

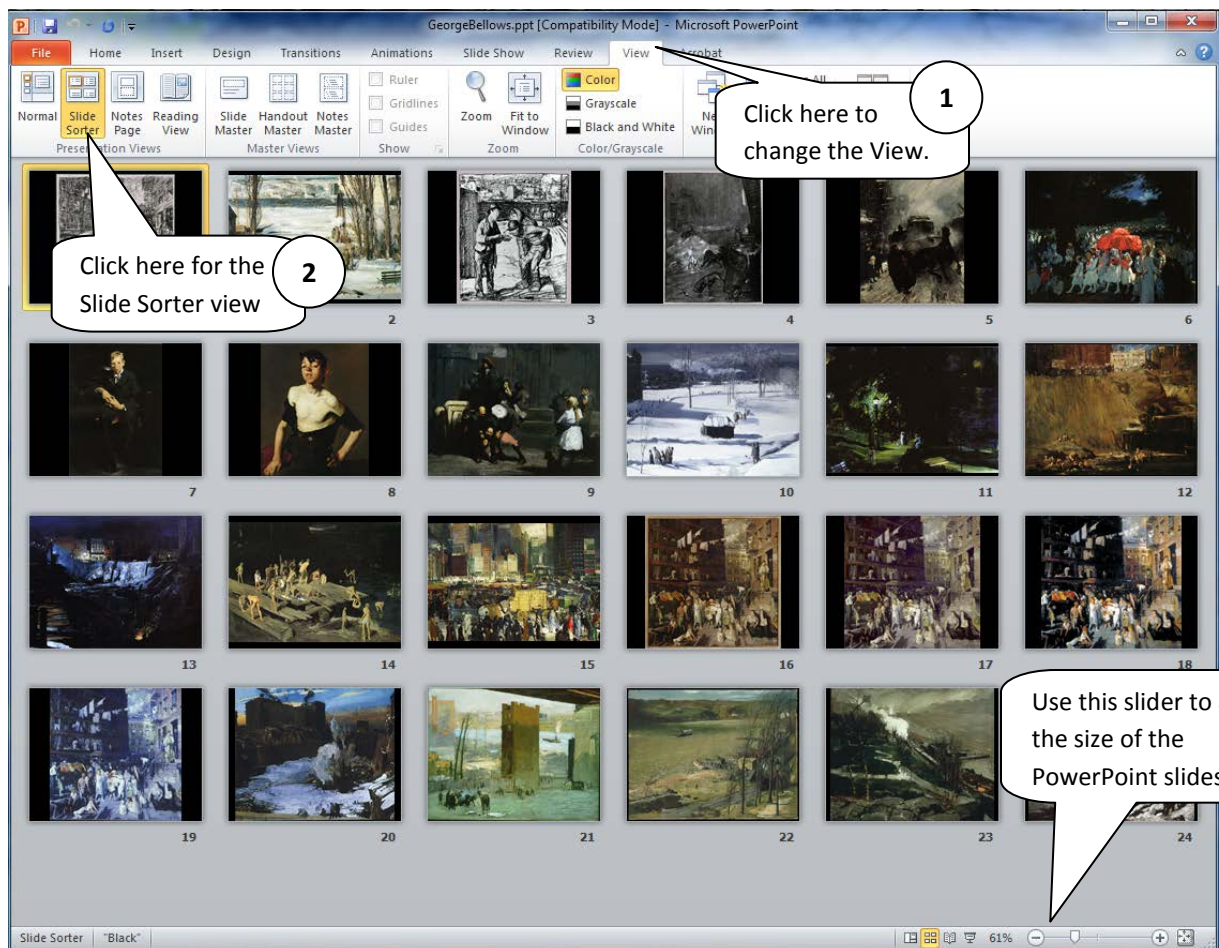
How to Use Powerpoint for Images (PC)

Opening a Powerpoint from flash drive

- Insert the flash drive into your computer. Click on “My Computer.” on your computer desktop.
- Double click on the “Removable Drive.” This should open your flash drive.
- Drag the icon of the Powerpoint you want to edit to your desktop. Once it has saved to your desktop, close the flash drive window.
- Double click on the Powerpoint icon you moved to the desktop.

