



## Introduction



Adding images to your presentations makes them more interesting and engaging. Pictures, clip art and screenshots can be inserted into PowerPoint to help you effectively communicate your ideas to your audience.

In this lesson, you will learn how to **insert** and **manipulate pictures**, **clip art** and **screenshots** into your slides.

## Working with Images

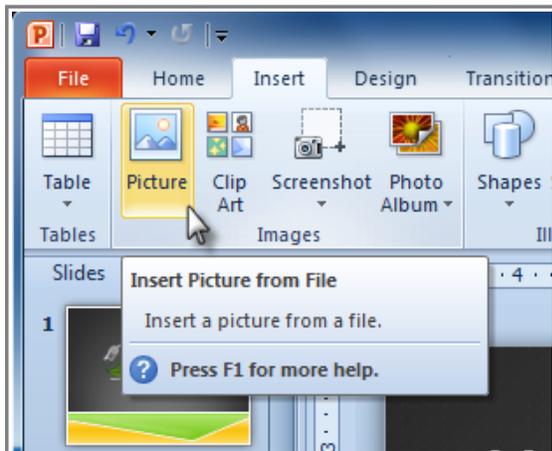
➤➤➤ Watch the video to learn how to insert and work with pictures, clip art and screenshots in your slides.



*Watch the video (3:21). [Need help?](#)*

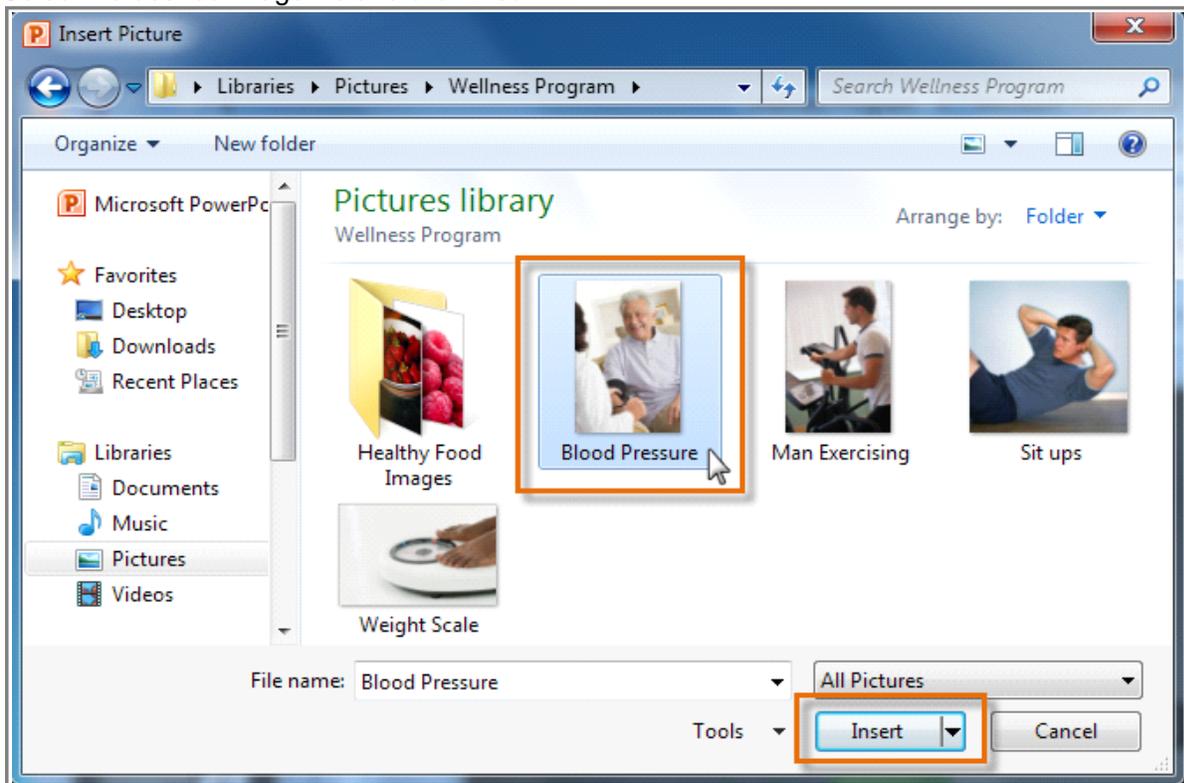
### To Insert an Image From a File:

1. Select the **Insert** tab.
2. Click the **Picture** command in the **Images** group. The Insert Picture dialog box appears.



