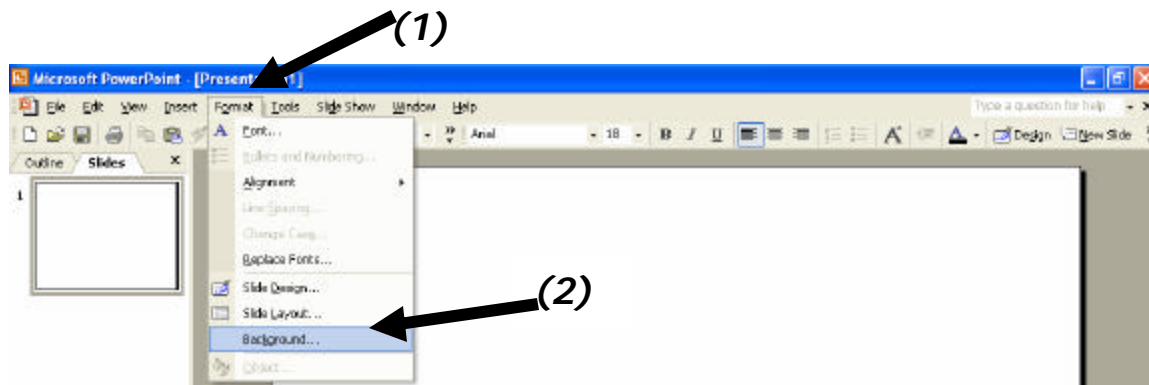


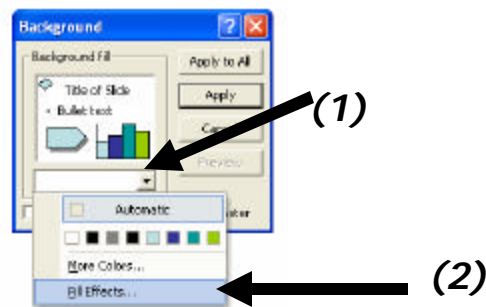
Adding Pizzazz to PowerPoint

Creating Backgrounds:

1. Go to **Format (1)** and move down to **Background (2)**.



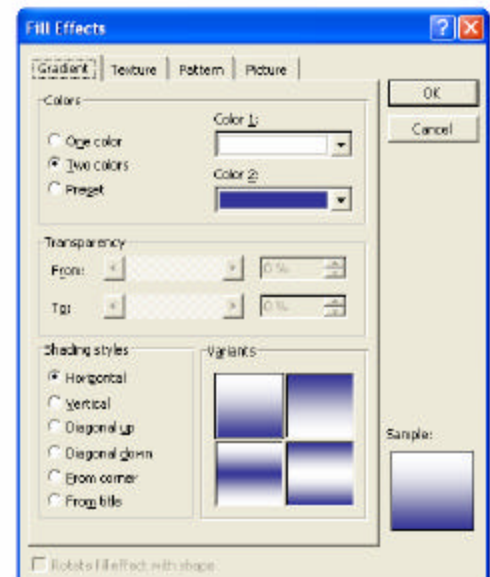
2. Click on the **arrow (1)** and move down to **Fill Effects (2)**.



3. Experiment with the choices to see which looks the best with your pictures.

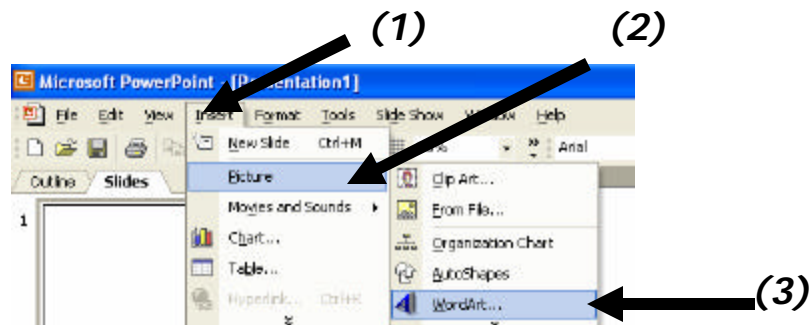
Use the **sample box** in the bottom right corner to preview your design.

If you try something that you don't like, follow the steps above to change the background until it looks good.

