CHAPTER 3 IMAGES

INFOCUS

WPL_P807

Images in PowerPoint 2010 refer to ***pictures***, such as photos, ***clip art*** and ***screenshots***. PowerPoint makes it easy to insert images into your presentation. Images can be used to add visual interest to a slide, to engage your audience, to supplement the text on the slide, or to help get your message across when presenting dry subject matter.

In this session you will:

- ✓ learn how to insert a picture
- ✓ learn how to resize an image
- ✓ learn how to position an image
- ✓ learn how to remove the background of an image
- ✓ learn how to insert clip art
- ✓ learn how to rotate and flip an image
- ✓ learn how to crop an image.

INSERTING A PICTURE

A *picture* is a photo or any image file, such as a *.jpeg* or *.png* file. Pictures can be used to reinforce your message, to highlight a point, or to supplement text. When inserting a picture, ask yourself whether it adds to your presentation, or whether it may distract the audience from receiving your message. Pictures can be inserted into placeholders or anywhere on the slide.

Try This Yourself:

Open File

*Before starting this exercise you MUST open the file P807 Images_1.pptx...*

1 Navigate to and display slide *2* in the *Slides* window

You will insert a picture onto this slide. Images can be inserted onto a slide with or without a content placeholder…

2 Click on the *Insert* tab, then click on *Picture* 🖼 in the *Images* group to open the *Insert Picture* dialog box

3 Navigate to the course files folder, click on *P807 Images_1.jpg* to select it, then click on **[Insert]** to insert the picture onto the slide

Clearly the image is too large and will need to be resized
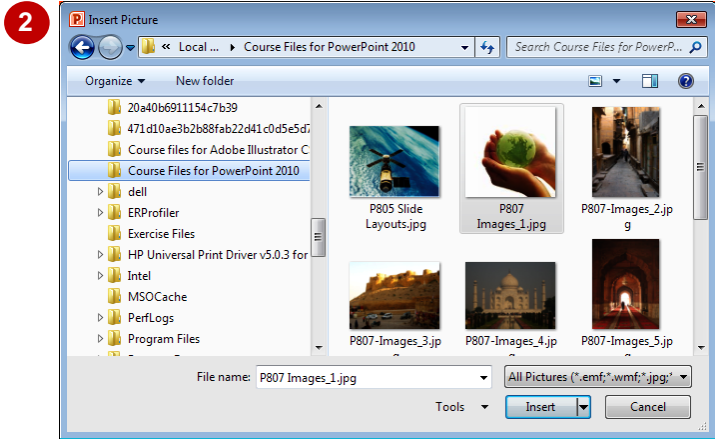
For Your Reference…

To *insert a picture*:

1. Click on *Insert Picture From File* 🖼 in the content placeholder, or click on *Picture* 🖼 in the *Images* group on the *Insert* tab
2. Navigate to and select the image file, then click on **[Insert]**

Handy to Know…

- If you have inserted the wrong picture you can replace the existing picture. To do this, click on the picture to select it, then click on *Change Picture* 🖼 on the *Picture Tools: Format* tab and select another picture.

- To delete a picture, select the picture and then press Del .

RESIZING AN IMAGE

When you insert an image onto a slide, chances are that you'll need to resize the image to make it smaller. Where you have inserted a bitmap image, such as a photo (*.jpeg* or *.png*, for example), you cannot increase its size as picture clarity will suffer. You can resize an image proportionately (both width and height at the same time), or you can resize just the width or the height.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *P807 Images_2.pptx...*

1 Navigate to and display slide **2** in the *Slides* window if it is not already displayed

You will reduce the image size…

2 Click on the image to select it

The placeholder handles appear so you can resize…

3 Move the pointer to the top-left corner of the image, as shown

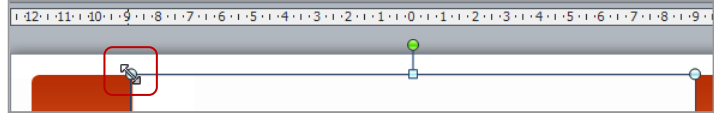**4** Click on the round handle and drag towards the bottom-right corner of the slide

