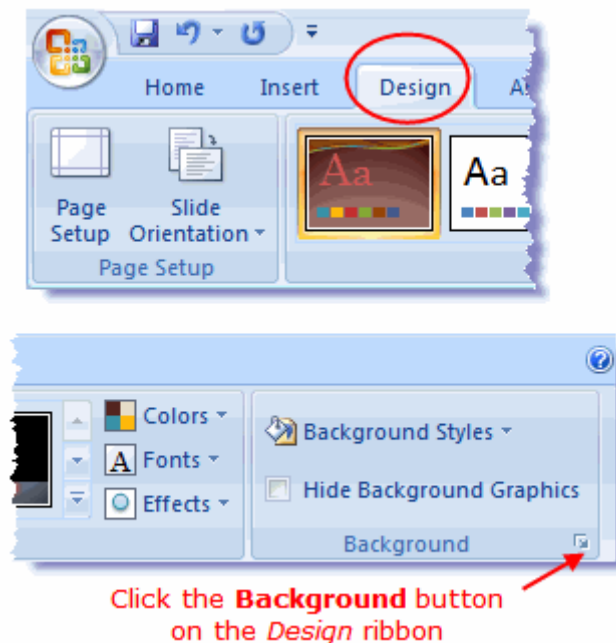


Background Colours and Graphics in Slide Shows

Access the Design Ribbon to Add a Background



Access the Background button on the PowerPoint Design Ribbon

The Design Ribbon

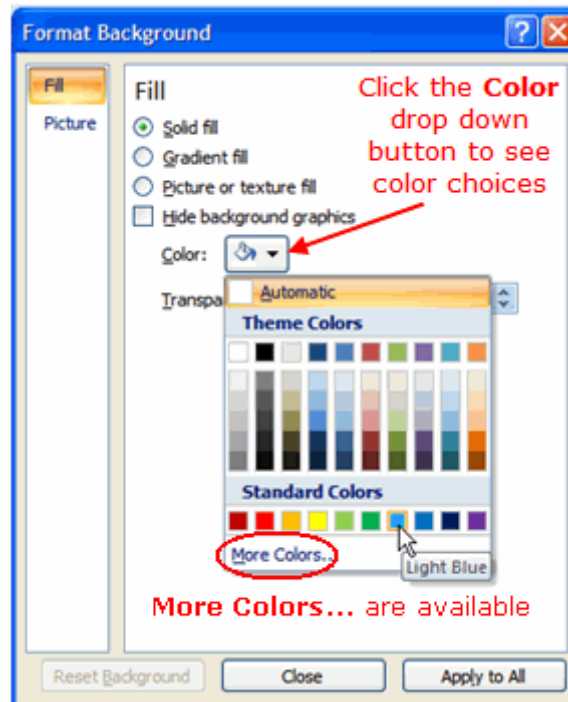
The Design ribbon contains the features you will need to add or change a background in PowerPoint.

Click on the background button on the right end of the Design ribbon. This will open the *Format Background* dialog box.

Notes

1. Backgrounds can be applied to individual slides or to all slides in the presentation.
2. There are additional features for backgrounds on the Design ribbon. Themes and colour schemes will be discussed in the next tutorial.

Choose a Solid Colour for the Background



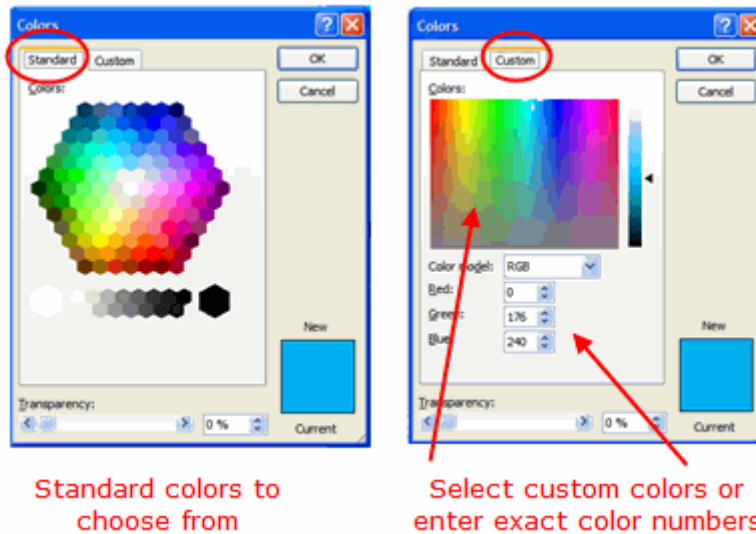
Add a solid background to a PowerPoint slide

Use the Solid Fill Option

Solid colour choices are shown in the Fill section of the *Format Background* dialog box.

