

accesses many additional colors. A palette of standard colors is available, as is a custom dialog where you can vary standard colors to suit your personal taste.

These two palettes are also available for background coloring. The Format menu selections associated with background color control were listed in the last section. These are the Slide Layout, Slide Color Scheme, and Background selections. Recall that the Slide Layout dialog provides 24 different layouts from which to choose.

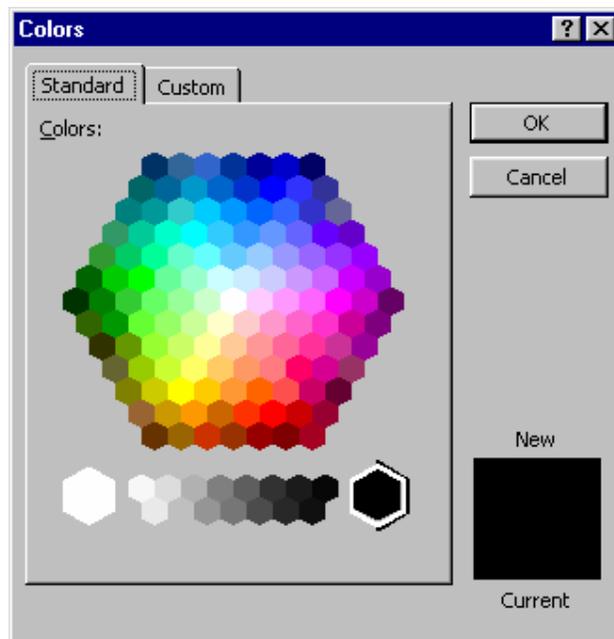
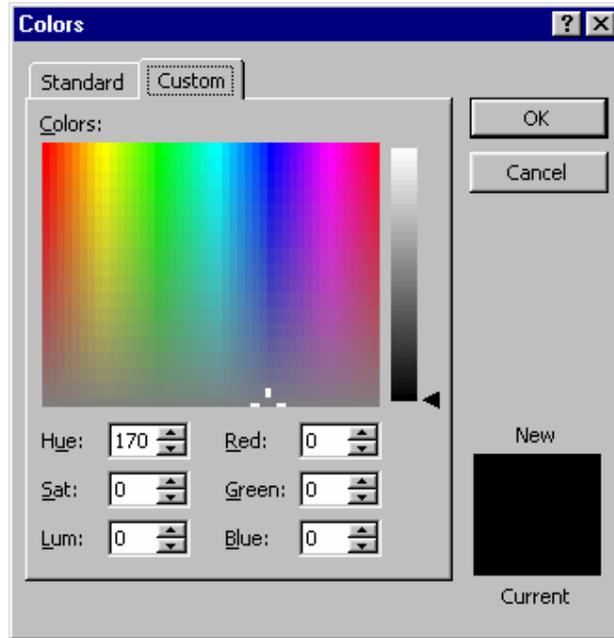
**Format|Slide Color Scheme**—Use this dialog to choose a standard color scheme or to create a custom color scheme of your own. The Standard tab of the Color Scheme dialog offers three choices of schemes. Each scheme shown represents the colors used by that scheme for the particular items displayed. The middle scheme shows black text on a white background and several muted colors used for charting. The three schemes are pretty basic and are useful for getting started, but they are not really eye-catching. But then, eye-catching may not be appropriate for the particular topic and audience. The use of visual stimulation is context sensitive. What may work for one presentation and audience will not necessarily work for another. Know your audience and your intended purpose.

The Custom tab of the Color Scheme dialog provides an opportunity to enhance your presentations with much more stimulating colors. Here, you can change the colors of any of the items in the Scheme colors list by clicking an item, clicking the Change Color... button, and making a new color selection.

After clicking the Change Color... button a Color dialog appears with a Standard and a Custom tab. The one shown here is the Background Color dialog.

The Standard and Custom tabs are used to change the colors of the feature selected in the Color Scheme dialog. The Standard dialog offers a variety of fixed colors. Just click on the desired color and then click OK.

The Custom dialog lets you adjust the hue, saturation, lamination, and percentage of red, green, and blue of a color. Simply move the cross hair, slide the triangular pointer, or change the numerical values in the spin boxes until you see a color you like.



Once you select your color, use either the Apply or Apply to All button as desired. The Apply button affects the current slide, while Apply to All applies the color scheme to all slides in the current presentation.

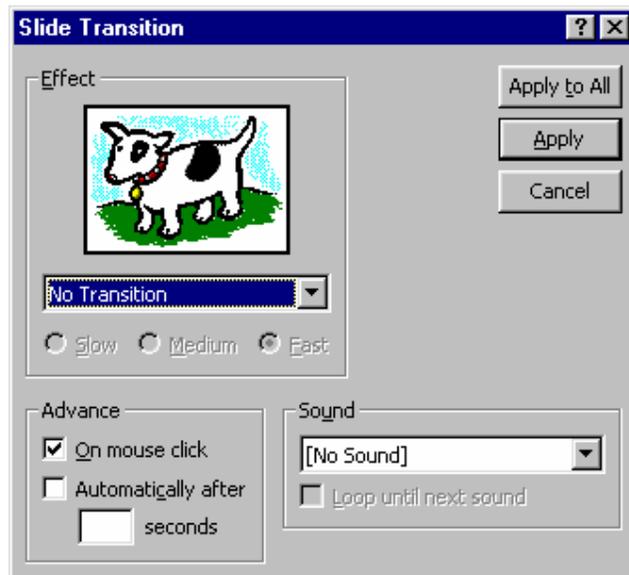
**Format | Background**—Use this dialog to apply a custom background fill to one or all of your slides. Click the down arrow to display more colors or special fill effects.

**Format | Apply Design Template**—Use this selection to pick a slide design template from a list of 22 different designs.

You can also use the Look In drop-down box to find a presentation or template file. Then, you can apply the format of an existing slide presentation to the current presentation.

### Transition Control

A transition from one slide to the next can be anything from a quick replacement, or *cut*, to an attention-getting dissolve or wipe. For example, a checkerboard dissolve or a horizontal sweep both make for an interesting introduction to the next slide in a series.



PowerPoint's Slide Transition dialog, which is accessed using the Slide Show | Slide Transition menu selection, offers a list of 41 different transitions. These include wipes, covers, uncovers, strips, checkerboards, dissolves, and more. A Random transition is also included, which randomly picks various effects.