# PowerPoint Basics

## 2A. Adding a Picture

1 – Click the INSERT tab and click PICTURE.

2 – Go to your folder on the server and open the MY PROJECT folder.

3 – Click on the name of the picture you want to add and then click INSERT.

4 – Click and drag one of the circles around the edge of the picture to make it smaller or larger or click on the center of the picture and drag it to a new location.

5 – Click PICTURE TOOLS at the top and use the options to change the look of your picture.

6 – Repeat this process to add other pictures to the same slide and format them.

## 2B. Adding Clip Art

1 – Click on the INSERT tab and choose CLIP ART.

2 – Enter keywords that are related to the clip art you need in the SEARCH box and click GO.

3 - Click on an image that you like and it will be inserted into your document.  You can also right-click on the image and choose INSERT.
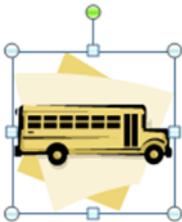
4 - Click on your image to select it and then click PICTURE TOOLS at the top to see the toolbars you have available.

5 - Click and drag on one of the circles to make it larger or smaller.  Click the green circle to rotate the shape.

6 - Use the toolbars to adjust the clip art - add a border, crop, or change the style. You can also select several pictures to align them or group them together. Remember to hold down the SHIFT key as you click on the pictures you want.

---

**Clip art on Office Online**

*Need more images?  Click the link for CLIP ART ON OFFICE ONLINE and follow the directions below ...*
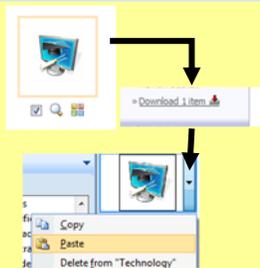
1st - Enter keywords for the search and click the SEARCH button.

2nd - Check the box under the image you want and then click the link to "DOWNLOAD 1 ITEM" in the left-hand menu.

3rd - Click DOWNLOAD NOW and then choose "OPEN with CLIP ORGANIZER."

4th - Right-click on the image and choose PASTE to put it on the slide.

---

# Don't forget ... Save your work often!

## 2C. Aligning & Grouping Objects

1 – Hold down the SHIFT key and click on the picture and the text box.  All the objects you want to group together need to have boxes around them.

2 - Click DRAWING TOOLS or PICTURE TOOLS at the top of the window and then find the ALIGNMENT button. Choose the option you need from the menu.

3 - With both object selected, click the GROUP button and choose GROUP to group the items together.

4 - Repeat this process to add text boxes for the other pictures on your slide.  You will also want to align and group each text box with its picture.
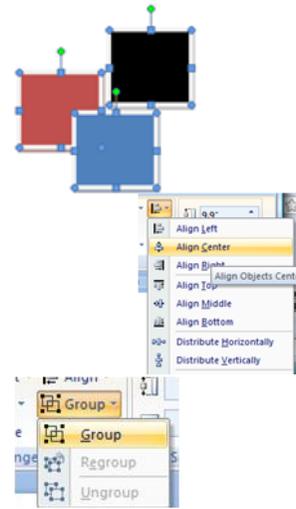
## 2D. Setting Up Animations

1 - Click the ANIMATIONS tab and then click CUSTOM ANIMATIONS on the toolbar.
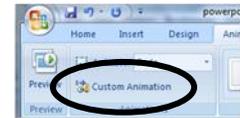
2 - Click on the object you want to animate (text, picture, clip art, or a group of objects) and then click the ADD EFFECT button.

3 - Choose ENTRANCE and then select an effect from the list or go to MORE EFFECTS.
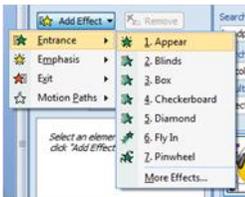
4 - Repeat this process for the other objects on your slide.

5 - Use these buttons to change the order your pictures appear during the slide show.

## 2E. Using Slide Transitions

**You can change how each slide appears during the show by following the directions below.**

1 – Click the ANIMATIONS tab at the top of the screen to view the toolbar.

2 - Click on one of the TRANSITIONS and then click APPLY TO ALL.

*Design Tip:  Use one type of transition for all your slides and limit the number of animations you use on each slide!  Trying to mix too many "spiffy" features will cause your audience to focus on them rather than your presentation!*

# 💾 Don't forget ... Save your work often!