



# Microsoft Office Virtual Learning

# **Adding Pictures in Microsoft PowerPoint & Google Slides**

**April 17, 2020**



Lesson: April 17, 2020

**Objective/Learning Target:**

Students will understand how to insert and modify pictures on their slides in Microsoft PowerPoint and Google Slides



**Let's Get Started:**

**If you are using a computer with Microsoft Office,  
[click here](#) (Go to slide 4)**

**If you are using a computer without Microsoft Office,  
[click here](#) (Go to slide 23)**



# Inserting Pictures with Microsoft Office PowerPoint

Watch Video: [Inserting Pictures](#)

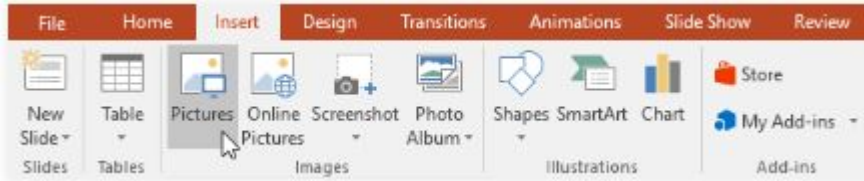


# Introduction

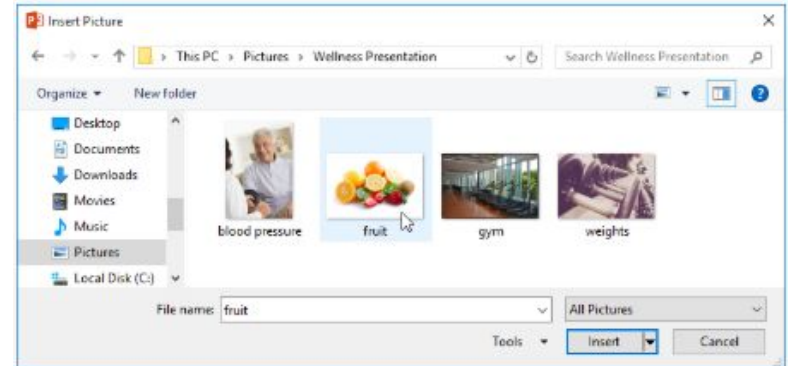
Adding **pictures** can make your presentations more interesting and engaging. You can insert a **picture from a file** on your computer onto any slide. PowerPoint even includes tools for finding **online pictures** and adding **screenshots** to your presentation.

# Practice: Insert a Picture from File

1. Select the **Insert** tab, then click the **Pictures** command in the **Images** group.



2. Click the **Transitions** tab, then locate the **Transition to This Slide** group. By default, **None** is applied to each slide.



# Practice: Insert a Picture from File

3. The picture will appear on the currently selected slide.

## New Wellness Program

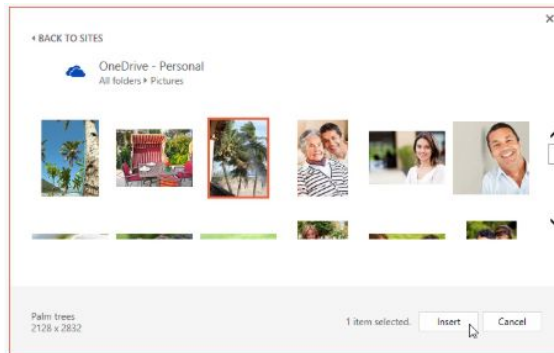
- ▶ Geb BioFuels will be implementing its new Wellness Program in January.
- ▶ The program will provide resources and opportunities for employees to improve their overall health.



# Inserting Online Pictures

If you don't have the picture you want on your computer, you can **find a picture online** to add to your presentation. PowerPoint offers two options for finding online pictures.

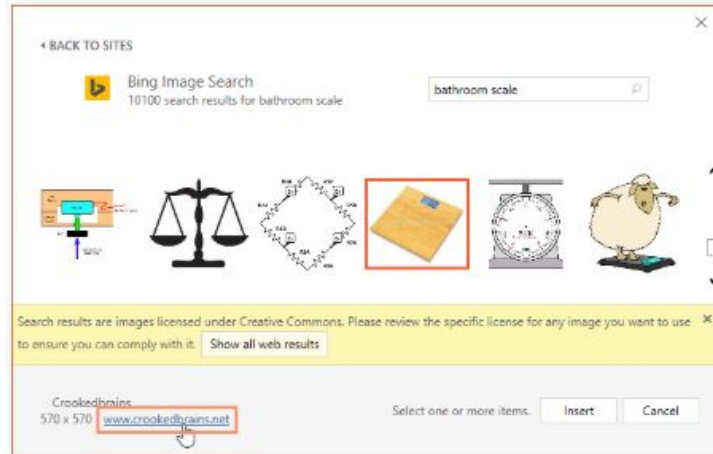
**OneDrive:** You can insert an image stored on your **OneDrive**. You can also link other **online accounts** with your Microsoft account, such as Facebook or Flickr.