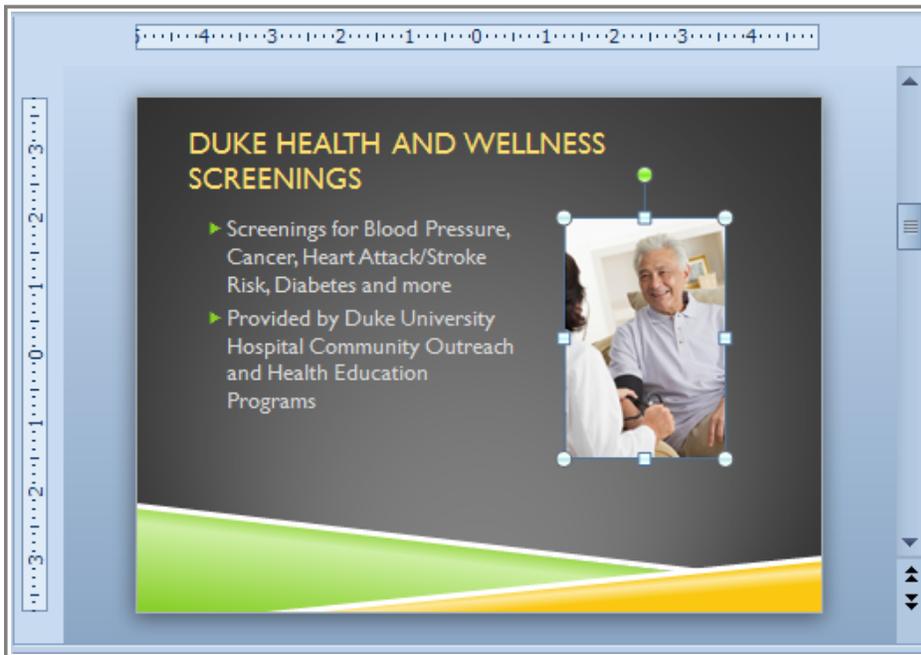
*Inserting a picture from a file*

3. Select the desired image file and click **Insert**.



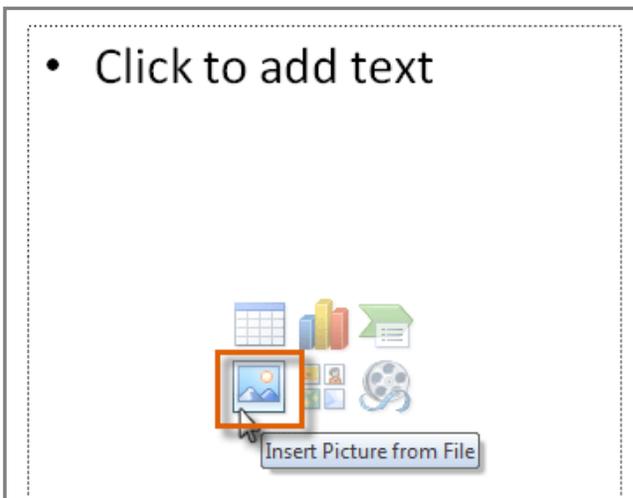
*Selecting an image file*

4. The picture will appear in your slide.



*Insert picture result*

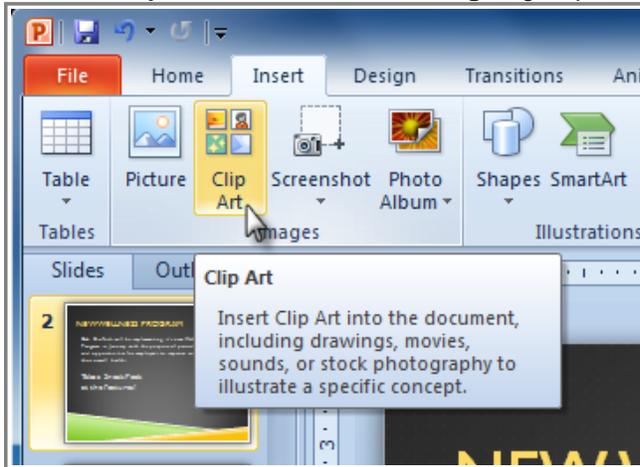
You can also select the **Insert Picture from File** command in a **placeholder** to insert images.



