**Background design:**

1. select the slide
2. Design menu🡪 click
3. choose any one 🡪right click[apply to all or apply to selected slide]

**Note: Delete the background design**

1. select the slide
2. Design menu🡪 click
3. choose 🡪office theme design🡪right click [apply to all or apply to selected slide]

**Letters/ photos Effects**

1. select the letters or photos
2. animations 🡪menu 🡪click
3. go to 🡪custom animation 🡪click
4. Go to 🡪 add effect [task pane area]
5. choose any effects or animations🡪click

**Delete effects**

1. select the letters or photos
2. animations 🡪menu 🡪click
3. go to 🡪custom animation 🡪click
4. Go to 🡪remove 🡪click [task pane area]