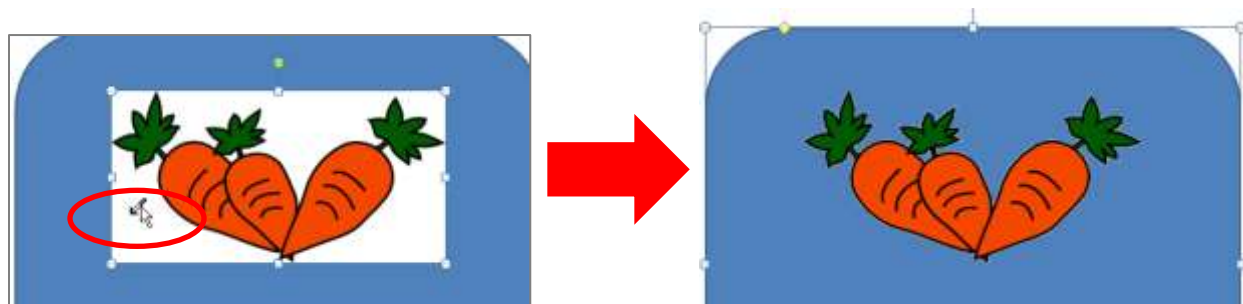
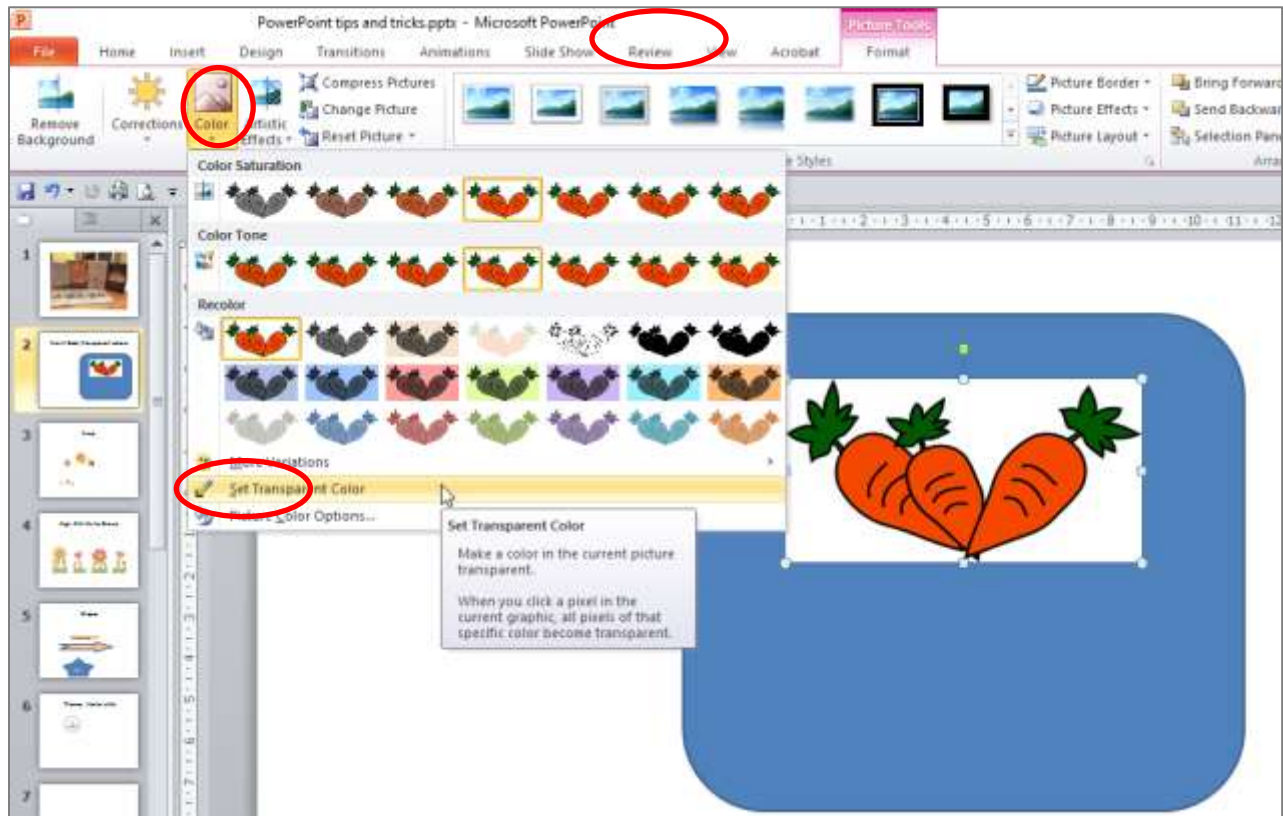