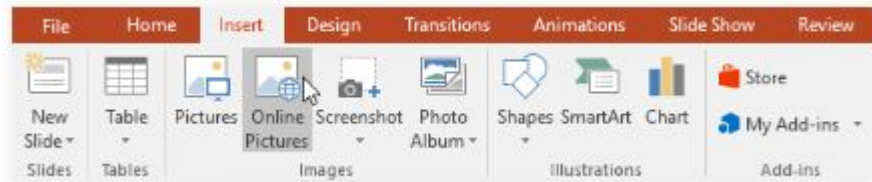
# Inserting Online Pictures

- **Bing Image Search:** You can use this option to search the Internet for images. By default, Bing only shows images that are licensed under **Creative Commons**, which means you can use them for your own projects. However, you should go to the image's website to see if there are any restrictions on how it can be used.



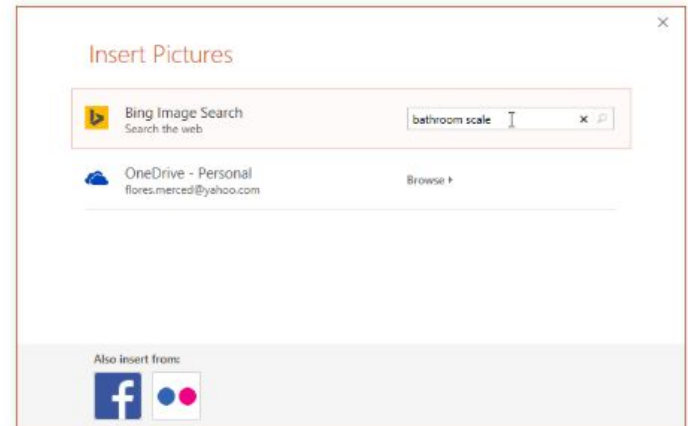
# Practice: Insert Online Pictures

1. Select the **Insert** tab, then click the **Online Pictures** command.



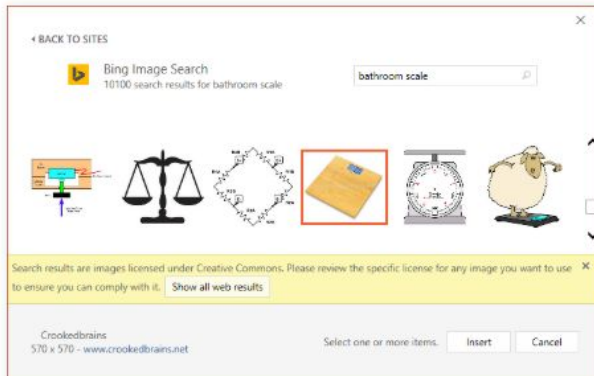
2. The **Insert Pictures** dialog box will appear.

3. Choose **Bing Image Search** or your **OneDrive**. In our example, we'll use Bing Image Search.



# Practice: Insert Online Pictures

4. Press the **Enter** key. Your search results will appear in the dialog box.
5. Select the desired image, then click **Insert**.



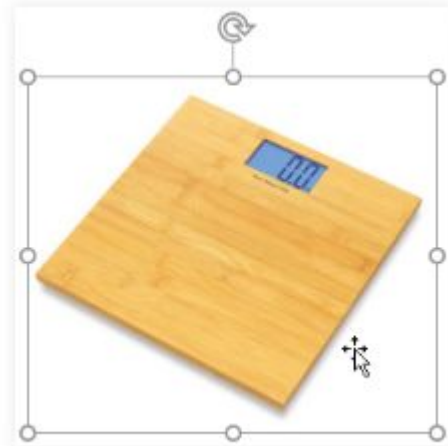
6. The image will appear on the currently selected slide.



# Moving Pictures

Before you can modify a picture, you'll need to **select** it.

- Simply click to select a picture. A **solid line** will appear around a selected picture.



# Resizing Pictures

Click and drag the **corner sizing handles** until the picture is the desired size.



