

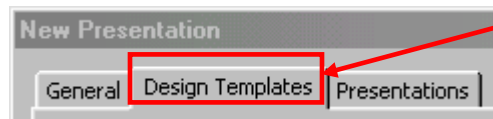
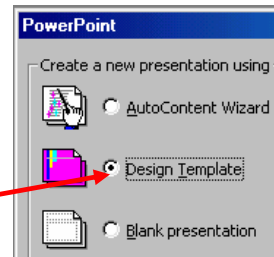
PowerPoint – Design templates / Backgrounds / Presentation templates

Open PowerPoint:

- Click on **Start** (located on the Taskbar at the bottom)
 - Click on **Programs**
 - Click on **Microsoft PowerPoint**
- or**
- Click on the **Microsoft PowerPoint icon** (located on the Microsoft Office Shortcut Toolbar)

Design Templates:

- The Presentation dialogue box should now be open
- Click the circle next to **Design Template**
- Click **OK**
- The New Presentation dialogue box appears – **choose the Design Template tab**

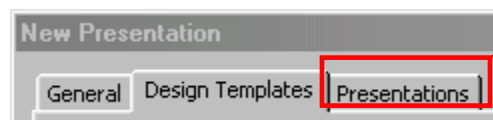
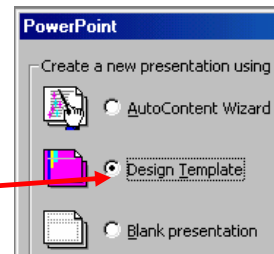


- Preview the templates by clicking on the names once – preview appears on right side
- **Select template**
- Click **OK**

** The Design Template will be on **every page!**

Presentation Template:

- The Presentation dialogue box should now be open
- Click the circle next to **Design Template**
- Click **OK**
- The New Presentation dialogue box appears – **choose the Presentations tab**



- Preview the templates by clicking on the names once – preview appears on right side
- **Select template**
- Click **OK**

** The Presentation Template will have a **template for you to fill in** for your presentation.

PowerPoint – Design templates / Backgrounds / Presentation templates

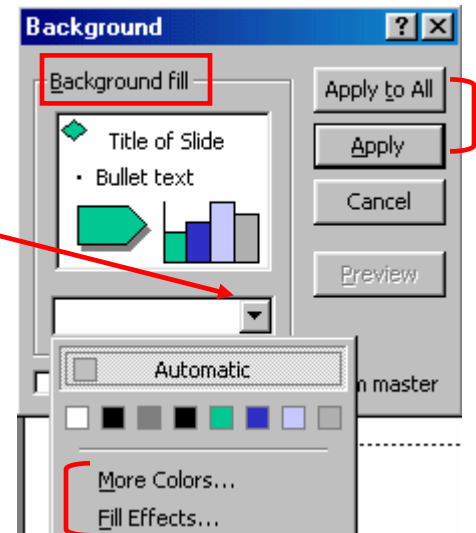
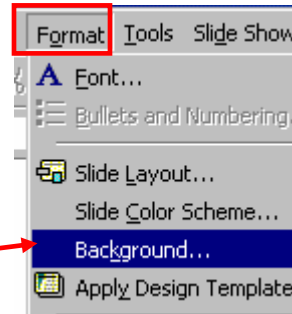
Backgrounds:

A. Open a Blank Presentation:

- Click **Blank Presentation** – at the Presentation dialogue box
- Click **OK**

B. Colored Backgrounds:

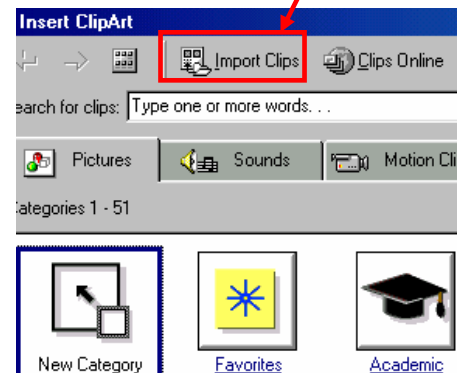
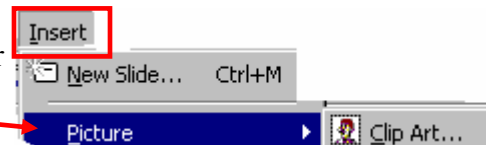
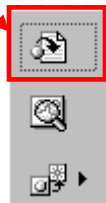
- Click **Format** on the menu bar
- Click **Background**
- The Background dialogue box appears
- Under Background Fill:
 1. Click the **down arrow**
 2. **Select more colors / fill effects**
 3. Click **OK**
- Click **“Apply to All”** (applies to all slides) or **“Apply”** (applies to this slide only)



C. Watermarked Picture Backgrounds:

1. Insert Picture -

- Click **Insert** on the menu bar
- Click **Picture**
- Click **Clipart**
- The Clipart Gallery opens
- **Select picture** (you can also go on-line to MS Office Clipart Live)
- Insert picture – click on the picture, click the **Insert Clip icon** (first icon in the pop-up box)

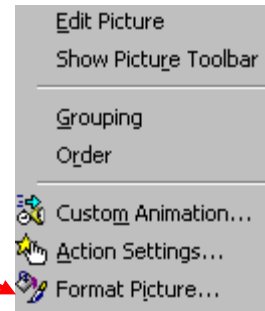


- Close Clipart dialogue box
- Your picture is now on your document

PowerPoint – Design templates / Backgrounds / Presentation templates

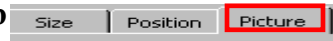
2. Watermark Picture -

- Click on the picture to select it – small white boxes should appear
- **Right click in the center of the picture; or** Click **Format** on the menu bar, then click **Picture**
- Click **Format Picture** from the pop-up menu



- The Format Picture dialogue box appears:

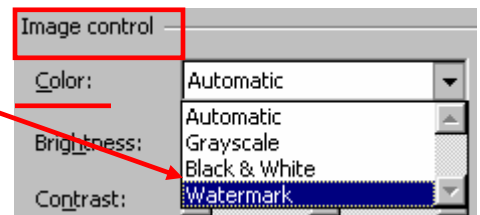
1. Click the **Picture** tab



2. Under Image Control – **click on the down arrow** next to the color box

3. Select **Watermark**

4. Change the Brightness, if desired



- Click **OK**
- Resize the picture to fit slide

Free On-line Templates & Backgrounds (Downloadable):

<http://www.websitestates.com/ppoint.html>

<http://www.itoeyonline.co.uk/powerpoint/abstracts.htm>

<http://office.microsoft.com/designgallery/default.aspx> - (Microsoft Design Gallery Live)

<http://www.abetterpresentation.com> - (receive 2 free templates/backgrounds a month via e-mail)