Transparent background

- Select the picture
- Expand colour tools under Picture tab,
- Select Set Transparent colour
- Move you mouse over picture and click on the colour to be made transparent

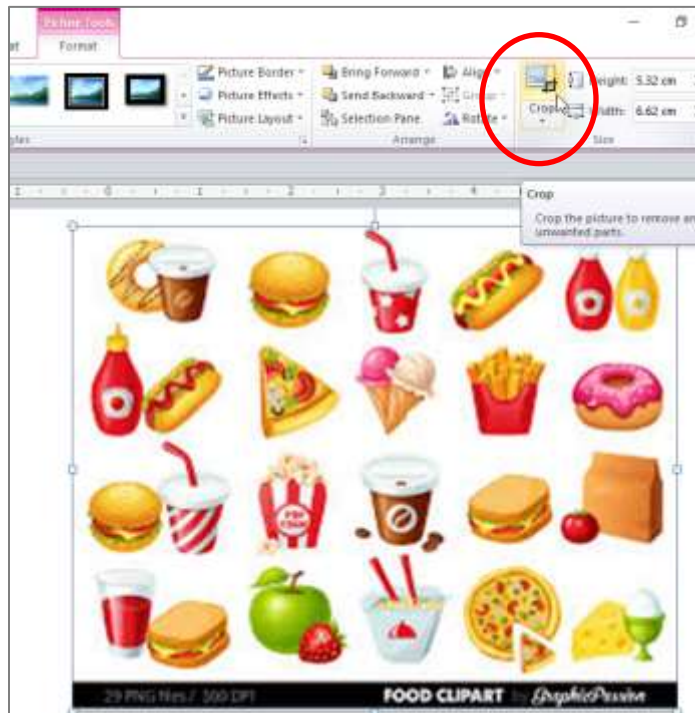
Note: you can only make one colour transparent in a picture