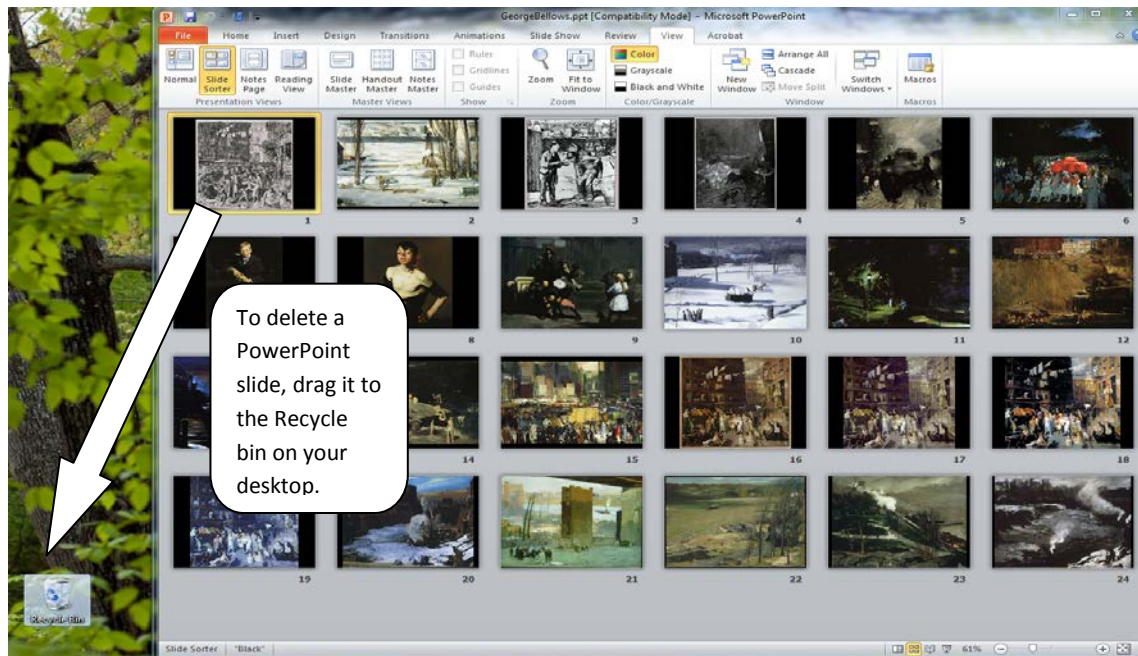
Arranging your PowerPoint

When the slide show opens, click the “View” tab at the top right of the page. Then, click “Slide Sorter” from the top left. To adjust the number of slides that appear on the screen, adjust the slider on the bottom right.

