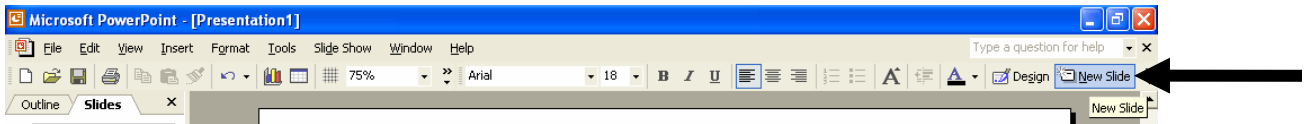
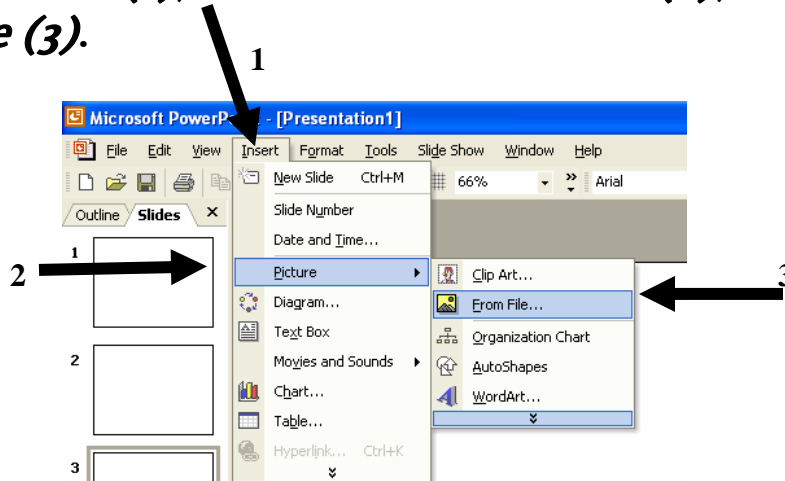


PowerPoint Pictures

1. Open up PowerPoint and click on ***New Slide*** on the toolbar.

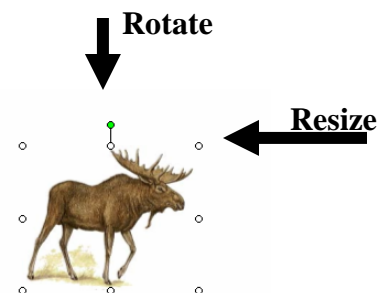


2. Click on the ***blank*** layout.
3. Click on ***Insert (1)***, move down to ***Picture (2)***, and move over to ***From File (3)***.

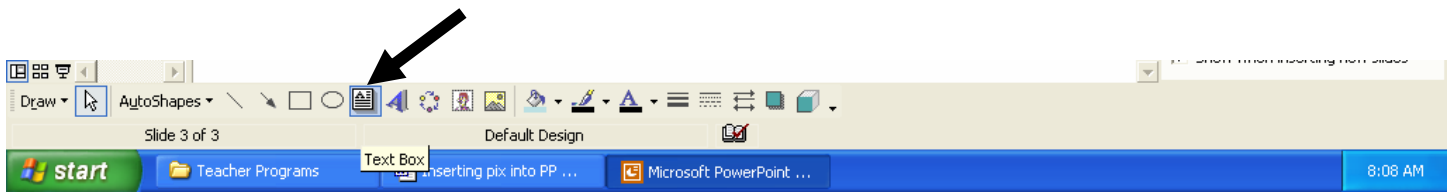


4. Double click on the ***Folder*** that your picture is in.
5. Double click on the ***Picture*** that you want to insert.

- **To Move the Picture:** Move your mouse over the picture until the four arrows appear. Click and hold down your mouse and move the picture to where you want it.
- **To Resize the Picture:** Move to a corner circle and wait until the diagonal arrows appear. Click and move the mouse to make the picture bigger or smaller.
- **To Rotate the Picture:** Move the mouse to the green circle. Click and rotate the picture.



- To Add a *Caption* to the Picture: 1. Click on the Text Box icon on the bottom toolbar.



2. Move to where you want to create your Text Box. Click the mouse and *drag it to the right* until you reach the correct size.
3. *Type* in your text. To change the font or the size of the text, you must *highlight the text* first.
4. To *rotate* the text box, move the mouse to the green circle, click, and rotate it to match the picture.

- To *Group* your Picture and your Caption: 1. Click on the picture.
- 2. Hold down *Shift* and click on the Text Box.
- 3. Click on *Draw* on the bottom toolbar.
- 4. Move up to *Group*.

