

SETTING BACKGROUNDS IN POWERPOINT 2010

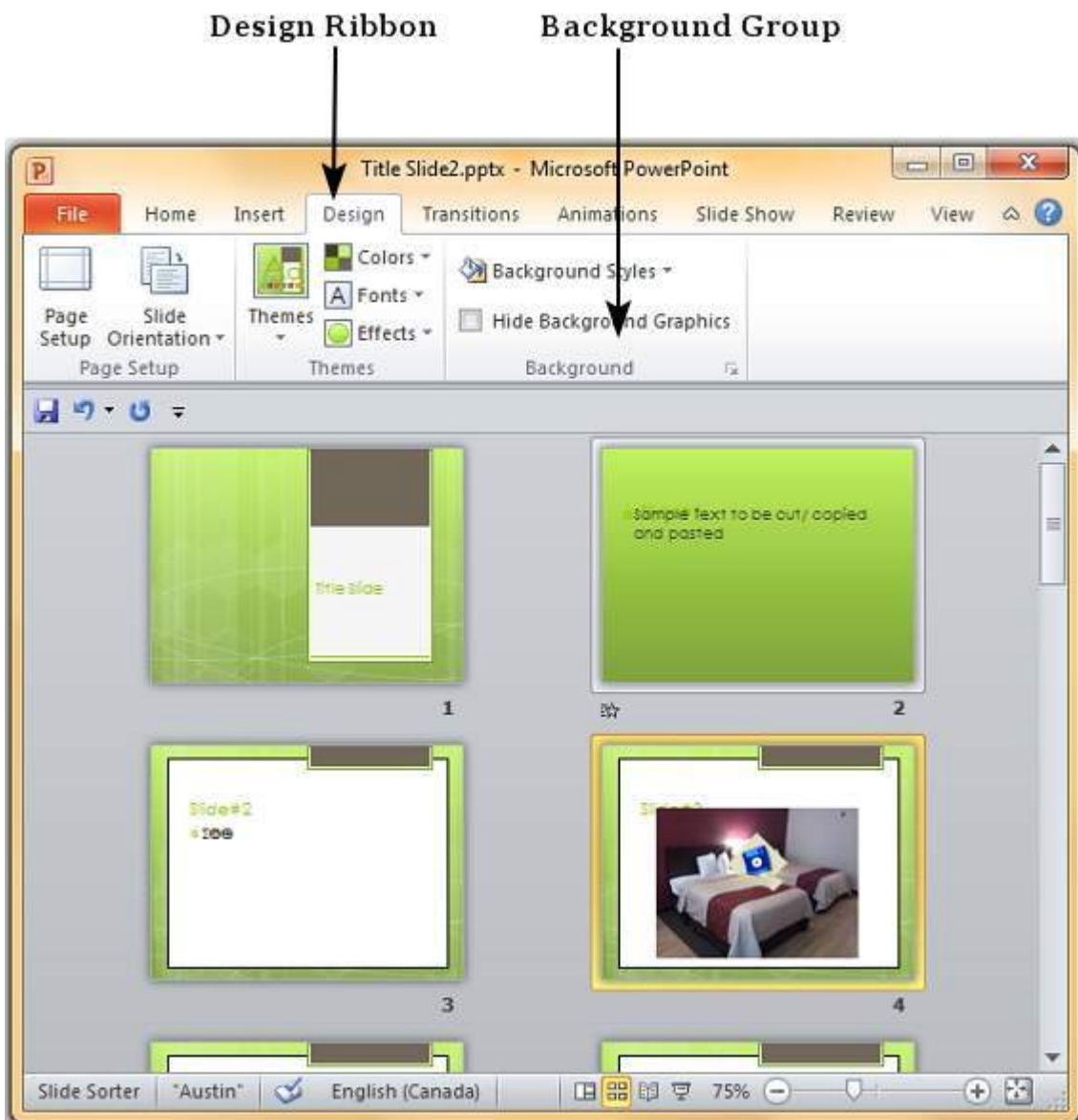
http://www.tutorialspoint.com/powerpoint/powerpoint_setting_backgrounds.htm

