



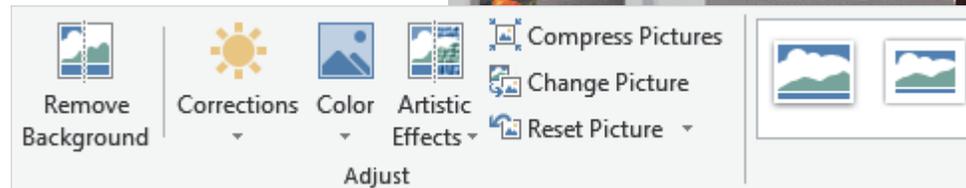
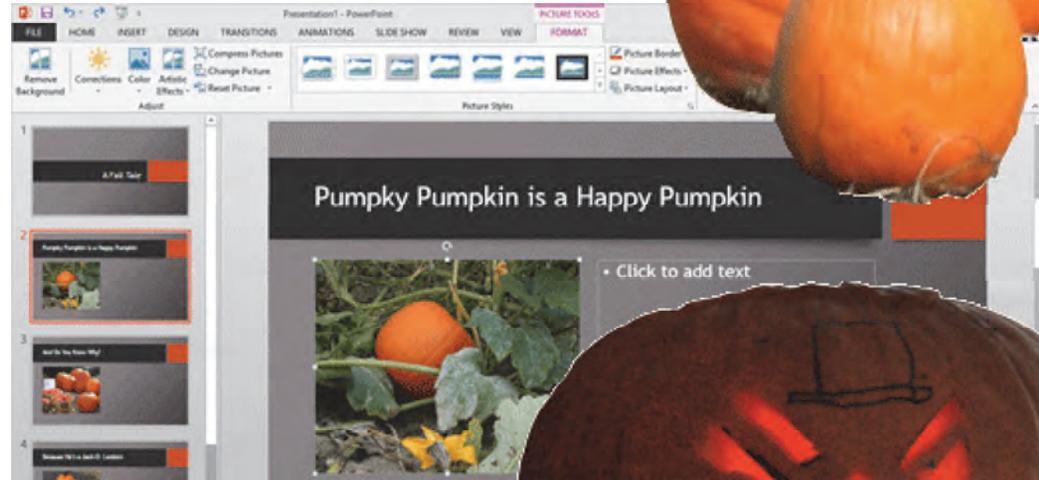
PowerPoint 2013: Working with Graphics

Every Picture Tells a Story

Beginning PowerPoint Objectives

In this lesson, you will learn how to:

1. Use the **Picture Tools** Ribbon to format the **Picture Styles**.
2. Modify the **Picture Borders** and **Picture Effects**.
3. **Crop** and **Resize** a picture.
4. Apply image **Corrections** such as Soften/Sharpen, Brightness/Contrast, Artistic Effects
5. Manipulate images: **Compress**, **Change** or **Reset** and **Remove Background**.



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Lesson 5 : Every Picture Tells a Story

1. Readings

Read Lesson 5 in the PowerPoint guide, page 124-154.

Project

A PowerPoint slide show that uses pictures to tell the story.

Downloads

[Pumpkin1.gif](#), [Pumpkin2.gif](#),
[Pumpkin3.gif](#), [Pumpkin4.gif](#),
[Pumpkin5.gif](#), [PumpkyPumkin.gif](#),
[FarmersMarket35.gif](#)
[Pumpky Pumpkin Complete.pptx](#)
[Stopping By Woods on a Snowy Evening.pptx](#)

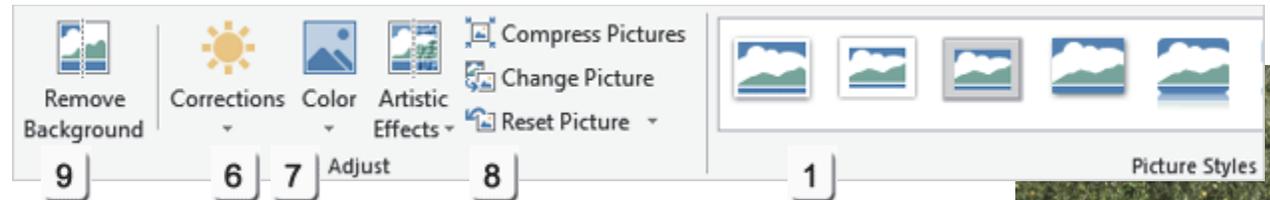
2. Practice

Do the Practice Activity on page 155.

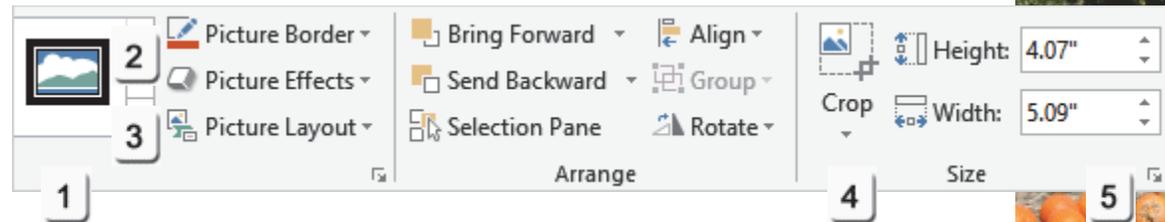
3. Assessment

Review the Test questions on page 156.

Picture Tools->Format



Picture Tools->Format



Menu Maps

From the **Picture Tools->Format Ribbon**.

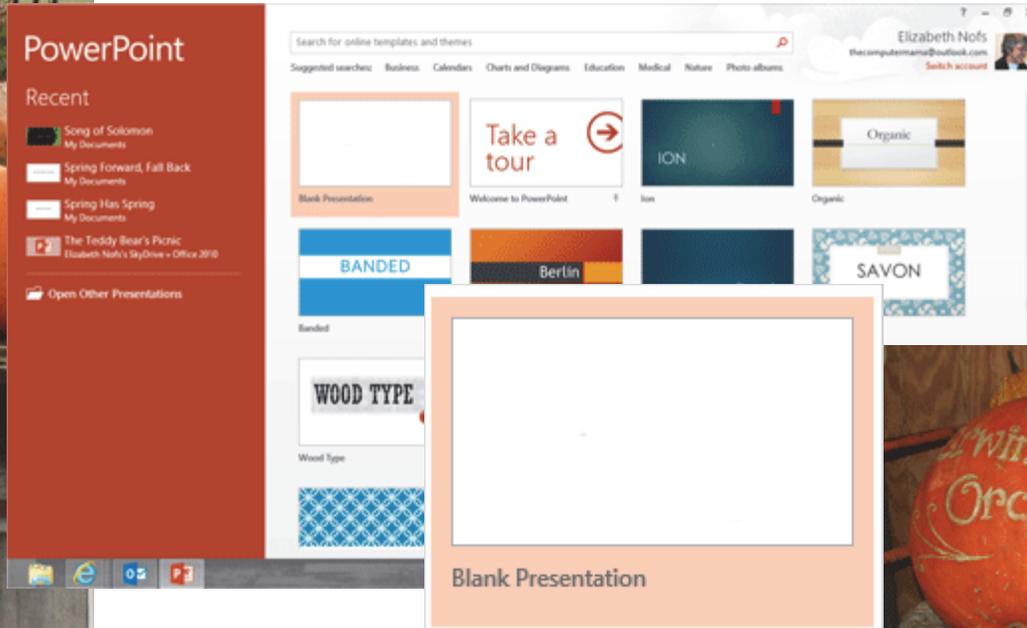
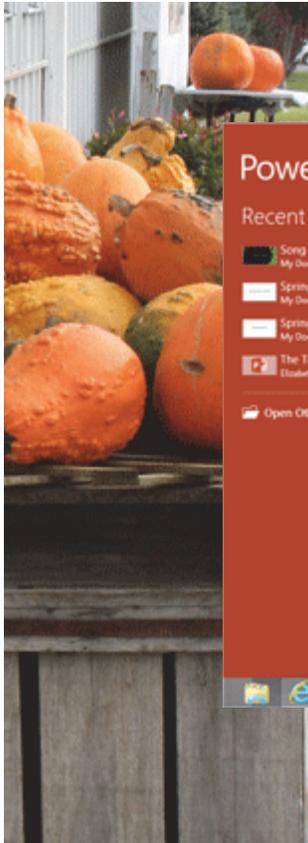
1. [Picture Tools->Format->Picture Styles](#), page 135
2. [Picture Tools->Format->Picture Styles-> Picture Border](#), page 137
3. [Picture Tools->Format->Picture Styles-> Picture Effects](#), page 138
4. [Picture Tools->Format-> Size->Crop](#), page 140
5. [Picture Tools->Format-> Size](#), page 141
6. [Picture Tools->Format-> Adjust->Corrections](#), page 144
7. [Picture Tools->Format-> Adjust->Color](#), page 146
8. [Picture Tools->Format-> Adjust->Artistic Effects](#), page 147
9. [Picture Tools->Format-> Adjust->Remove Background](#), page 152





Every Picture Tells a Story

PowerPoint is to Pictures as Word is to Text. The images and pictures in a presentation make a connection with the audience. Having an emotional connection is one of the key elements that makes a message--or website--sticky. Technical terms: "Sticky" means that people want to stick around. This lesson introduces the Picture Tools and the options for working with your pictures: Styles, Size, and Adjustments.



Try This: Start PowerPoint 2013.
Go to **Start**.
Click on **PowerPoint 2013**.

When you start PowerPoint you will be prompted to choose a template.
Select a Blank Presentation.





Before You Begin

This lesson will demonstrate the **Picture** tools. The Picture tools include Quick Styles, Shape Fill, Shape Outline, and Shape Effects. We will also look at the PowerPoint **Themes**.

1. Try it: Add Slides to the Presentation

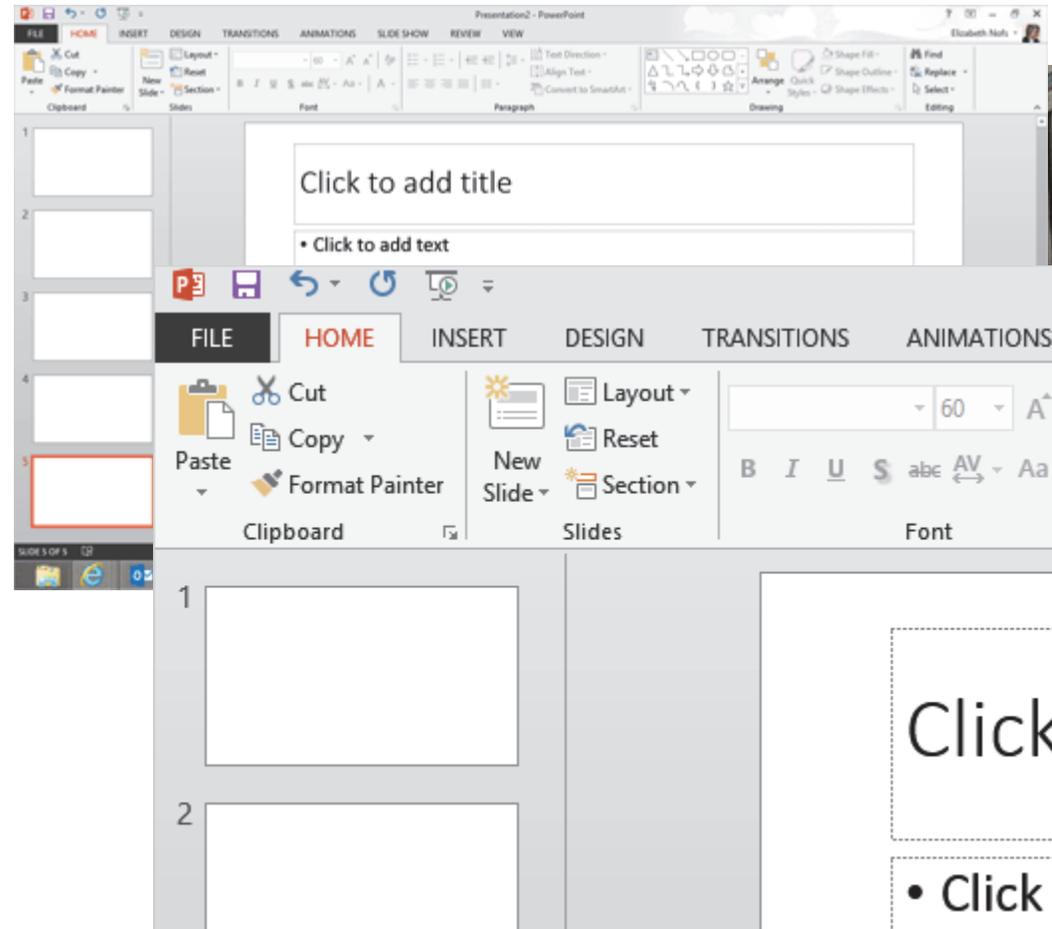
A new, blank presentation has one slide. Go to **Home ->Slides->New Slide**. Please add four new slides.

Keep going...

Memo to Self: You do not have to MATCH the images and special effects shown on these pages.

You can work with your own pictures if you wish. It is more important that you begin with something and try the options that are available.

Home ->Slides->New Slide





Enter the Titles

2. Try it: Add Text to the Titles

Slide 1, type: A Fall Tale

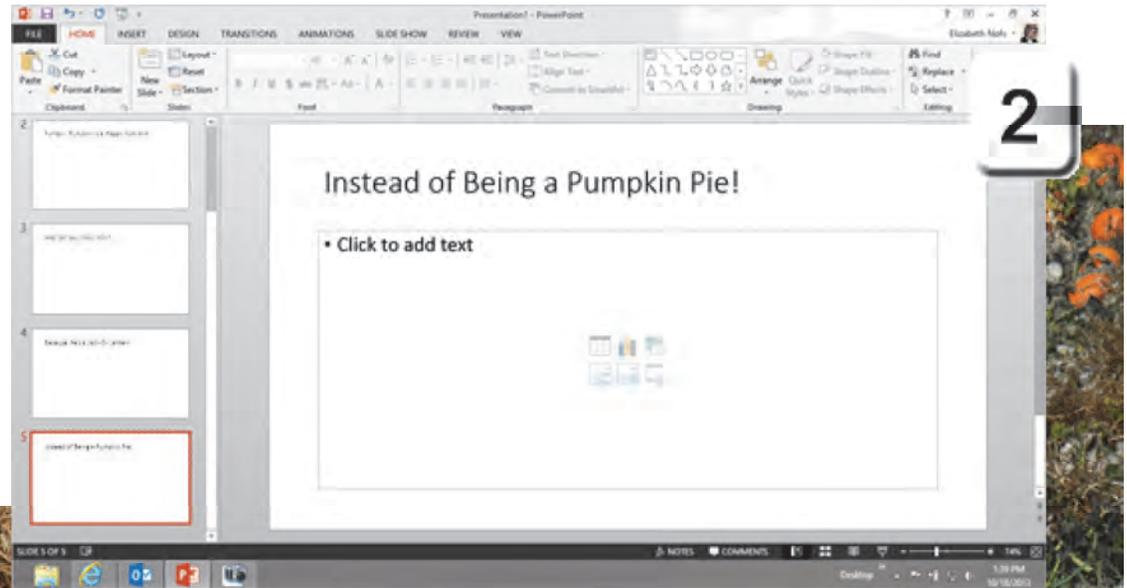
Slide 2, type: Pumpky Pumpkin is a Happy Pumpkin.