The corner sizing handles will resize a picture while preserving its **original aspect ratio**. If you use the side sizing handles, the image will become **distorted**.

# Rotating Pictures

Click and drag the arrow above an image to **rotate** it right or left.



Hold the **Shift** key on your keyboard when rotating an image to snap it to angles in 15-degree increments.

# Move Pictures

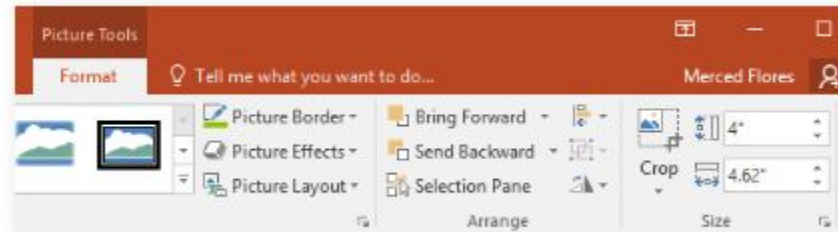
Click and drag to **move** a picture to a new location on a slide..



# Deleting Pictures

Select the picture you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

You can access even more picture formatting options from the **Format** tab.





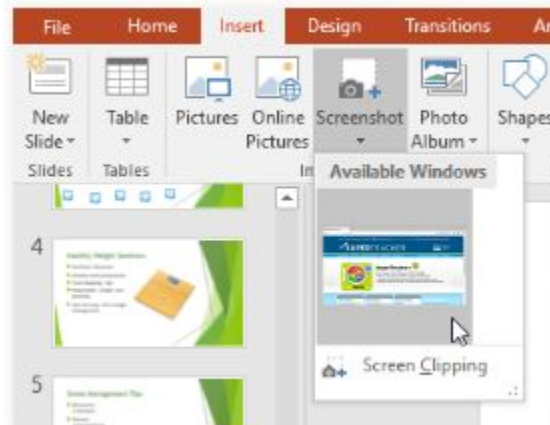


# Inserting Screenshots

**Screenshots** are basically snapshots of your computer screen. You can take a screenshot of almost any program, website, or open window. PowerPoint makes it easy to insert a screenshot of an **entire window** or a **screen clipping** of part of a window in your presentation.

# Practice: Insert Screenshot

1. Select the **Insert** tab, then click the **Screenshot** command in the **Images** group.
2. The **Available Windows** from your desktop will appear. Select the **window** you want to capture as a screenshot.



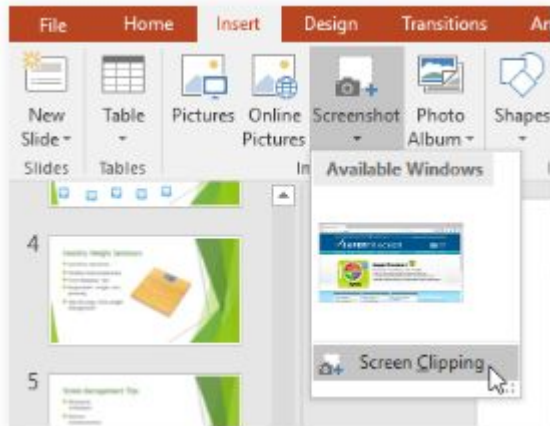
# Practice: Insert Screenshot

3. The screenshot will appear on the currently selected slide.



# Practice: Insert a Screen Clipping

1. Select the **Insert** tab, click the **Screenshot** command, then select **Screen Clipping**.



2. A view of other open windows will appear. Click and drag to select the area you want to capture as a screen clipping.



# Practice: Insert Screen Clipping

3. The screen clipping will appear on the currently selected slide.

**Web Tools for Tracking Your Health Goals**

- ▶ Learn about free online tools that can help you keep track of your goals.

**Choose MyPlate.gov**

**SuperTracker:**   
My foods. My fitness. My health.

- Get your personalized nutrition and physical activity plan.
- Track your foods and physical activities to see how they stack up.
- Get tips and support to help you make healthier choices and plan ahead.



# CHALLENGE!

1. Open a blank PowerPoint presentation
2. Select the first slide.
3. Type **My Favorite Exercise** as the title
4. Use the **Online Pictures** command to insert a picture of your favorite form of exercise.
5. **Resize** your picture so it takes up a majority of the slide without covering the title.
6. Insert a new slide with a **Title Only** layout.
7. In the Title placeholder, type **Learn More at Fitness.gov**.
8. Open <http://www.fitness.gov> in your browser, then insert a **screen clipping** of the website onto the slide you just created.



