

Lesson 3-7: Changing the Background of Your Slides

Figure 3-13

The Background dialog box.

Figure 3-14

The Gradient tab of the Fill Effects dialog box.

Figure 3-15

The presentation with a preset Nightfall gradient background.

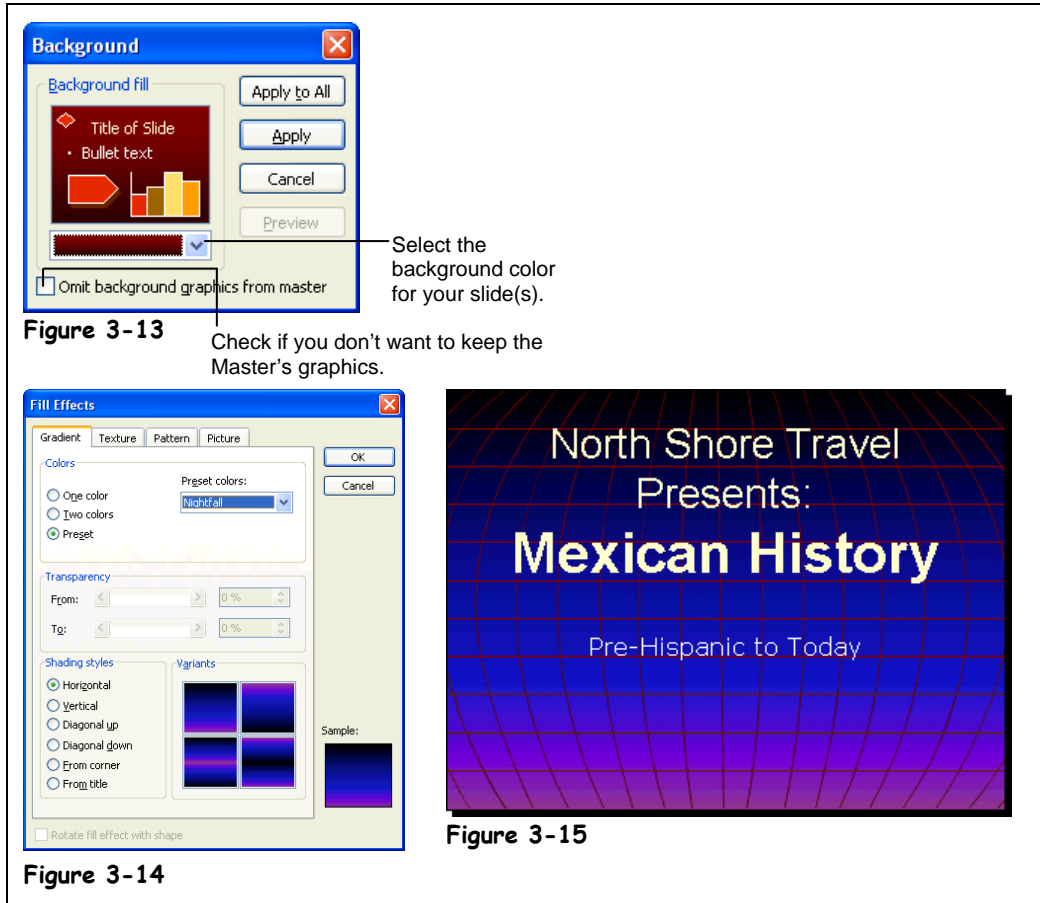


Figure 3-13

Check if you don't want to keep the Master's graphics.

Figure 3-14

Figure 3-15

Now that we know how to format color schemes, it's time to move on to something a little more complicated: changing the slide's background. Choosing an appropriate background for your slides is like picking out wrapping paper—it's the first thing people notice about your presentation, therefore you want it to be visually appealing and tasteful. This lesson will explain background fill patterns and how they can be used in your slides to produce dramatic, eye-catching effects.

1. If necessary, find and open the **Lesson 3C** presentation and save it as [History of Mexico](#).

If you don't know where your practice files are located, ask your instructor for help.

2. Press the **<Page Up>** key until you get to the Title Slide, then select **Format** → **Background** from the menu.

The Background dialog box appears, as shown in Figure 3-13.

3. Click the **Background fill** list arrow.

Now you have to specify how you want to change the background. Here are your choices:

- **Color palette:** Fills the background with one of the eight colors from the slides' current color scheme.
- **More colors:** Fills the background with one of the hundreds of rainbow colors from the Color dialog box.
- **Fill Effects:** Fills the background with more dramatic-looking effects. There are four types of fill effects: gradient, texture, pattern, and picture. Table 3-4: *Types of Fill* describes each of them.

4. Select Fill Effects from the Background fill list.

The Fill Effects dialog box opens with the Gradient tab in front, as shown in Figure 3-14.

5. Ensure the Gradient tab is in front and then click the Preset option in the Colors section.

This indicates that you want to fill the background using a Preset color. PowerPoint comes with numerous professionally designed background gradients.

6. Click the Preset colors list arrow and select Nightfall from the list.

A preview of the Nightfall color scheme appears in the Sample window, found in the bottom right of the dialog box. Compare your Fill Effects dialog box with the one in Figure 3-14.

7. Click OK to close the Fill Effects dialog box.

We're back at the Background dialog box. When you're changing a slide's background, you have to decide whether or not you want to keep the Slide Master's graphics and text. Check the "Omit background graphics from master" box if you don't want to keep the Master's graphics.

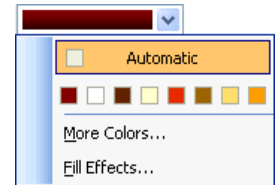
8. Click the Preview button.

PowerPoint temporarily applies the background to your presentation so you can see how it will look.

9. Click Apply to All.

The slides are formatted with the gradient you selected.

Believe it or not, by learning how to use fill patterns, you've learned a formatting trick that probably less than five percent of all PowerPoint users know. You should feel proud of yourself!



Background Fill list

Table 3-4: Types of Fill Effects

Fill Pattern Tab	Example	Description
Gradient		Fills the background or objects with a gradient that gradually changes from one color to another color.
Texture		Fills the background or objects with a texture.
Pattern		Fills the background or objects with a pattern.
Picture		Fills the background or objects with a graphic or picture file.

Quick Reference

To Change the Slide Background:

1. Select **Format** → **Background** from the menu.
2. Select a color from the color list. If you want to use a more vibrant background follow the next steps, otherwise click **Apply** or **Apply to All**.

To Use Fill Effects for the Background:

1. Follow the steps above to open the Background dialog box.
2. Select the **Fill Effects** option from the color list.
3. Click the Fill Effects tab (Gradient, Texture, Pattern, or Picture) and specify how you want the fill effect to appear.