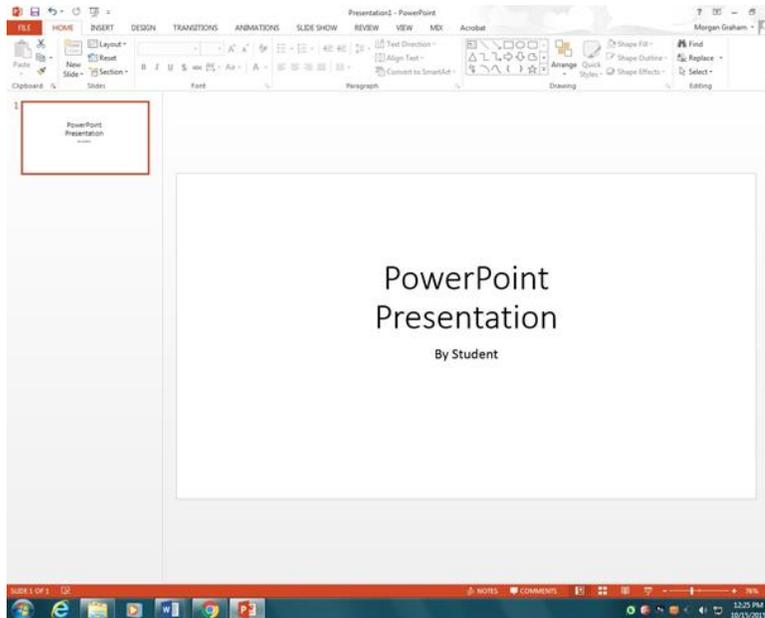


Adding a Default Background and Theme

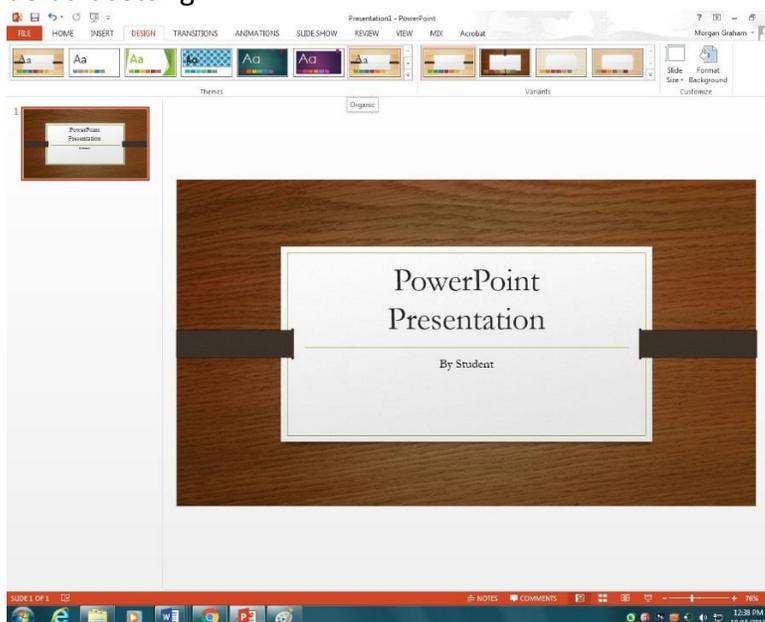
The purpose of this tutorial is to add a sense of character and originality to your PowerPoint Presentation. It will teach you how to give your presentation a professional and engaging look.

