



PowerPoint 2:

adding pictures, clip art, and shapes

Microsoft PowerPoint

Microsoft PowerPoint is Microsoft's presentation creator. Presentations can include text, pictures (photographs, clip art, shapes), and multimedia materials (sounds, music, videos).

Review

- Open Microsoft PowerPoint using the search function on the charms bar.
- If a presentation has already been created, double-click on its icon to open it.
- Use the navigation pane on the left side of the window to select a slide to edit.

Pictures

- Use the Insert tab to add pictures to a slide.
- Resize a picture by dragging one of the dots around the outside of the picture. Hold down the Shift key on the keyboard while dragging one of the corner dots to maintain the aspect ratio.
- Delete a picture by clicking on it and pressing the Delete key on the keyboard.
- Undo an action by pressing the blue undo arrow at the top left of the screen.
- Move pictures by clicking, dragging, and dropping.
- Align pictures using the Align tool on the Format tab. Align pictures horizontally (left, center, right) and vertically (top, middle, bottom).

Clip art

- Use the Insert tab to add clip art to a slide.
- Click on Clip Art, then search for and select an image.
- Resize, move, delete, and align clip art following the same directions as for pictures above.
- Close the search box when finished adding clip art to the slide.

Shapes

- Use the Insert tab to add shapes to a slide.
- Click on Shapes and select a shape. Click and drag to draw the shape on the screen.
- Resize, move, delete, and align shapes following the same directions as for pictures above.
- Edit the colors of a shape by using the shape fill and shape outline tools on the Drawing Tools Format tab.

Grouping

- Group images to move them as a single unit.
 - Hold the CTRL key on the keyboard and click on each object to be grouped. This selects all of the objects.
 - On the Drawing Tools Format tab click on Group and then Group again.

- Ungroup images to work with them separately.
 - Click on the grouped image.
 - On the Drawing Tools Format tab click on Group and then Ungroup.

Layering Images

- To send an image backward, click on Send Backward and then Send Backward or Send to Back on the Drawing Tools Format tab.
- To bring an image forward, click on Bring Forward and then Bring Forward or Bring to Front on the Drawing Tools Format tab.

Saving

- Save a presentation as follows.
 - Click on the File tab.
 - Click on “Save as” to save a presentation for the first time. Select a location, name the presentation, and click on “Save.”
 - Click on “Save” to save the changes made to an existing presentation.

Printing

- Print a presentation as follows.
 - Click on the File tab.
 - Click on Print.
 - Choose a print layout.
 - Choose a color scheme for printing (color, grayscale, or pure black and white).
 - Click on Print again.

PowerPoint Tips

- Keep it simple!
 - Use few shapes and pictures. Slides should not be cluttered with images.
 - Keep in mind what is important. Content supersedes flashiness.
- Use appealing color combinations.
- Do not be afraid to ask for help.