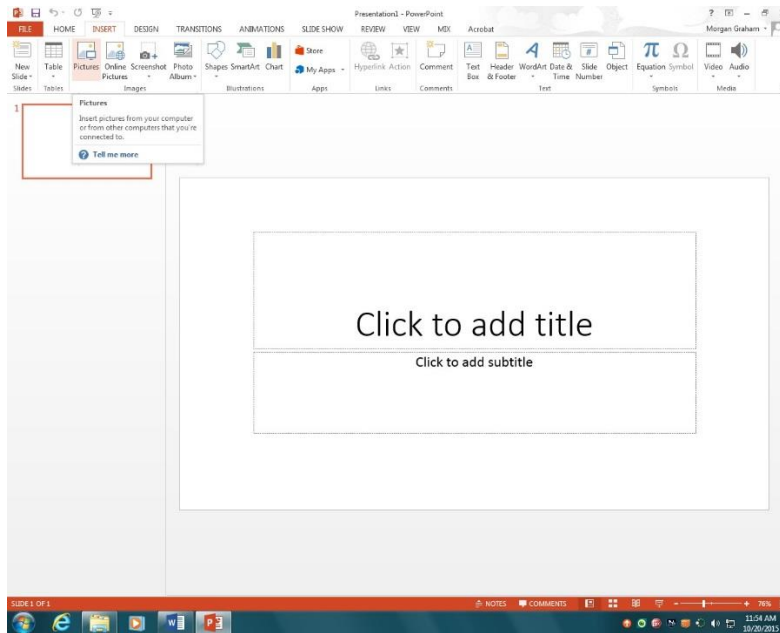


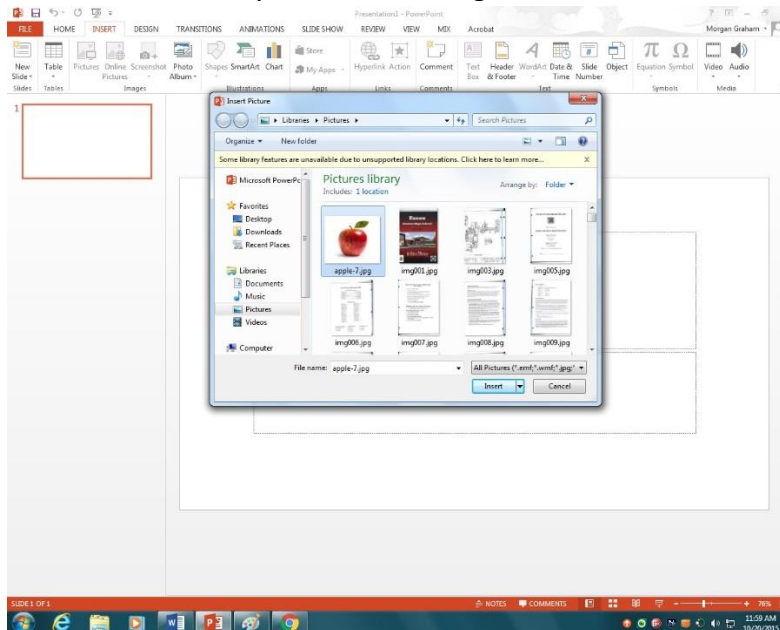
Formatting and Inserting Pictures

The purpose of this tutorial is to teach you how to insert images and manipulate them to make them personal and unique. Pictures can make your presentations more interesting and engaging.