Adding a Default Theme to your Entire Presentation

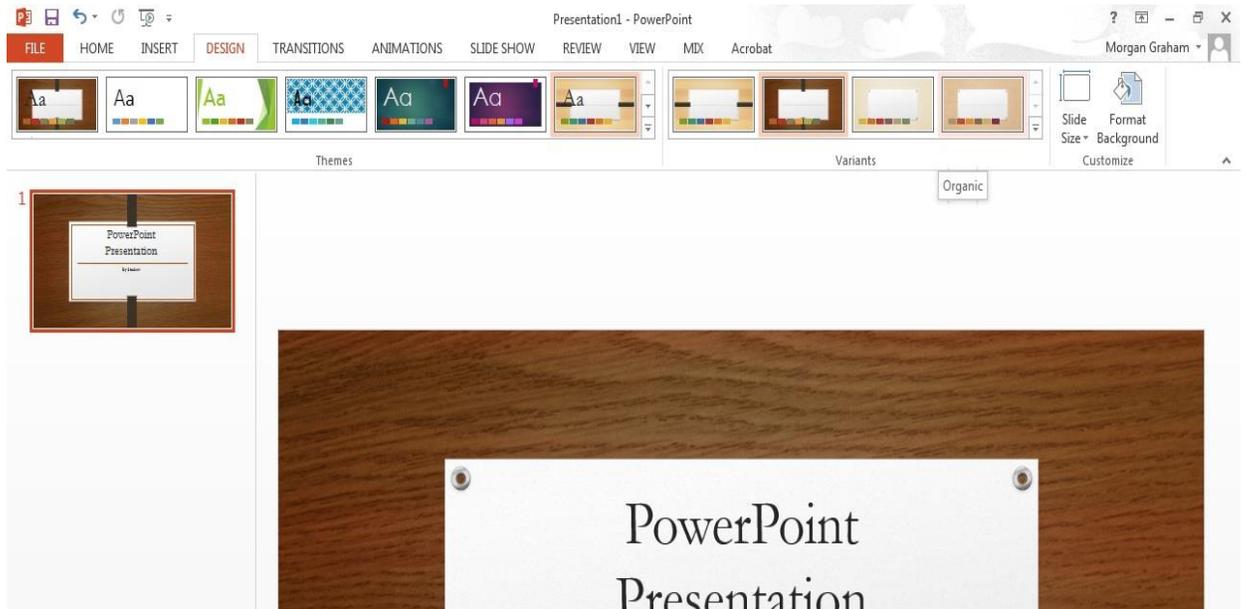
1. First, open your desired PowerPoint Presentation you want to have a theme.



2. In the top tool bar, select "Design". Here you will find a large assortment of different designs you can choose from. All of these were created by Microsoft and they are in a default setting.

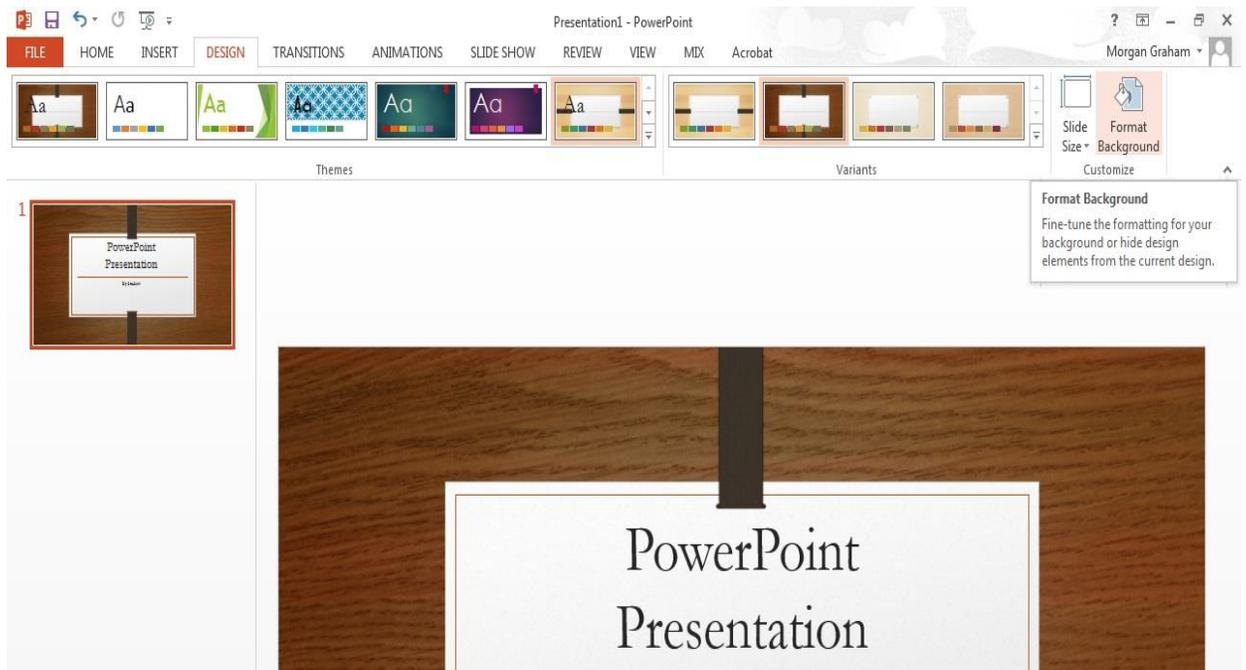


3. From here, you can customize your background further. For each option in the design section, there will be variants on the same style you can choose from.