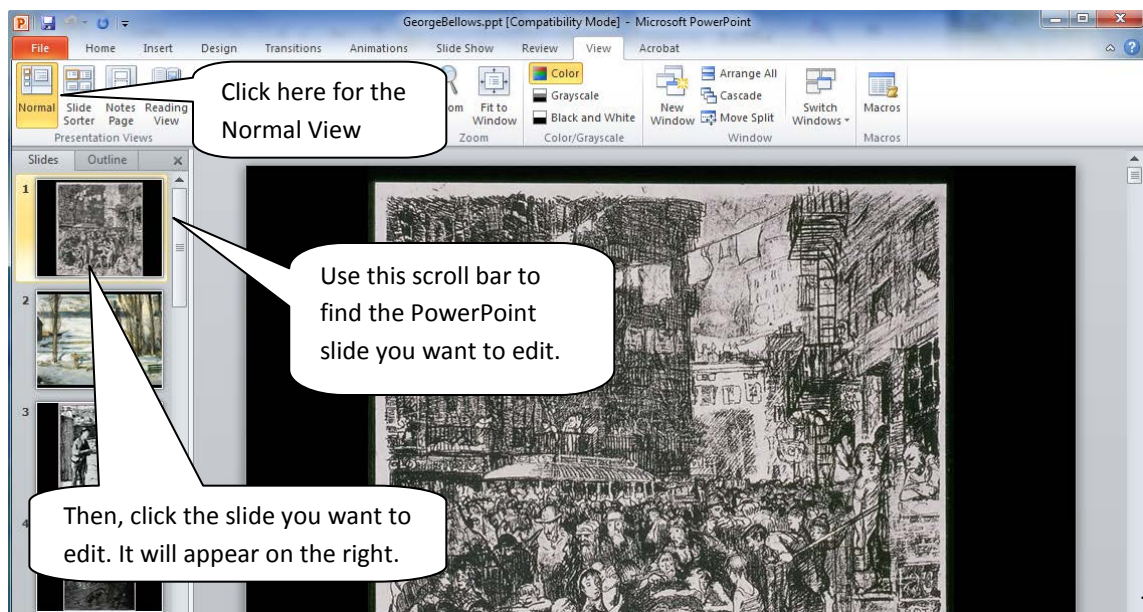


In this area you can rearrange the order of PowerPoint slides and delete them.

- To re-arrange, click and drag the PowerPoint slide you want to move to place you would like it to be.
- To delete a PowerPoint slide, either right-click on the slide and select “delete” or click and drag the slide to the Recycle Bin on your desktop.