Slide 3, type: And Do You Know Why?

Slide 4, type: Because He's a Jack-O-Lantern

Slide 5, type: Instead of Being a Pumpkin Pie!

Keep going...



Instead of Being a Pumpkin Pie!

• Click to add text

Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.1 Insert and Format Text: Enter Text



Choose a Theme

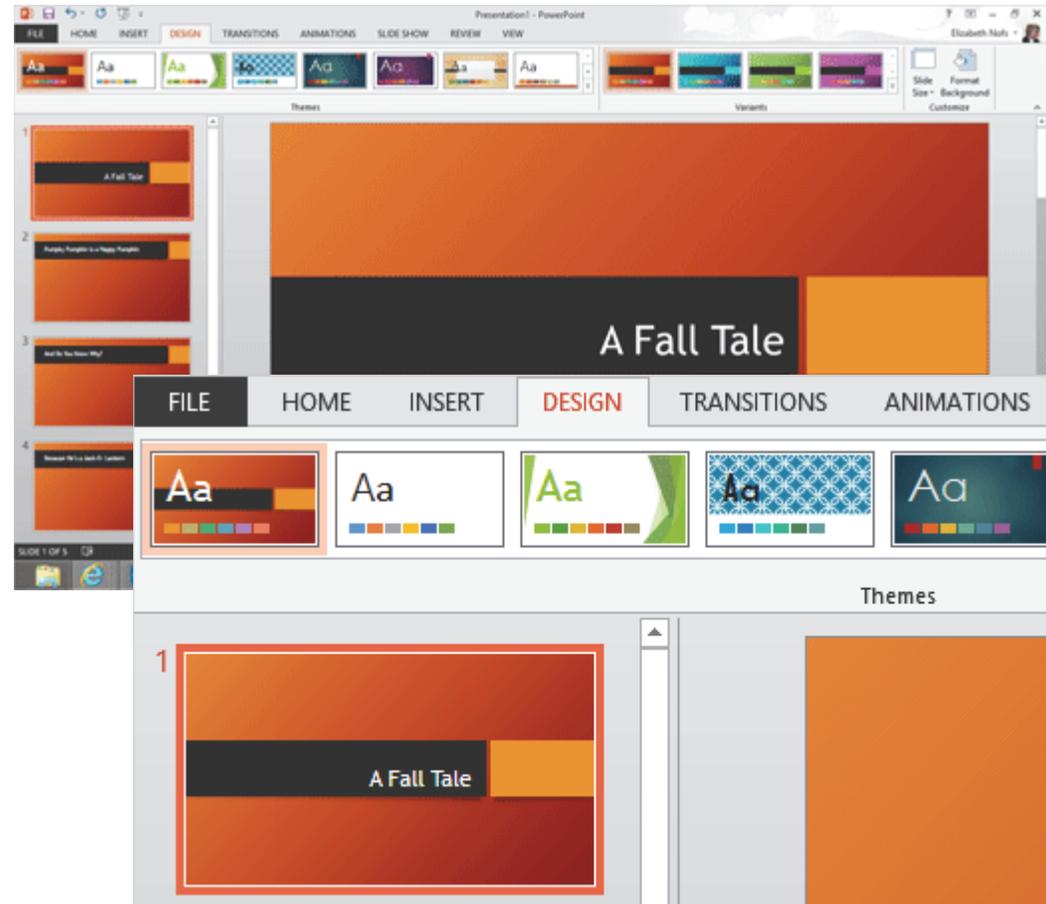
3. Try it: Apply a Theme
Go to **Design ->Themes**.
Select a Theme: Berlin.

What Do You See? The **Theme** was applied to the Text (Font, Color, Size), Textbox and Slide formatting. The slides have a background graphic. The Theme was applied to all of the slides in this presentation.

Try This, Too: Modify the Theme Color
Go to **Design->Variants**.
Click on **More->Colors**.
Select a Color Palette: Orange-Red.

Keep going...

Design ->Variants->More->Colors



3

Exam 77-422: Microsoft PowerPoint 2013
2.0 Insert and Format Shapes and Slides
2.1 Insert and Format Slides: Apply Themes to Slides



Change the Slide Layout

By default, the slides have one Text Box. Say you wanted to split the Text Box so you could have a bulleted list on the left side and a picture on the right.

You can use the **Home Ribbon** to change the **Slide Layout**.

4. Try it: Change the Slide Layout

Select Slide 2.

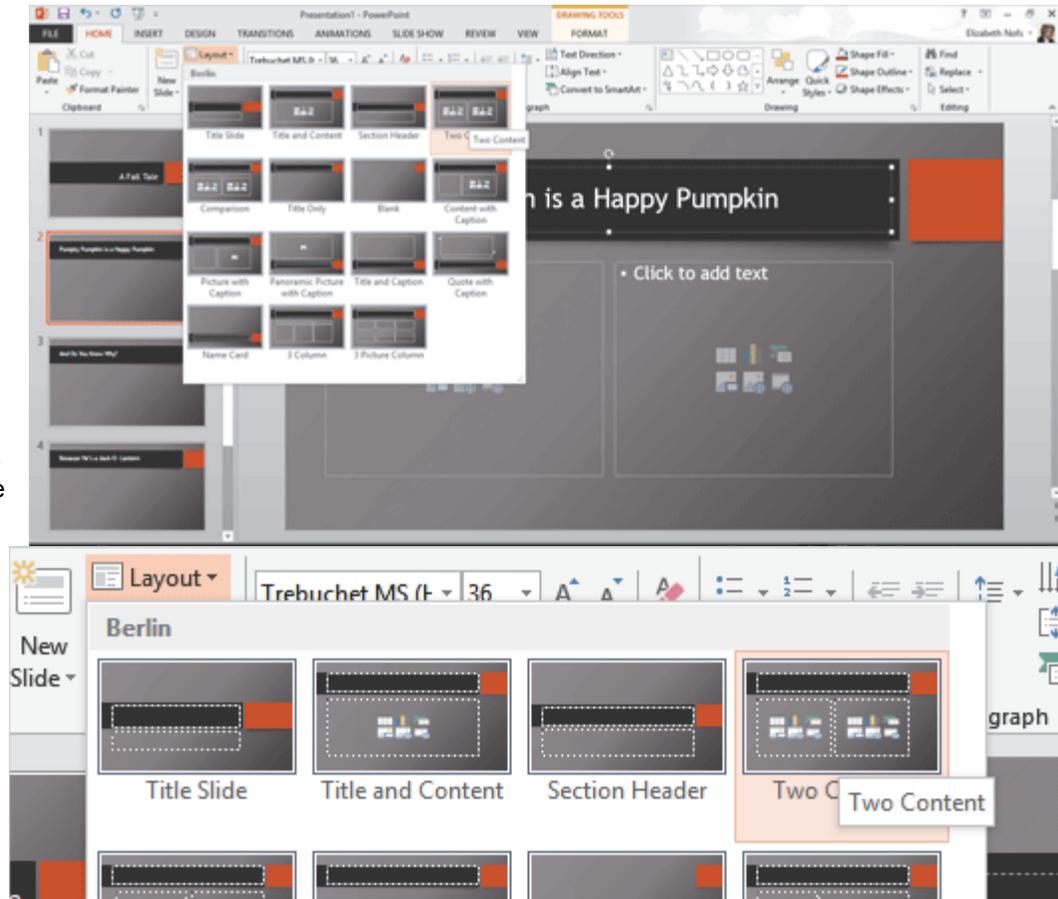
Go to **Home ->Slides->Layout**.

Select: Two Content.

What Do You See? The Text Box has two **Placeholders**. Both Placeholders have the little options to add content, so either Placeholder could display text, picture, chart or media.

Keep going...

Home ->Slides->Layout



4

Exam 77-422: Microsoft PowerPoint 2013
2.0 Insert and Format Shapes and Slides
2.1 Insert and Format Slides: Modify Slide Layouts

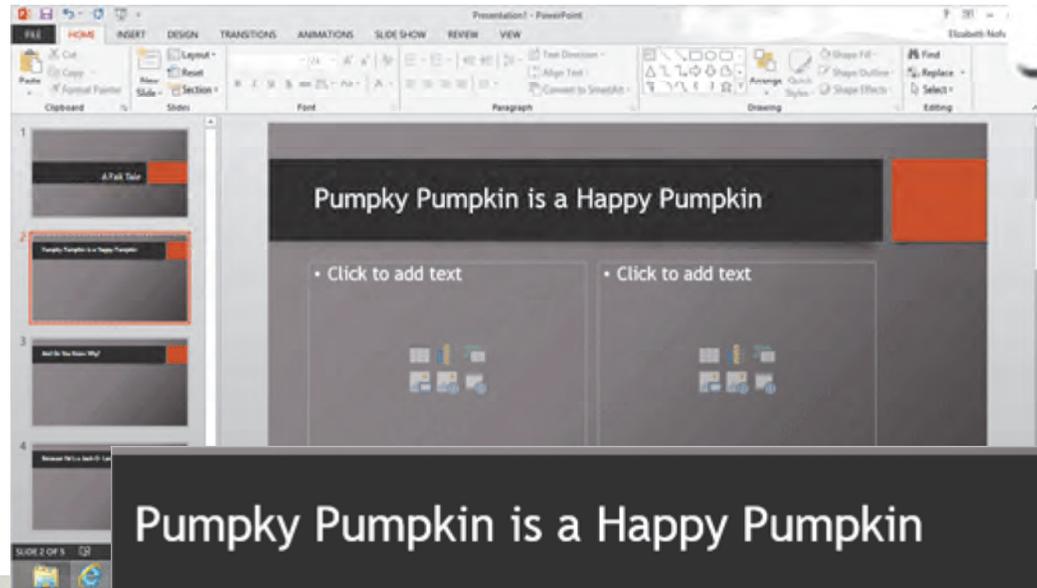


Side by Side Content

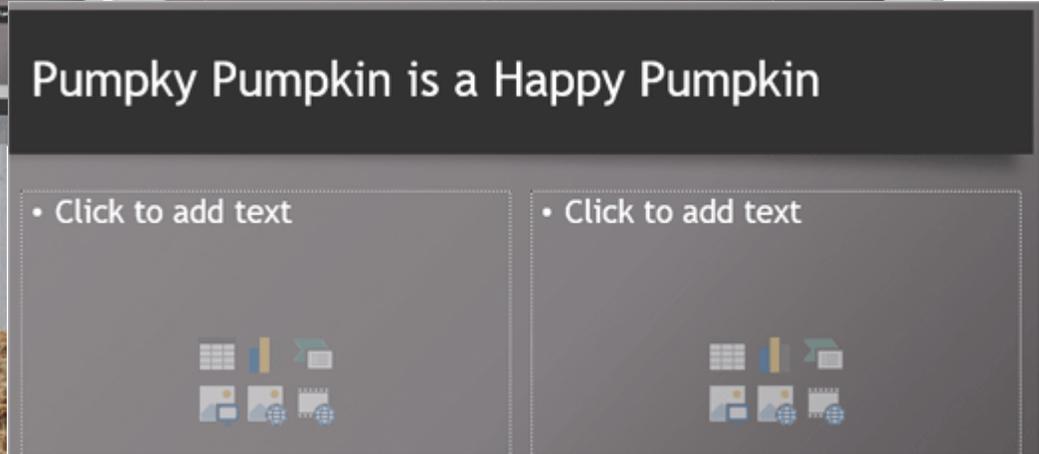
5. Try This, Too: Change the Other Slides
Select Slides 3, 4, and 5.
Go to **Home ->Slides->Layout**.
Select: Two Content.

So far so good. These pages set up the presentation with Text, Theme and Layout. Now, if you are ready, it is finally time to work with **PICTURES!**

Home ->Slides->Layout



5



Exam 77-422: Microsoft PowerPoint 2013
2.0 Insert and Format Shapes and Slides
2.1 Insert and Format Slides: Modify Slide Layouts



Find the Placeholder

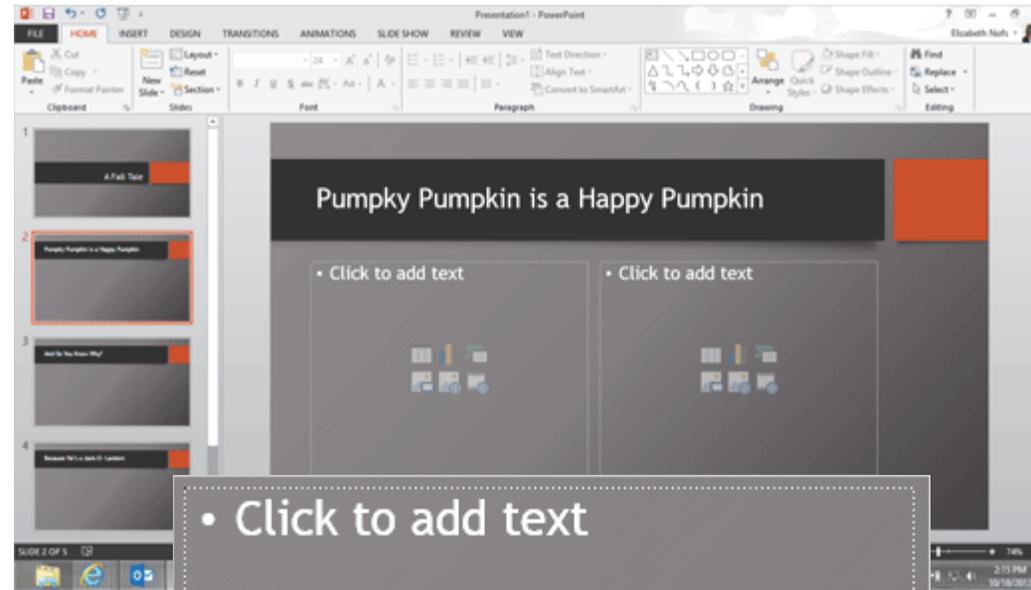
6. Try it: Find the Placeholder
Select Slide 2.