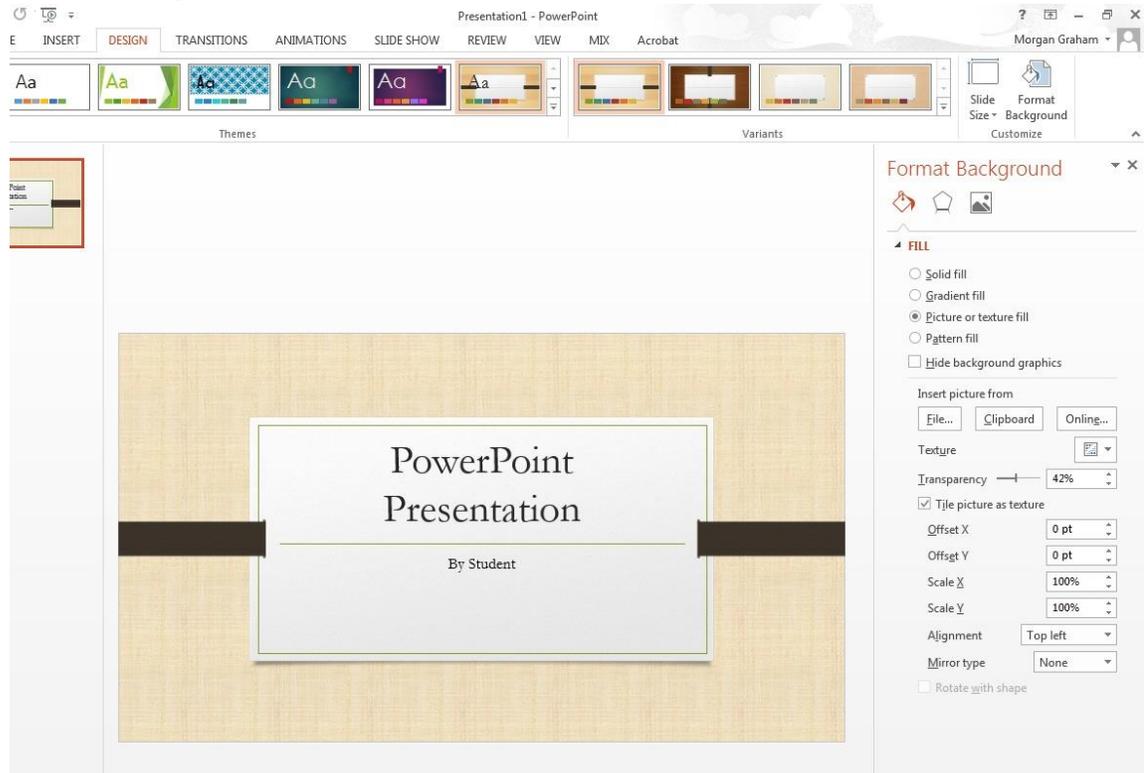


ADVANCED SETTINGS – Optional

After you have selected your background, you can further customize the design. At the very end of the design bar, there will be a clickable option called “Format Background”. Left-click on it.



A drop down menu should appear with various options you can toggle with. Here you can play around with the settings to customize the design. You can change the transparency, colors, and overall alignment. Once you are finished, you can close the Format Background window.



Now every slide you add will keep the same settings you applied. All of the settings will be consistent through each slide.

If you happen to change the settings later on, it will only change for the current slide selected. The rest of the slides will remain the same.

To change the settings for ALL slides, hold SHIFT on your keyboard and click on the first slide on the left side of the screen. All of your slides should now be selected (they will appear with a red frame now to show they are selected). From there, enter the Format Background window and you are free to change the settings.

If you add any further slides to your presentation afterwards, they will NOT have the same settings. You must go in manually and change the settings.