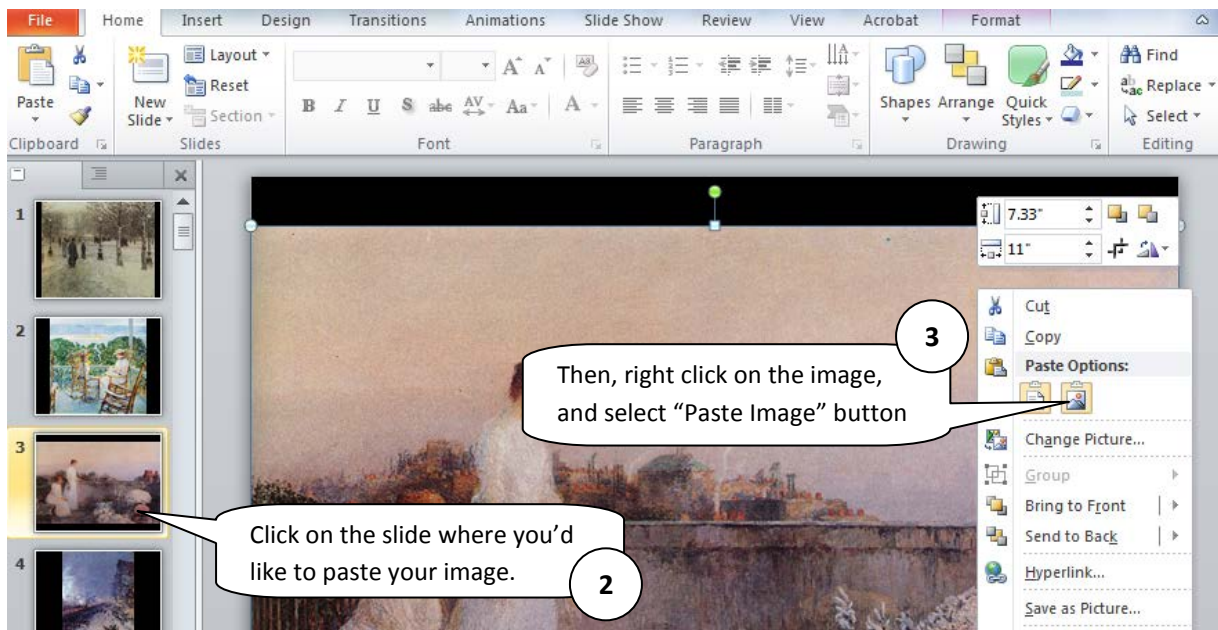
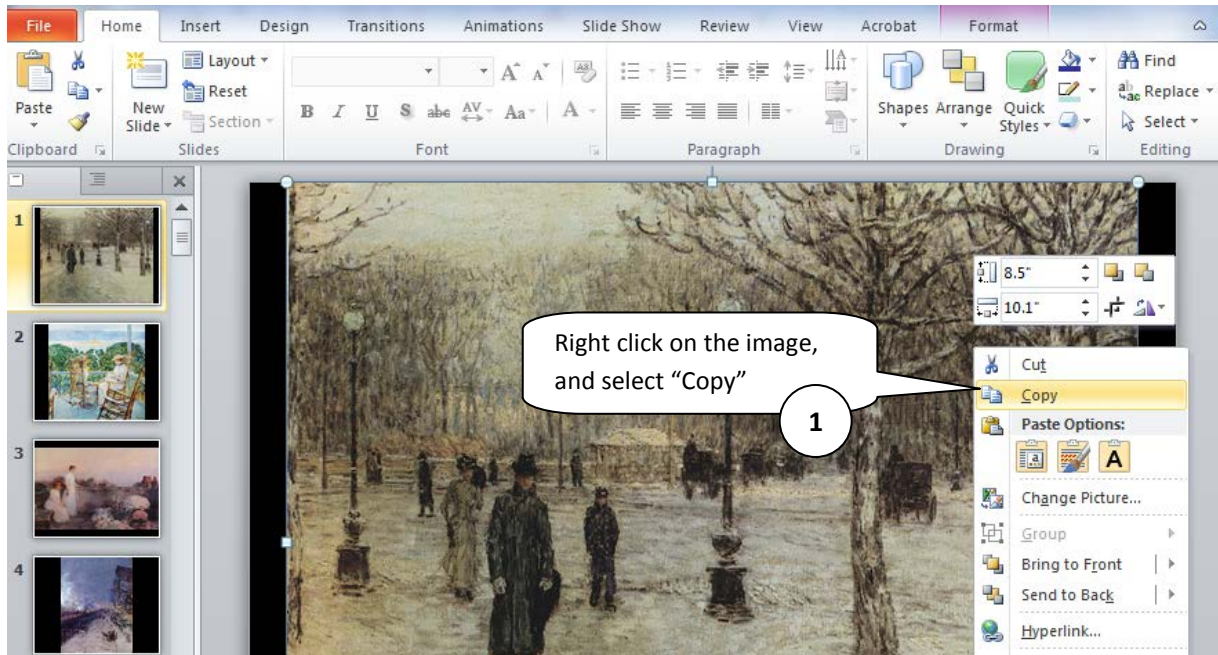
Editing Each PowerPoint Slide