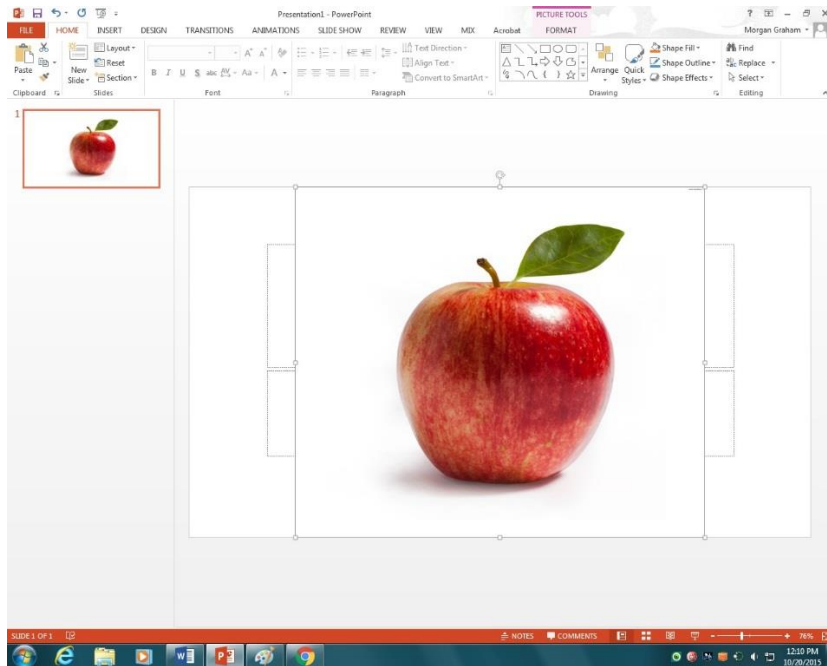
1. Open your PowerPoint presentation. In the top tool bar, select the “Insert” tab. Then select “pictures”.



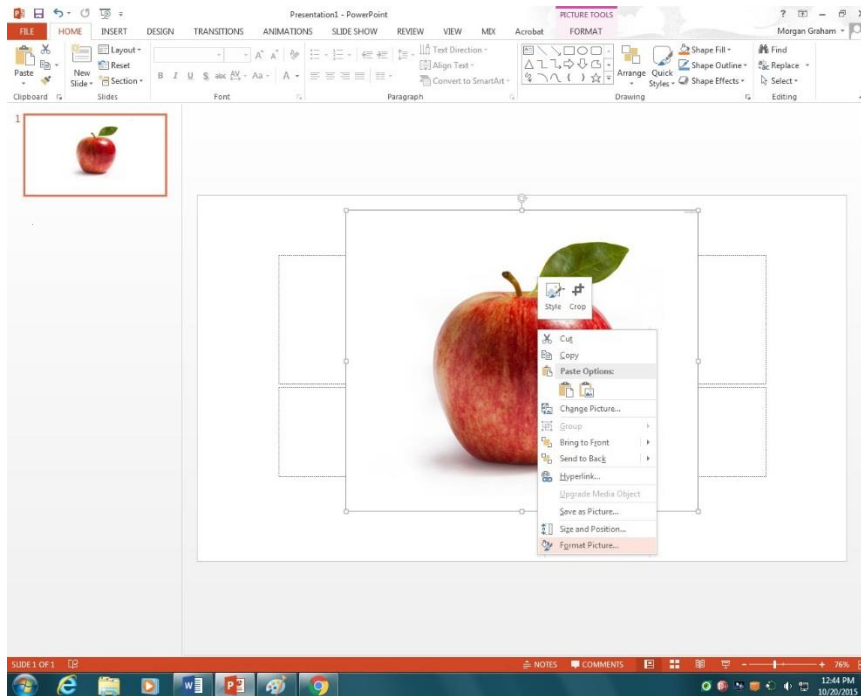
2. A new menu should pop up displaying your files you have saved in your computer's documents. Select your desired image.



3. Your image should appear in your presentation. From here, you can move onto formatting and resizing it.



4. If you drag any of the corners of the selected image you can change the size. If you click and hold the middle of the image, you can move it anywhere you like on the screen.
5. To format the picture, right-click on the image. Then select the "Format Picture" option at the bottom of the selection menu.



6. From here, you can change the specific settings for your image. Feel free to use the customization options to make your image personal to your presentation.

To delete an image, simply select it and hit the “DELETE” button on your keyboard.