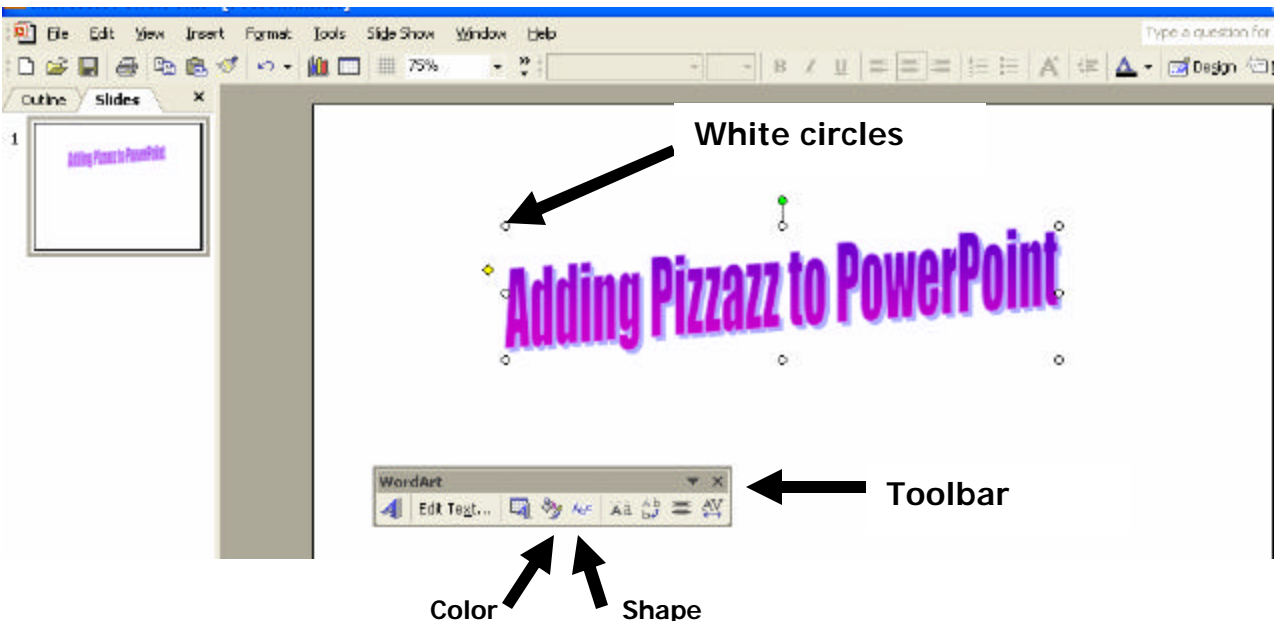


Changing WordArt:

1. If the WordArt icon is not in the bottom toolbar, go to **Insert (1)**, **Picture (2)**, then **WordArt (3)** to access it.



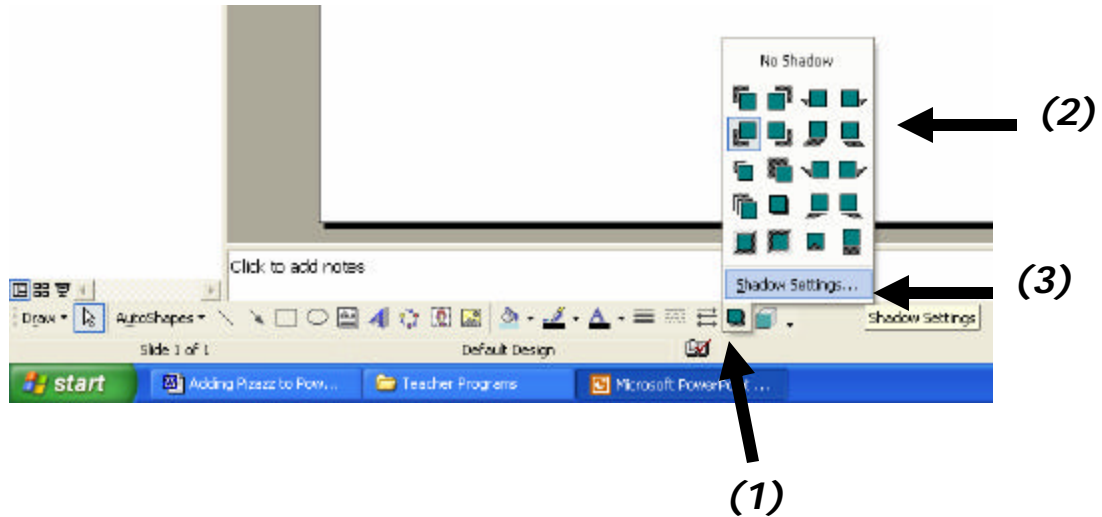
2. Choose the WordArt that you like, but don't worry about color and shape. You can change those characteristics later. Click **OK** and then type in your title. You can change the **font** from this screen as well.
3. To access the WordArt toolbar, click on the WordArt that you want to change. The white circles should appear, as well as the toolbar.



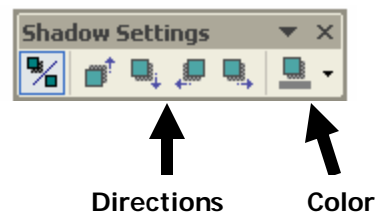
**Use the toolbar icons to change the color and shape of your WordArt.

Adding Shadow to WordArt:

1. Click on the **Shadow Style (1)** icon on the bottom toolbar. Choose the **direction (2)** you would like your shadow to go on your WordArt. Then, click on **Shadow Settings (3)**.

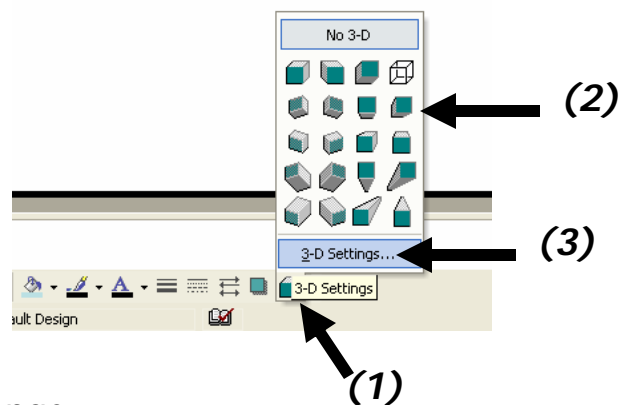


2. In Shadow Settings, you can change the color of your shadow, or the direction of it.



Adding/Changing 3-D:

1. Click on the **3-D Style (1)** icon on the bottom toolbar. Choose the **direction (2)** you would like your 3-D to go on your WordArt. Then, click on **3-D Settings (3)**.



2. In 3-D Settings, you can change the color of your 3-D, the lighting or the direction of it.

