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Changing the Background Colour on Microsoft

Microsoft Word

Firstly, download the file from Teams and then follow the instructions below.

The screenshot shows the Microsoft Word interface with the Design tab selected. The ribbon includes options for Themes, Colours, Fonts, and Paragraph Spacing. The 'Page Colour' dropdown menu is open, showing various color options. Two callout boxes provide instructions: 'Step 1: Click on Design.' points to the Design tab, and 'Step 2: Click on "Page Colour" and then select the colour you require. This will change the background colour of the page.' points to the Page Colour menu.

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.

Document1

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Themes

Colours Fonts Paragraph Spacing

Set as Default

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Microsoft Word

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PowerPoint

The screenshot shows the Microsoft PowerPoint interface with a slide titled "Digital Literacy" and "LESSON 4 - TEAMS". The slide content includes a table for "Successful Lesson" and sections for "What is Microsoft Teams?" and "Teams will be on your Launch Pad". Five purple callout boxes with arrows point to specific parts of the interface:

- Step 1:** Click on Design. (Points to the Design tab in the ribbon)
- Step 2:** Click on Format Background. (Points to the Format Background button in the ribbon)
- Step 3:** Click solid fill. (Points to the Solid fill option in the Fill section of the Format Background task pane)
- Step 4:** Select the colour you require. (Points to the Colour selection area in the Format Background task pane)
- Step 5:** Select apply to all. (Points to the Apply to All button at the bottom of the Format Background task pane)

At the bottom of the slide, there is a footer that reads "Slide 1 of 15 English (United Kingdom)".