

Using Graphics in Slides

Graphics can make presentations more interesting. In this chapter you will learn how to add images and photos to slides. This will involve creating slides about Jungle Safaris and Wild River Rides for 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 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

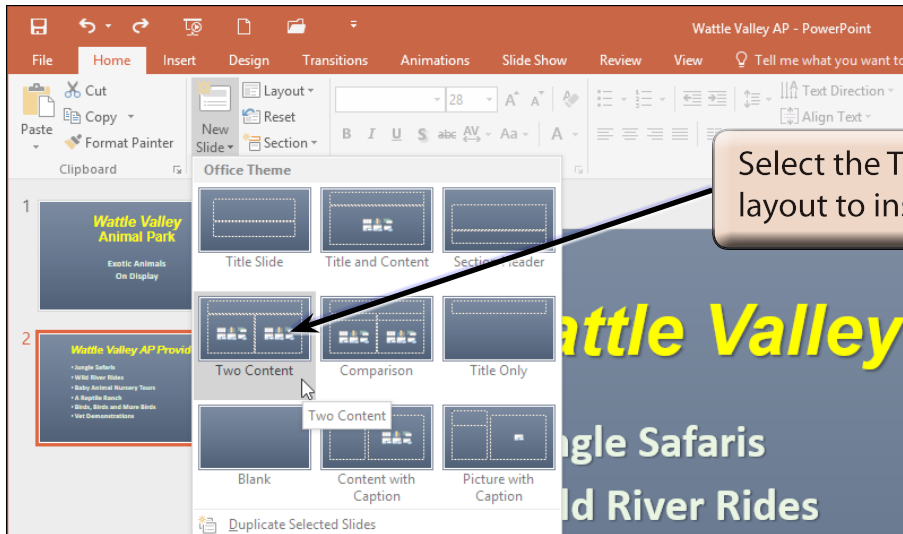
Creating the New Slide



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.