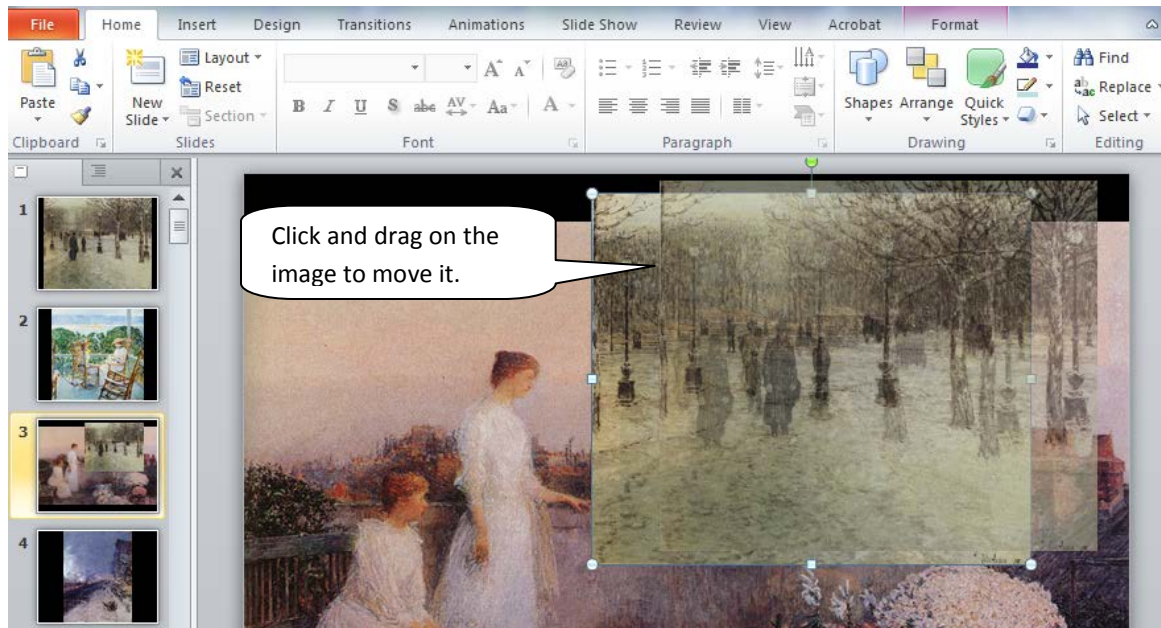
To combine images on a single PowerPoint slide, duplicate slides or add text, click “Normal View” on the top left. Use the scroll bar on the left to go to the slide you want to edit and click it. The slide will appear on the right.

To move an image from one slide to another:

1. Right click on the image and select “Copy.”
2. Scroll through the slides on the left and click on the slide where you want to paste the image.
3. When the PowerPoint slide appears on the right, right-click on the slide and select the “Paste Image.” Icon on the right under “Paste Options.”

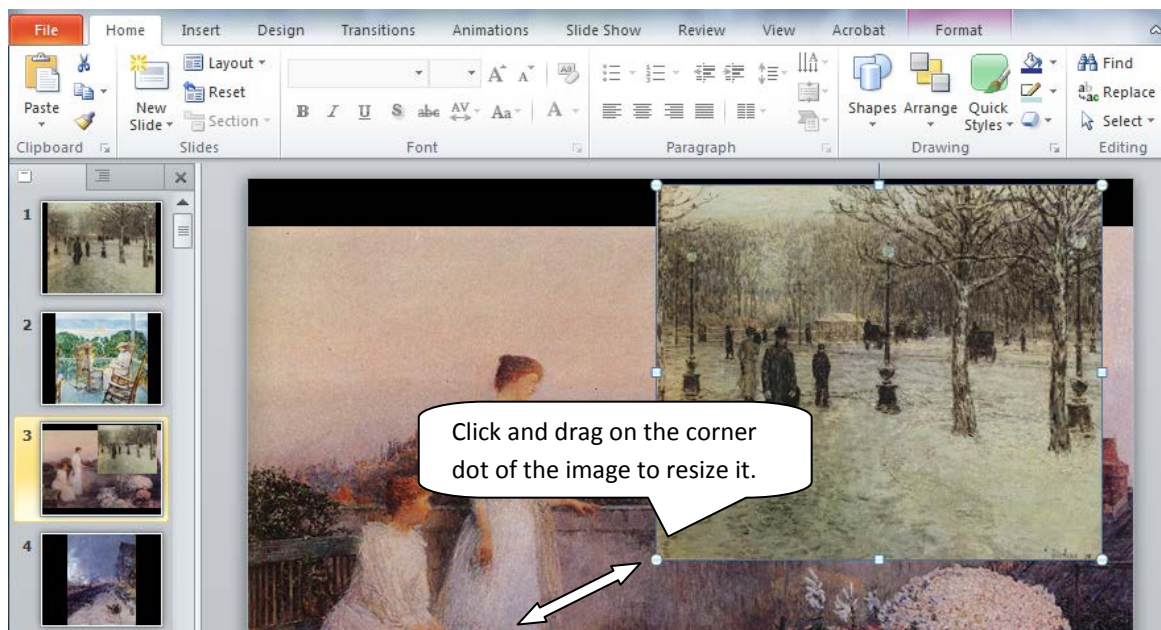


To move an image on a slide, click on the image and drag it to the location you want.



