


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.

Opening the Presentation

- 1 If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.
- 2 If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating the New Slide

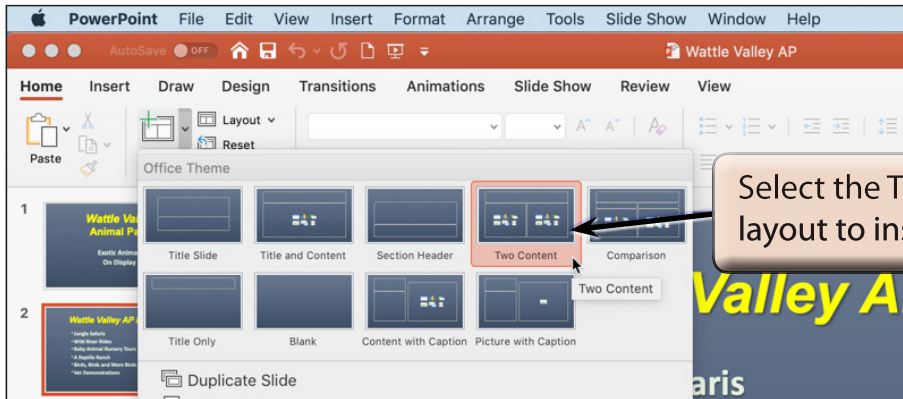


Click on the second slide in the SLIDES pane then click on the arrow at the right of the NEW SLIDE icon in the HOME tab of the RIBBON.

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.

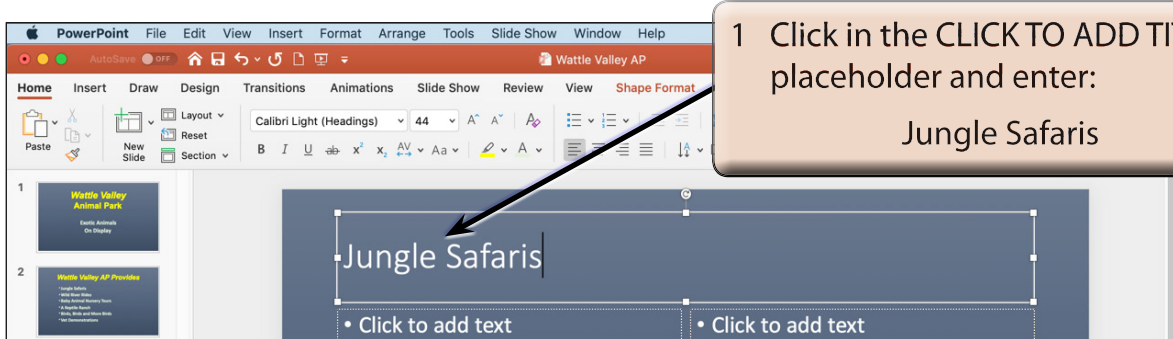
Selecting the Slide Layout

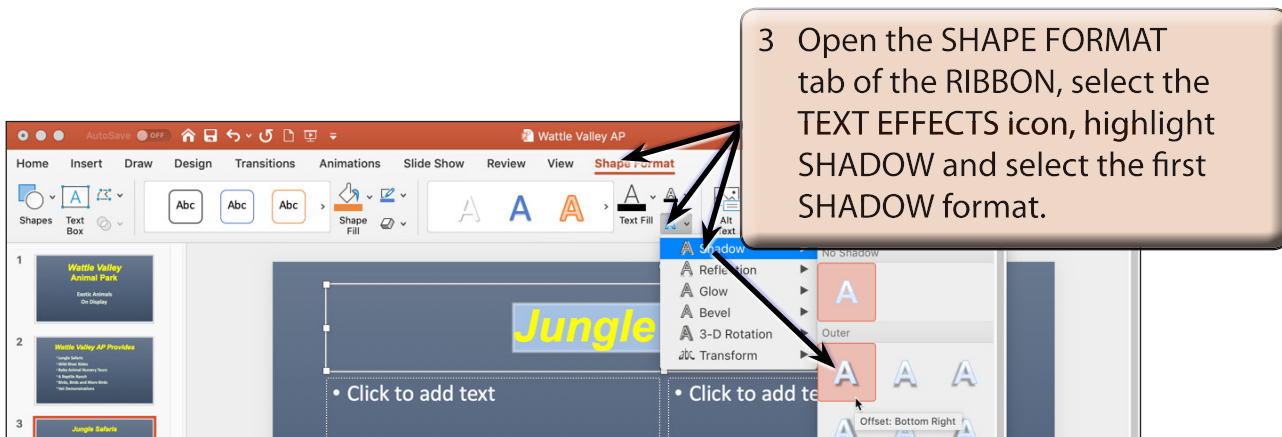
For this new slide text and graphics will need to be placed side by side, so a suitable slide layout will need to be selected.



