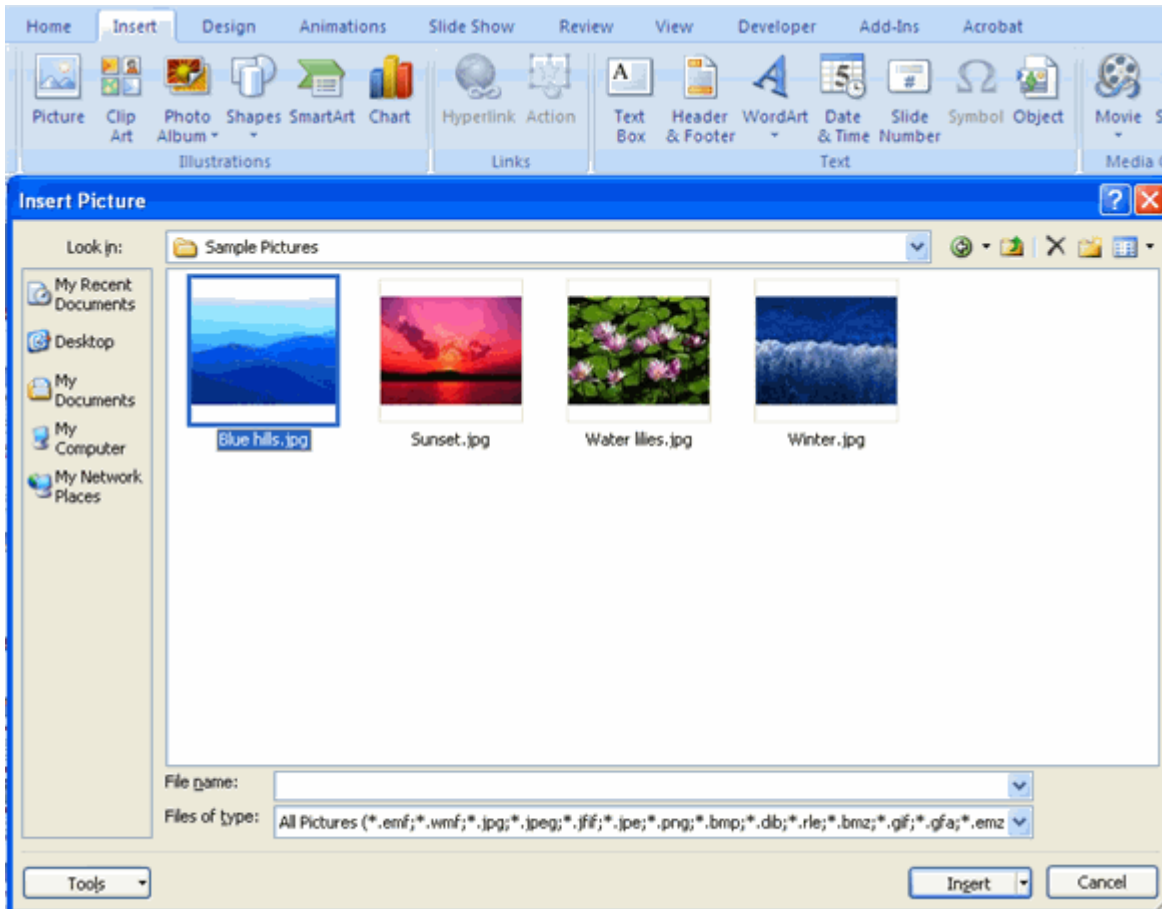


PowerPoint 2007- Adding Images, Photos

Adding Picture

To add a picture:

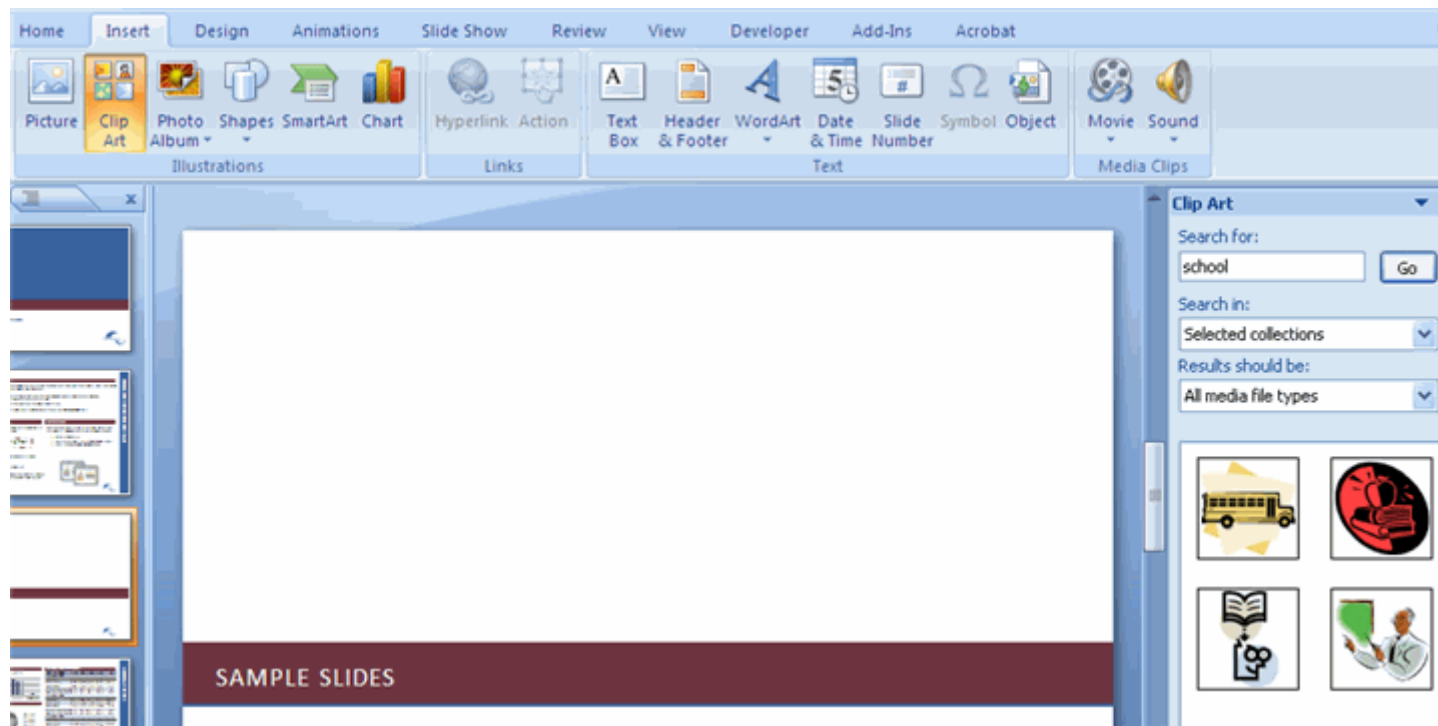
- Click the **Insert** Tab
- Click the **Picture** Button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **insert**
- To move the graphic, click it and drag it to where you want it



Adding Clip Art

To add Clip Art:

- Click the **Insert** Tab
- Click the **Clip Art** Button
- Search for the clip art using the search Clip Art dialog box
- Click the **clip art**
- To move the graphic, click it and drag it to where you want it



Editing Pictures and Clip Art

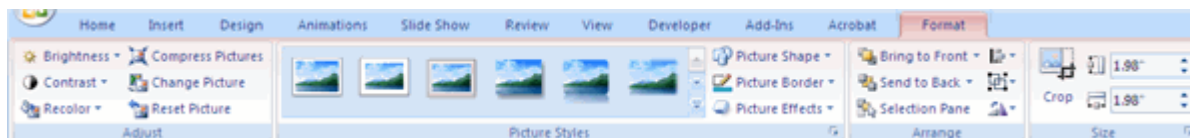
When you add a graphic to the presentation, an additional Tab appears on the Ribbon. The Format Tab allows you to format the pictures and graphics. This tab has four groups:

Adjust: Controls the picture brightness, contrast, and colors

Picture Style: Allows you to place a frame or border around the picture and add effects

Arrange: Controls the alignment and rotation of the picture

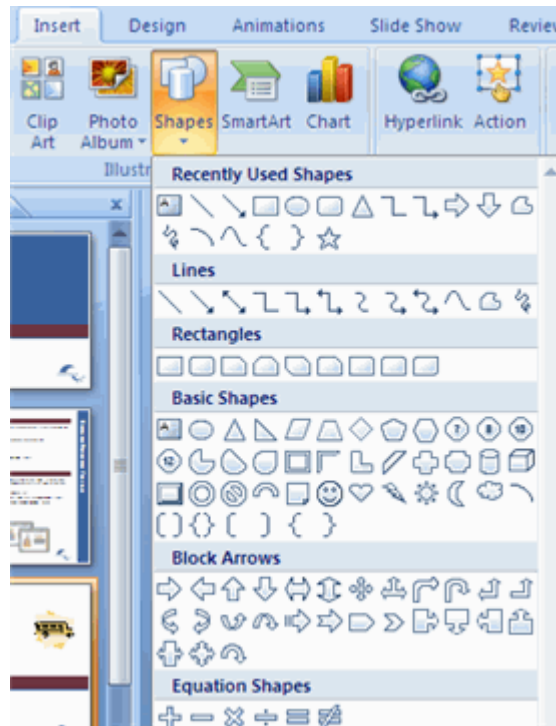
Size: Cropping and size of graphic



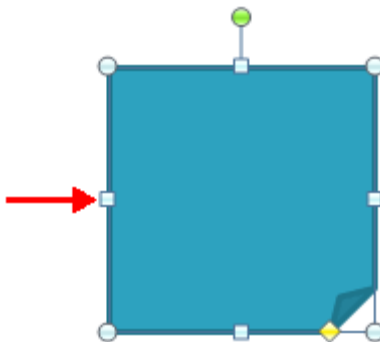
Adding a Shape

To add Shapes:

- Click the **Insert** Tab
- Click the **Shapes** Button
- Click the shape you choose

