

Format an image and Clip Art

Formatting process is basically the same as formatting "text box," "WordArt," or "Shape."



- Select objects (image or clip art). **Picture Tool Tab** appears.
- Format objects using **Adjust Group**, **Picture Styles Group** and **Arrange Group**.
- **Move** objects: See the instruction of "Move Text Box"

## Formatting Slide Design Design Tab



Change the background

**Design Tabs >> Background >> Background Styles**

- Click on the **Format Background** button at the bottom.
- Format Background window appears.
  - You can set the color, solid or gradient, transparency or choose picture/texture fill
  - Click on **Close** button to apply changes only to the current slide
  - Click on **Apply to All** to apply changes to all the slide

Change the theme

**Design Tabs >> Themes**

- Move the cursor over the theme buttons to preview different themes on your current slide.
- Click on any theme button to choose the theme, which will be applied to all the slides in your presentation.
- **Colors** -- Changes the color scheme of the current theme
- **Fonts** -- Changes the font of the current theme
- **Effects** -- Changes the effects of the current theme

## Formatting Presentation in Slide Master

The Slide Master acts as a template for your entire presentation.

Altering anything on the Slide Master will change it for all the slides in your presentation.

### View Tab



Open the Slide Master

**View Tab >> Presentation Views >> Slide Master**

- **Slide Master Tab** appears on the left-hand side of Home Tab

# Microsoft Powerpoint 2007 User Guide

**F Rizvi**



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