What Do You See? If you look in the center of the bottom Text Box you should see a **Placeholder**. This Placeholder has little buttons that lets you insert a Table, Chart, SmartArt Graphic, Pictures, Online Pictures or Video.

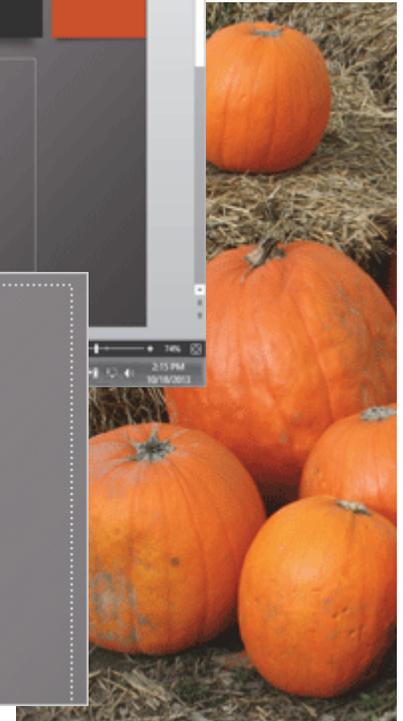
When you run your mouse over the buttons in the Placeholder, you will see a **Tool Tip** that says what it will add.

Keep going...

Design ->Page Setup



6



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.6 Insert and Format Media: Pictures

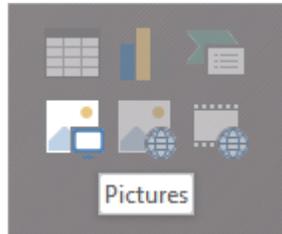


Insert Pictures

This slide show will have a different picture on each slide. There are four sample pictures that you can download. You can also use your own pictures if you wish.

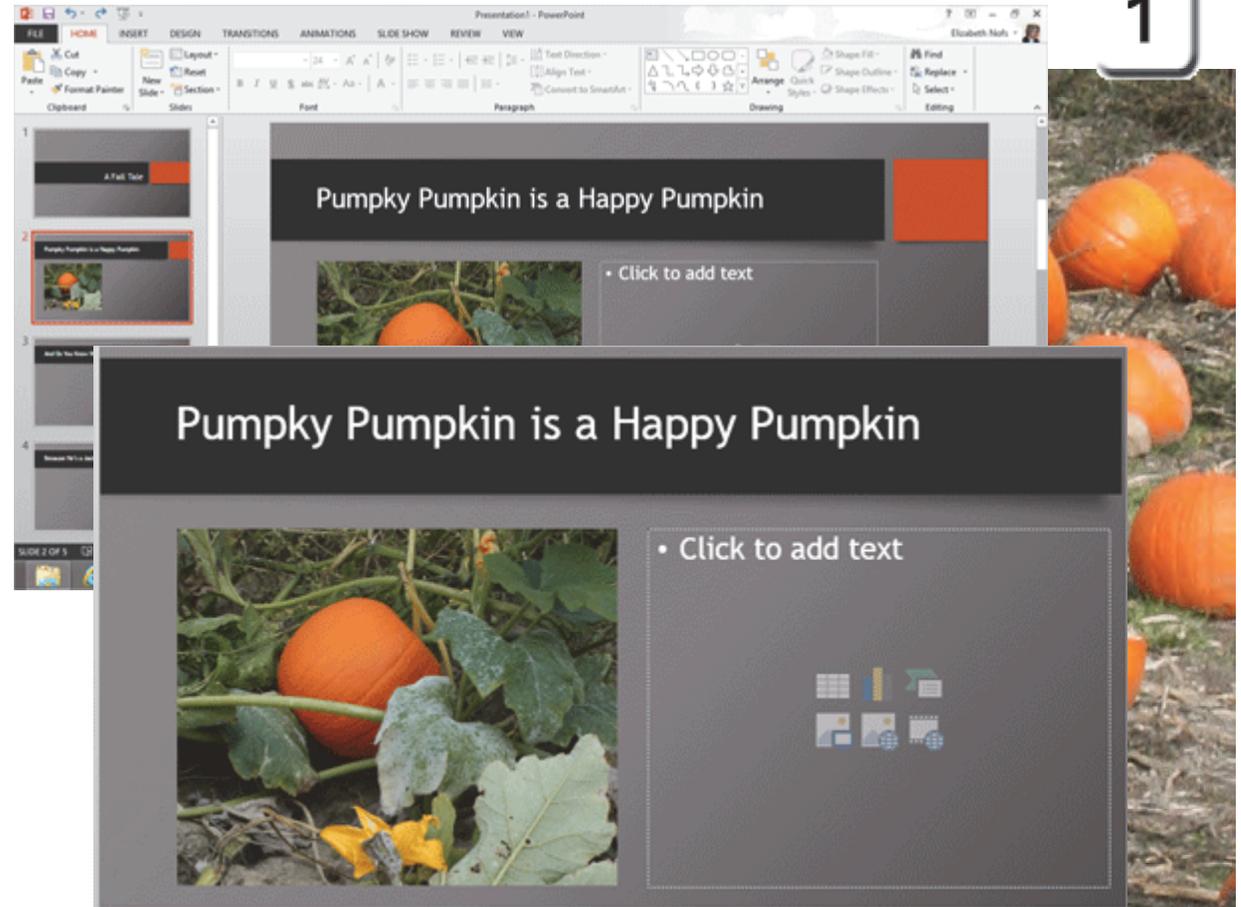
1. Try it: Insert Picture

Go to Slide 2: Pumpky Pumpkin.
You should see two Placeholders.
Go to the left **Placeholder**.
Click on: **Pictures**.



Browse to your Documents folder.
Select: Pumpkin2.gif
Click on **Insert** and keep going...

Insert ->Illustrations->Picture



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.6 Insert and Format Media: Pictures



Insert More Pictures

Each slide will have a picture in the Placeholder.

2. Try it: Insert More Pictures

Go to Slide 3: And Do You Know Why?
Go to the left Placeholder.
Click on: **Pictures**.
Browse to your Documents folder.
Select: Pumpkin3.gif

Go to Slide 4: Because He's a Jack-O-Lantern.
Go to the left Placeholder.
Click on: **Pictures**.
Browse to your Documents folder.
Select: Pumpkin4.gif

Go to Slide 5: Instead of Being a Pumpkin Pie!
Go to the left Placeholder.
Click on: **Pictures**.
Browse to your Documents folder.
Select: Pumpkin5.gif

Keep going...

Insert ->Illustrations->Picture

The screenshot displays the Microsoft PowerPoint 2013 interface. The ribbon is set to the 'INSERT' tab, with the 'Illustrations' group selected, showing the 'Picture' button. The main slide area shows slide 5, 'Instead of Being a Pumpkin Pie!', which features a placeholder containing a picture of several pumpkin pies. To the right, a vertical strip shows the other slides in the presentation, each with a placeholder for a picture. The taskbar at the bottom shows various application icons, including Internet Explorer, Outlook, and PowerPoint. A large number '2' is positioned in the top right corner of the slide area.

Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.6 Insert and Format Media: Pictures



Hello, Picture Tools!

When you click on a picture, you will see the picture frame and handles. That is your clue that the picture has been selected.

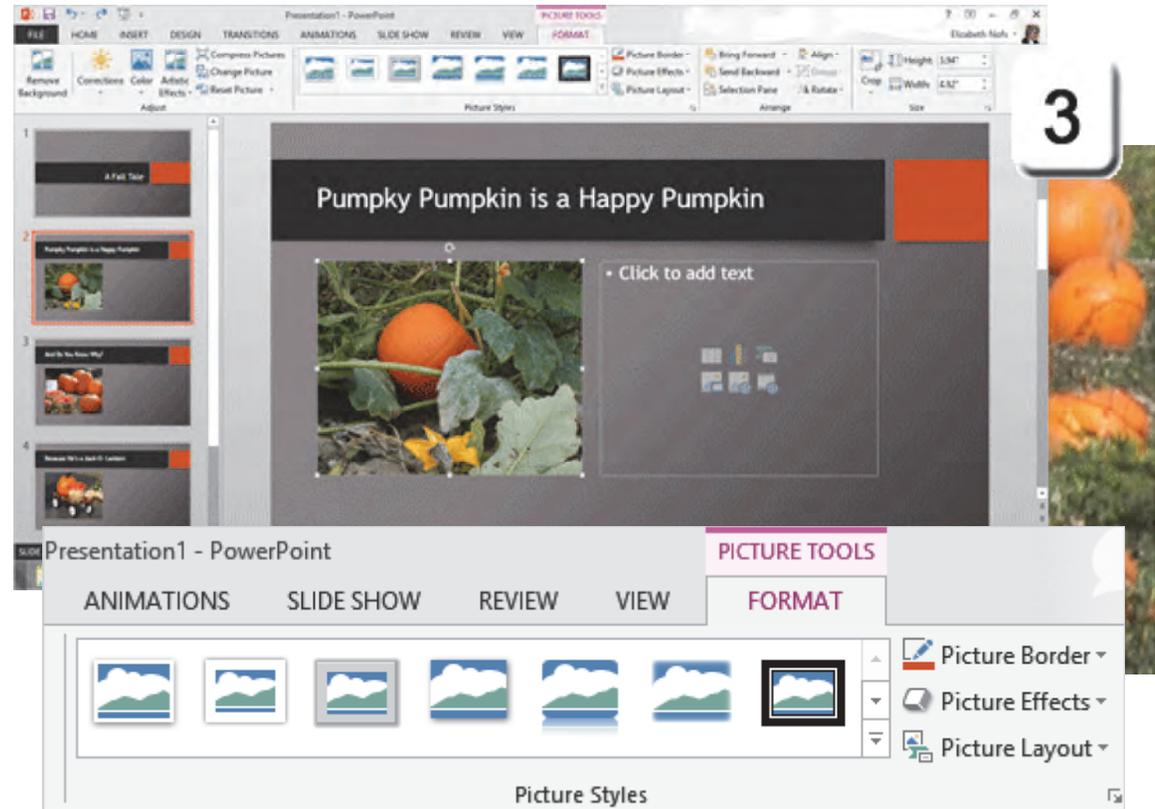
You should also see the **Picture Tools**. The Picture Tools appear when you click on a picture. They disappear when the picture is no longer selected.

3. Try it: Now You See It, Now You Don't.

Click on the picture. The Picture Tools are available. Click on the blank page so that the picture is not selected (it no longer has handles) and the Picture Tools hide.

Memo to Self: The Picture Tools always appear on the far right side of the Ribbons. Sometimes, you need to look. PowerPoint may still display the last Ribbon you touched, say the Home Ribbon, even though you just selected a picture.

Picture Tools->Format



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Picture Styles



Picture Styles

Microsoft PowerPoint has a rich library of **Picture Styles**. The Styles format the **Picture Border** and the **Picture Effects**.

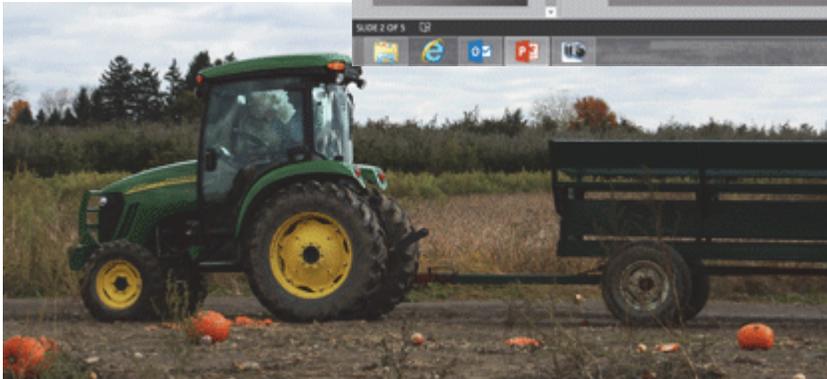
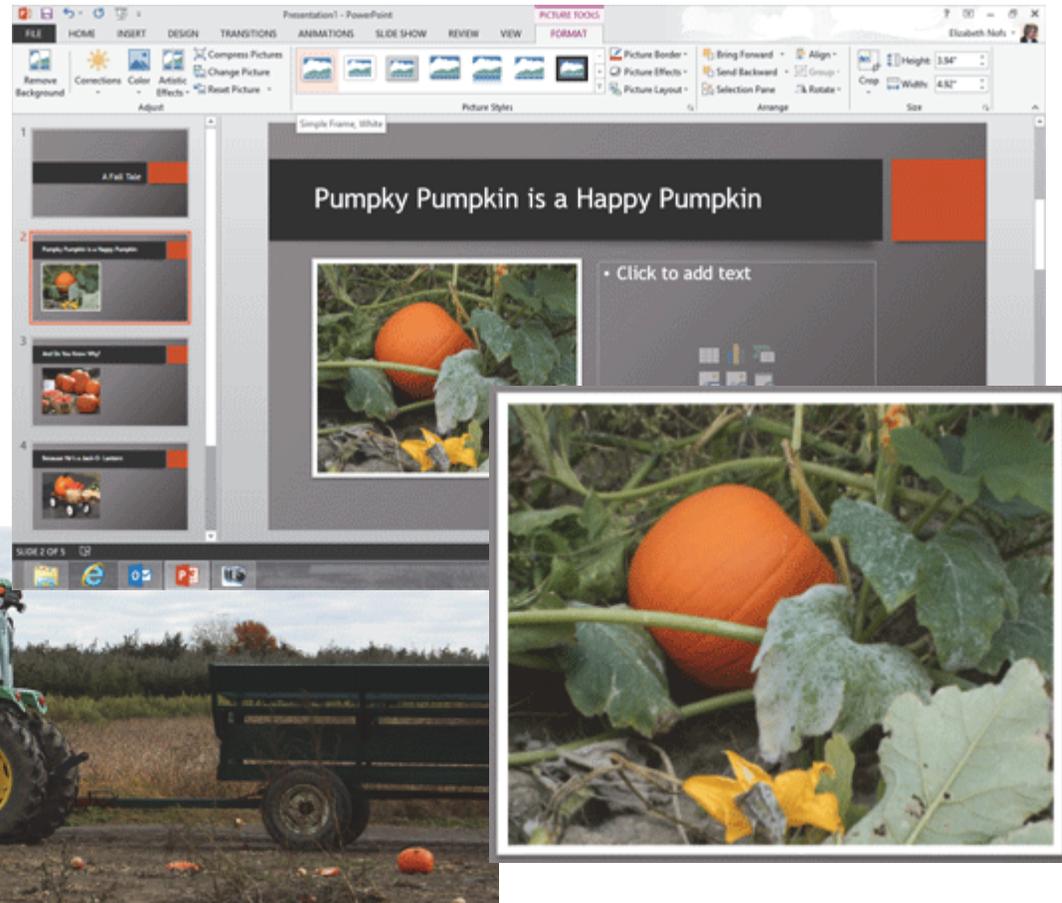
1. Try it: Format the Picture Style

Begin on Slide 2. Select the picture.
Go to **Picture Tools->Format**.
Go to **Picture Styles**.
Click on **Simple Frame White**.