Crop

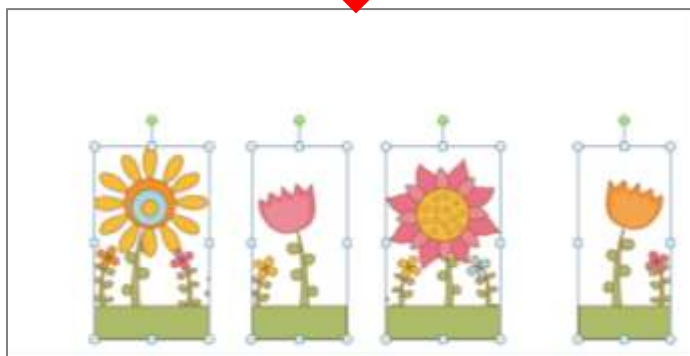
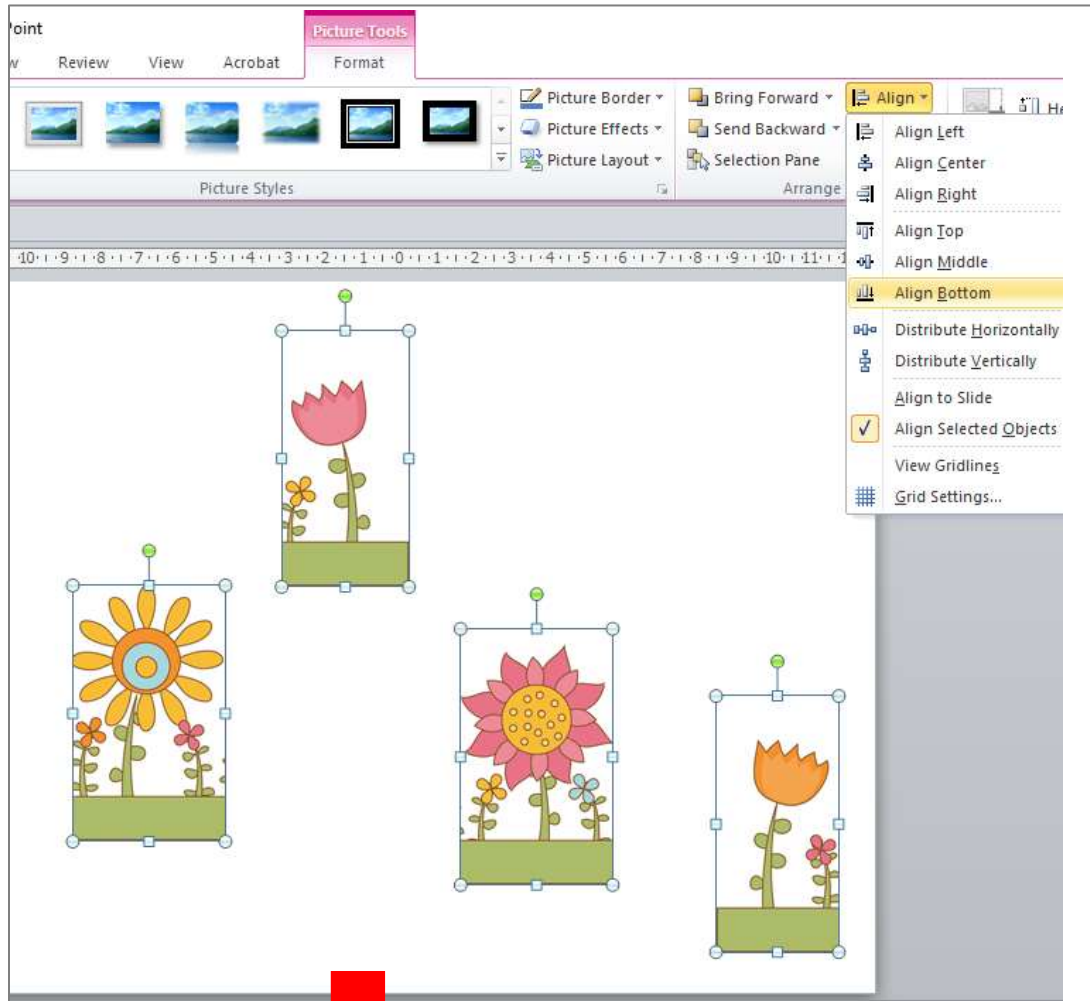
To keep only part of a picture

- Select picture
- Choose crop tool from the picture tab
- Remove areas of the picture you don't want by moving the dark black marks around the picture



