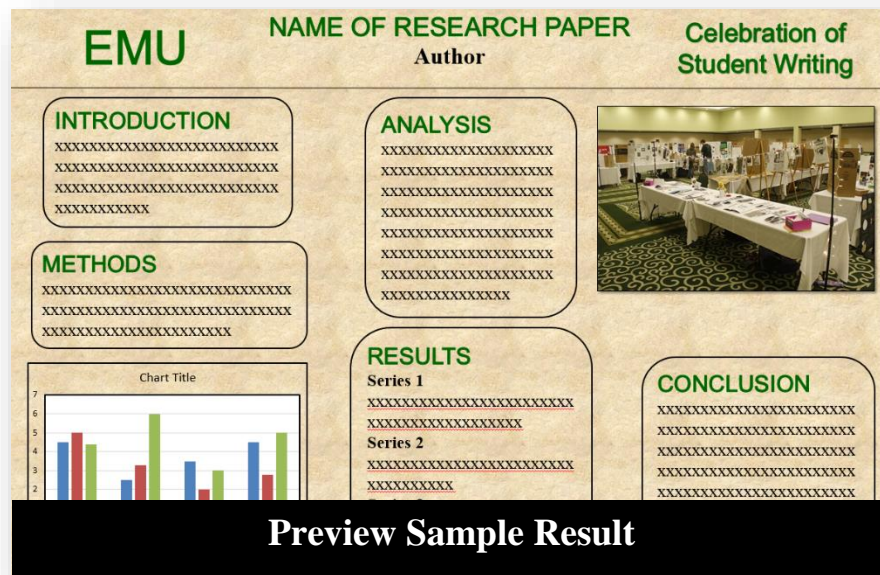


Formatting the Background in PowerPoint 2013 for PC

Winter 2016

By Rachel Nadrowski-Jiang



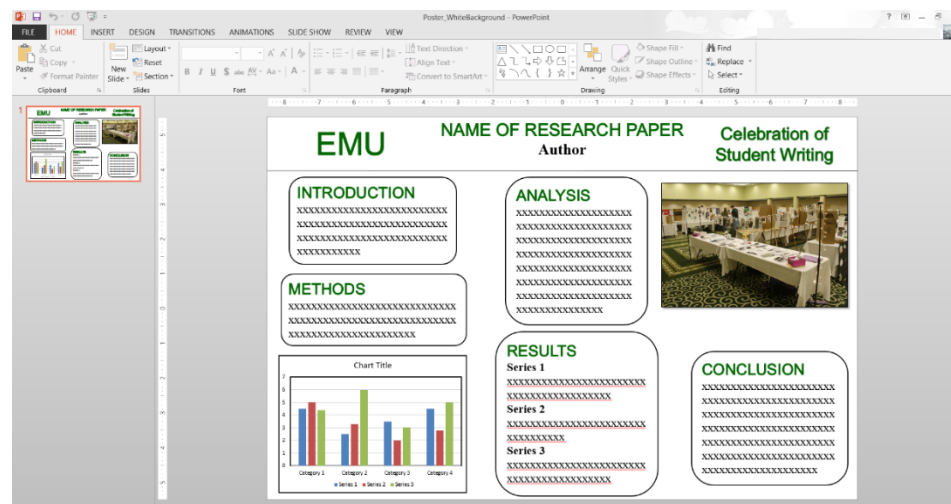
When to Use These Instructions

To format the background in PowerPoint 2013 on a PC.

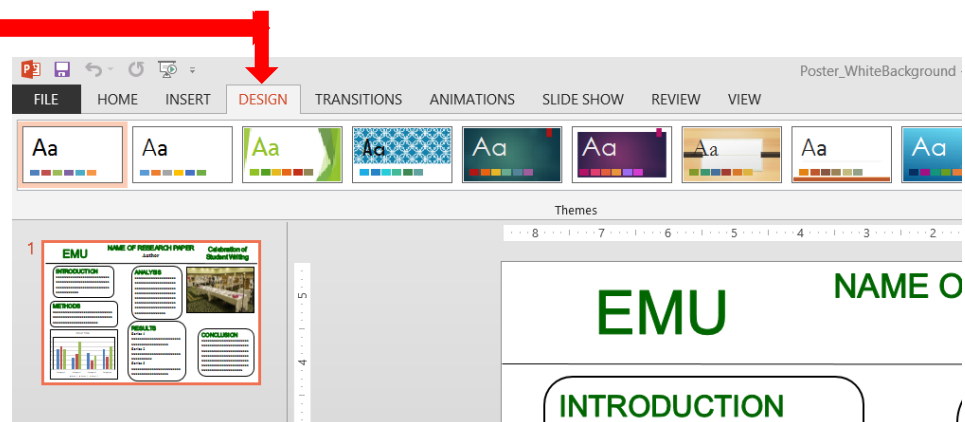
The screenshots depicted throughout will reflect the 2013 version of PowerPoint. If you have a different version of PowerPoint, the visual on your screen may be slightly different, but you should still be able to navigate the steps.