As you drag you will notice that the image becomes smaller…

5 When the marker on the vertical ruler shows that the pointer is at about **4 cm**, release the mouse button

You will now use a different method to resize…

6 With the image selected, click on the *Format* tab, then click on the down arrow ▾ for *Height* in the *Size* group until the height is **10 cm**

The width and the height will be resized proportionately

③

⑤

New Directions

* Current solut
  * Personal
  * People trans
  * Freight
  * Usage
* Renewable so
  * Solar cells
  * Nature's sol
  * Future tren

⑥

New Directions

* Current solut
  * Personal
  * People trans
  * Freight
  * Usage
* Renewable so
  * Solar cells
  * Nature's sol
  * Future trends

For Your Reference…

To *resize an image*:

1. Click on the image and then:
   - Click and drag on a placeholder handle, or
   - Adjust the *Height* and/or *Width* on the *Format* tab in the *Size* group

Handy to Know…

- Resizing an image on the slide does not impact on file size.
- If you decide you are not happy with the changes you've made to an image, you can reset the image to its original form. To do this, select the image, then click on *Reset Picture* on the *Picture Tools: Format* tab.


POSITIONING AN IMAGE

When you insert an image onto a slide, there's a good chance you'll need to move the image into position. There are several ways to position images on a slide. You can use the arrow keys on the keyboard, for example, or you can drag the image to its new location. For more precise positioning, you can also use any of the *Align* tools in the *Arrange* group on the *Format* tab.

Try This Yourself:

Same File

Continue using the previous file, or open the file P807 Images_3.pptx...

1. Navigate to and display slide **2** in the **Slides** window

2. Click on the image to select it, then click and hold down the left mouse button, and drag the image across to the right

   As you drag a preview of the image's new location is shown…

3. When the image is positioned as shown, release the mouse button

   Now we'll align the bottom of the text with the image…

4. Click on the text to display the placeholder border, then press `Shift` and click on the image to select both objects

5. Click on the either **Format** tab, then click on **Align** and select **Align Selected Objects** if not already selected

   PowerPoint will align the objects with each other, not to the slide…

6. Click on **Align** and select **Align Middle**

   Both objects are aligned with the middle of the other…

7. Deselect the objects

## For Your Reference…

To *position an image*:

- Click on the image and drag to its new location, or
- Click on the image, click on the *Format* tab, then click on *Align* and select an alignment option

Handy to Know…

- When aligning objects, such as placeholders and images, the border of the placeholder determines the size of the object, not the object itself. So, for example, if your text placeholder is bigger than is required, resize the placeholder first to fit the text so that the text aligns better with the other objects.

REMOVING AN IMAGE BACKGROUND

Sometimes when you insert images you'll find that the image contains a background that does not compliment the colours used in the presentation. This is common when inserting images with a white background onto a slide that contains a coloured background. PowerPoint's *Remove Background* tool will remove any background, and only the actual image remains.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P806 Images_4.pptx...

1 Navigate to and display slide *2* in the *Slides* window

2 Click on the image to select it

3 Click on the *Format* tab, then click on *Remove Background* in the *Adjust* group

The pink area represents the area to be discarded, while the placeholder box determines what you'll end up with if you accept the changes. We'll increase the placeholder to include more of the image…

4 Hover the pointer over the bottom-right corner handle of the placeholder, then click on and drag down and to the right until the handle reaches the corner of the image, as shown

5 Release the mouse button

6 Click on *Keep Changes* in the *Adjust* group to accept the changes

The white background is removed…

7 Drag the image into position as shown
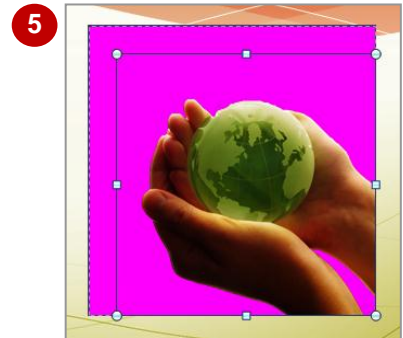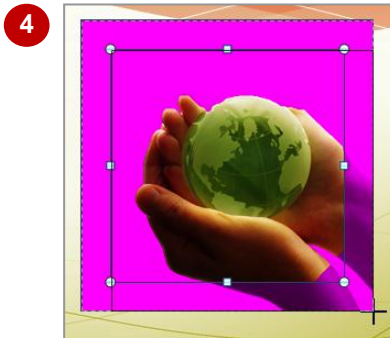
For Your Reference…

To *remove the background of an image*:

1. Click on the image to select it
2. Click on the *Format* tab, then click on *Remove Background*
3. Adjust the image area if required
4. Click on *Keep Changes*

Handy to Know…

- When removing the background of an image, you can select areas to include or exclude using the *Mark Areas to Keep* and *Mark Areas to Remove* tools on the *Background Removal* tab. Select the relevant tool, then click and drag on areas of the image to include or exclude.