What Do You See? This **Style** added a white border to the picture.

Keep going...

Picture Tools->Format->Picture Styles



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Apply Styles

1



More Picture Styles

The Picture Tools show only one row of the **Picture Styles** library. Look carefully at the scroll bar on the right side. There are three buttons on the Picture Styles scroll bar: Up, Down, and More.

2. Try it: Find More Picture Styles

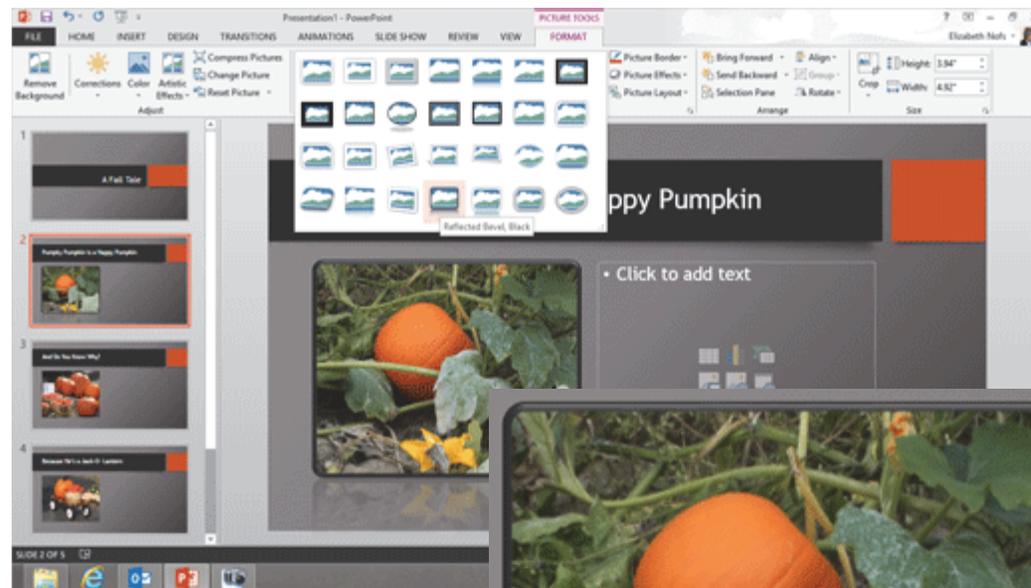
The picture on Slide 2 is selected.
Go to **Picture Tools->Format**.
Go to **Picture Styles**.
Click on the option arrow for **More**.



What Do You See? You should see several more rows of Styles. The example on this page is Reflective Bevel, Black.

So far, so good.

Picture Tools->Format->Picture Styles



2



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Apply Styles



Format the Picture Border

You can create your own Picture Style. Let's begin with the Picture Border. There are several options you can edit including Color, Weight and Dashes.

3. Try it: Format the Picture Border

The picture on Slide 2 is still selected.

Go to **Picture Tools->Format**.

Go to **Picture Styles-> Picture Border**.

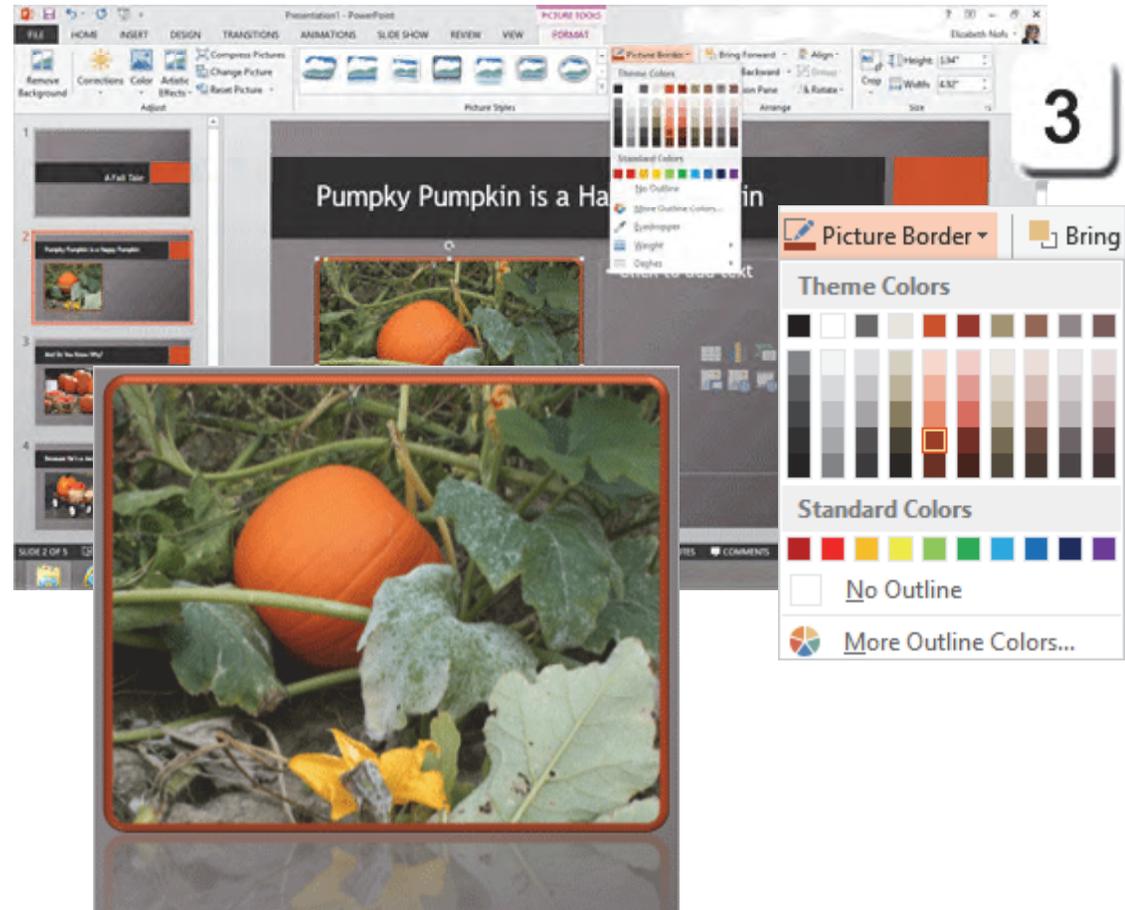
Select the **Color**: Orange, Accent 1, Darker 25%.

Select the **Weight**: 6 pt

What Do You See? The Border menu offers the **Theme Colors** as well as the Standard Colors.

The **Weight** and **Dashes** menus show a short list of formats. There are **More** options at the bottom of these lists.

Picture Tools->Format->Picture Styles-> Picture Border



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Apply Styles (Border)



Add Picture Effects

The **Picture Effects** include:

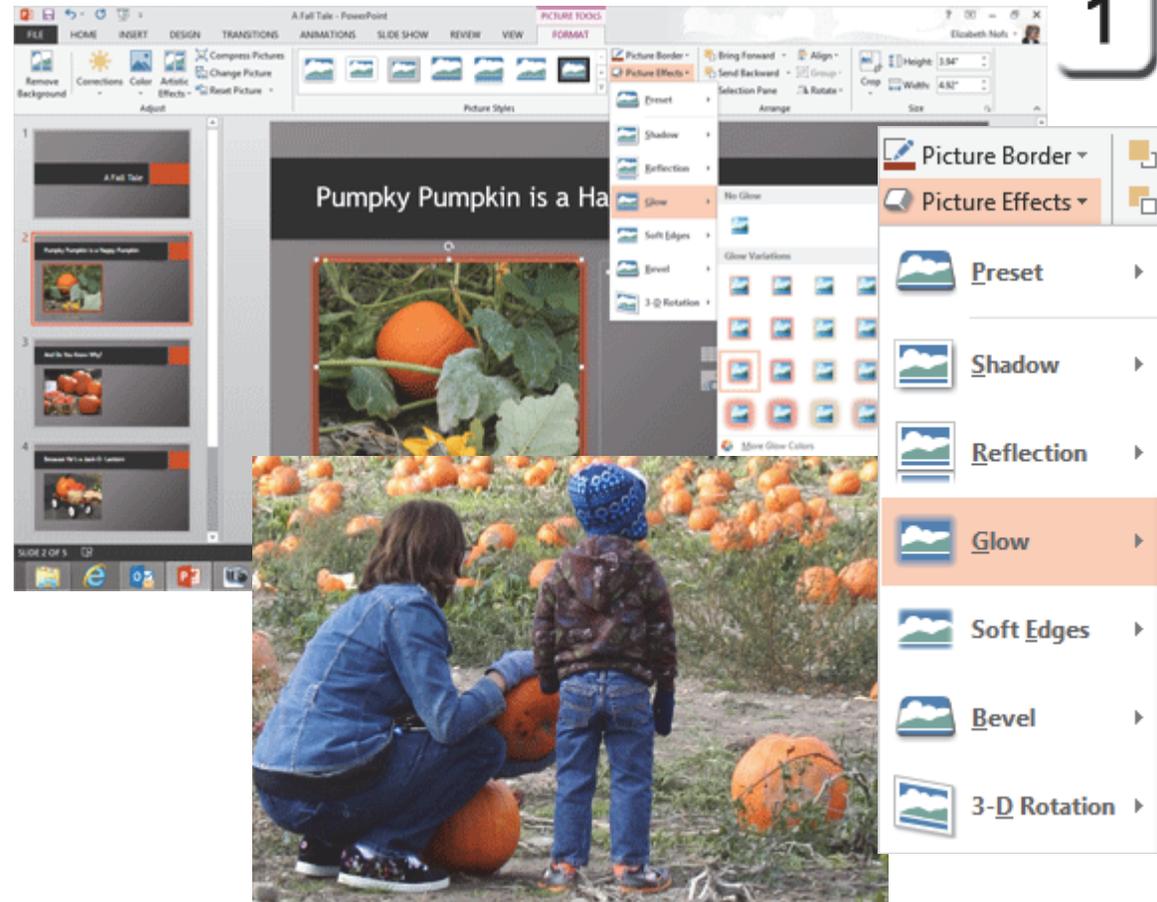
- Preset (Built in Styles)
- Shadow
- Reflection
- Glow
- Soft Edges
- Bevel
- 3-D Rotation

1. Try it: Add Picture Effects

Still on Slide 2. The picture is selected.
 Go to **Picture Tools->Format**.
 Go to **Picture Styles-> Picture Effects**.
 Go to **Glow**. Select a **Glow Variation**.

Where Have You Seen This Before? These are the same Effects that you can apply to a Shape or a Text Box.

Picture Tools->Format->Picture Styles-> Picture Effects



Exam 77-422: Microsoft PowerPoint 2013
 3.0 Create Slide Content
 3.5 Insert and Format Images: Apply Effects



More Picture Effects

The **Preset** formats add more than one Picture Effect for unusual results.

2. Try it: Add a Preset Picture Effect

Go to Slide 3. Select the picture.

Go to **Picture Tools->Format**.

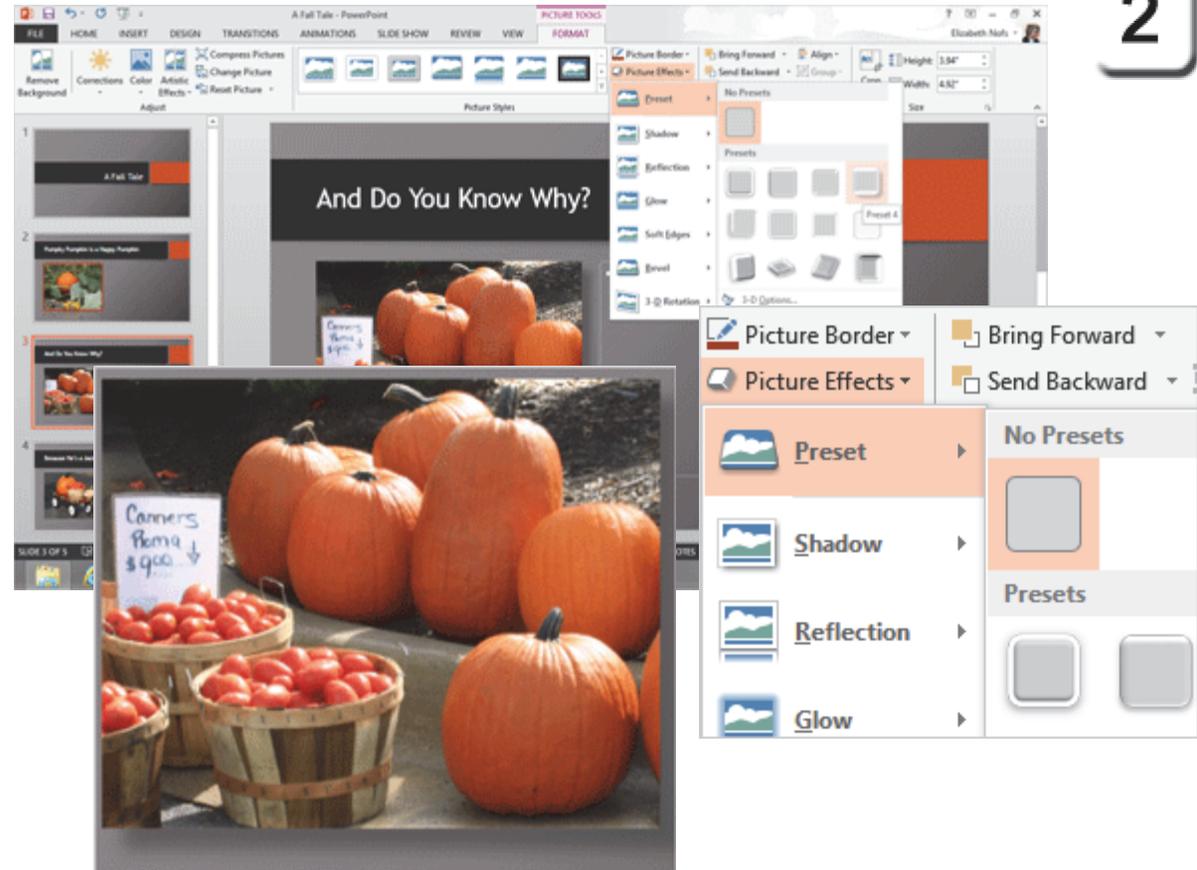
Go to **Picture Styles-> Picture Effects**.