*Inserting a picture from a placeholder*

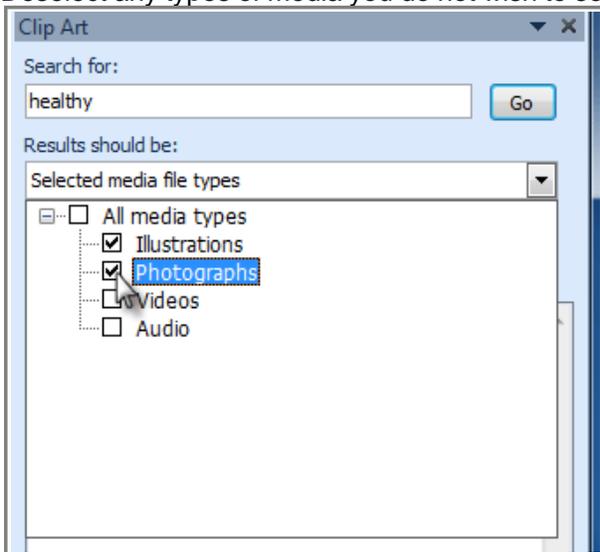
## To Locate Clip Art:

1. Select the **Insert** tab.
2. Click the **Clip Art** command in the **Images** group.



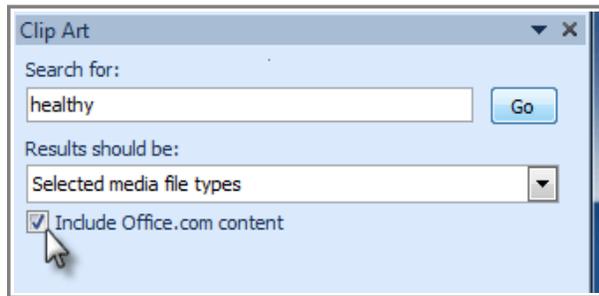
*The Clip Art command*

3. The clip art options appear in the **task pane** to the right of the document.
4. Enter keywords in the **Search for:** field that are related to the image you wish to insert.
5. Click the drop-down arrow in the **Results should be:** field.
6. Deselect any types of media you do not wish to see.



*Choosing which media types to display*

7. If you would like to also search for clip art on Office.com, place a checkmark next to **Include Office.com content**. Otherwise, it will just search for clip art on your computer.

