



Educational Technology

--Power Point--

How To...

Add a Background

To add a Background to Power Point:

Adding a background to Power Point can be a great thing to spice up your slides and make them more interesting than the boring black text and white background.

There are 6 levels of backgrounds:

- 1.) A one color background
- 2.) A multi-color background
- 3.) A texture background
- 4.) A pattern background
- 5.) A picture background
- 6.) A Power Point Background

Follow the Roman numerals to which option you desire.

I.) Adding a one color background:

- A. Open up the Power Point Presentation that you desire to add a background to
- B. Go to the slide that you would like to add the background to
- C. Right click on your mouse
- D. A list of options will appear
- E. Drag your mouse down to the one that is titled "Background"
- F. Click on this
- G. A new box will appear titled "Background"
- H. It shows a number of options on the right side of the box, a image of a generic slide and then a rectangular box with an arrow down in it
- I. Click the arrow down; a new area will drop down from the arrow.
 1. It contains some colors there to choose from
 2. If you like one of these colors then just click on it
 - a. If not then click on the option "More Colors"
 - b. A new box will appear labeled "Colors"
 - c. Click either the "Standard" or "Custom" and find the color that you desire
 - d. Click ok, once you have selected the color
 3. You will return to the "Background" box now and the color that you selected will appear under the generic slide
 - a. You can preview the color on your slide by clicking "Preview" on the right hand side of the box
 - b. If you like the color than you are done, no further work needed

- c. If not, then click another color, until you find one that you like
- 4. Once you have determined that is the color that you desire click:
 - a. “Apply to All”-to apply the color to all the slides in the presentation
 - b. “Apply”-to apply the color to the selected slide
 - c. “Cancel”-to cancel all your actions
- 5. Congratulations, you have now inserted a colored background!

II.) Add a multi color background

- A. Open up the Power Point Presentation that you desire to add a background to
- B. Go to the slide that you would like to add the background to
- C. Right click on your mouse
- D. A list of options will appear
- E. Drag your mouse down to the one that is titled “Background”
- F. Click on this
- G. A new box will appear titled “Background”
- H. It shows a number of options on the right side of the box, a image of a generic slide and then a rectangular box with an arrow down in it
- I. Click the arrow down; a new area will drop down from the arrow.
- J. Move your cursor down to “Fill Effects...” and click on this
- K. A new box will appear titled: “Fill Effects” and you will be looking at the “Gradient” information
- L. On the “Gradient” information you can do multiple things with the backgrounds
 - 1. You can add one color to the background-different than above (in I)
 - a. Select “one color”
 - b. Choose the color you desire
 - c. Then you can mess with the “Darkness and Lightness” on the right side of the side
 - d. You can also choose the shading style that you would like on your background. There are many different styles, click on the “Shading Style” that you like the best (i.e. Vertical, Diagonal Down, etc.) and then you may also select the design of the slide on the right hand side by clicking on one of the 4 slide previews.
 -Example: I wanted an orange background. So I went to the top of the “Gradient” Box and choose one color-the orange. Then I wanted it mostly a dark orange so I moved the slider bar on the “Darkness and Lightness” over mostly to the “Darkness” side. Then I wanted the orange to have a “Shading Style” so I choose the one titled “From Title”. I didn’t want the one on the right so I went over and clicked the one on the right.
 - 2. You can add two colors to the background
 - a. Select “two colors”
 - b. Choose the colors you desire
 - c. Then choose the “Shading Style” that you like the best, refer to the above example and description if you need help (L>1>d).

3. Or you can add a multi colored, Preset background
 - a. Select “Preset”, under “One color” and “Two Color”
 - b. On the left hand side a new area will appear with the title “Preset Colors” and then under it there will be a pull down arrow and the first title “Early Sunset”
 - c. Click on any of these Preset Backgrounds that you desire and they will appear in the lower boxes. May sure to try them all, most of them are a nice change from the boring one or two colors.
 - d. Once again choose the “Shading Style” that you would like to use, refer to L>1>d if you need further assistance
 - M. Once you have selected the one, two, or preset color that you would like for a background then click “ok” and your background will appear on the slide that you are viewing.
 1. The background that you have selected will be shown a little bigger in the “Gradient” box in the lower right hand corner in a box titled: “Sample”
 2. The background that you have selected will appear under all the text that you have on the slide
 - N. Congratulations, you have now inserted a multi color background!
- III.) Add a texture for a background
- A. Open up the Power Point Presentation that you desire to add a background to
 - B. Open up the Power Point Presentation that you desire to add a background to
 - C. Go to the slide that you would like to add the background to
 - D. Right click on your mouse
 - E. A list of options will appear
 - F. Drag your mouse down to the one that is titled “Background”
 - G. Click on this
 - H. A new box will appear titled “Background”
 - I. It shows a number of options on the right side of the box, a image of a generic slide and then a rectangular box with an arrow down in it
 - J. Click the arrow down; a new area will drop down from the arrow.
 - K. Move your cursor down to “Fill Effects...” and click on this
 - L. A new box will appear with the title “Fill Effects” & it will appear with “Gradient” effect showing
 - M. Now you do not want the “Gradient” box this time so instead You need to go to the top of the box and click on the next tab over, called “Texture”
 - N. This will change all the information in the box in front of you and some textures will appear in the box. Look at all the textures and when you find the one that you like, click on it.
 - O. The texture will appear in the “Sample” box in the lower right hand corner
 - P. If this is really the one that you would like to put on your slide click “ok”
 - Q. Congratulations, you have not inserted a texture for a background!
- IV.) Add a pattern for a background
- A. Open up the Power Point Presentation that you desire to add a background to
 - B. Open up the Power Point Presentation that you desire to add a background to
 - C. Go to the slide that you would like to add the background to
 - D. Right click on your mouse

