

PowerPoint 2002

Slide Backgrounds

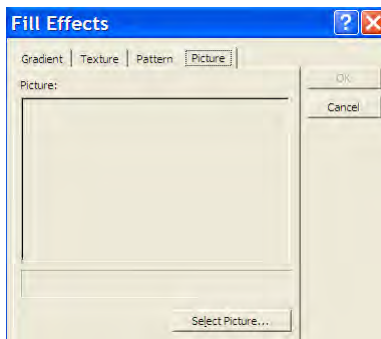
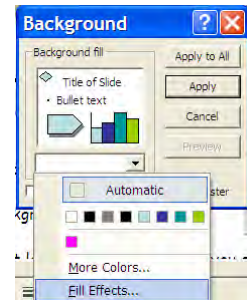
Quick Guide

Created 11/02
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These steps will tell you how to make a picture or graphic fill the slide.

Go to **Format** on the menu toolbar and then click on **Background**.

Using the little drop down tab, choose **Fill Effects**.



From the **Fill Effects**, click on the **Picture** tab then **Select Picture**.

You will then need to browse through your hard drive to find the photo or graphic that you want.

When you have found the picture that you want, click on it then on **Insert Picture** and it should then appear in the **Fill Effects** box.

Click on **OK** to make it appear in the Background fill box.

Click on **Preview** if you want to see how it looks first and **Cancel** if you don't like it.



Click **Apply** to put the background on the current slide only. Only choose **Apply to All** if you want it to apply to the background of all the slides in the show.

The background will now appear in the PowerPoint slide.

You can do the same with coloured backgrounds and other Fill Effects (gradient, texture and patterns)



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