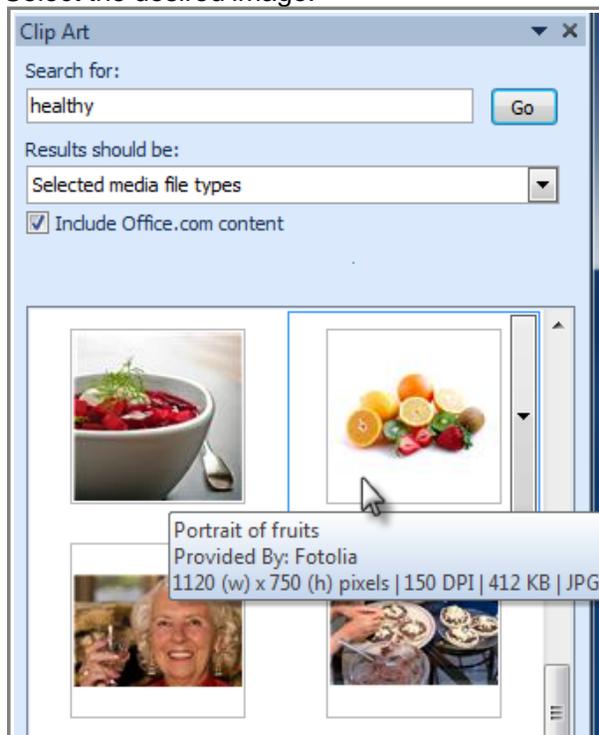


*Including Office.com content*

8. Click **Go**.

## To Insert Clip Art:

1. Review the results from a clip art search in the **Clip Art** pane.
2. Select the desired image.



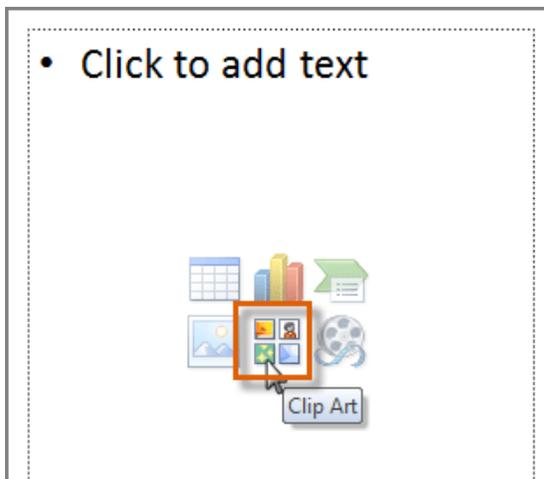
*Selecting a Clip Art image*

3. The clip art will appear in your slide.



*Inserted clip art*

You can also select the **Insert Clip Art from File** command in a **placeholder** to insert clip art.



*Inserting clip art from placeholder*

## Inserting Screenshots

**Screenshots** are pictures that capture the visible windows and items displayed on your computer screen. They may include an open window of a website, items on your desktop or an open program, like the PowerPoint images displayed in this tutorial. These images can be useful for explaining or displaying computer programs, functions and websites. PowerPoint allows you to capture an image of an entire window or a **screen clipping** of part of a window.

### To Insert Screenshots of a Window:

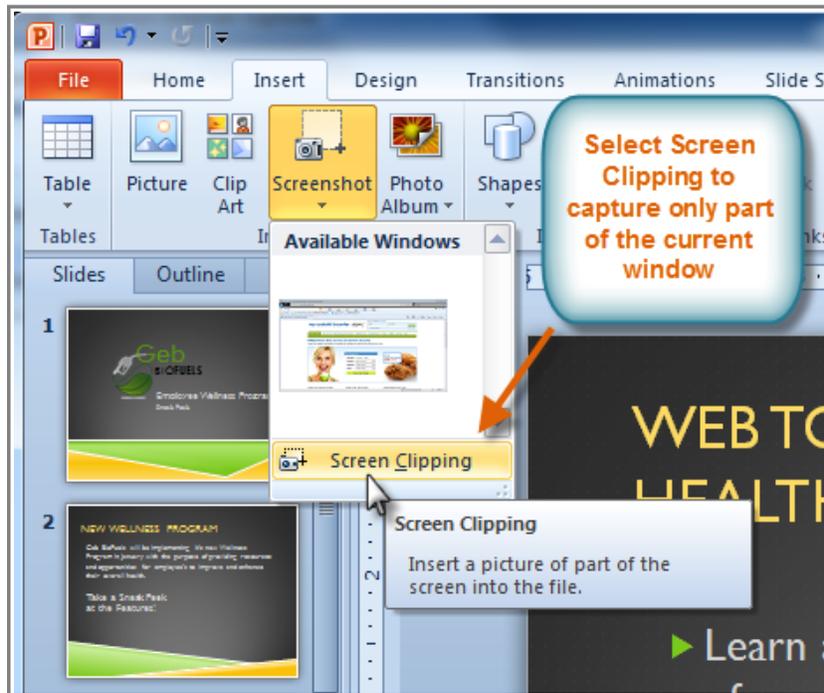
1. Select the **Insert** tab.
2. Click the **Screenshot** command in the **Images** group.
3. The **Available Windows** from your desktop will appear. Select the window you would like to capture as a screenshot.
4. The screenshot will appear in your slide.



*Inserting a screenshot of an available Window*

### Inserting a Screen Clipping from a Window:

1. Select the **Insert** tab.
2. Click the **Screenshot** command and select **Screen Clipping**.



**Selecting Screen Clipping**

3. A faded view of your current desktop will appear and your cursor will turn into a cross shape  $\oplus$ .
4. Click, hold and drag on the area of the window that you want to capture.