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

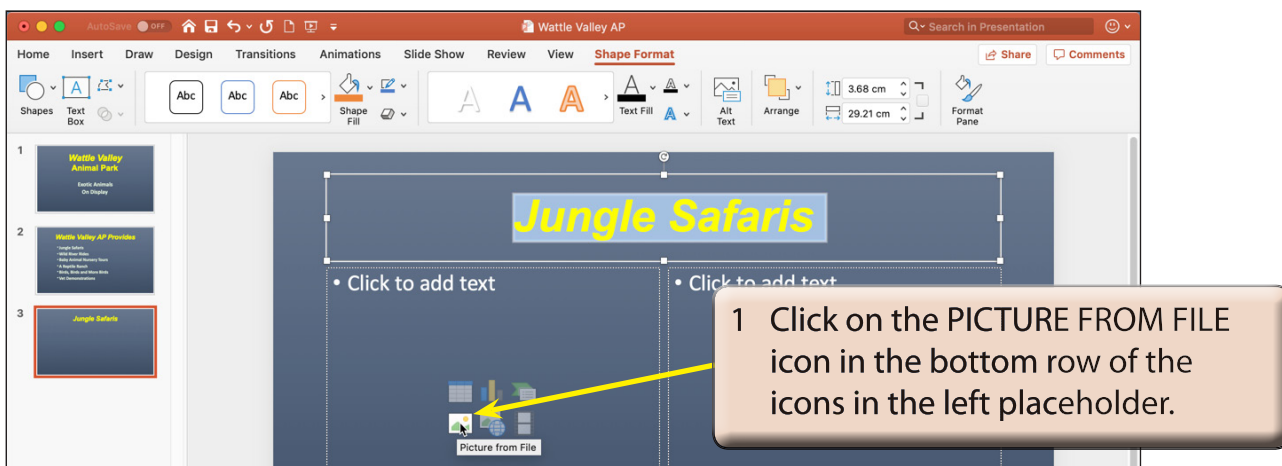
Entering the Slide Title

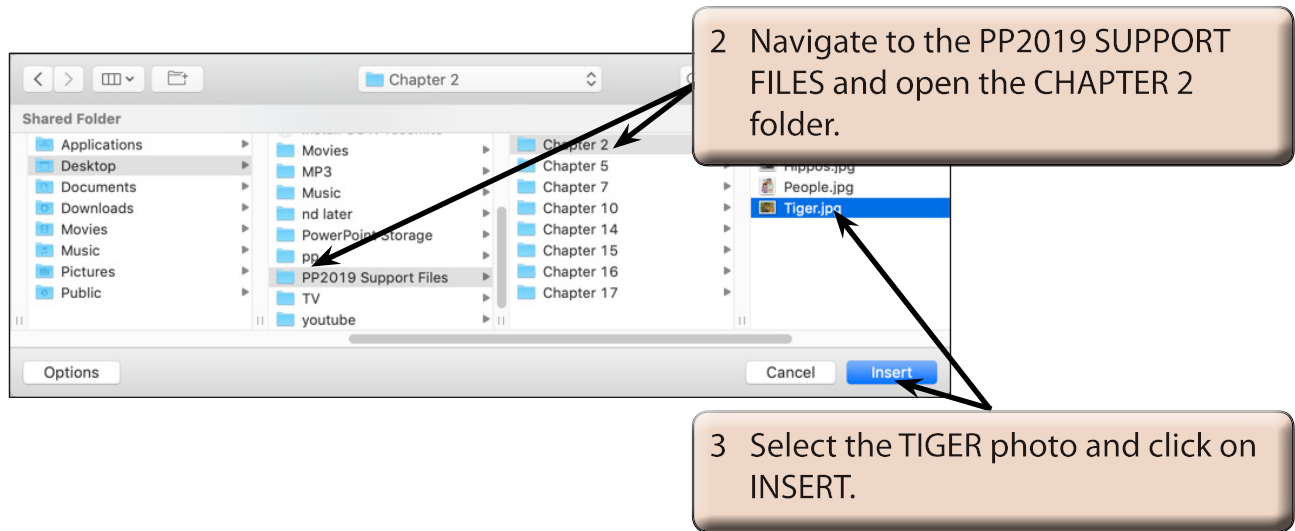




Inserting an Image

Microsoft PowerPoint allows Photos and ClipArt images to be imported into slides. These will be imported from the PP2019 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.