Go to **Preset 4**.

What Do You See? That Picture Effect added a Shadow and a Bevel. The Borders were formatted as well.

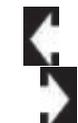
Very good.

Picture Tools->Format->Picture Styles-> Picture Effects



2

Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Apply Effects



Crop an Image

You can **Crop** a picture to remove part of the image. Look in the **Picture Tools** for the **Crop** button. It is part of the **Size** group.

2. Try it: Crop the Image

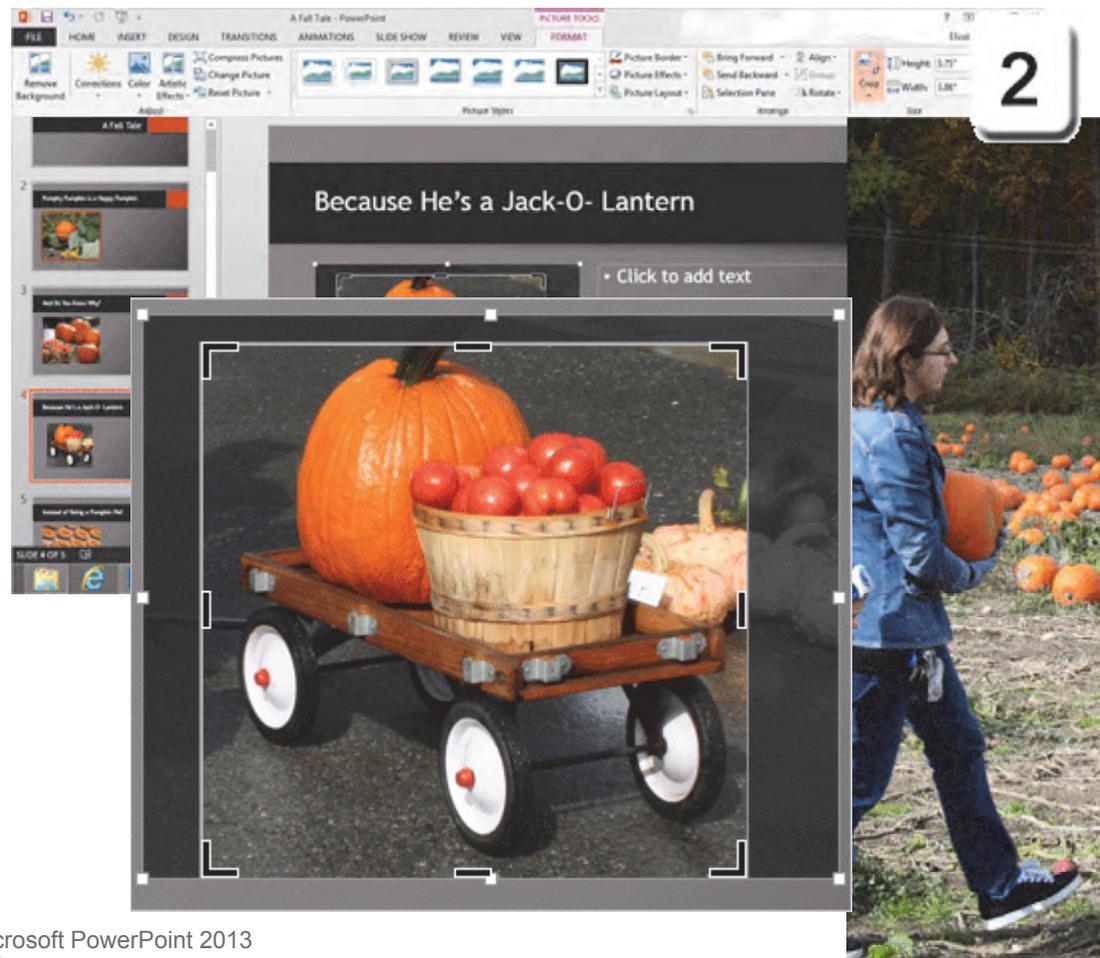
Go to Slide 4 and select the picture.
Go to **Picture Tools->Format-> Size**.
Click on **Crop**.

What Do You See? When you click on **Crop** the picture will have a new frame. **Crop Marks** are available in each corner and on all of the sides. You can drag the bottom Crop Mark up until the date/time stamp is no longer visible.

Click on **Crop** again and the edits will be saved.

Good Question: Is the image cut permanently? No. Say you saved this presentation and opened it later. When you click on the cropped image, you will see the bottom portion that is in grey is still available...unless you **Compress** all Pictures and tell PowerPoint to delete the cropped area.

Picture Tools->Format-> Size->Crop



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Crop Images



Change the Image Size

You may wish to **Resize** your picture after you Crop it. Here are the steps.

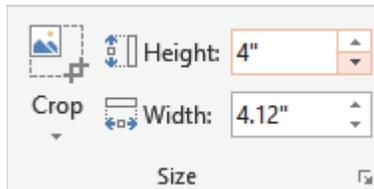
3. Try it: Resize the Picture

The picture on Slide 4 is selected and the Picture Tools are available.

Go to **Picture Tools->Format-> Size**.

Change the **Height**: 4

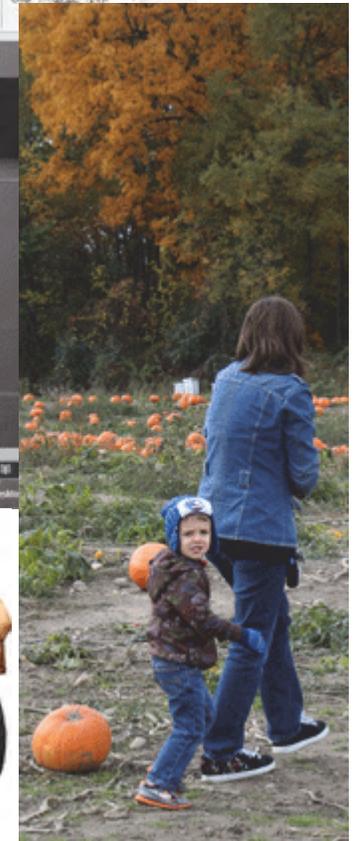
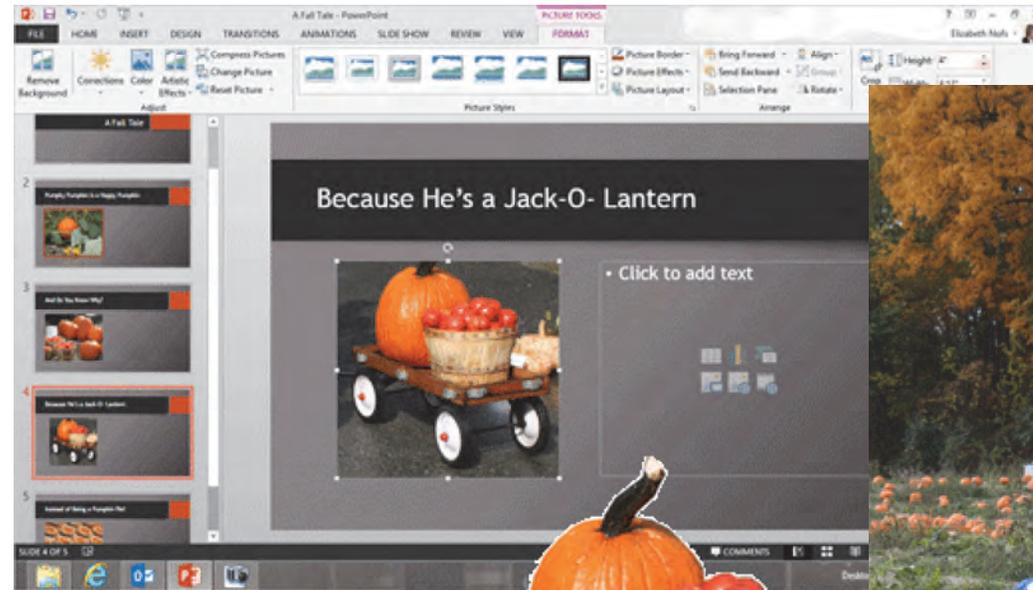
Hit the **ENTER** key on your keyboard.



What Do You See? The **Width** resized **automatically** to be the right proportions.

Keep going...

Picture Tools->Format-> Size



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Resize Images



Crop to Shape

The **Crop** button has a very interesting option. You can use this button to change the Picture Shape.

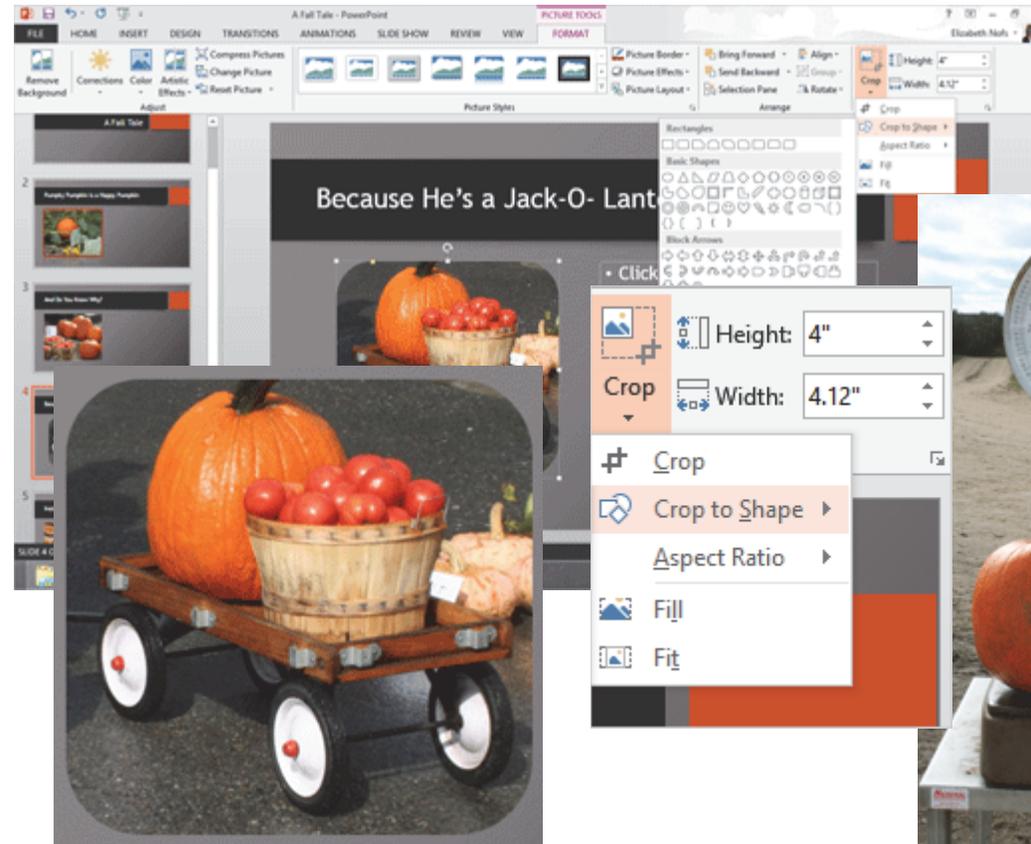
4. Try it: Crop to Shape

The picture on Slide 4 is selected. Go to the **Picture Tools->Format-> Size**. Go to **Crop to Shape**. Select: **Rounded Rectangle**.

What Do You See? The picture should have in new shape with rounded corners.

That was alright, on a scale of 1 to 10.

Picture Tools->Format-> Size->Crop to Shape



4

Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Crop Images (Crop to Shape)



Apply Image Corrections

Every picture tells a story, but not every picture is "picture perfect." Microsoft PowerPoint has several tools you can use to **Adjust** the image.

1. Before You Begin: Insert a Picture

Go to Slide 1: A Fall Tale.

Go to **Insert ->Images->Pictures**.

Browse to your Documents folder.

Select a sample picture: [Pumpkin1.gif](#),

Click **Insert** to add this picture to Slide 1.

Still Before You Begin: Resize the Picture

Select the Picture on Slide 1.

Go to **Picture Tools->Format->Size**.

