Changing the Background Colour on Microsoft
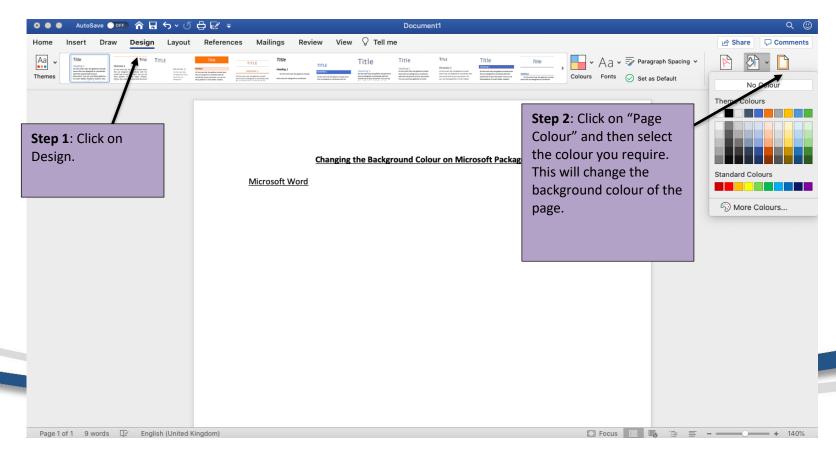
<u>Microsoft Word</u>
Firstly, download the file from Teams and then follow the instructions below.

Step 1: Click on Design.

Step 2: Click on "Page Colour" and then select the colour you require. This will change the background colour of the page.

PowerPoint

Step 1: Click on Design.

Step 2: Click on Format Background.

Step 3: Click solid fill.

Step 4: Select the colour you require.

Step 5: Select apply to all.