**Capturing a screen clipping from current Window**

5. The screen clipping will appear in your slide.



*Screen clipping results*

## Resizing and Moving Images

### To Resize an Image:

1. Click on the image.
2. Position your mouse over any one of the **corner sizing handles**. The cursor will become a pair of directional arrows  $\leftrightarrow$ .
3. Click, hold, and **drag** your mouse until the image is the desired size.



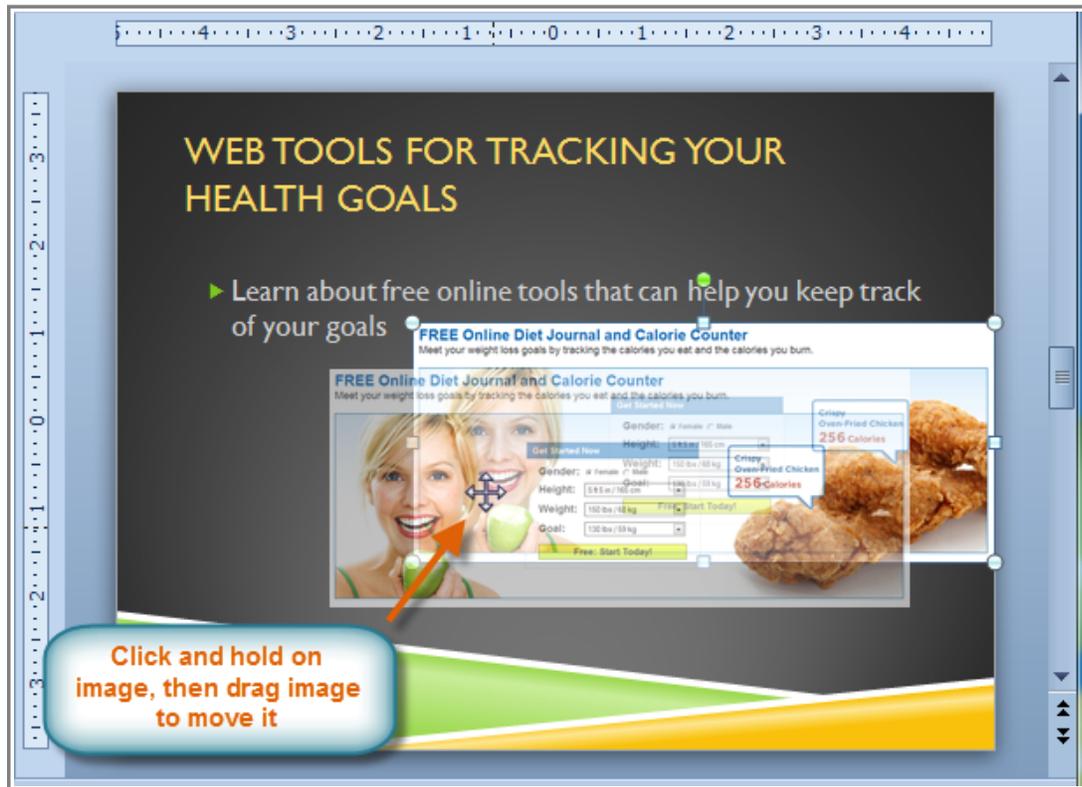
*Resizing an image*

4. Release the mouse. The image will be resized.

The side sizing handles change the image's size, but do not keep the same proportions. If you want to keep the image's proportions, always use the corner handles.

## To Move an Image:

1. Click on the image. The cursor will turn into a cross with arrows .
2. While holding down the mouse button, **drag the image** to the desired location.



*Moving an image*

3. Release the mouse button. The box will be moved.  
To rotate the image, click and drag on the green circle located at the of the image.

## Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this [example](#).
2. Insert an image from your files.
3. Insert a **clip art** image. If you are using the example, search for a healthy image to add to slide 2.
4. Capture and insert a **screenshot** or screen clipping into a slide.
5. **Resize and move** an image. If you are using the example, resize the image on slide 5 and move it to fit under the text.