Align

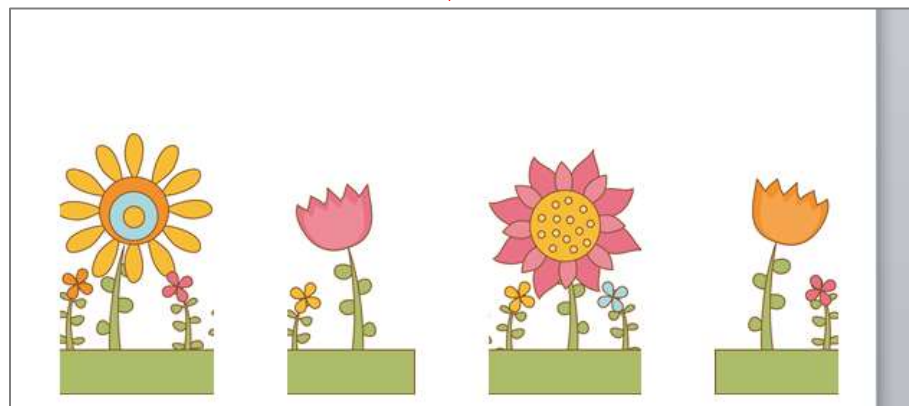
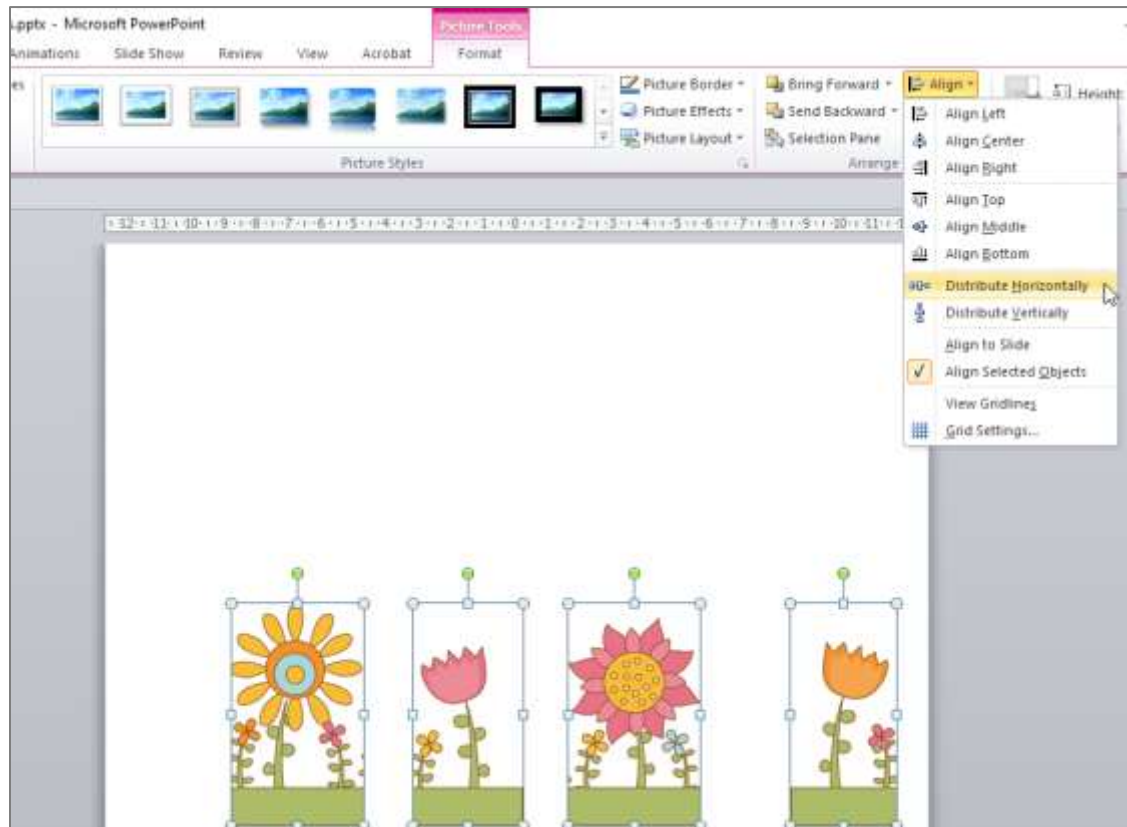
- Select objects you want to align by using SHIFT + click on each on.
- Select Align from Picture tab
- Select alignment needed