1. Have document open in PowerPoint

- The PowerPoint document shown on the right is an example of what a poster document might look like. The starting document on your screen may look different.

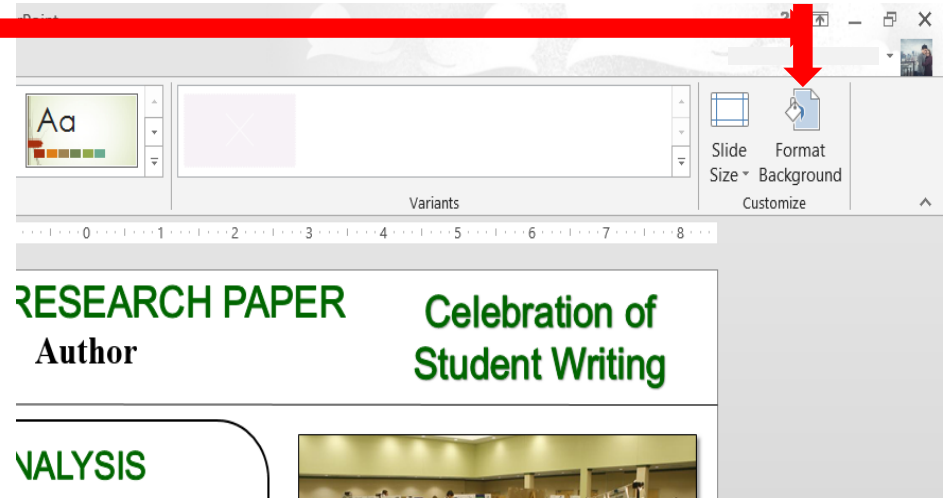


2. Click on the **Design** Tab

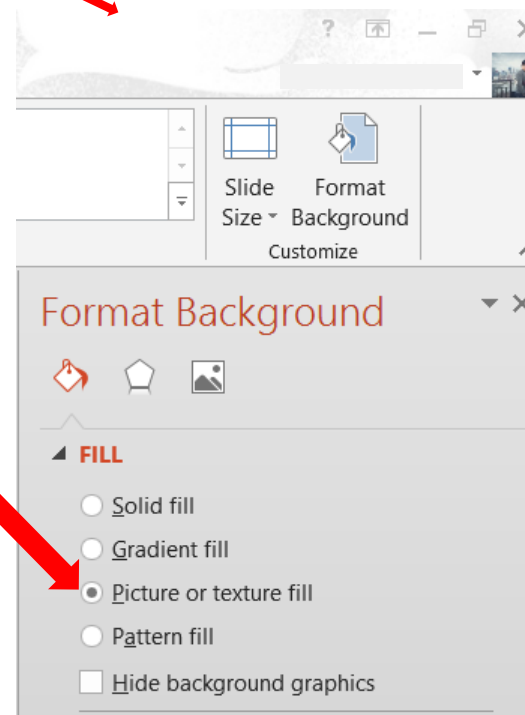


3. Click on **Format Background**

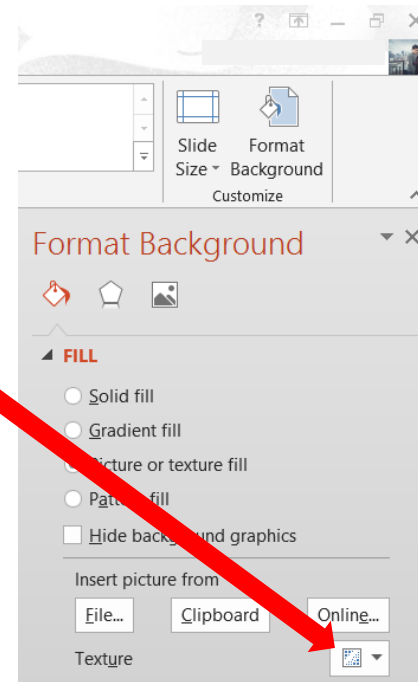
- You will then see the Format Background menu slide out from the right side of the screen