To resize an image on a slide

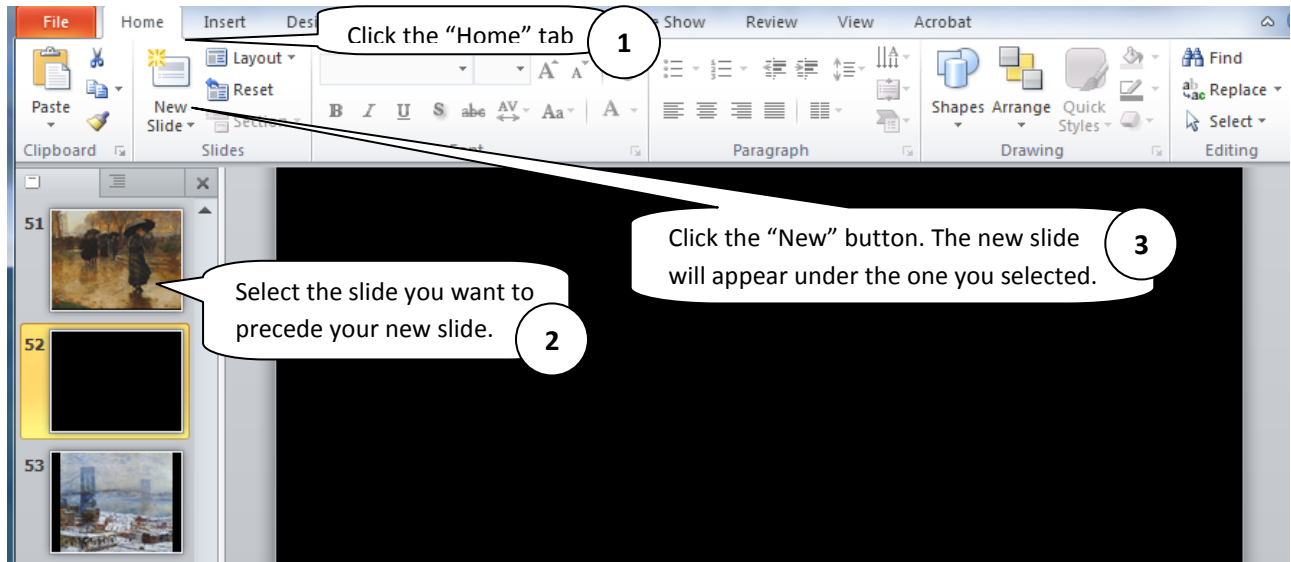
- Click on the image
- Go to one of the dots you see at each corner of the image. Click on a dot and drag inward to reduce the size of the image. Drag outward to increase the size of the image.