1. Click the *Colour* drop down button to reveal standard colour choices.
2. Select a colour shown or click on the *More Colours...* option to reveal more colour choices.

Standard or Custom Background Colours in PowerPoint



Solid background colours in PowerPoint

More Solid Colour Options

Solid background colours in PowerPoint can be chosen from the *Standard* or *Custom* colour selections.

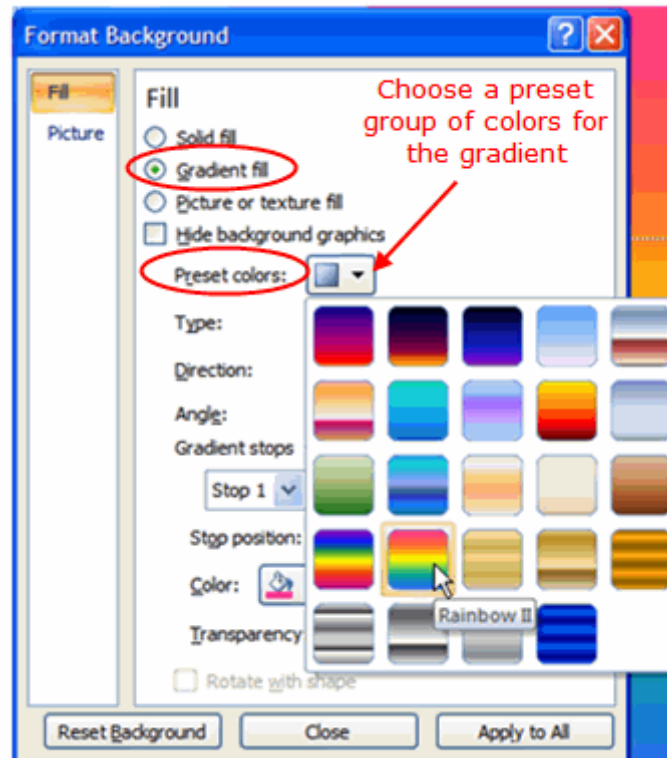
Standard Background Colours

- Click the *Standard* tab at the top of the Colours dialog box.
- Click on a background colour for your PowerPoint presentation.
- Click **OK**.

Custom Background Colours

- Click the *Custom* tab at the top of the Colours dialog box.
 - Click in the coloured area for the colour you would like -- or --
 - Enter the actual code numbers in the Red, Green and Blue text boxes to achieve the specific colour.
- Click **OK**.