INSERTING CLIP ART

Clip art is a type of image and generally includes cartoonised drawings. Clip art can be used as a source of humour or to grab the audience's attention. Microsoft Office includes a **clip art** **library**, and you can search for relevant clip art and insert it onto your slides, or you can search for and download clip art from Microsoft's web site. Clip art can be modified the same way as other images.

Try This Yourself:

Same File

Continue using the previous file, or open P807 Images_5.pptx...

1. Navigate to and display slide **5** in the **Slides** window

2. Click on the **Insert** tab, then click on **Clip Art** 🖼 in the **Images** group to display the **Clip Art** task pane

   You can search for clip art here. The Clip Art task pane will display results of the previous search if applicable…

3. Delete any text in **Search for** if required, then type **spaceship** in **Search for**

   Clip art usually includes tags or keywords that you can use to help you to search for specific images…

4. Click on the drop arrow ▾ for **Results** and ensure that **Illustrations** and **Photographs** are selected, then click on **[Go]** to begin the search

5. Scroll down to locate the image of Santa Clause riding a spaceship, then click on this image to insert it

6. Click on the **Format** tab, then click on the down arrow ▾ for **Height** in the **Size** group until the height is **6.2 cm**, then move the image into position, as shown

7. Click on **Close** ✖ to close the **Clip Art** task pane

2

4

6
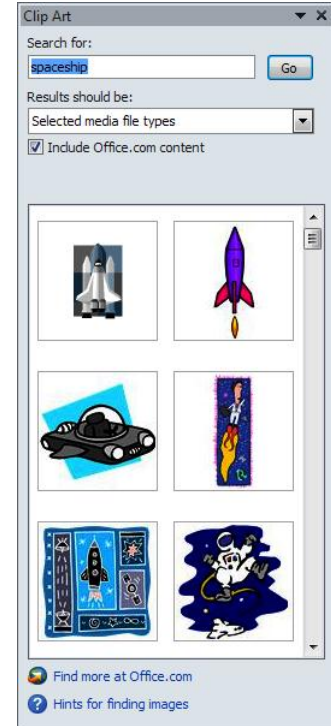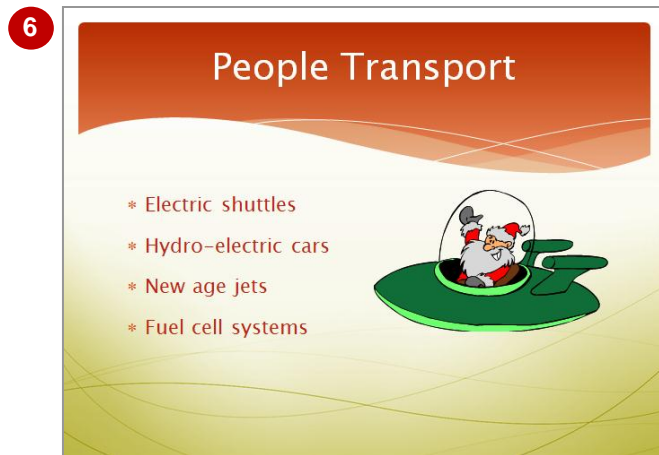
For Your Reference…

To **insert clip art**:

1. Click on the **Insert** tab, then click on **Clip Art** 🖼
2. Type a keyword in **Search for** and select required options for **Results should be**
3. Click on **[Go]** then click on an image to insert

Handy to Know…

- If you're not satisfied with the clip art images that are returned when you conduct a search, you will find more online. Click on **Find more at Office.com** in the **Clip Art** task pane. You will be taken to Microsoft's **Images and More** web page, where you can browse, download and use images freely.