Adding an Image from Your Desktop

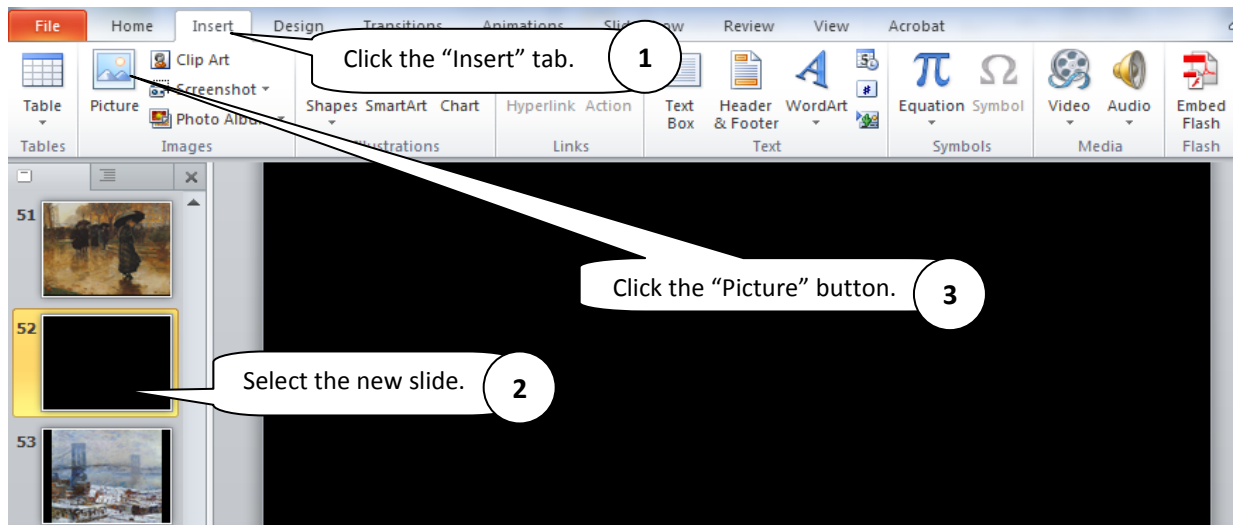
First, create new PowerPoint slide (blank).

1. Click the “Home” tab at the top left of the window.
2. Then, from the column on the left, select the PowerPoint slide you’d like to precede your new PowerPoint slide.
3. Click New Slide button on top left.

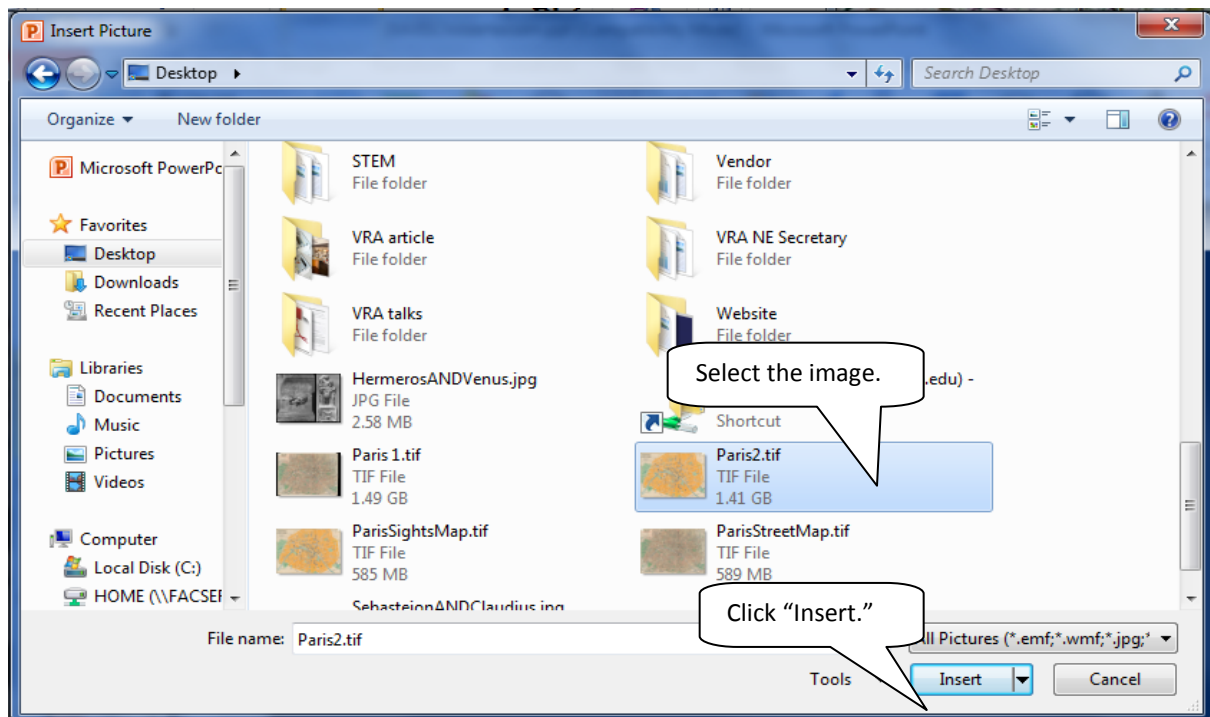


Next, insert a new image

1. Click the “Insert” tab at the top left of the window.
2. Then, from the column on the left, select the new slide.
3. Click “Picture” button on top left.

