Creating and Using Images in PowerPoint

March 12, 2013

Session Description:
Would you like your presentations to include more images, but aren’t sure where to start? In this session, we’ll explore some of the basics for building and using images. We’ll discuss three tabs essential to using images in PowerPoint and we’ll put images and shapes together to create new images. We’ll also explore Drawing and Picture tools to enhance the images we build.

By the end of this workshop, you will be able to use PowerPoint 2010 to:

- Modify existing images
- Create new images
- Create a custom layout and save it as a template (if there’s time/interest)

Introduction:
The toughest task? Deciding what you want to do. It’s always appropriate to sketch things out/brainstorm before sitting in front of the screen.

Home tab
Setting the stage by establishing a clean slate and adding gridlines.

1. Remove layout.
2. View gridlines (helps with orientation and layout).
3. Set grid and guideline preferences.
4. Explore shapes.

Design tab
Deciding on the look.
1. Know your purpose and design with the end in mind (will it be a slide show? Movie? Printable handout?).
2. Page setup and slide orientation (16:9 is your friend).

**Insert Tab**
Grab existing images (clipart, P drive), clip screen, build photo album, add shapes.

1. Choosing images (we’ll play with clip art)
2. Insert image
   - Manipulating images
     - Shift + drag
     - Shift + shape
   - Right clicking tools
     - Grouping
     - Save as image
     - Hyperlink image

**Adjusting shapes and images**
Picture Tools and Format
   - Picture effects (shadows can help)
   - Crop to shape
   - Recolor
   - Set transparent color
   - Flip

**Activities**
Create a Polaroid using existing clip art and a rectangle (inserting, grouping, and shadows).
Grab a screenshot and add layers (adding shapes, grouping, and shadows).
Create a banner for using in a Bb course (shapes, grouping, save as picture)
Build a layout using only images.

**Slide Master**
Like a layout? Save it as .potx and reuse it again and again (good for consistent look and feel).
Additional Resources
Keyboard shortcuts for PowerPoint:

Questions?
Is there something you always wanted to know how to do?