoint Background** file and then click **Insert**.
 - ✦ Double-click the **PowerPoint Background** file.
- + Click the **Close** button to apply this background to the selected slide.
- + Click **Apply to All** if this image is going to be used for all the slides in the presentation.

