Using Graphics in Slides

Graphics can make presentations more interesting. In this chapter you will learn how to add images and photos to slides. To demonstrate this, slides about Jungle Safaris and Wild River Rides will be added to the Wattle Valley Animal Park presentation.

Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3   Navigate to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating the New Slide

Click on the second slide in the SLIDES pane then click on the arrow at the base of the NEW SLIDE icon in the HOME tab of the RIBBON.

NOTE: New slides are added after the selected slide. If the first slide was selected the new slide would be placed between the two slides.
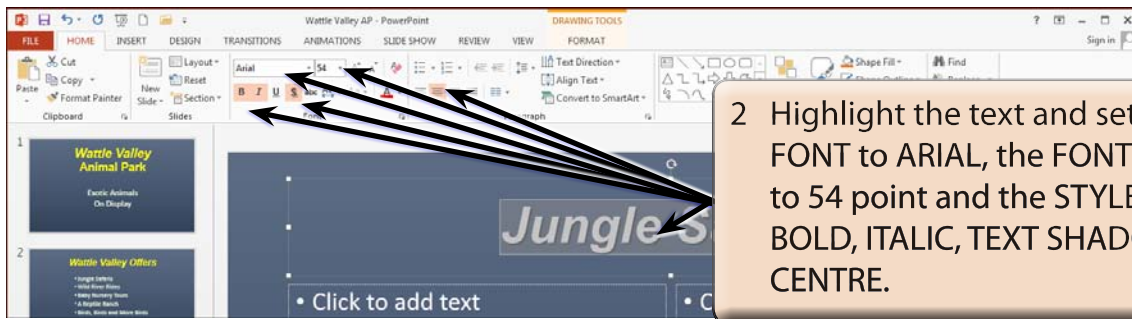
Selecting the Slide Layout

For this new slide we will need text and graphics side by side so a suitable slide layout will need to be selected.

Select the TWO CONTENT slide layout to insert the new slide.
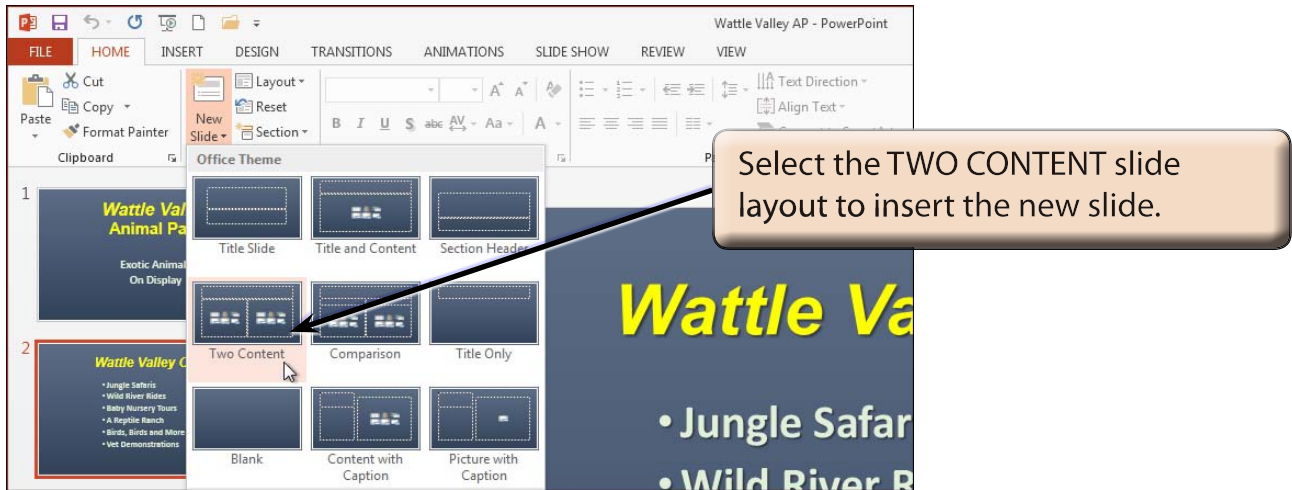
NOTE: CONTENT is a term to represent text, pictures, SmartArt graphics, movie clips, etc.

Entering the Slide Title

1   Click in the CLICK TO ADD TITLE frame and enter:

Jungle Safaris

2 Highlight the text and set the FONT to ARIAL, the FONT SIZE to 54 point and the STYLE to BOLD, ITALIC, TEXT SHADOW and CENTRE.