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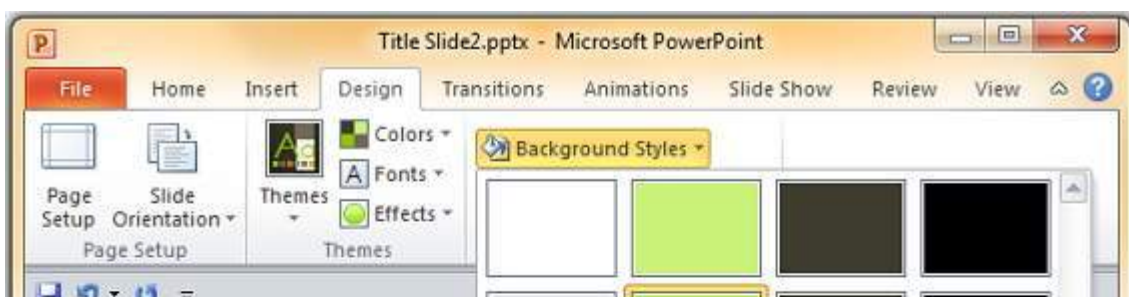
As PowerPoint is a design based program, backgrounds are effective ways of improving the aesthetics and readability of the slides. The **Themes** in PowerPoint help select the backgrounds by default, so every time you change the theme, the default background is set automatically. Theme, however, includes more than just backgrounds - so you can retain other aspects of the theme while changing the default background.

