

Changing the Background of a Slide

Choosing an appropriate background for a presentation is like picking out wrapping paper—it's the first thing your audience is going to notice. This lesson will show you how to apply a background to a presentation.

Apply a preset background

The easiest way to apply a background to a presentation is to use one of PowerPoint's preset backgrounds.

1. Click the **Design** tab on the Ribbon and click the **Background Styles** button in the Background group.

The Background Styles gallery appears.

2. Click the background you want to apply.

The selected background is applied to the presentation.

Format your own background

If you don't like any of PowerPoint's preset backgrounds, format your own.

1. Click the **Design** tab on the Ribbon and click the **Background Styles** button in the Background group.

The Background Styles gallery appears.

2. Select **Format Background** from the list.

The Fill pane of the Format Background dialog box appears.

You have several options here:

- **No fill:** Makes the background transparent or colorless, or removes the existing background.
- **Solid fill:** Fills the background with one solid color or transparent color.
- **Gradient fill:** Fills the background with a gradient that gradually changes from one color to another.
- **Picture or texture fill:** Fills the background with a graphic file or texture.

3. Select the option that best matches the background you want to create.

Depending on the option you select, a variety of other options appear.

4. Make your selection(s) and click **Apply to All**.

Exercise

- **Exercise File:** Proposal6-2.pptx
- **Exercise:** Open the Background Styles gallery and select Style 8.

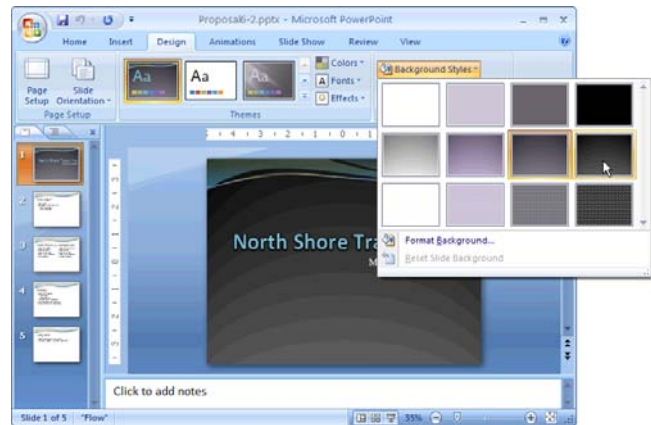


Figure 6-4: Click the Background Styles button to display the Background Styles gallery.

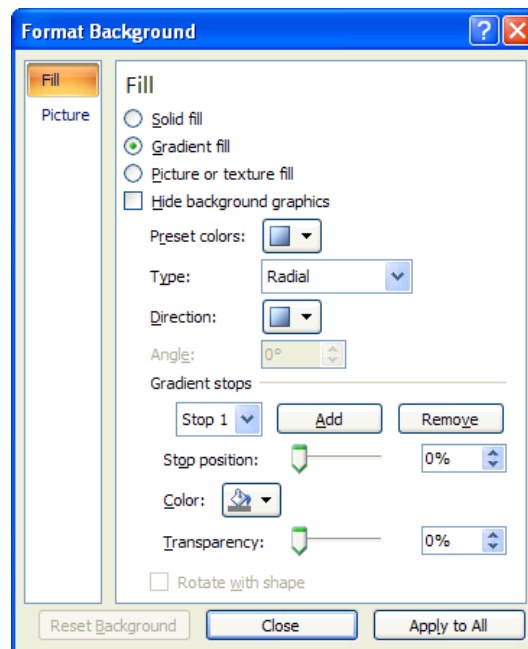


Figure 6-5: The Fill pane of the Format Background dialog box.