ROTATING AND FLIPPING AN IMAGE

To *rotate* an image is to adjust its *axes* so that it faces in a different direction. Images can be rotated to a specified angle from their current position. You can also *flip*, or reverse, an image.

There are several methods for rotating an image. You can rotate freely by dragging on the *green rotate handle* that appears for the selected image, or you can specify an angle with the *Rotate* tool.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P807 Images_6.pptx...

1. Navigate to and display slide **5** in the **Slides** window if it is not already displayed, then click on the image to select it

    We will rotate the spaceship image…

2. Hover over the ***green rotate handle*** at the top of the clip art until the mouse pointer changes to a circular arrow ↻

    The rotate handle lets you rotate the object in any direction you like...

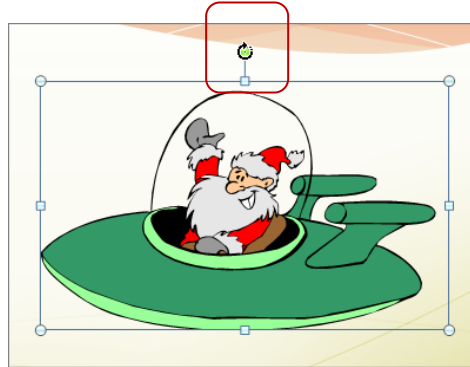3. Click on the rotate handle and drag the image slightly to the right

4. Release the mouse button when the image is positioned as shown
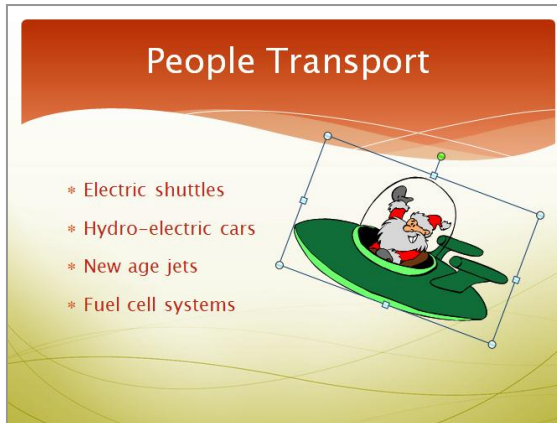
    You can also flip, or reverse, the image…

5. With the image selected, click on the ***Format*** tab, then click on ***Rotate*** 🔄▾ and select ***Flip Horizontal***

6. Deselect the image to view the result

②

④

People Transport

* Electric shuttles
* Hydro-electric cars
* New age jets
* Fuel cell systems

⑤

People Transport

* Electric shuttles
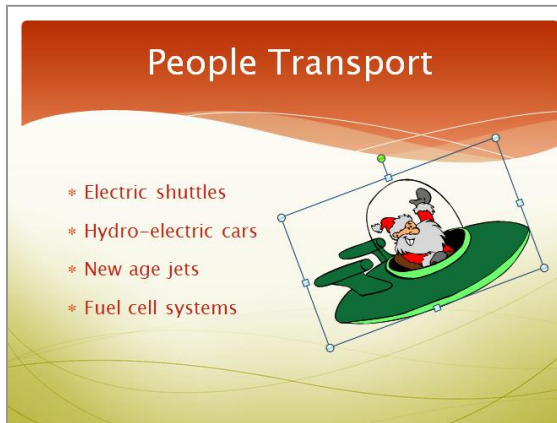* Hydro-electric cars
* New age jets
* Fuel cell systems

For Your Reference…

To *rotate an image*:

1. Select the image, then click on and drag the ***green rotate handle*** to the left or right

To *flip an image*:

1. Select the image, click on the ***Format*** tab, click on ***Rotate*** 🔄▾, then click on ***Flip Horizontal*** or ***Flip Vertical***

Handy to Know…

* You can also rotate placeholders or any other object in PowerPoint using the same methods described in this exercise.

* To rotate an object 90° to the right or left, select the object, click on the ***Format*** tab, click on ***Rotate*** 🔄▾ and select ***Rotate Right 90°*** or ***Rotate Left 90°***.

CROPPING AN IMAGE

To *crop* an image is to trim the image and remove parts of the image that you don't want to see. When you crop an image, you are actually *masking* that part of the image so that it becomes hidden. Cropping an image does not affect the actual file or impact on file size in any way. You can crop an image from any of its four sides.