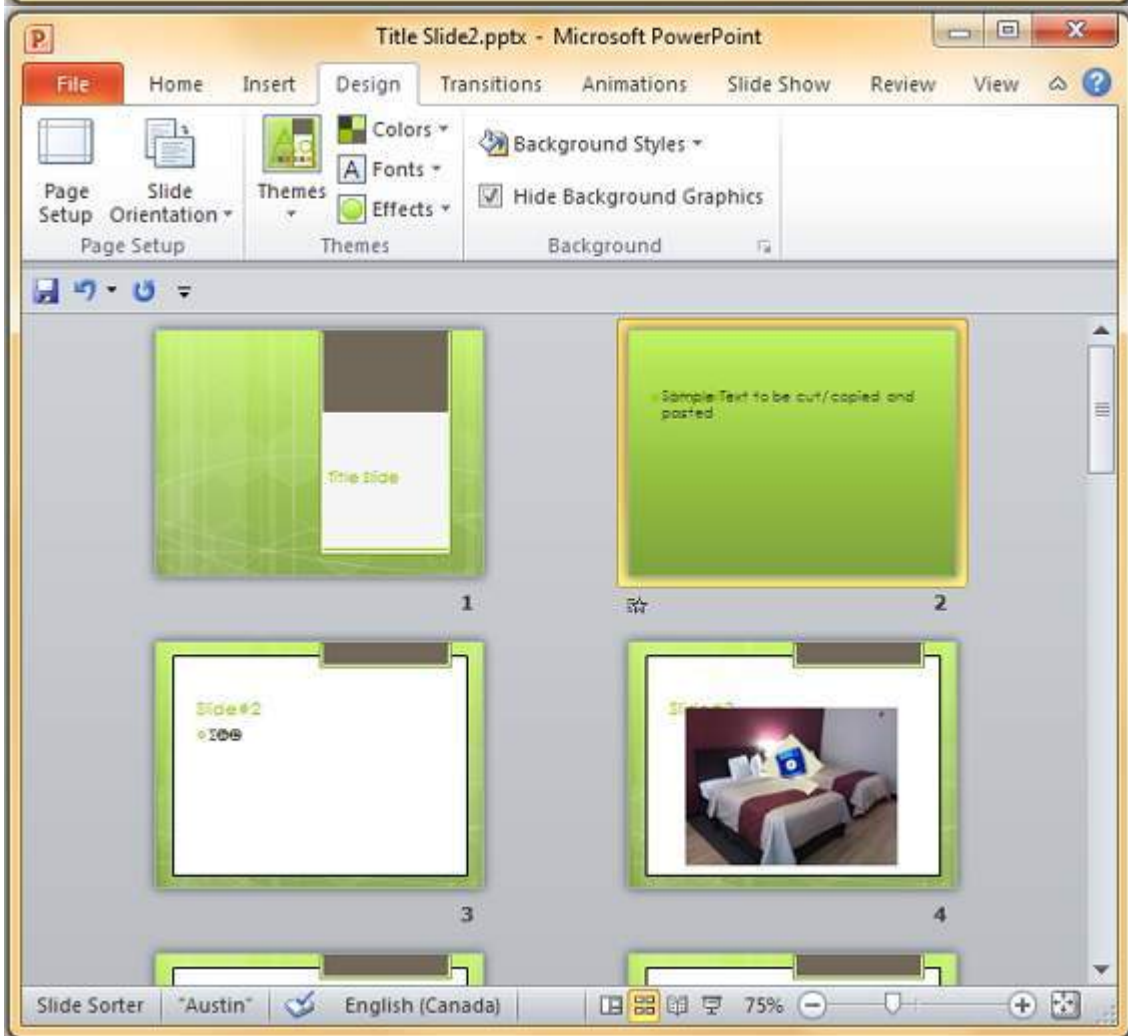
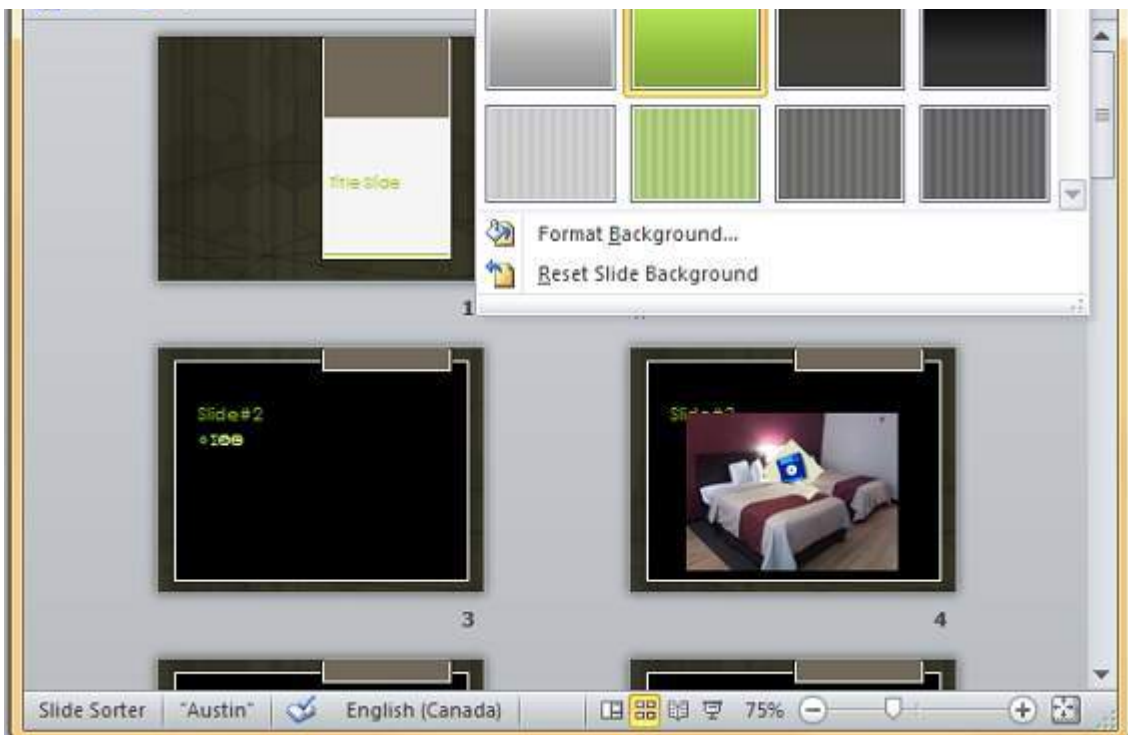
Given below are the steps to apply backgrounds in PowerPoint.