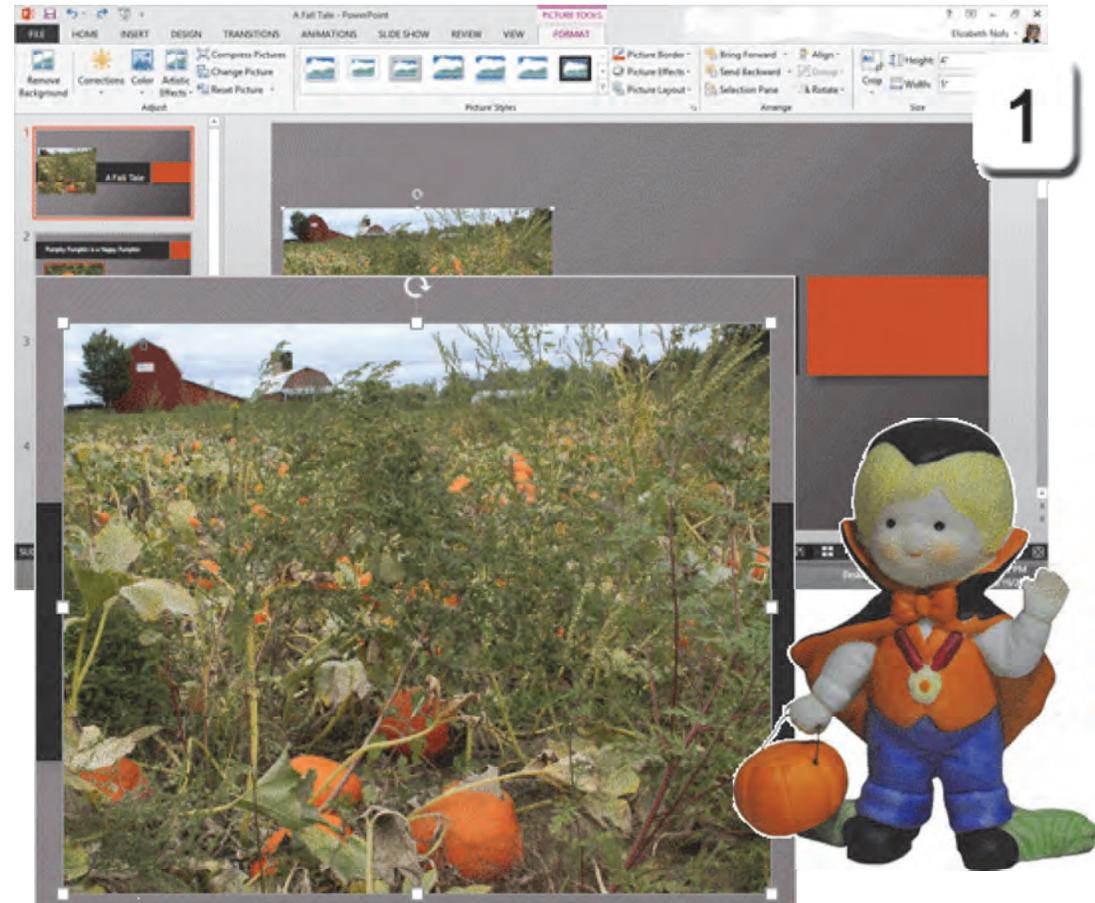
Edit the Height: 4".

Edit the Width: 5".



Keep going, please...

Insert ->Images->Pictures



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Resize Images



Adjust: Brightness and Contrast

Brightness is the amount of light on the subject.

Contrast is the difference between absolute white and absolute black. Changing the Brightness can make an image much more alive and colorful.

2. Try it: Adjust the Brightness and Contrast

Go to Slide 1 and select the picture. The Picture Tools should be available.

Go to **Picture Tools->Format-> Adjust**.

Go to **Corrections->Brightness and Contrast**.

Select: Brightness: 0% (Normal) Contrast: +40%.

What Do You See? There are three different Picture

Correction options:

Sharpen and Soften

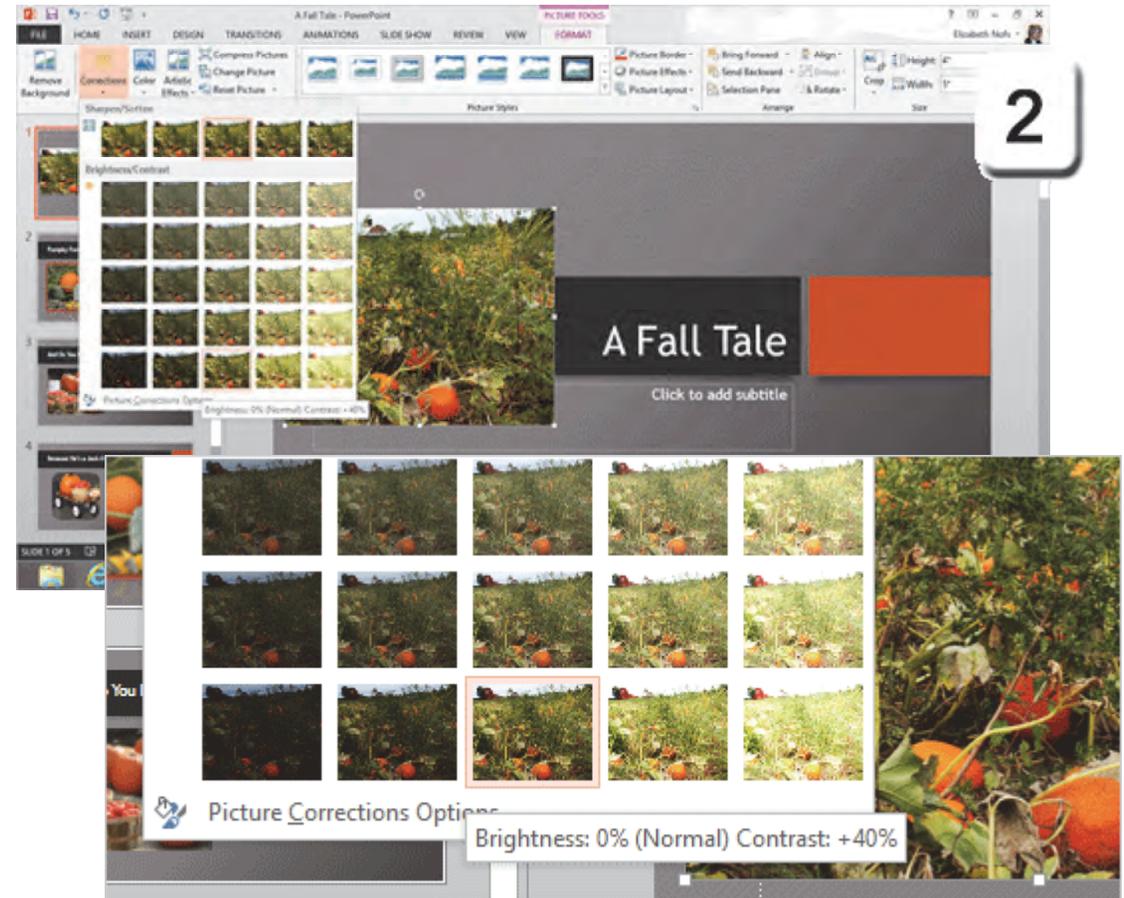
Brightness and Contrast

Picture Corrections Options.

Each little square in the library is a different percentage of Brightness or Contrast. When you run your cursor over the Correction, you should see a Live Preview of the results.

Keep going...

Picture Tools->Format-> Adjust->Corrections->Brightness and Contrast



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.5 Insert and Format Images: Apply Effects (Brightness and Contrast)



Adjust: Sharpen and Soften

When you **Sharpen** an image, you make the edges more pronounced. When you **Soften** an image, you feather the edges and the image may be more blurry.

3. Try it: Sharpen the Image

Go to **Picture Tools->Format-> Adjust**.

Go to **Corrections->Sharpen and Soften**.

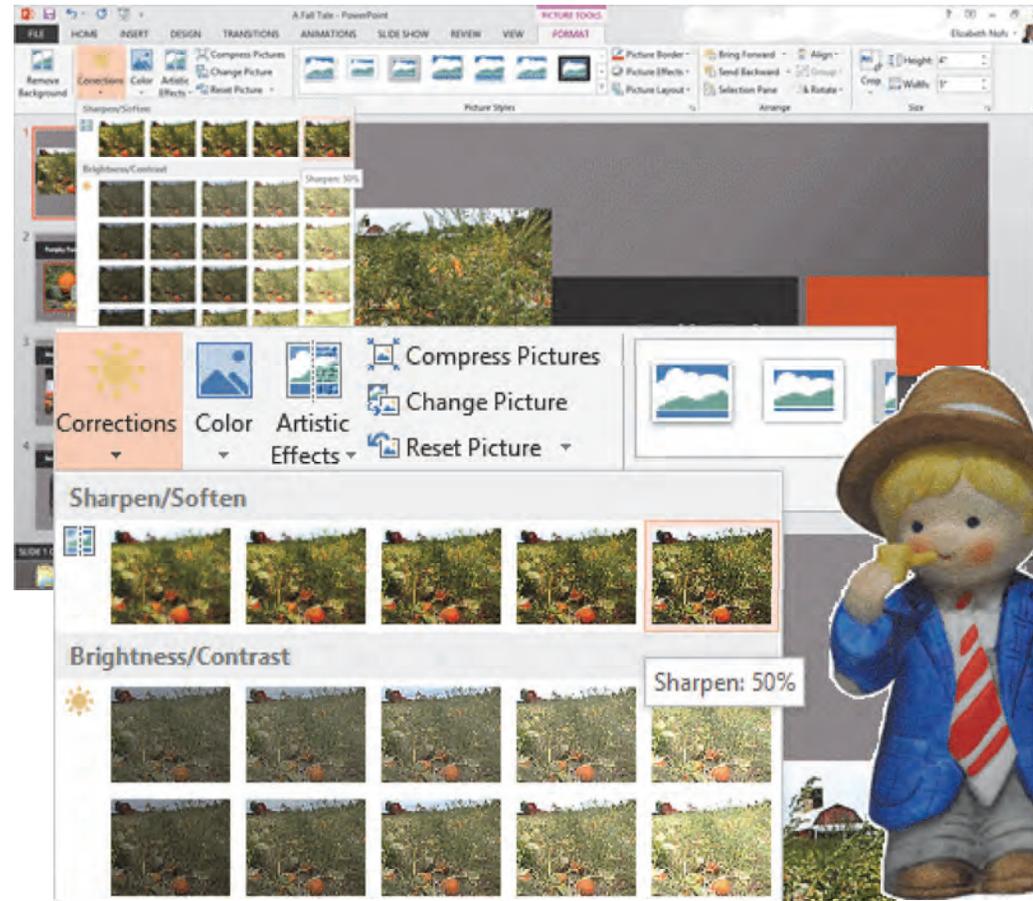
Select: Sharpen 50%.

Keep going... There are more Adjustments.

Where Have You Seen This Before? A

Wedding Vignette is a picture of two hands wearing wedding rings. It is usually very soft focus.

Picture Tools->Format-> Adjust->Corrections->Sharpen and Soften



3

Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Apply Effects (Sharpen and Soften)



Adjust: Color

Color can convey good will (sky blue) or trust (warm brown). Let's look at the options for adjusting the Picture Color.

4. Try it: Adjust the Color

Go to **Picture Tools->Format-> Adjust**.

Go to **Color**.

Select: Sepia.

What Do You See? There are three Color options that you can adjust:

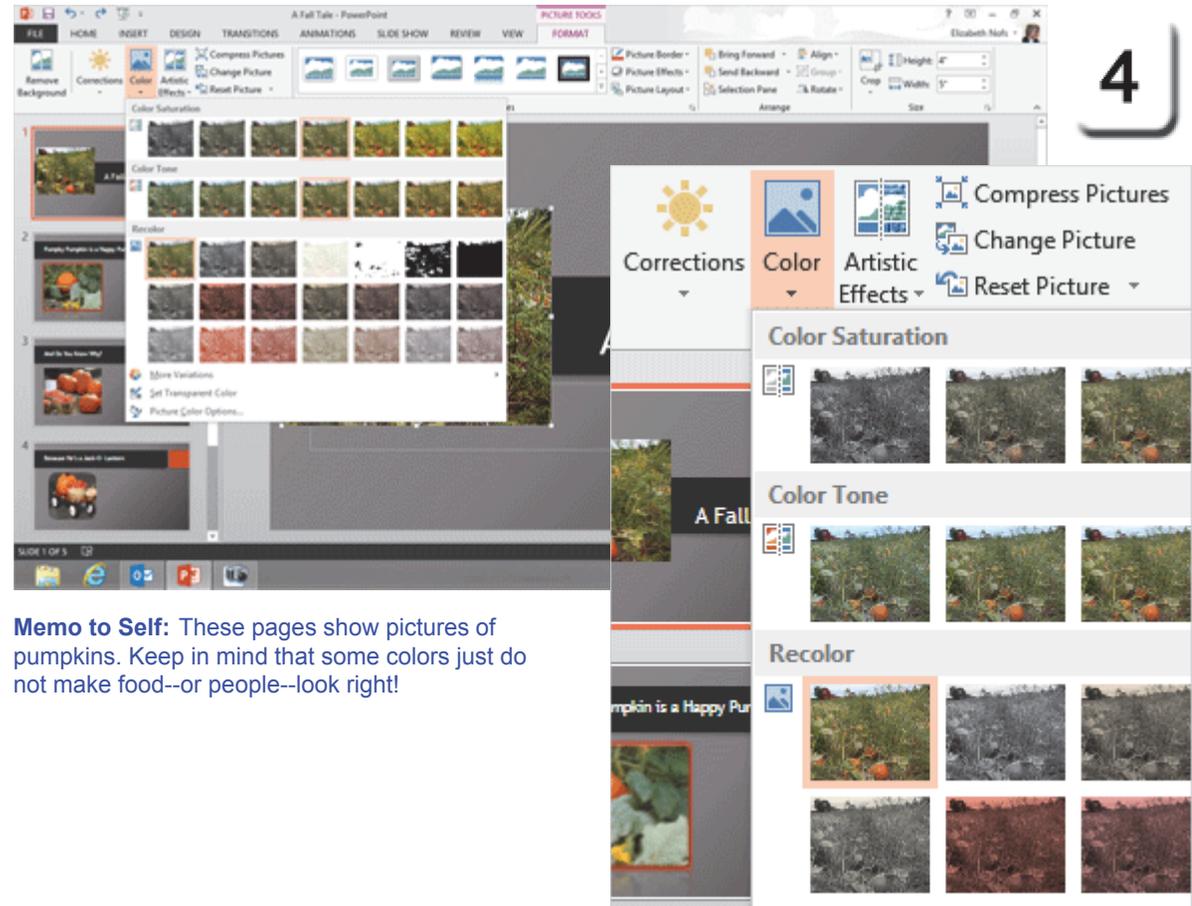
Color Saturation adds or removes the color. 0% creates a black and white image and 400% blasts the image with color like a poster.

Color Tone adds red to make a picture warmer and blue to cool it down. Blue is also used to remove the yellow tone that comes from indoor lighting.