Backgrounds Using Preset Gradient Fills



Preset colour schemes for PowerPoint backgrounds

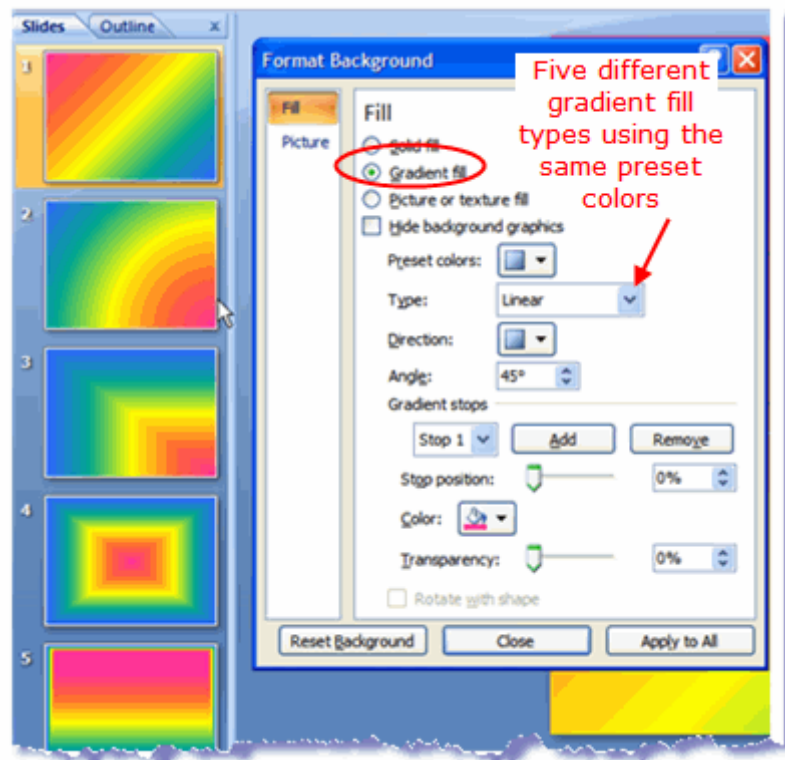
Use a Preset Gradient

PowerPoint has several preset gradient fills available for you to choose as a background for your slides. Gradient colours can be effective as a PowerPoint background if chosen wisely.

Be sure to consider the audience clientele when you choose the preset gradient background colours for your presentation.

1. Click the option for Gradient fill.
2. Click the drop down *Preset colours* button
3. Select a preset gradient fill
4. Click the **Close** button or the **Apply to All** button.

Gradient Fill Types of Backgrounds in PowerPoint 2007



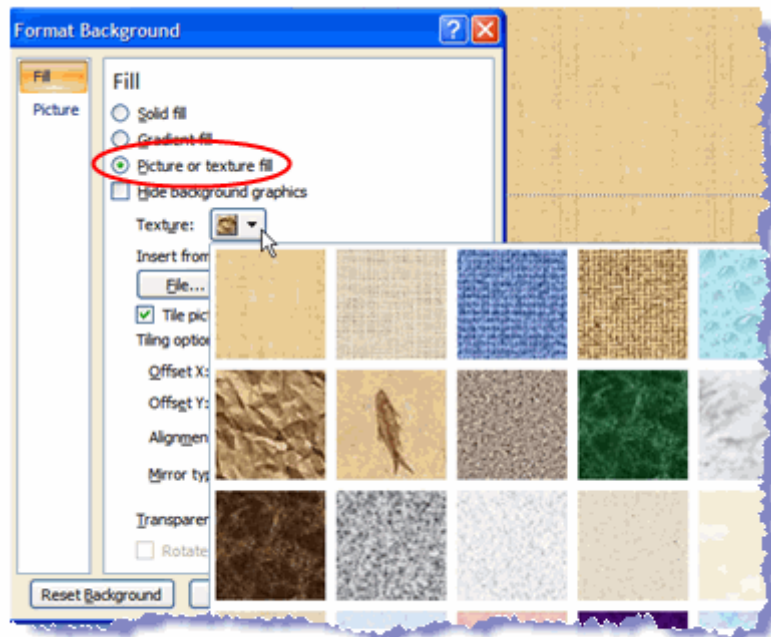
Gradient backgrounds in PowerPoint 2007

Five Different Gradient Fill Types

Once you have chosen to apply a gradient fill to your PowerPoint background, you have five different options for the gradient fill type.

1. linear
 - the gradient colours flow in lines which can be from preset angles or a precise angle on the slide
2. radial
 - colours flow in a circular fashion from your choice of five different directions
3. rectangular
 - colours flow in a rectangular fashion from your choice of five different directions
4. path
 - colours flow from the centre out to form a rectangle
5. shade from title
 - colours flow from the title out to form a rectangle

