Solution

# Creating a title slide – Part 1

## Creating a Slide Background

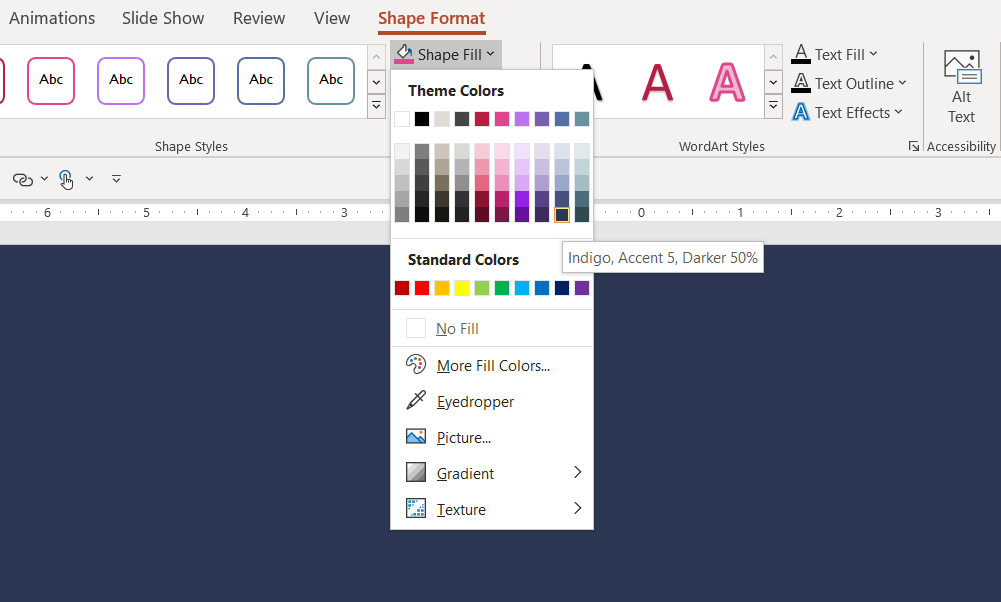
### Add a background image

1. Click the **File** tab and then **New**.
2. Select **Blank Presentation**.
3. From the **Design** tab, in the **Themes** group, apply the **Gallery** theme.
4. Ensure you have downloaded the background image ‘Zen-background.jpg’ from the exercise and saved it to the desktop or a folder of your choice.
5. From the **Insert** tab, in the **Images** group, select **Picture**.
6. Choose **From Device** from the list.
7. Browse to the folder where the image is saved.
8. Select the image and click **Insert**.
9. From the **Picture Format** tab, in the **Size** group, select the lower half of the **Crop** button.
10. Choose **Fill**.
11. Drag the black handles out to fill the surrounding space.
12. Choose **Fill** again.
13. Click **Crop**.

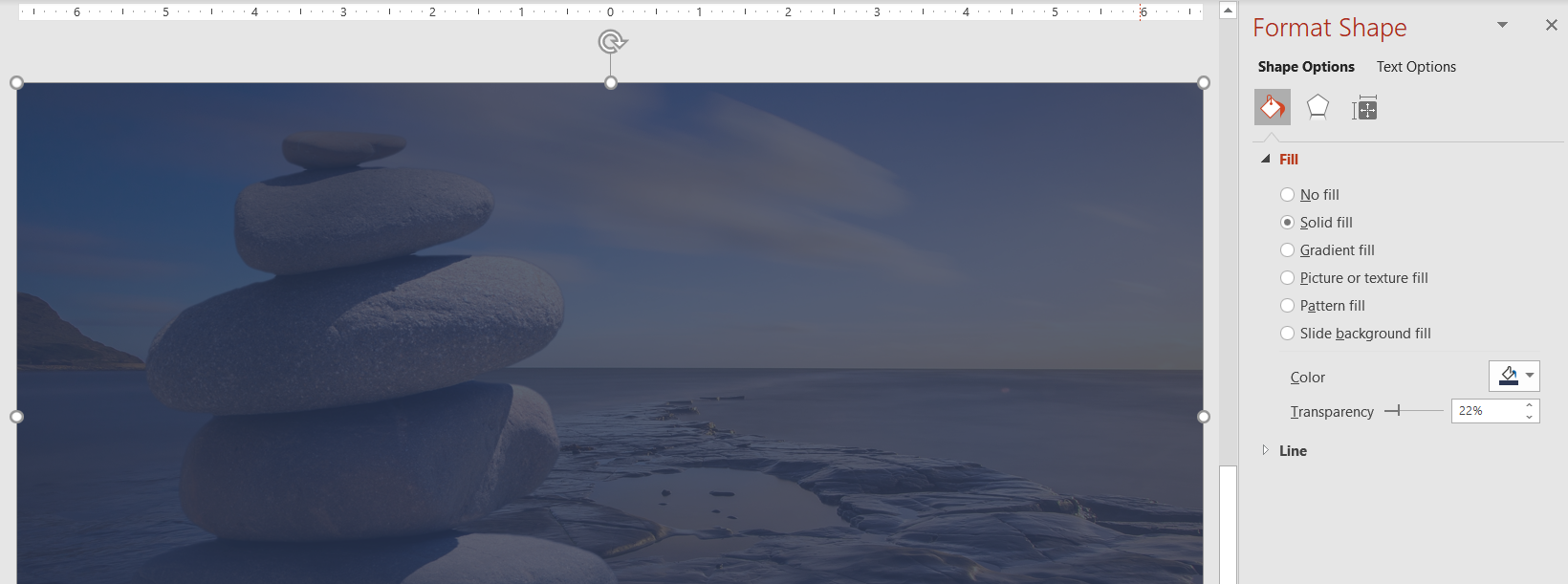


### Use Shapes and Transparencies

1. From the **Insert** tab, in the **Illustrations** group, click **Shapes**.
2. Choose the rectangle shape from the gallery.
3. Draw a rectangle over the image so it covers it.
4. From the **Shape Format** tab, in the **Shape Styles** group, click **Shape Fill**.
5. Choose ‘Indigo, Accent 5, Darker 50%’ from the palette.



1. **Right-click** on the shape and select **Format Shape** from the contextual menu.
2. From **Shape Options**, in the **Fill** section, change the transparency to **22%**.



## Save the Presentation.

1. Click the **File** tab.
2. Select **Save As**.
3. Click **Browse**.
4. Navigate to a folder of your choice.
5. Name the file ‘The Zen Den – your initials’.
6. Check the **Save as type** is set to .**pptx**.
7. Click **Save**.