Recolor adds a color filter on the image.

Please **UNDO** the **Color** and continue...

Picture Tools->Format-> Adjust->Color



Memo to Self: These pages show pictures of pumpkins. Keep in mind that some colors just do not make food--or people--look right!

Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Apply Effects (Adjust the Color)



Adjust: Artistic Effects

Artistic Effects are really fun to apply. Go ahead, "You gotta see this."

Before You Begin: Insert a Picture

Go to Slide 5: Instead of Being a Pumpkin Pie.

Go to **Insert ->Images->Pictures**.

Browse to your Documents folder.

Select a sample picture:[PumpkyPumkin.gif](#)

Click **Insert** to add this picture to Slide 5.

5. Try it: Add an Artistic Effect

Go to **Picture Tools->Format-> Adjust**.

Go to **Artistic Effects**.

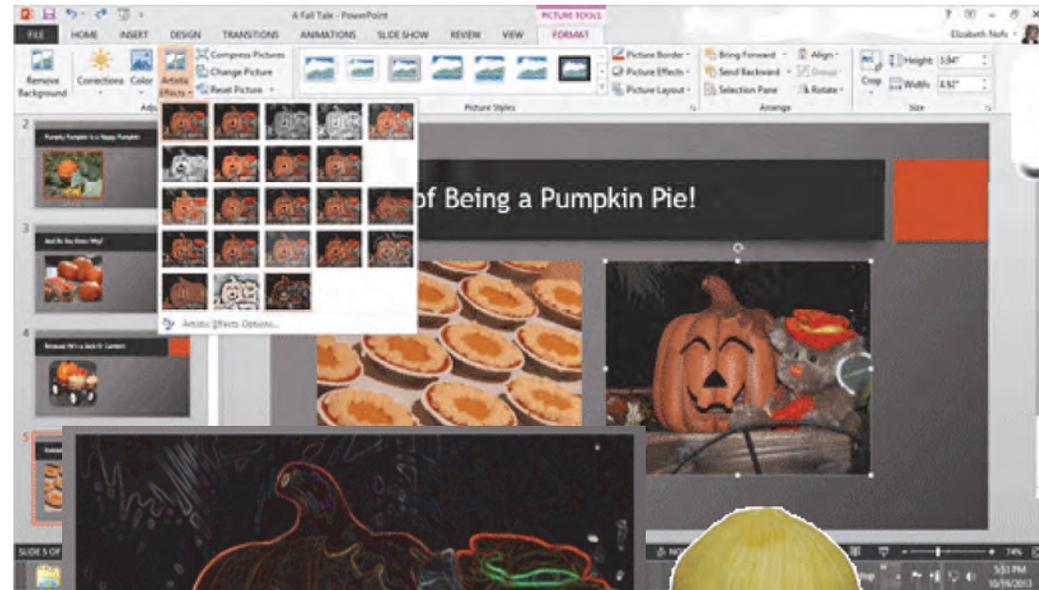
Select: **Glow Edges**.

What Do You See? The options include pencil strokes, pain-t brush, water color sponge, grain, screens and glowing edges.

Yes. That was worth investigating.

Keep going...

Picture Tools->Format-> Adjust->Artistic Effects



5



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Apply Effects (Artistic Effects)



Adjust: Compress Pictures

PowerPoint is a visual platform. A simple slide show may have many pictures. There is an option to **Compress** the pictures, to reduce the size of the presentation.

6. Try it: Compress the Pictures

The pumpkin picture on Slide 5 is selected. Go to **Picture Tools->Format-> Adjust->Compress Pictures**. Select **Compress Pictures**.

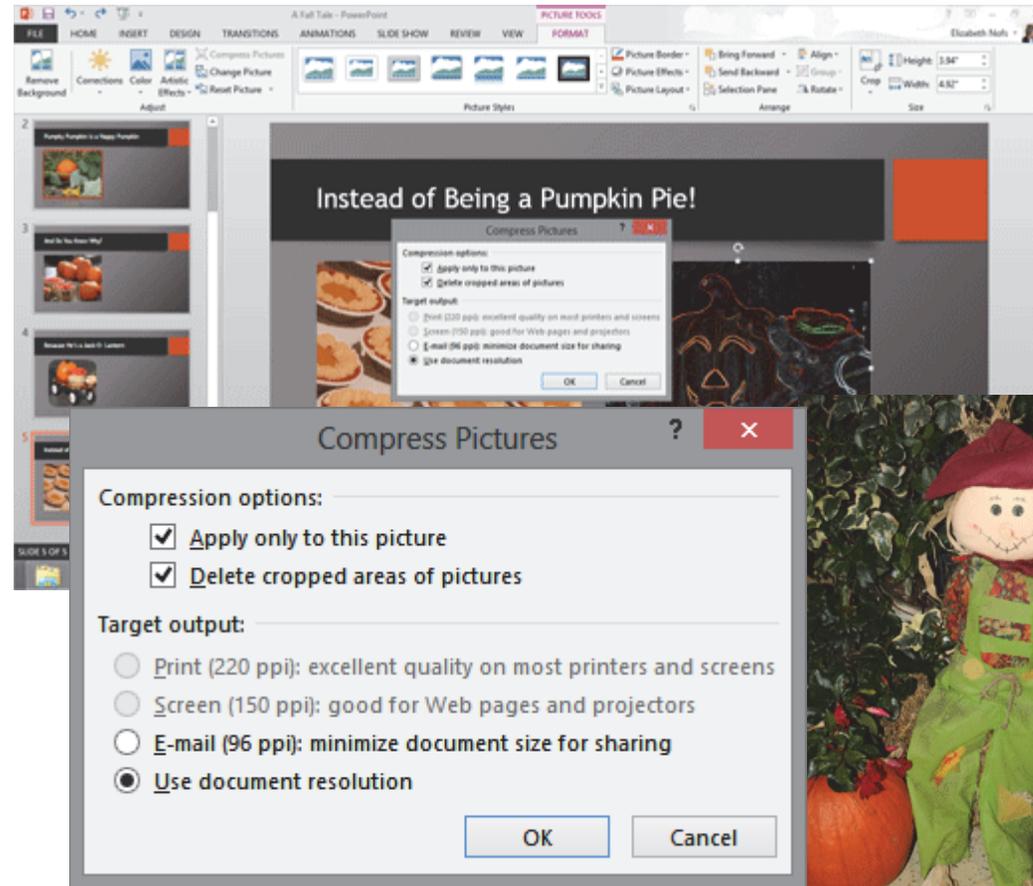
What Do You See? You will be prompted to choose a resolution. The Target output for Print is higher than Screen or E-mail. It is a compromise between size and clarity.

What Else Do You See? You can **Compress** just the picture you selected or all of the pictures in this presentation.

This is also where you can **Delete cropped areas of pictures**.

Click **OK** and keep going...

Picture Tools->Format-> Adjust->Compress Pictures



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Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Adjust Images (Compress Pictures)



Adjust: Change Picture

Say you formatted a picture with several Styles and Adjustments. Say you decided that a different picture would work better.

Is there a way to **Change** the Picture? What happens to the picture formatting?

7. Try it: Change the Picture

Go to Slide 2 and select the picture. The Picture Tools should be available.

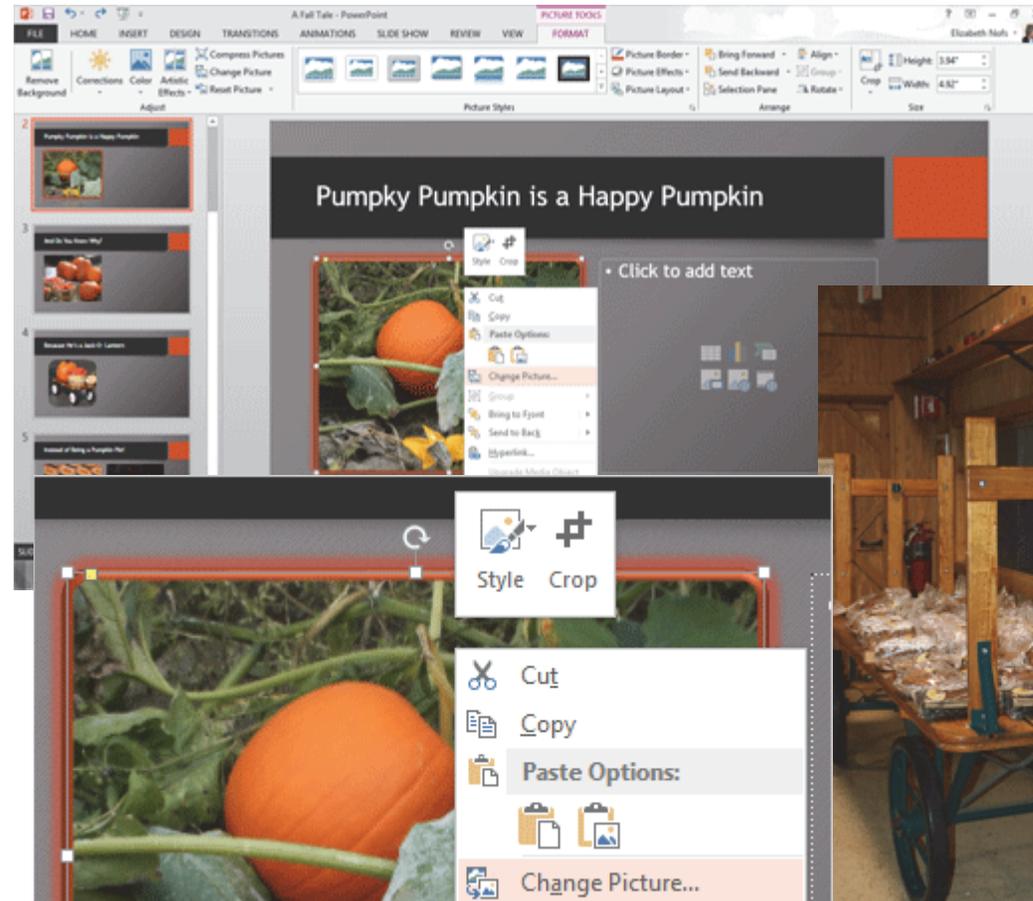
Go to **Picture Tools->Format-> Adjust**. Select: **Change Picture**.

You will be prompted to **Browse** for a picture. The example on these pages is the image [FarmersMarket35.gif](#), however you can use a different picture if you wish.

Keep going...

Memo to Self: You can also right-click the image to go to **Change Picture**.

Picture Tools->Format-> Adjust->Change Picture



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Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Adjust Images (Change Picture)



Change Picture, continued

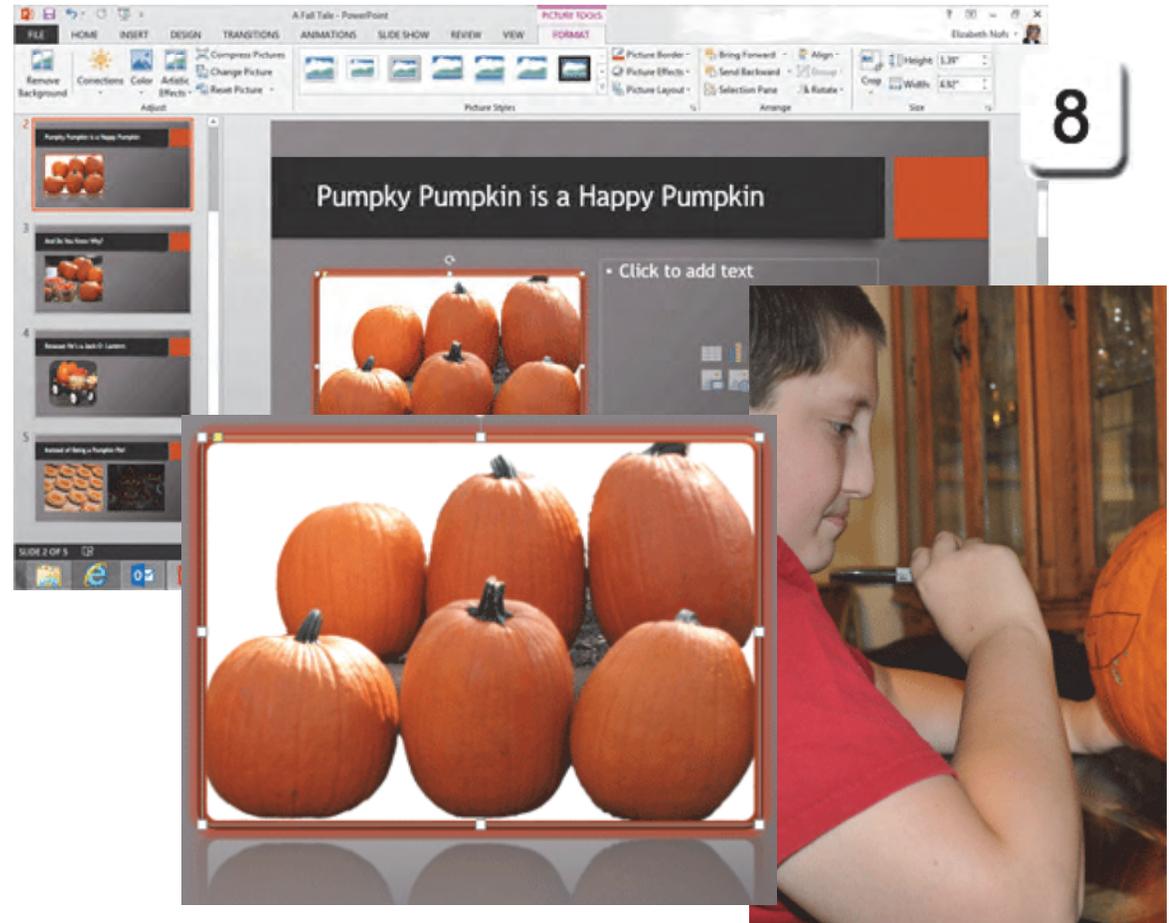
8. What Do You See? Change Picture replaces the previous picture with a new one. However, the new image may or may not inherit the previous picture's custom formatting.

Go Ahead: Format the Picture

- Select the replacement picture.
- The Picture Tools should be available.
- Select a Style.
- Select a Picture Effect.
- Select a Border Color.

Ok. Ok.
Just a few more
picture adjustments.