Step 1: In the **Design** ribbon, under the **Background** group click on the **Background Styles** command.

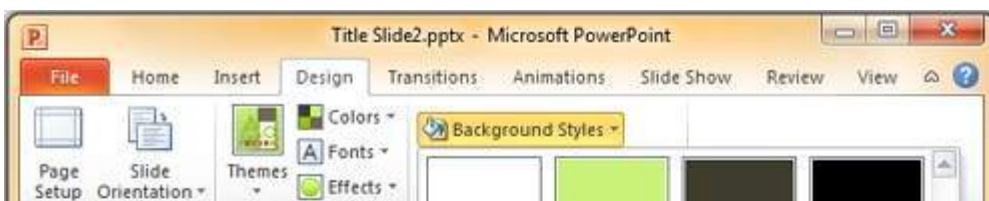


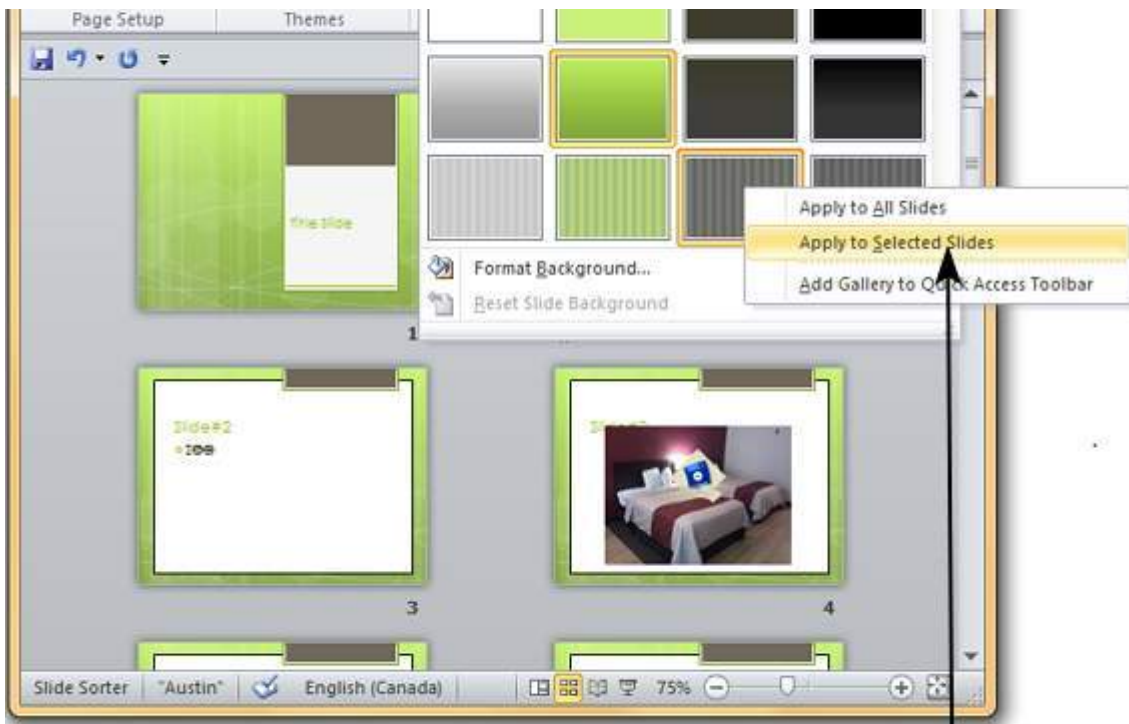
Step 2: Select one of the background styles that suits your requirements