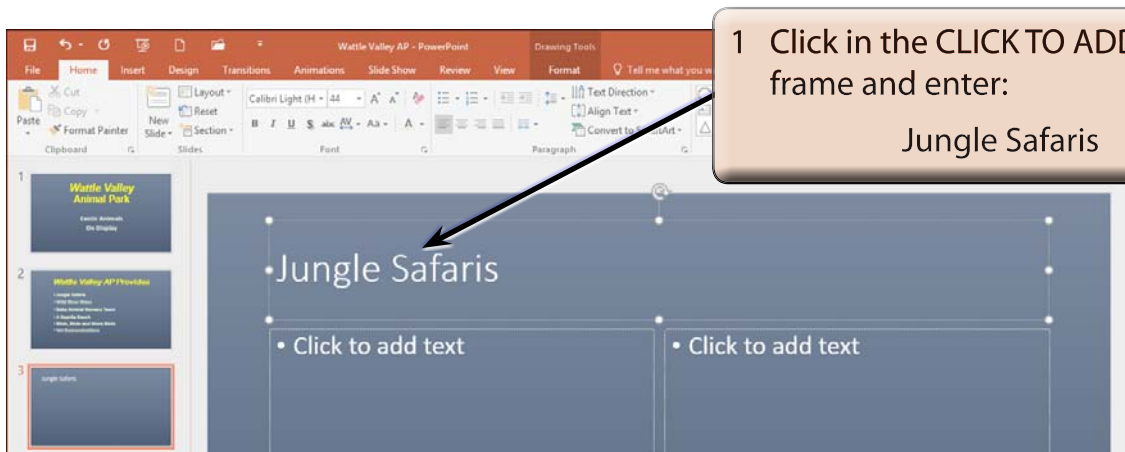
Selecting the Slide Layout

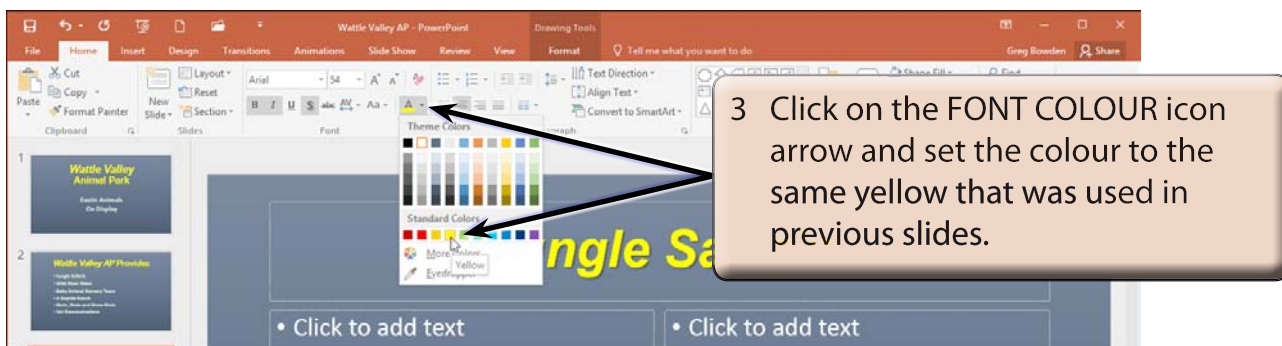
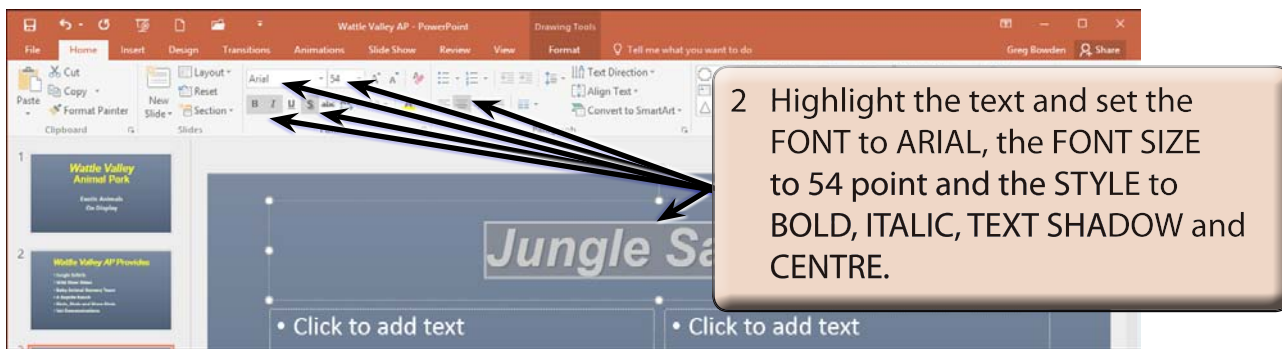
For this new slide text and graphics will need to be placed side by side, so a suitable slide layout will need to be selected.



NOTE: CONTENT is a term to represent text, pictures, SmartArt graphics, movie clips, etc.