Picture Tools->Format-> Adjust->Change Picture



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Adjust Images (Change Picture)



More Adjustments: Remove Background

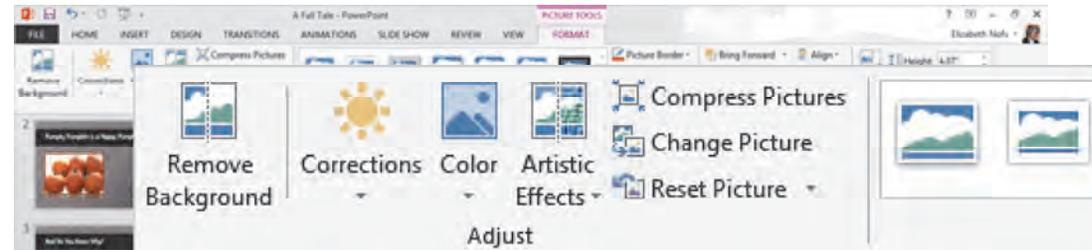
You can use the Picture Tools to **Remove the Background** on an image. This option is similar to Cropping an image. However, you can be much more precise where the crop marks, or nodes, are placed.

Usually this is a task that is performed with a photo editor such as PhotoShop. However, the Picture Tools in PowerPoint work rather well.

- 1. Try it: Remove the Background**
Begin on Slide 5. Select the picture.
Go to **Picture Tools->Format-> Adjust**.
Select **Remove Background**.

Keep going...

Picture Tools->Format-> Adjust->Remove Background



1



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Adjust Images (Remove Background)



Remove Background

2. Mark the Areas

PowerPoint compares the colors in the image and makes a reasonable guess. The suggested background is displayed in a pink mask. The areas that will be kept are shown in full color.

3. Edit the Marks

Look carefully at your picture. In this example, I noticed that some of the areas around the edge of the wagon wheels needed to be marked **Areas to Keep**. Others needed to be marked **Remove**.

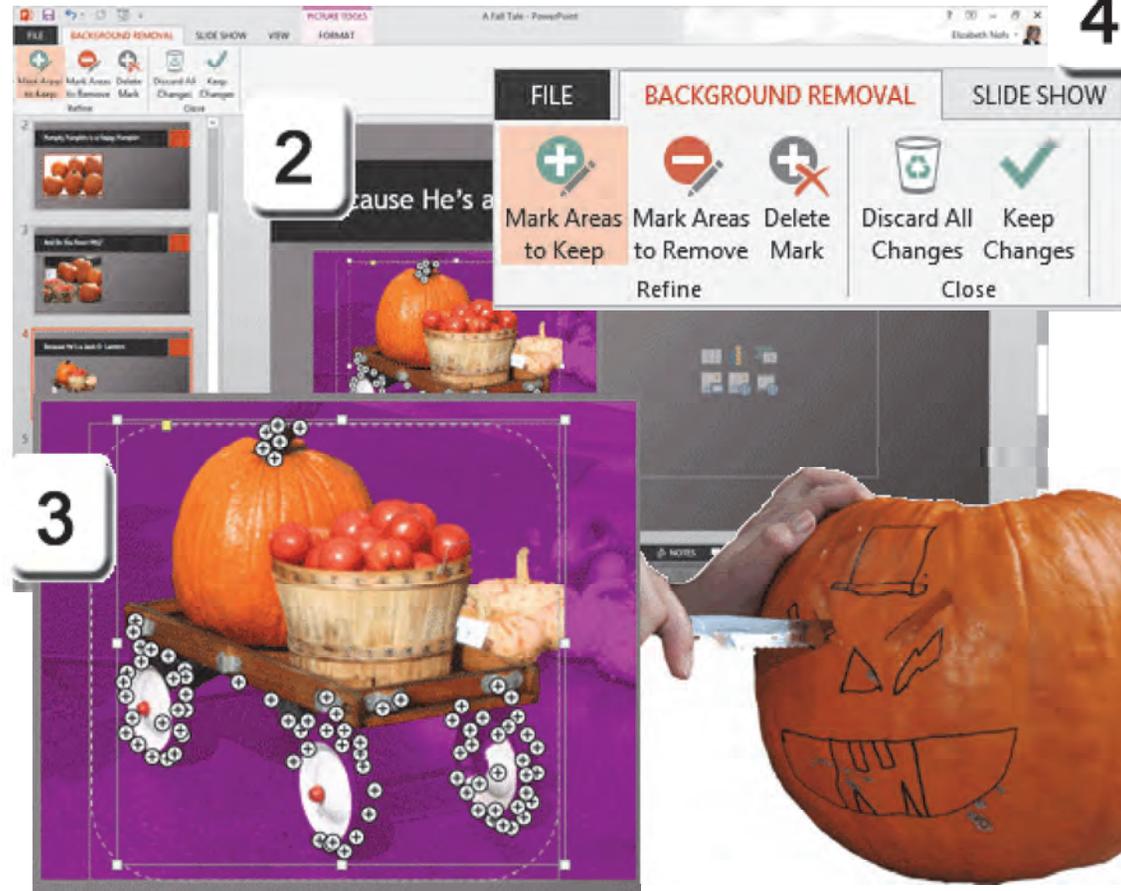
4. Keep the Changes

When you click on **Keep Changes**, you will see your picture without the background.

You can change your Marked Areas by clicking again on Remove Background. Your background marks will still be there if you wish to add or remove some areas.

Click **Keep Changes**. Keep going...

Picture Tools->Format-> Adjust->Remove Background



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Adjust Images (Change Picture)



Adjust: Reset Picture

What if all of these Picture Styles, Effects and adjustments don't work out very well? Is there a better way to go back to the original, other than a hundred Undos? Yes.

5. Try it: Reset the Picture

The picture on Slide 5 is still selected.
Go to **Picture Tools->Format**.
Go to **Adjust-> Reset Picture**.

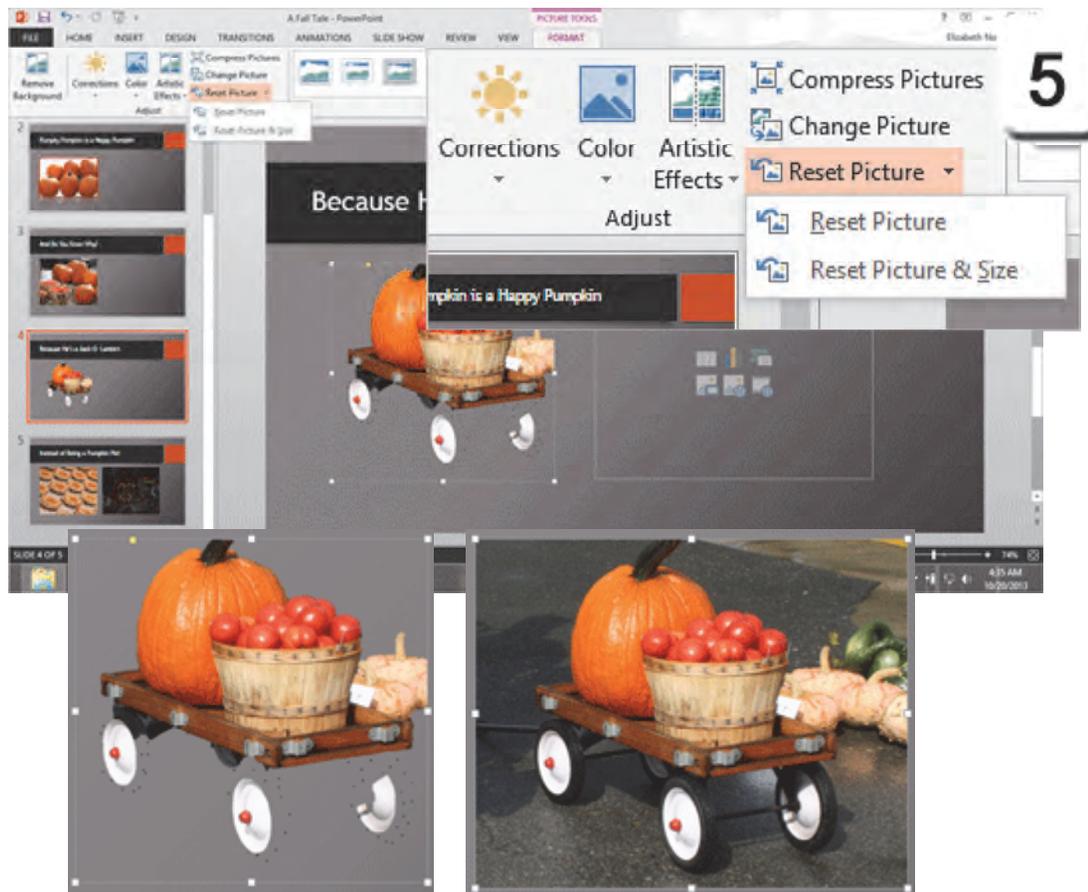
You can **Reset** just the Picture, or the Picture and the Size. Select **Reset Picture & Size**.

What Do You See? The Reset button should restore the image to the original size without any adjustments. If not, please try this: Go back to Remove Background and edit the mask so that all of the image is marked Keep.

Do This: Save your Presentation

Go to **File->Save**.
Browse to your Documents folder.
Name the file: Pumpky Pumpkin.pptx.
Click on **Save**.

Picture Tools->Format-> Adjust->Reset Picture



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Adjust Images (Reset Picture)



The Picture Tools

Summary This discussion introduced the Picture Tools. We began with the Picture Styles, then practiced how to create our own custom Styles by formatting the Picture Border and Picture Effects.

We also investigated the various way we can Adjust a Picture for Brightness, Contrast, Color and Compression.

Well, you done good.
You get a cookie.



The screenshot displays the Microsoft PowerPoint 2013 interface. The top ribbon is set to 'Picture Tools' with the 'Adjust' tab selected. The ribbon includes the following groups and options:

- Remove Background**: Remove Background
- Corrections**: Corrections (dropdown arrow)
- Color**: Color (dropdown arrow)
- Artistic Effects**: Artistic Effects (dropdown arrow)
- Adjust**: Compress Pictures, Change Picture, Reset Picture (dropdown arrow)

The slide show area shows four slides:

- Slide 1: A photograph of pumpkins in a field.
- Slide 2: A photograph of pumpkins with the text "Pumpkin Pumpkin is a Happy Pumpkin".
- Slide 3: A photograph of pumpkins with the text "And Do You Know Why?".
- Slide 4: A photograph of pumpkins with the text "Because He's a Jack-O- Lantern".

On the right side of the slide show, there is a vertical image of a carved jack-o'-lantern with a glowing face, decorated with straw and lights.

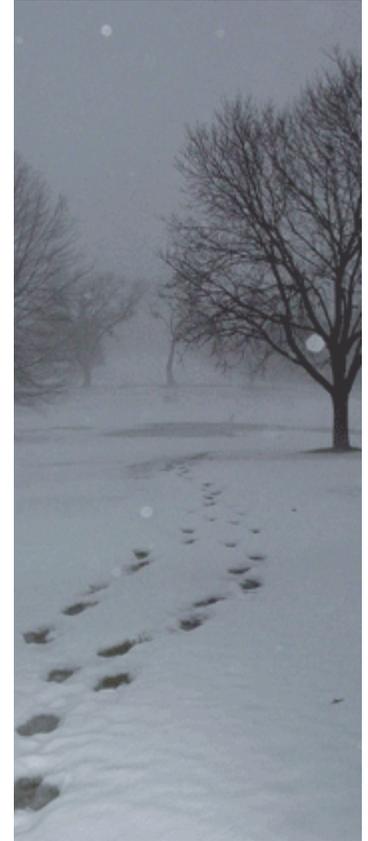


Practice Activities

Lesson 5: Working with Pictures

Try This: Do the following steps

1. Open the file: [Stopping By Woods on a Snowy Evening.pptx](#)
2. Apply the Theme Metro.
3. On the title slide, insert a picture from your computer. Apply picture Effect: Reflected Rounded Rectangle.
4. On Slide 2, resize the photo to be 4 inches tall.
 - a. Use the remove background tool and accept all changes.
 - b. Change the Slide layout to Title and Content.
5. On Slide 3, apply the picture Style Soft Oval.
6. On Slide 4, crop the photo to remove the house visible in the upper left. Apply a white 2 ¼ pt border.
7. On Slide 5, adjust the brightness so the picture is darker. Use correction Brightness -40%, Contrast +20%.
8. On Slide 6, use the crop to shape tool and select Oval Callout.
 - a. Apply Artistic Affect Glow Diffused.
 - b. Change the slide layout to Title and Content.
9. On Slide 7, recolor the picture to Color Tone Temperature 4700K.
 - a. Apply the soften command Soften 50%.
10. On Slide 8, apply Soft Edges 10pt.
 - a. Apply Glow, color White Text 1.
 - b. Apply 3D rotation Off Axis 1 Left.
11. Compress all pictures and remove cropped areas.
12. Save this file as Beginning PowerPoint Activity 4.





Test Yourself

1. Which of the following does Theme apply to? (Give all correct answers)

- a. Text Color
- b. Text Size
- c. Text Box
- d. Slide Formatting

Tip: Beginning PowerPoint, page 128

2. Which are Slide Layout Options? (Give all correct answers)

- a. Title and Content
- b. Two Content
- c. Comparison
- d. Title Slide

Tip: Beginning PowerPoint, page 129

3. How are the Picture Tools Ribbon accessed?

- a. Select the picture
- b. View--> Picture Tools
- c. File--> View--> Picture Tools

Tip: Beginning PowerPoint, page 134

4. Which do Picture Styles format? (Give all correct answers)

- a. Picture Border
- b. Picture Effects
- c. Picture Brightness

Tip: Beginning PowerPoint, page 135

5. The only way to add a Picture Border is with Styles.

- a. True
- b. False

Tip: Beginning PowerPoint, page 137

6. Which are Picture Effects? (Give all correct answers)

- a. Shadow
- b. Reflection
- c. Soft Edges
- d. 3D Rotation

Tip: Beginning PowerPoint, page 138

7. Which is true? (Give all correct answers)

- a. When you sharpen an image, you make the edges more pronounced
- b. When you soften an image, the edges are feathered and more blurry

Tip: Beginning PowerPoint, page 145

8. Reset Picture removes any formatting or adjustments, returning the picture to its original format.

- a. True
- b. False

Tip: Beginning PowerPoint, page 153