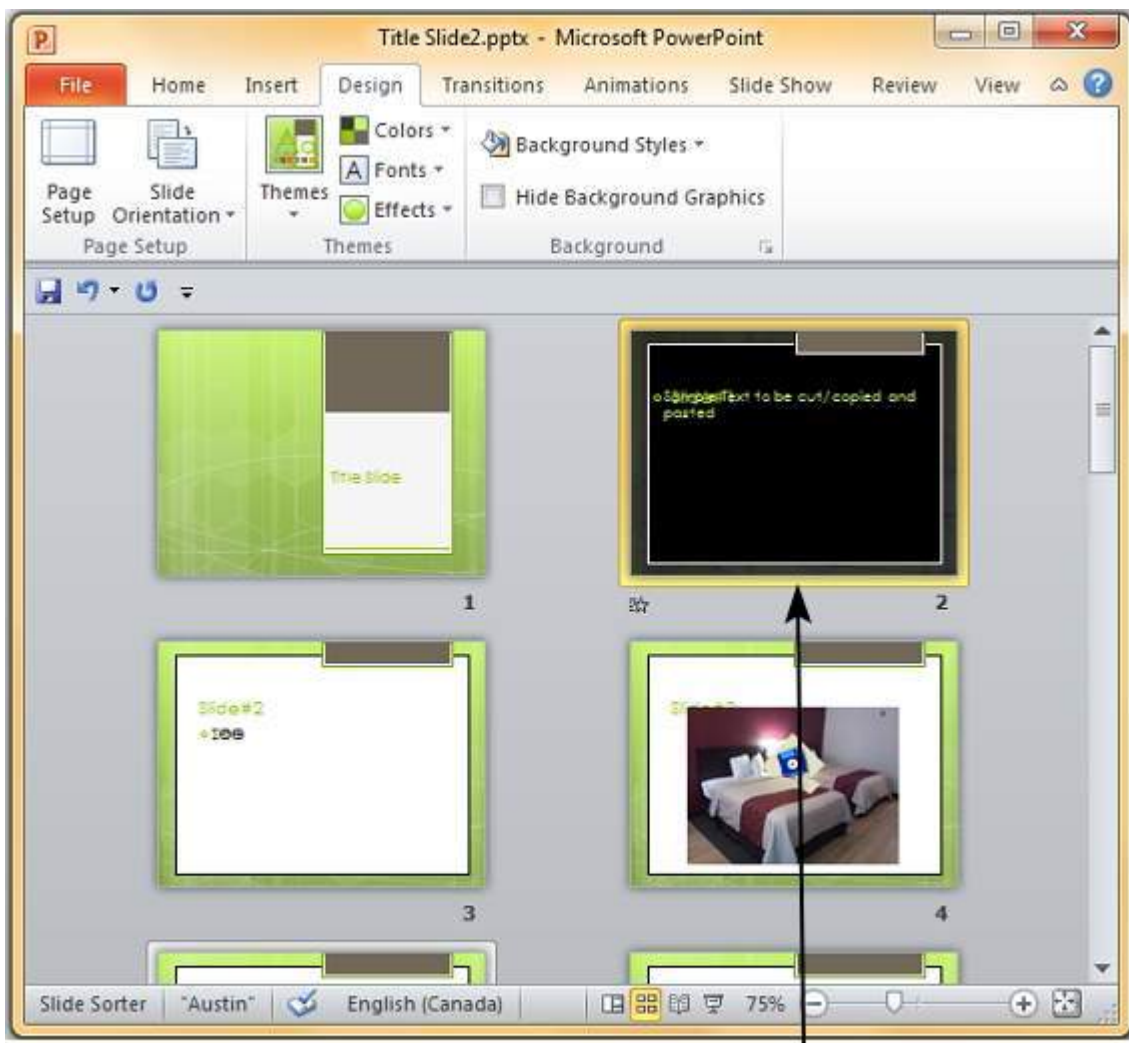
Step 3: To edit the background for a specific slide, right click on the desired background slide and select "**Apply to Selected Slides**"