Textured Backgrounds in PowerPoint 2007



Choose one of the textures as a background

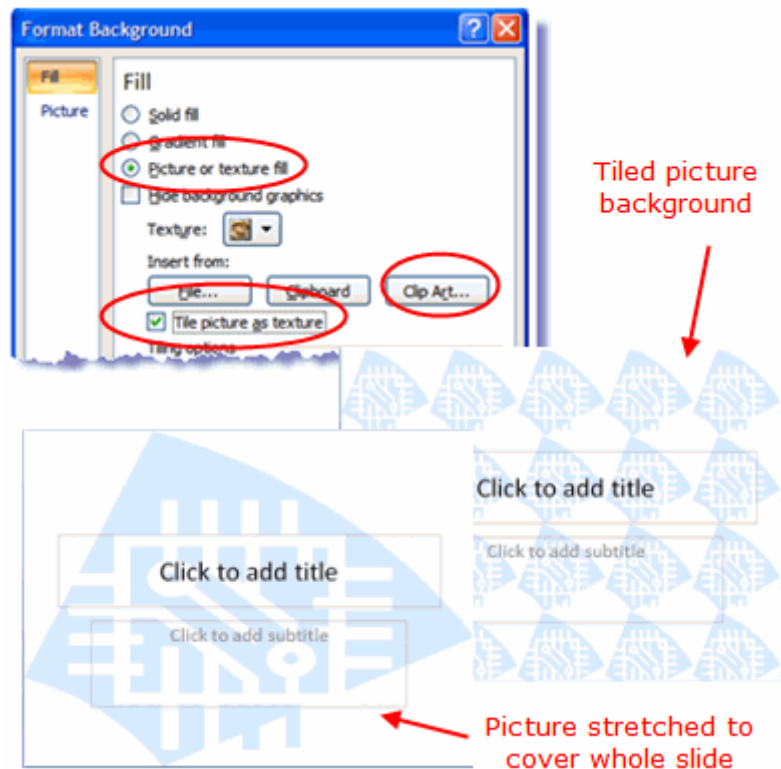
Textured backgrounds in PowerPoint

Background Textures

Use textured backgrounds in PowerPoint carefully. They are often busy and make text difficult to read. This can detract from your message.

When opting to choose a textured background for your PowerPoint presentation, choose a subtle design and make sure that there is good contrast between the background and the text.

Pictures as PowerPoint 2007 Backgrounds



PowerPoint Picture backgrounds can be tiled or cover the whole slide

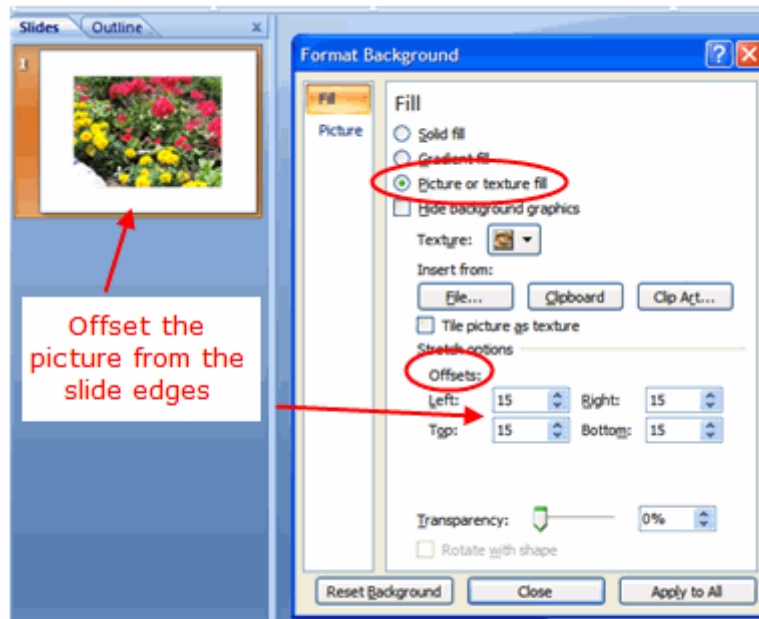
Clip Art or Photographs as PowerPoint Backgrounds

Photographs or clip art can be added as a background for your PowerPoint presentations. When you insert a picture or clip art as the background, PowerPoint will stretch it to cover the whole slide, if the object is small. This can often cause distortion to the graphic object and therefore some photos or graphics can be poor choices for backgrounds.

If the graphic object is small, it can be tiled over the slide. This means that the picture or clip art object will be placed repeatedly across the slide in rows to completely cover the slide.

Test your picture or clip art object to see which method works the best. The illustration above shows both methods.