Distribute

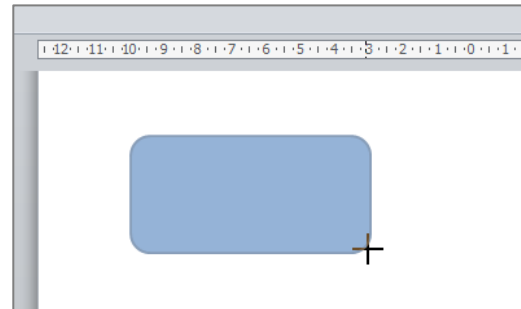
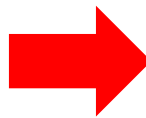
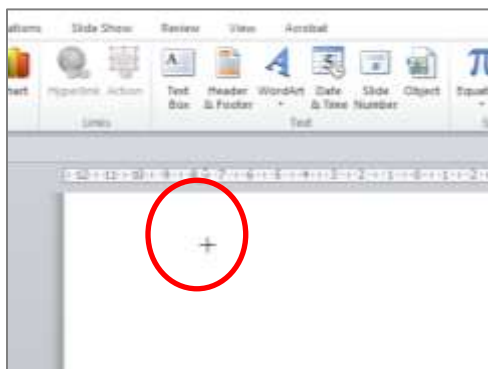
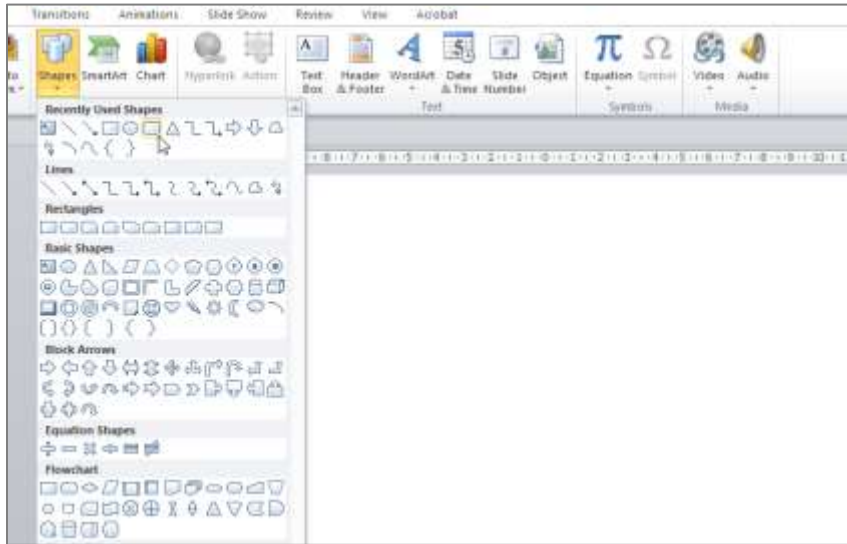
This function will even out the spacing between all objects selected

- Select objects you want to distribute evenly by using SHIFT + click on each on.
- Select Align from Picture tab
- Select Distribution needed

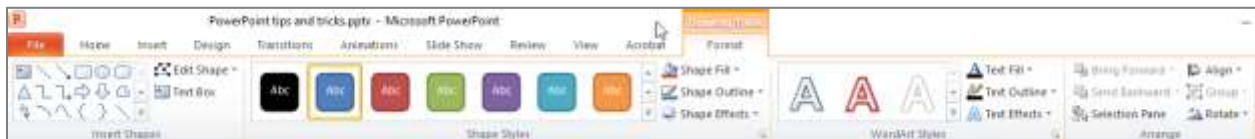


Insert a shape

When you insert a shape it does not automatically appear on the slide. After you have chosen your cursor changes to a + and you have to drag to 'draw' the size you want



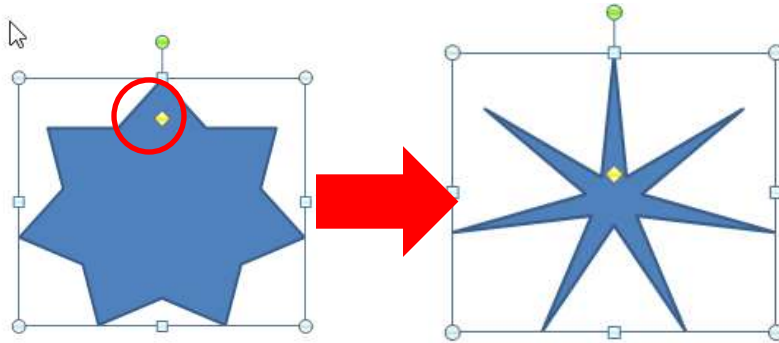
With a shape selected you can use the Drawing Tools tab to change the shapes fill colour, outline colour etc. As well as it has similar alignment tools that the Picture Tab has