Try This Yourself:

Same File *Continue using the previous file with this exercise, or open the file P807 Images_7.pptx...*

1 Navigate to and display slide *3* in the *Slides* window

   We'll insert a clip art image…

2 Click on the *Insert* tab, then click on *Clip Art* 🖼 to display the *Clip Art* task pane

3 Double-click on the text in *Search for*, type **recycle** then click on **[Go]**

4 Locate and click on *Butterfly and globe* to insert this image

   We'll crop the shadow at the bottom of the image…

5 With the image selected, click on the top half of *Crop* ⌁ in the *Size* group

   You will notice that cropping handles have appeared around the image. You can click and drag on any handle to crop…

6 Move the pointer to the bottom-middle cropping handle as shown

7 Click on and drag up slightly above the shadow, then release the mouse button

   This has created the crop area…

8 Click away from the image to crop it, then move the image into position as shown
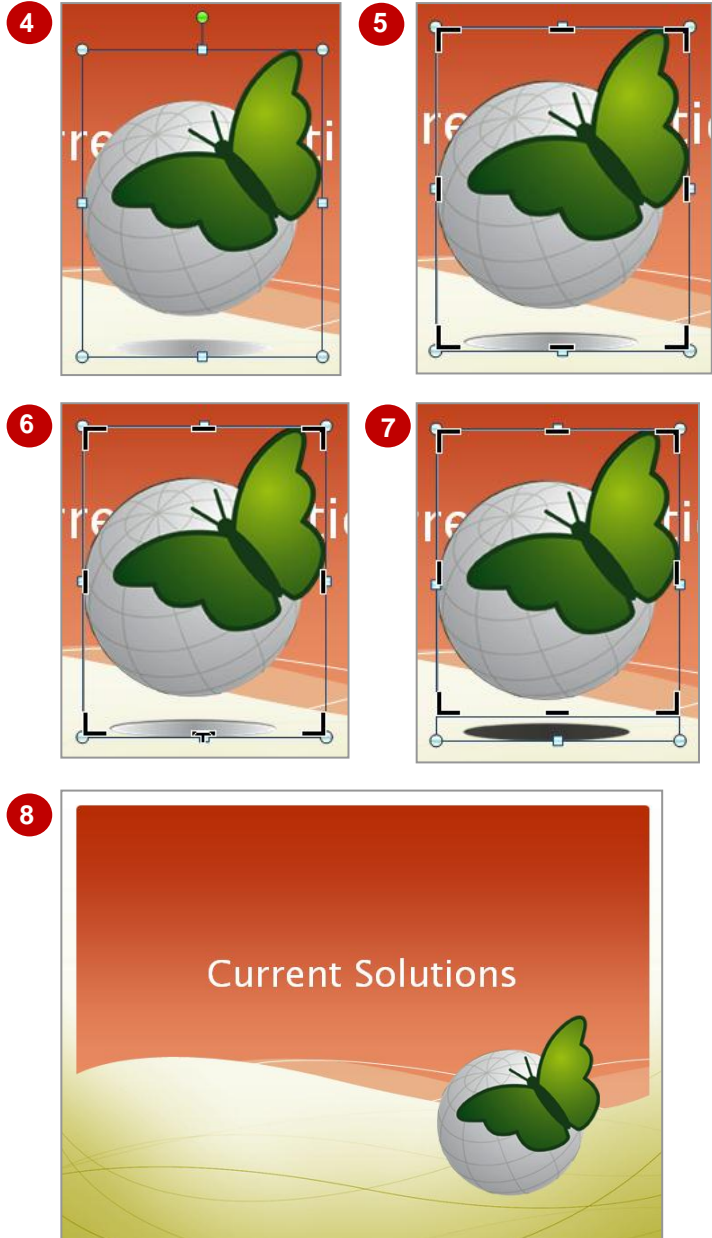
For Your Reference…

To *crop an image*:

1. Click on the image, then click on the *Format* tab and click on the top half of *Crop* ⌁
2. Click on and drag a cropping handle to exclude parts of the image as required, then click away to crop the image

Handy to Know…

- To undo cropping, press Ctrl + Z to undo, or click on *Crop* ⌁ to display the cropping handles, then click and drag on the relevant cropping handle to expand the cropping box to its original position, then click away to accept the changes.