Offset a Picture Background in PowerPoint 2007



Offset a picture from the PowerPoint 2007 slide edges

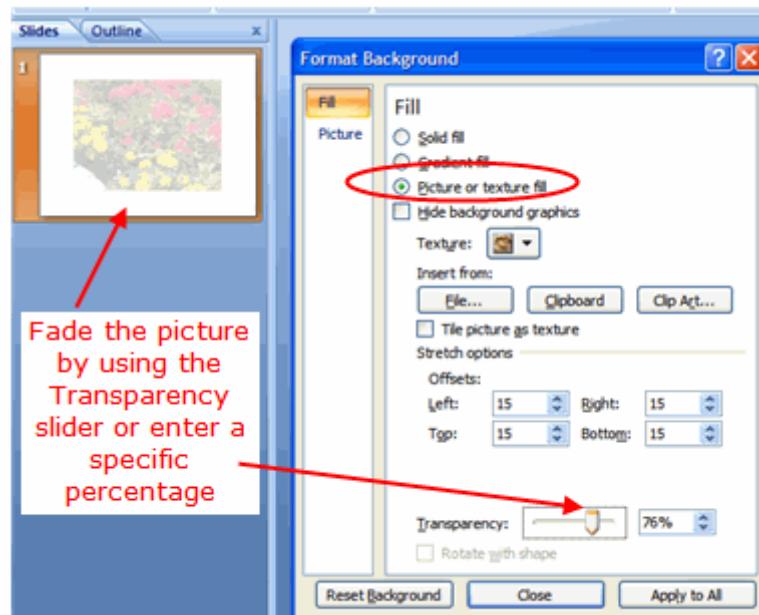
Choose to Offset a Picture Background

You may wish to use a picture for your PowerPoint background, but not want it to be tiled or to cover the whole slide. A solution to this is to *offset* the picture from the edges of the slide.

Once the picture is chosen as the background, edit the text boxes for the amount of offset you want from each edge of the slide. These measurements are in percentages.

Note - It is wise to make the offset amount the same for all four sides of the slides. This will maintain the proportion ratio of the picture.

Make a Picture Background Transparent

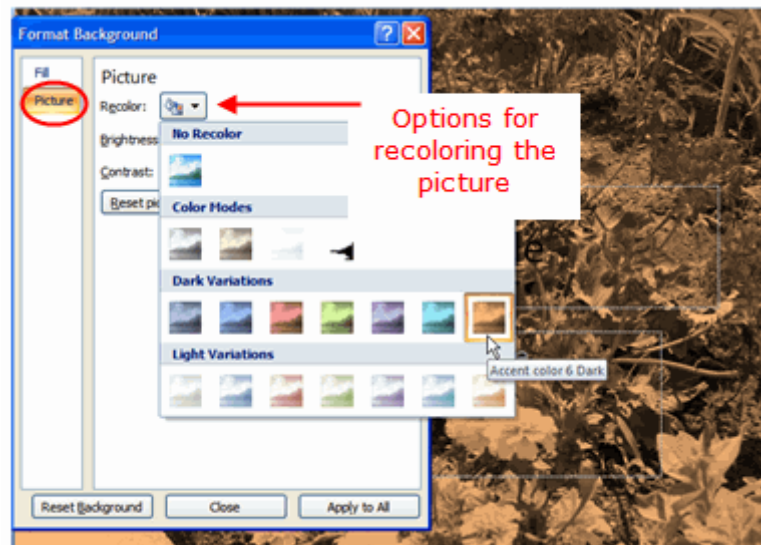


Fade a picture background by using the Transparency option in PowerPoint 2007

Fade the Picture Background

In most cases, the picture background you choose should not be the focal point of the PowerPoint presentation. Once you have chosen the picture as a background, you can easily make it transparent by typing in a specific transparency percentage or by using the Transparency slider to get the effect that you want.

Variations of Colour for PowerPoint Picture Backgrounds



Re-colour a background picture in PowerPoint 2007

Colour Options for Picture Backgrounds

Once you have chosen a picture for the background, you may wish to change the effect. This is done in the *Format Background* dialog box.

1. Select the picture to become the PowerPoint background.
2. Click on the *Picture* link on the left side of the Format Background dialog box.
3. Click on the *Re-colour* button.
4. Select an effect for your background picture.
5. Click on the *Close* button or *Apply to All* button.