Change the 'shape' of a shape

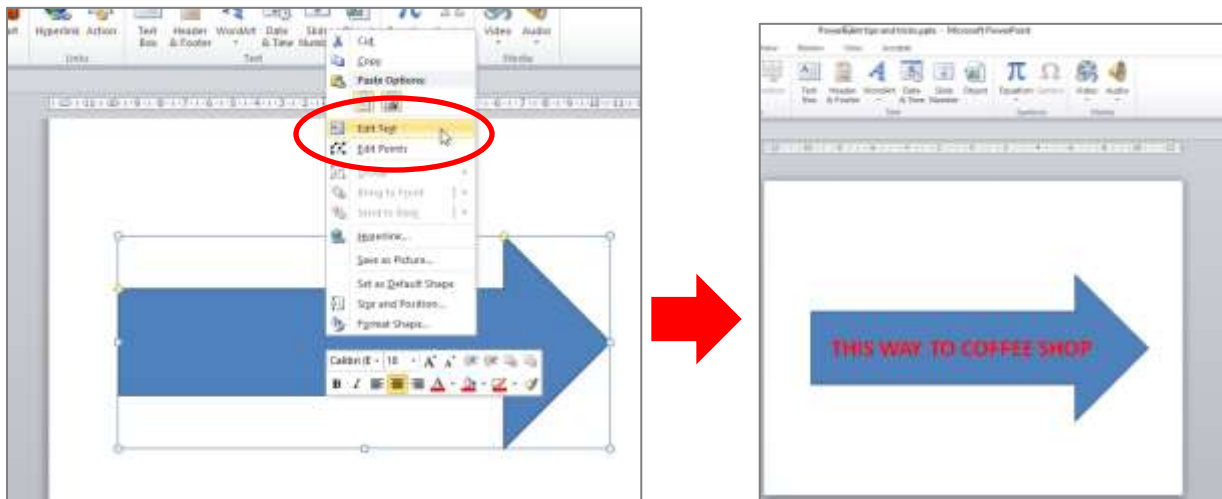
Some shapes (example: stars and arrows) have more attributes than height and width that you can change.

Any time you see a yellow diamond on shape it means you can use it to change some of the shapes characteristics



Add text to a shape

You don't have to make a separate text box and put it on top of a shape. For any shape just right click and choose Edit text.

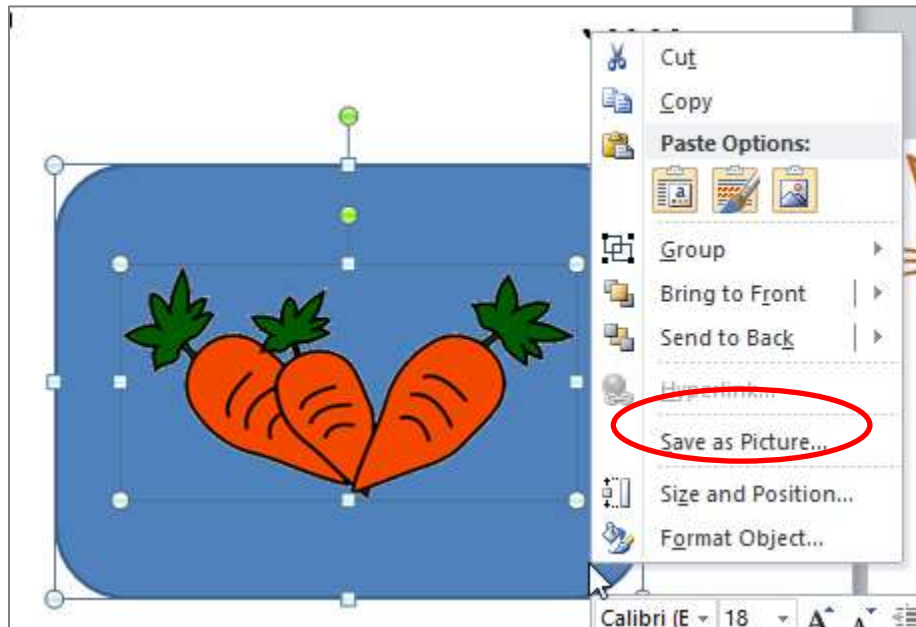


Save as picture

You may have edited a picture, added text, colourized, grouped pictures, etc. and now would like to save the new object(s) as another picture to insert into a Word document, on a web page, etc.

Select what you want to save

Right click and choose Save as Picture



Other Resources

- Image editing <https://www.gcflearnfree.org/powerpoint2010/formatting-pictures/1/>
- Master slides <https://support.office.com/en-us/article/What-is-a-slide-master-d8d1c49d-d6f1-4b83-a4e7-34311a11b546>