- E. A list of options will appear
 - F. Drag your mouse down to the one that is titled “Background”
 - G. Click on this
 - H. A new box will appear titled “Background”
 - I. It shows a number of options on the right side of the box, a image of a generic slide and then a rectangular box with an arrow down in it
 - J. Click the arrow down; a new area will drop down from the arrow.
 - K. Move your cursor down to “Fill Effects...” and click on this
 - L. A new box will appear with the title “Fill Effects” & it will appear with “Gradient” effect showing
 - M. Now you do not want the “Gradient” box this time so instead You need to go to the top of the box and click on the second tab over, called “Pattern”
 - N. This will change all the information in the box in front of you and some textures will appear in the box. Look at all the patterns and when you find the one that you like, click on it.
 - O. You can change the color of the options at the bottom of the box:
 1. The first option is to change the “Foreground”. This would cause the one color in the pattern, the one on the top that is closest to you, to change. If you would like to change this then click on the arrow down and then choose the color that you desire or click “More Colors”.
 2. The second option is to change the “Background”. This would cause the one color in the pattern, the one that is in the background of the pattern to change. If you would like to change this then click on the arrow down and then choose the color that you desire or click “More Colors”.
 - P. The pattern will appear in the “Sample” box in the lower right hand corner
 - Q. If this is really the one that you would like to put on your slide click “ok”
 - R. Congratulations, you have not inserted a pattern for a background!
- V.) Add a pattern for a background
- A. Open up the Power Point Presentation that you desire to add a background to
 - B. Open up the Power Point Presentation that you desire to add a background to
 - C. Go to the slide that you would like to add the background to
 - D. Right click on your mouse
 - E. A list of options will appear
 - F. Drag your mouse down to the one that is titled “Background”
 - G. Click on this
 - H. A new box will appear titled “Background”
 - I. It shows a number of options on the right side of the box, a image of a generic slide and then a rectangular box with an arrow down in it
 - J. Click the arrow down; a new area will drop down from the arrow.
 - K. Move your cursor down to “Fill Effects...” and click on this
 - L. A new box will appear with the title “Fill Effects” & it will appear with “Gradient” effect showing
 - M. Now you do not want the “Gradient” box this time so instead You need to go to the top of the box and click on last tab over, called “Picture”

- N. This will change all the information in the box in front of you and a big box will appear in front of you. Off to the bottom right of the box is an option called "Select Picture"
 - O. Click "Select Picture" and a new box will pop up. Find the picture that you have saved on your hard drive and then click "Insert".
 - P. The picture will appear in front of you in that big box. Also refer to the little sample box in the lower right hand corner of the "Picture" box.
 - Q. If you are satisfied that is the picture that you desire then click "ok" and your picture will be inserted on your slide as the background.
 - R. Congratulations, you have inserted a picture for a background!
- VI). Add a Power Point background
- A. Open up the Power Point Presentation that you desire to add a background to
 - B. Open up the slide that you would like to add the background to
 - C. Make sure that you are in the "Normal View"-that is the one with the slide right in front of you and the outline on the left side of the screen
 - D. Also make sure that you have the "Task Pane" showing on the right side of the screen. If you have a big box over there taking up about ¼ of the screen then you have it up. If not, then you need to go to the taskbar at the top of the screen and to "View"
 - E. Slide your cursor down to the option that says "Task Pane" and click on this. The task pane should show up on the right hand of your screen now.
 - F. Go over to the top of the task pane and click on the little down arrow. It is located next to the X to close the task pane. Click on the little down arrow and then drag your mouse down to "Slide Design-Design Templates"
 - G. Scroll through the list of Design Templates and choose one that you like. Once you click on it, the slide that you are working on, the background will automatically turn to the design that you choose
 - H. If you would like to change the color of the design then once again click the little down arrow and the choose "Slide Design-Color Schemes" OR you can choose the little hyperlink at the top of the task pane that says "Color Schemes"
 - I. This will take you to another box like the one of the Design Templates, but different. If you click on any of the color boxes it will change the colors used in the template that is now on your slide. Try it out and have fun!
 - J. Congratulations, you have now added a Power Point Background!

*If you have any questions or would like more
How To's for Power Point feel free to contact us!*