3 Click on the FONT COLOUR icon arrow and set the colour to the same yellow that was used in previous slides.
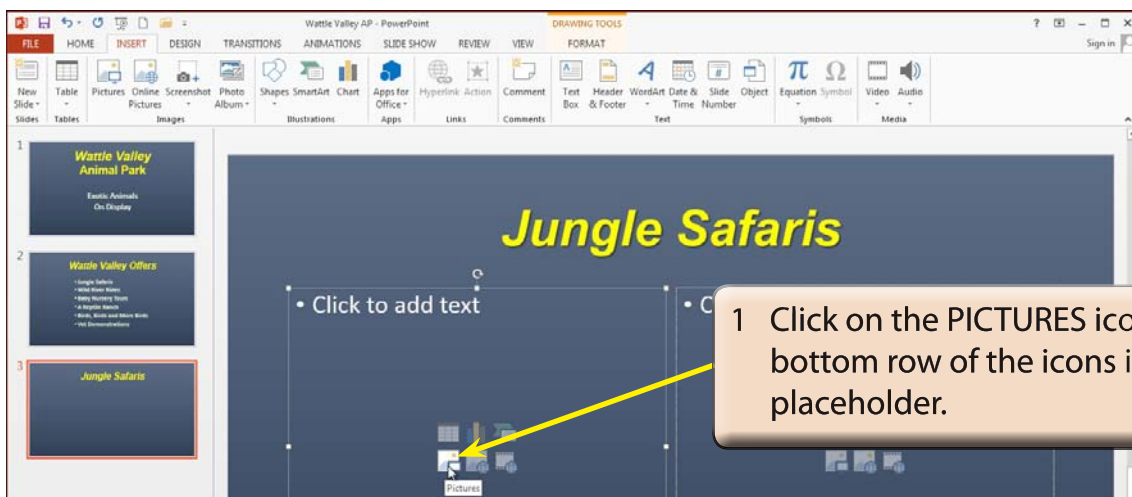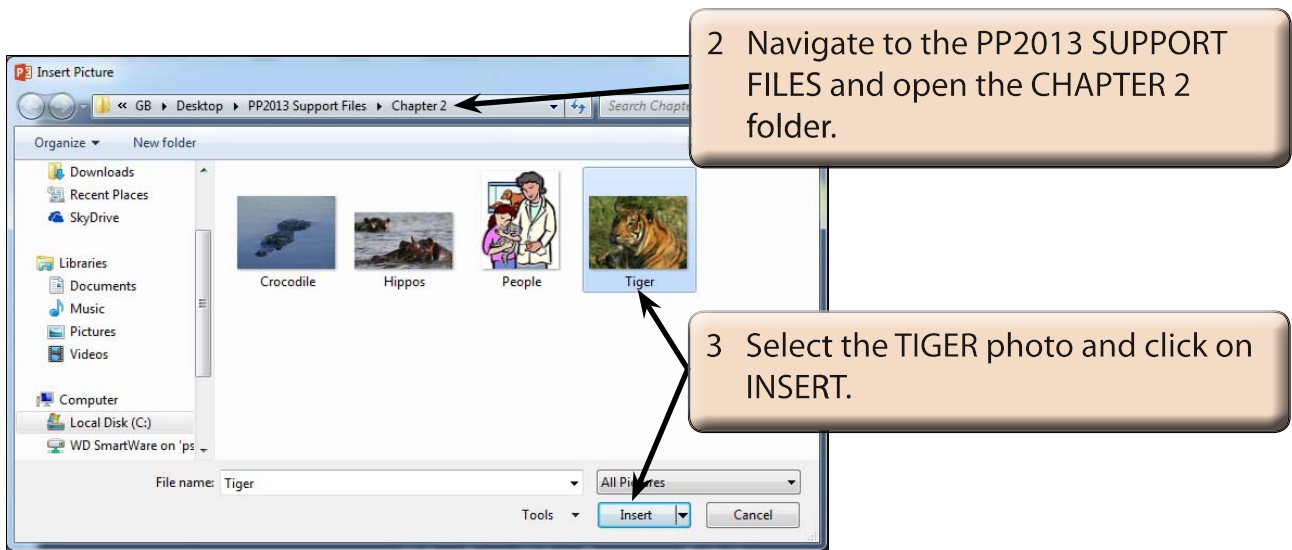
Inserting an Image

Microsoft PowerPoint allows Photos and ClipArt images to be imported into slides. These will be imported from the PP2013 SUPPORT FILES. You might need to find out where those files are located on your system from your teacher. Or you can substitute photos from your school's graphics library.

1 Click on the PICTURES icon in the bottom row of the icons in the left placeholder.

2 Navigate to the PP2013 SUPPORT FILES and open the CHAPTER 2 folder.

3 Select the TIGER photo and click on INSERT.

Adjusting the Image

The size and position of the image can be adjusted.

1 Move the pointer over the bottom right 'handle' until it changes to diagonal arrows and drag the 'handle' up and to the left to adjust its size.

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