4. Click on **Picture or texture fill** from the Format Background menu

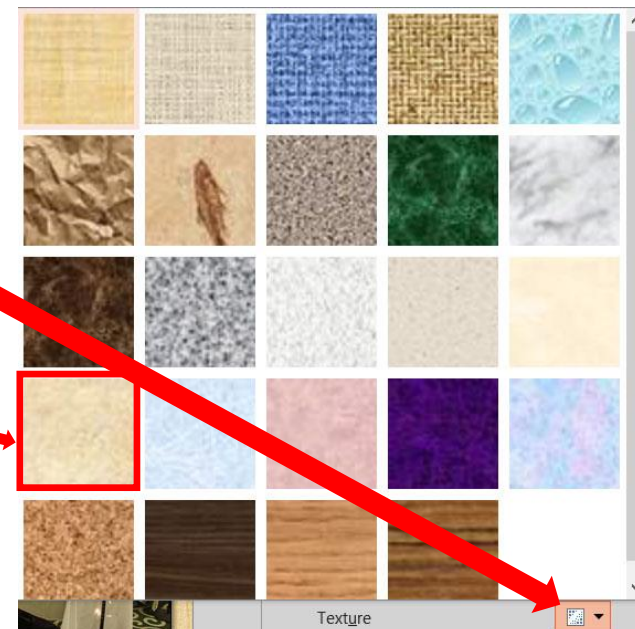


5. Click on the **Texture** box

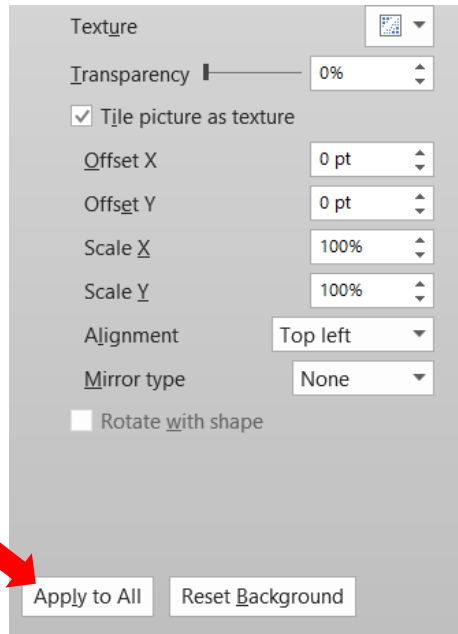
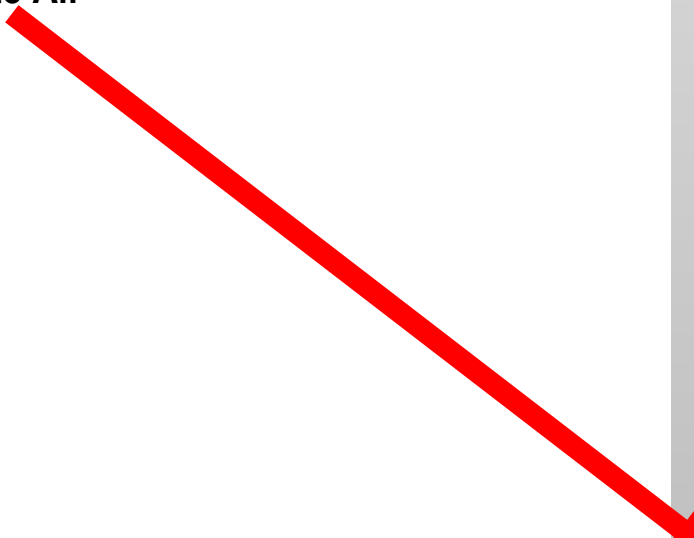


6. Click on the **Stationary** texture from the Texture options

- If you **hover** your cursor over the texture boxes, the **name** of the texture will appear.

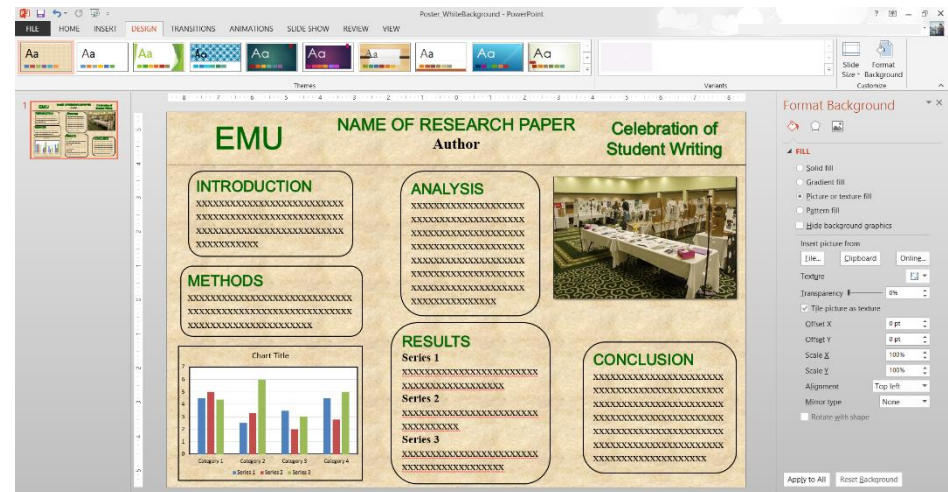


7. Click **Apply to All**



8. Look at your newly formatted background

- The PowerPoint document shown on the right is an example of what a poster document might look like. The ending document on your screen may look different.



You have successfully formatted the background in PowerPoint