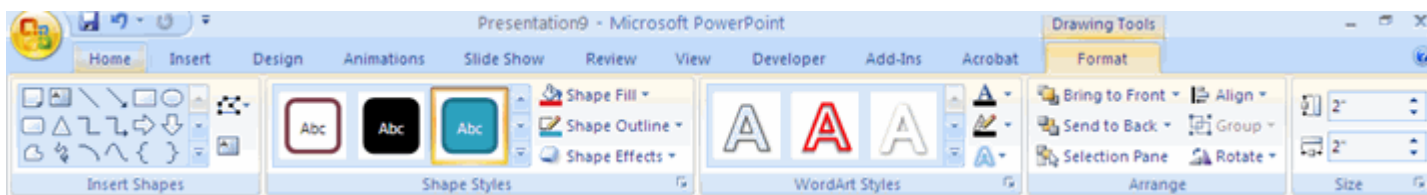


- Click the **Slide**
- Drag the **cursor** to expand the Shape



To format the shapes:

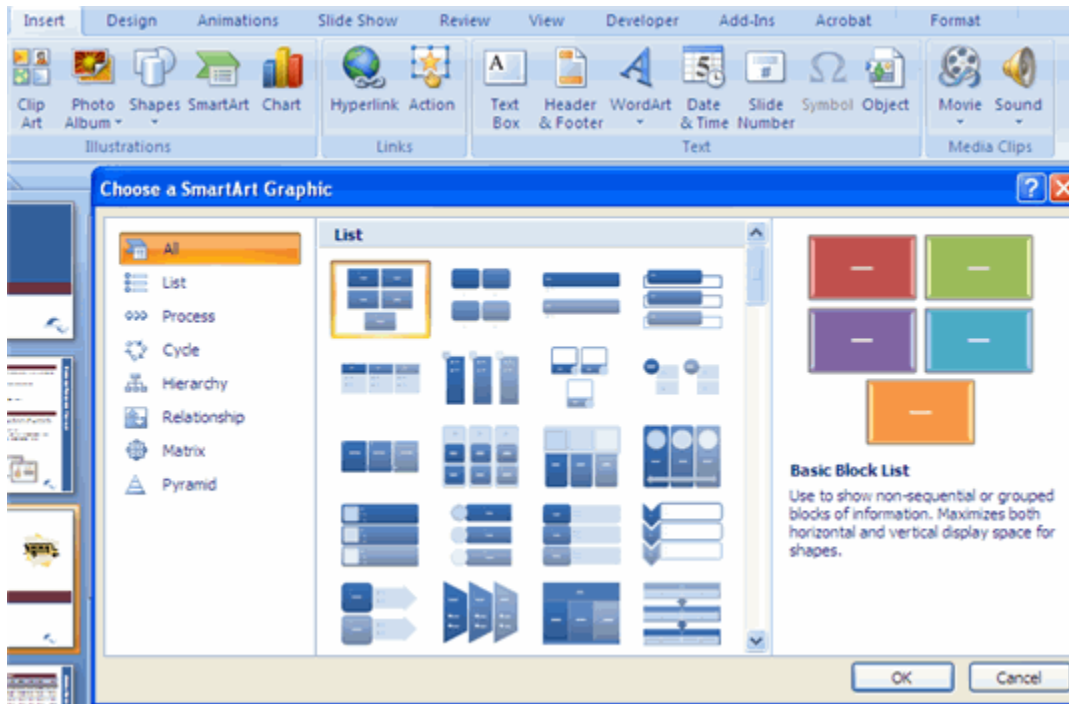
- Click the **Shape**
- Click the **Format** tab



Adding SmartArt

SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes. To add SmartArt:

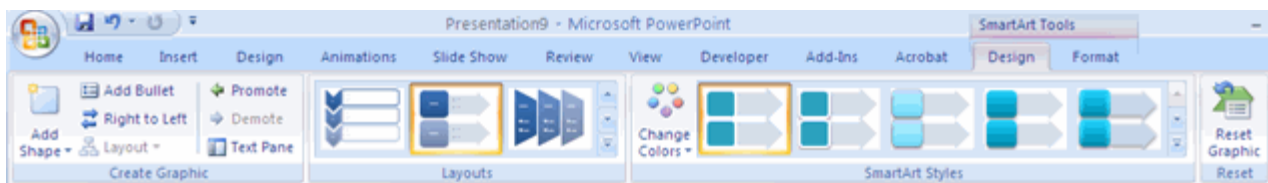
- Click the **Insert** Tab
- Click the **SmartArt** Button
- Click the **SmartArt** you choose



- Click the **SmartArt**
- Drag it to the desired location in the slide

To format the SmartArt:

- Click the **SmartArt**
- Click either the **Design** or the **Format** tab
- Click the **SmartArt** to add text and pictures.



Adding a Photo Album

The photo album feature is new in PowerPoint 2007 and allows you to easily create a photo album to share pictures. To create a photo album:

- Click the Photo Album button on the Insert tab
- Click New Photo Album
- Click File/Disk to add pictures to the photo album

- Move the pictures up and down in the order of the album but clicking the up/down arrows