Apply to Selected Slides option

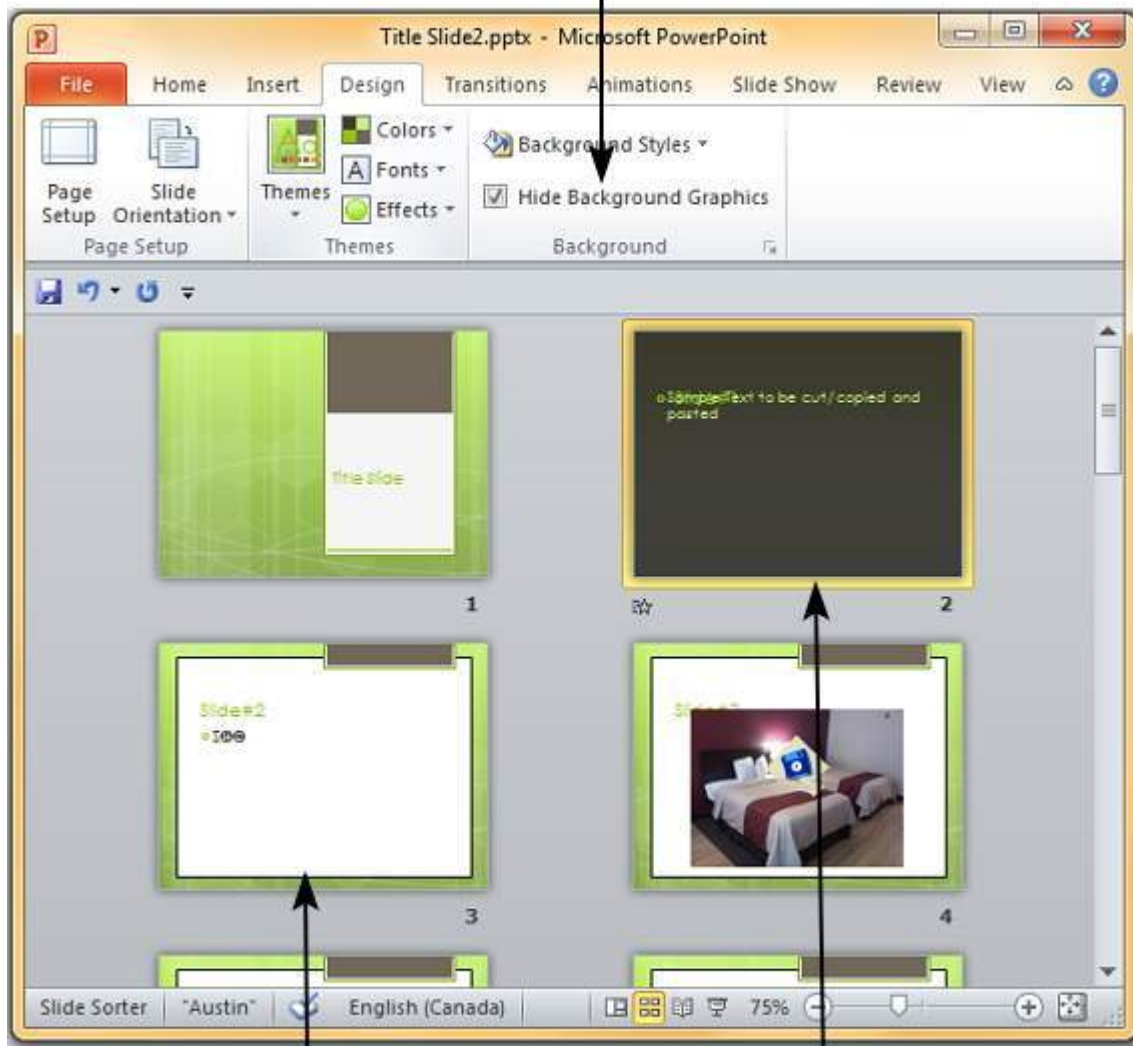
Step 4: Selected slides now have the new background.



Selected Slide with different background

The graphics in the slide background can distract you from the actual content, in such cases you can hide the graphics and retain a plain background till you finish working on the content. To do this, select the slide and check the "Hide Background Graphics" checkbox.

Hidden Background Graphics Checkbox



Slide with background graphics

Slide without background graphics