Step by Step with PowerPoint -- Putting a Background on Your Slides

Backgrounds add personality to your PowerPoint presentations without distracting from your main ideas. This handout shows you how to slip them in.

Note: Although PowerPoint offers preformatted backgrounds, the best choice for most beginners is a plain color. A plain color makes text more readable, painlessly cuts your presentation's size, and lets you add many other far more interesting bells and whistles.

1) Right click on your presentation's first slide (or the slide of your choice) and click **Format Background**.

2) For a smooth background, click on the little square marked **Color**. Choose a color from the grid or from **More Colors**.

3) To make all your slides the same color, click Apply to All. Otherwise, click **Close**.

4) For a background with a pattern, you can choose a **Theme** under the **Design** tab on the **Ribbon**.

5) You can also right click on one of your slides and choose **Format Background**, but select **Picture or Texture Fill** or **Gradient Fill** instead of **Solid Fill**, and then follow the directions.