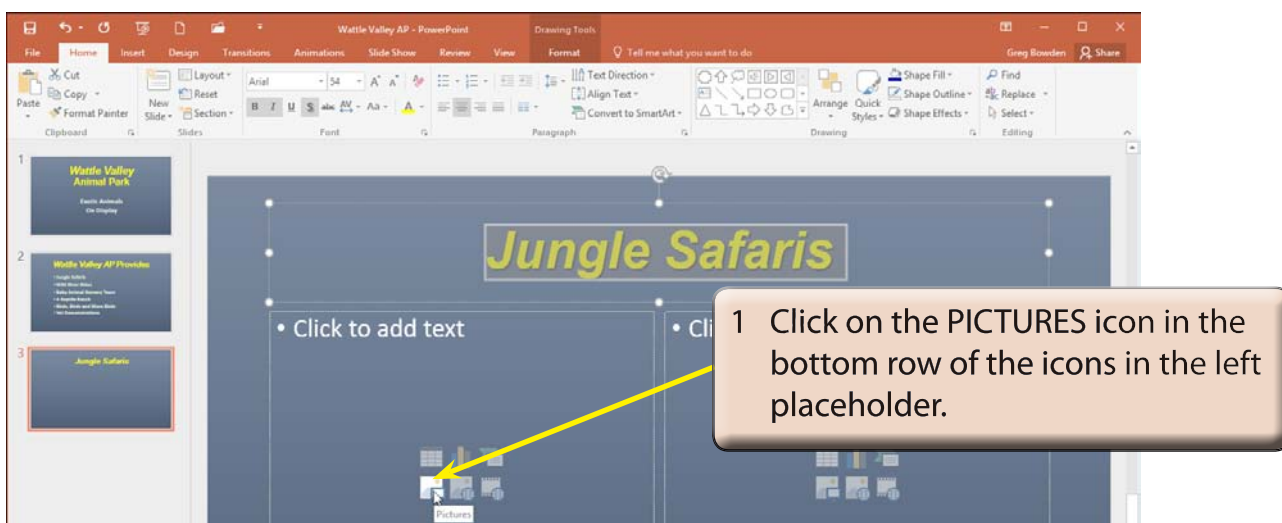
Entering the Slide Title

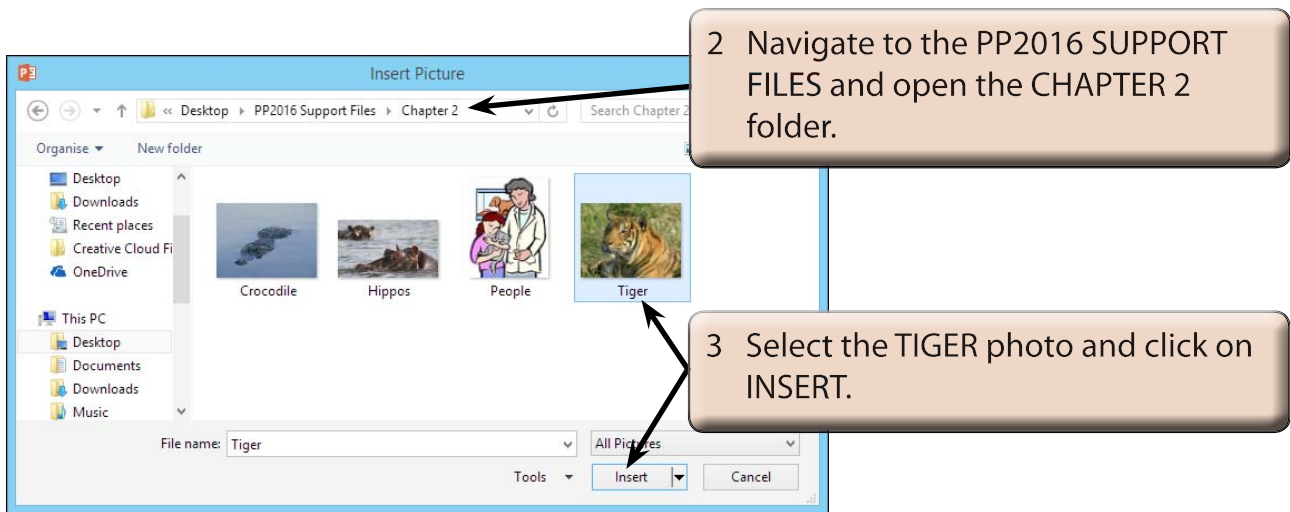




Inserting an Image

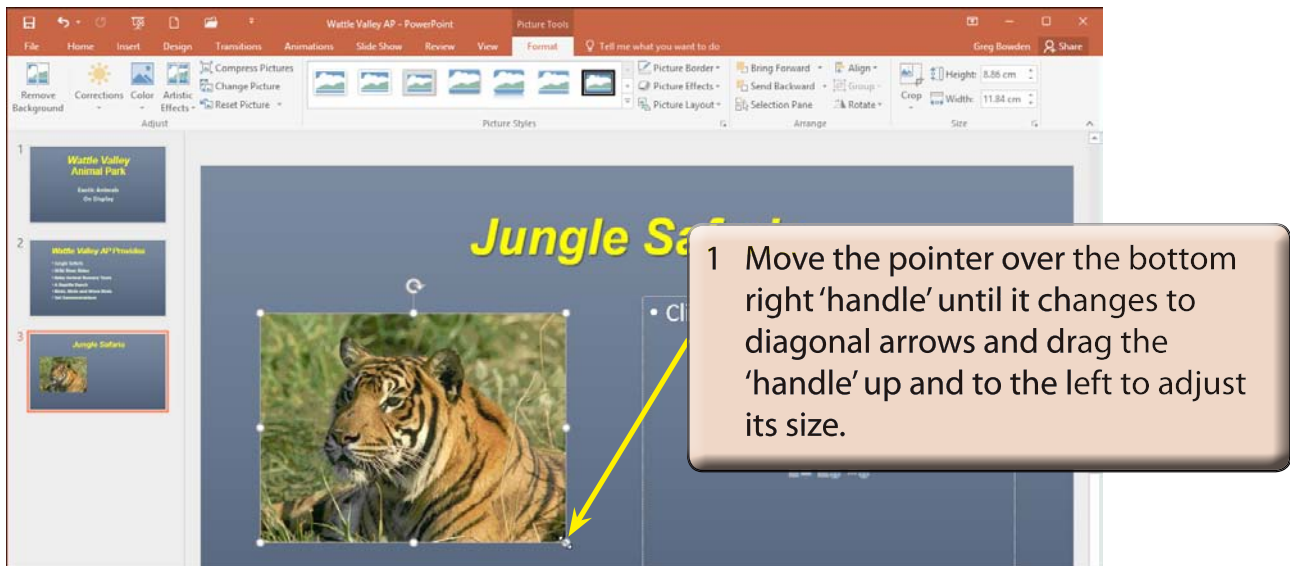
Microsoft PowerPoint allows Photos and ClipArt images to be imported into slides. These will be imported from the PP2016 SUPPORT FILES. You might need to find out where those files are located on your system from your teacher. Or you can substitute photos from your school's graphics library.





Adjusting the Image

The size and position of the image can be adjusted.



NOTE: A DESIGN IDEAS pane may open at the right of the screen. You can submit your slide to Microsoft if you wish to. Once you move or resize the image the pane is closed.