Desktop Background with PowerPoint

Objective: Create and customize your own computer desktop background using PowerPoint.

Directions:

1. Start a blank presentation using PowerPoint. Save the file as <u>background</u> in whatever folder you want to save this file in.
2. From the Design tab, in the Customize group, click Side Size and select Custom Slide Size.
3. Change the width to 20 inches and the height to 11.25 inches. (Note: this will work for most computer monitors but may need to be slightly adjusted depending on your resolution. This size is perfect for a resolution of 1920x1080)
4. From the Design tab, in the Customize group, click the Format Background button. You may choose from any of the options to customize the background to your liking.

Examples

5. Next, we will draw different shapes to create categories for your folders and files. From the Insert tab, in the Illustrations group, click the Shapes list arrow and select a shape you would like to use. Draw the shape on your slide. (Note: keep in mind the location of your taskbar. Do not put objects too close to the bottom of your slide.)
6. With your shape selected, customize it on the Shape Format tab. You can also type on your shape. When your shape is selected, just start typing! Format your text in an appealing way.
7. Continue drawing different shapes or copying and pasting your first shape to create all the different shapes to organize your files and folders on your desktop.
8. You can also add calendars, quotes, or anything else that would enhance the overall design of your background.
9. When you are pleased with your background, save your file.
10. To save your file as an image click the File tab then select Save As. Click the Save As Type list arrow (under the file name) and select JPEG. As dialog box will appear and select Just This One.
11. Navigate to the folder where you saved this file. A new folder was created by PowerPoint called background. You will find your JPEG file in there. Right-click the image and select Set As Background.
12. You may need to go back into your PowerPoint file and make small changes. If you do, you will need to save it once again as a JPEG image.