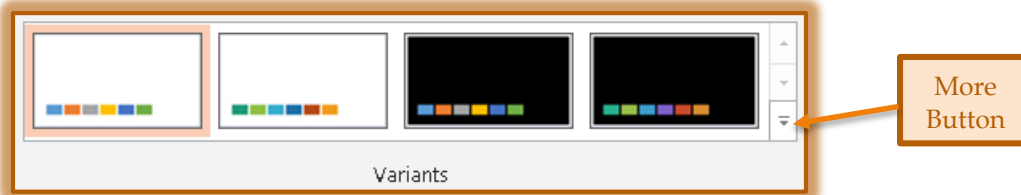


## CHANGE THE BACKGROUND DESIGN

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.

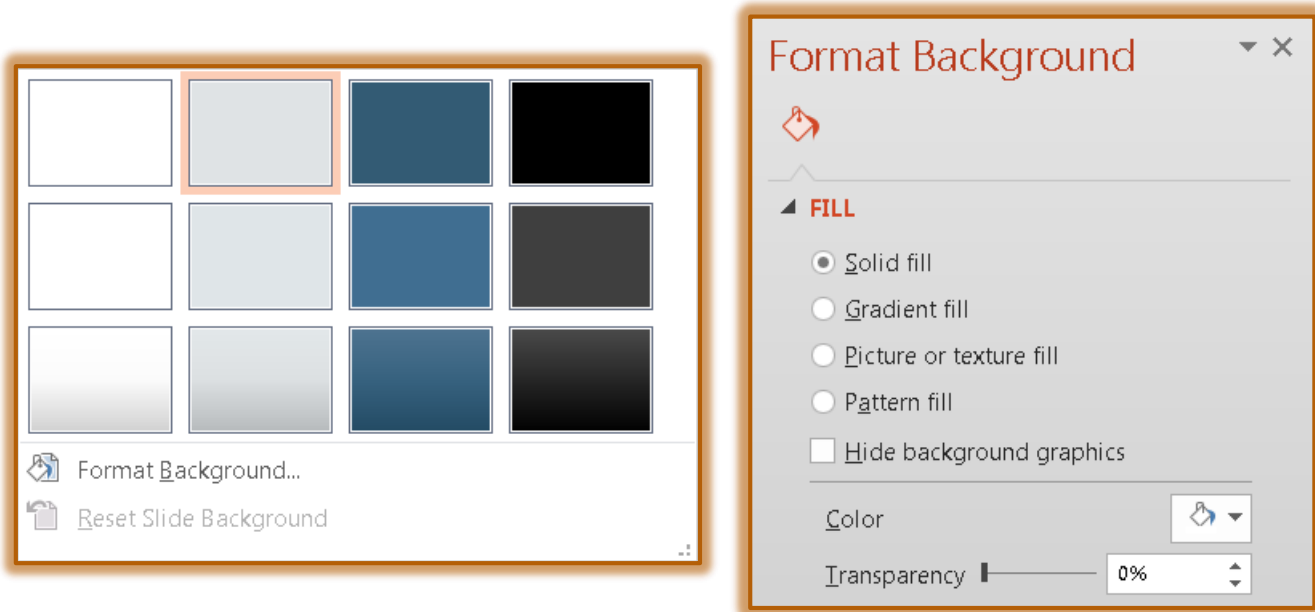
- ✦ Select or display the slide that is to be changed.
- ✦ Click the **Design Tab**.
- ✦ In the **Variants Group**, click the **More** button.



- ✦ Click the **Format Background** link (see illustration below).



- ✦ A gallery of different background gradients will display (see illustration below).
- ✦ Select one of the gradients to apply it to the slides in the presentation.



- ✦ At the bottom of the **Gallery**, click the **Format Background** link.
- ✦ The **Format Background Task Pane** will appear (see illustration above).
- ✦ The options in this dialog box are:

- ★ **Solid Fill** – When this option is selected, the background for the selected slide will be a solid color.
  - ★ **Gradient Fill** – This option begins the background with one color at the top of the slide and gradually changes it to another color.
  - ★ **Picture or Texture Fill** – This option is used to insert a picture from a file, the clipboard, or from online as the background for the slide.
  - ★ **Pattern Fill** – With this option, the background will be different types of patterns such as diagonal lines, checkerboards, plaids, and diamonds.
- † When each of the above options is chosen, the task pane will change to the options necessary to work with each one.
  - † Click the options for the desired fill.
  - † As the mouse pointer is moved over each option, **Live Preview** will display what the fill looks like.
  - † After the **Background Fill** options are chosen, click one of the following buttons:
    - ★ **Reset Background** – To restore the background to its original settings, click this button.
    - ★ **Apply to All** – This option is used to apply the color scheme to all the slides in the presentation. Until this link is clicked the changes will only apply to the selected slide or slides.
  - † Click the **Close** button in the upper-right corner of the Task Pane to close the Task Pane.