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 one.
- 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 one.
- 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 Tool 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/](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](https://support.office.com/en-us/article/What-is-a-slide-master-d8d1c49d-d6f1-4b83-a4e7-34311a11b546)