

POWERPOINT PICTURE POWER

By Vic Jaras

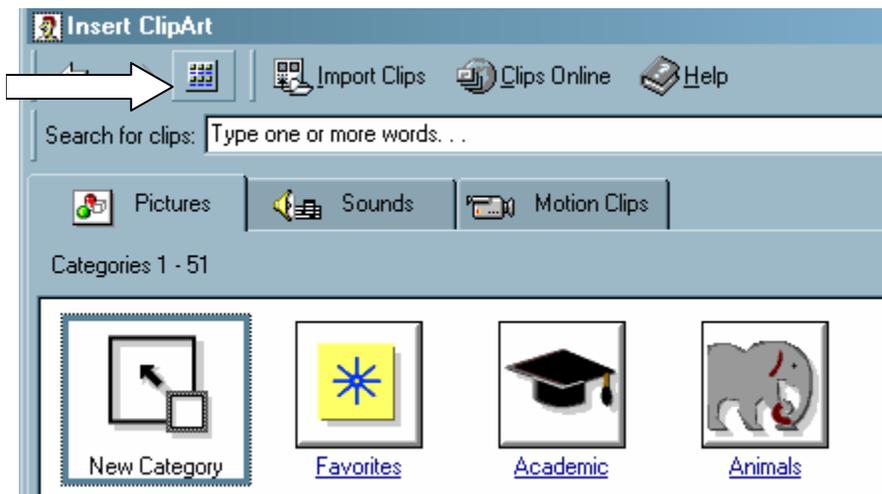
HOW TO INSERT CLIP ART:

From the menu bar: Click on Insert, Picture, and then select Clip Art from the menu.

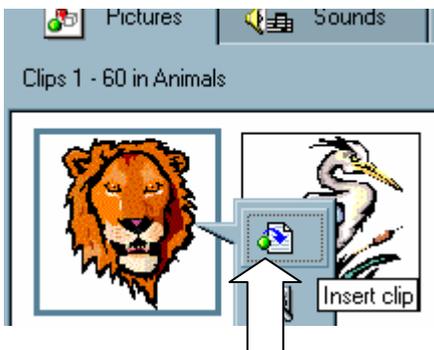


The Insert ClipArt dialog box appears.

Click here to show all the clip art categories.



Click on a category to see all the different images available.



Select the particular image you want by clicking on it and then select the first button to insert a clip into your PowerPoint presentation.

HOW TO RESIZE YOUR CLIPART:

Often, clipart is too large for your needs. You can resize it by:

- Click on the image to select it.** You should see an outline of a box with little boxes around the edges (these are called sizing handles).
- Move your mouse over one of the sizing handles** and the shape of the mouse pointer will change to a double arrow. Now you can easily move the mouse inward to shrink the size of a picture or outward to make it larger.



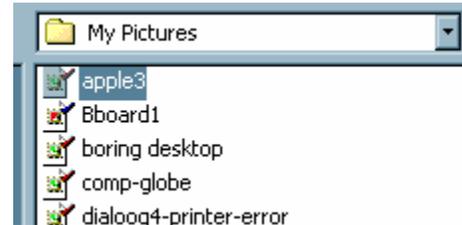
HOW TO INSERT A PICTURE FROM A FLOPPY OR FOLDER:

Click on Insert, Picture and select From File.

Next, Select the location of your image. PowerPoint will automatically open a folder on the hard drive. If the picture you want is there, simply double-click on it.

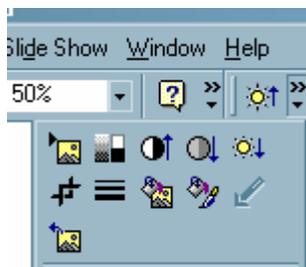


If it is on a floppy disk, then you must click the downward pointing icon in the Look In menu.



Select the drive and then the folder and finally the picture you want. Double-Click on the name of the photo to bring it into PowerPoint. Or you can select the picture and click on the Insert button.

THE PICTURE TOOLBAR:



You can change several areas in your picture by using the picture toolbar options. The most popular options are to adjust brightness or to crop a picture.

HOW TO CROP A PICTURE:

To crop a picture, click on it and notice the icon for cropping from the picture toolbar. Select the icon and then when you move over a sizing icon the mouse changes shape to look like the crop icon. You may now crop your picture. Move your mouse just like resizing, except the icon is different. Now practice inserting pictures and clipart into your presentation.



DIFFERENT TYPES OF PICTURES: Clipart is usually a WMF (Windows Meta File) and this type of file allows you to resize without loss of quality. The two most popular types of pictures are JPG (Joint Photographic Experts Group) and GIF (Graphics Interchange Format). JPG images can display up to 16 million colors and are used with digital cameras. GIF images are limited to 256 colors but can be animated.