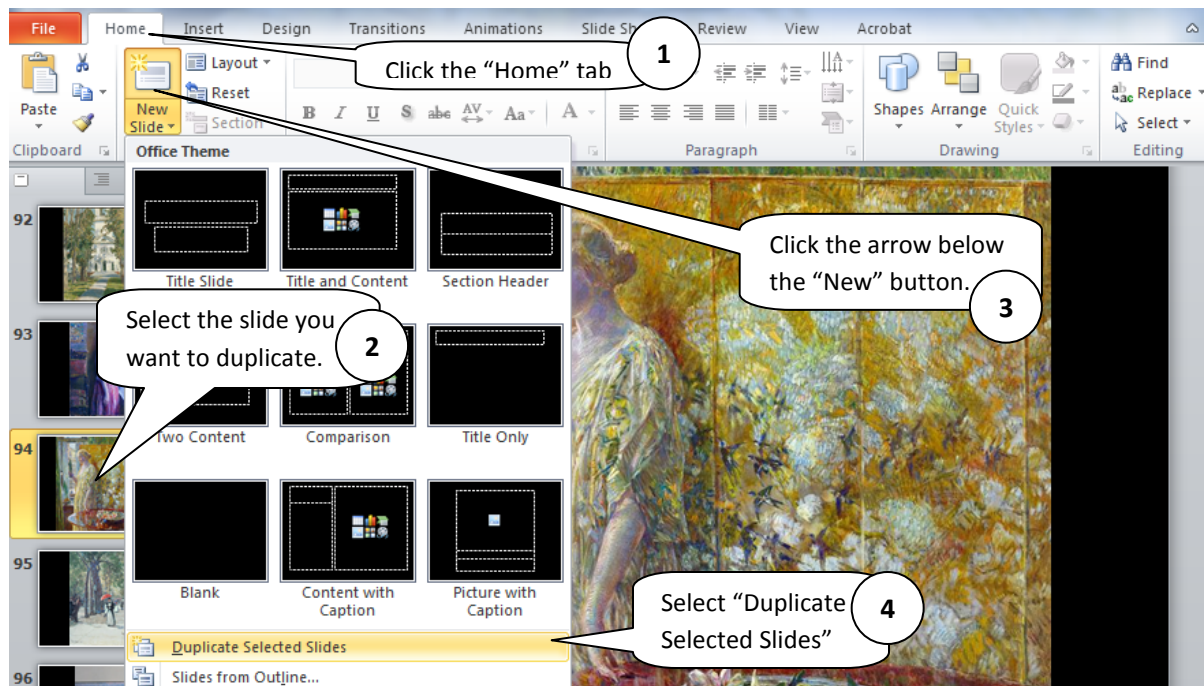


When the Insert Picture window opens, click on the image you want, and click the Insert button on the bottom right.



To duplicate a Powerpoint slide

1. Click the "Home" tab at the top left of the window.
2. Then, from the column on the left, select the PowerPoint slide you'd like to duplicate.
3. Click the arrow at the bottom of the New Slide button.
4. Select "Duplicate Selected Slides."



To Copy a Slide from One Presentation and Paste into Another

First, go to the Powerpoint where you'd like to copy the slide.

1. Click on the slide in the slide sorter on the right. (If you want to select a number of slides, click on the first slide and hold down the shift key, then click on the last slide).
2. Right-click over the highlighted slide, and select "Copy"

Next, open the Powerpoint where you'd like to paste the slide.

1. In the slide sorter, right-click between the two slides, where you want to paste.
2. Click the icon at the left under "Paste Options" – "Use Destination Theme".