# Inserting pictures with Google Slides



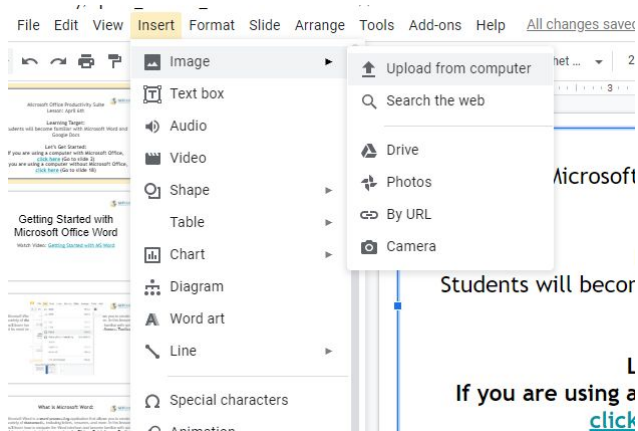
# Introduction

Adding **pictures** can make your presentations more interesting and engaging. The picture and shape tools in Google Slides also let you customize your images by cropping, reordering, changing colors, and adding other formatting.

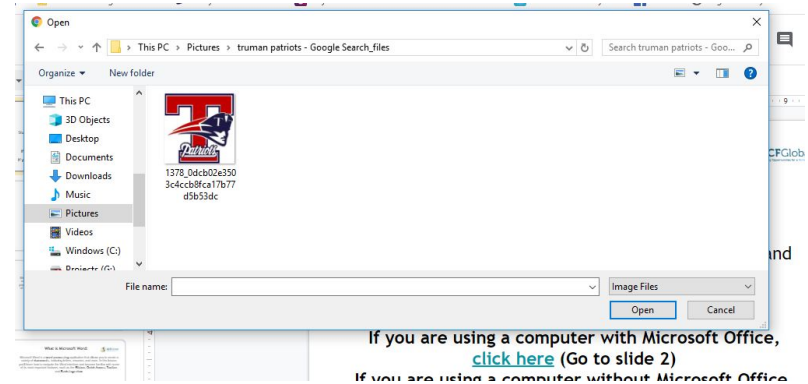


# Practice: Insert a Picture from File

1. Open the **Insert** menu, then select **Image**.  
Select **Upload from computer**



2. Select the picture you want to upload and select **Open**



If you are using a computer with Microsoft Office, [click here](#) (Go to slide 2)  
If you are using a computer without Microsoft Office

# Practice: Insert a Picture from File

3. The picture will appear on the currently selected slide.



Microsoft Office Productivity Suite  
Lesson: April 6th



**Learning Target:**

Students will become familiar with Microsoft Word and Google Docs

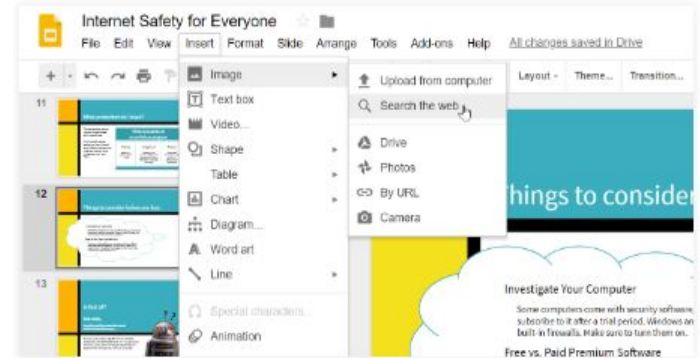
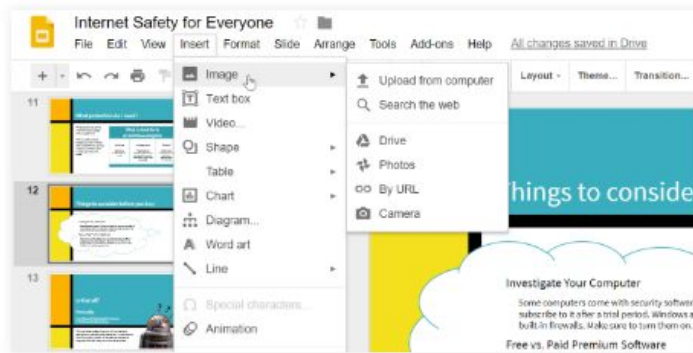
**Let's Get Started:**

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[click here](#) (Go to slide 2)

If you are using a computer without Microsoft Office,  
[click here](#) (Go to slide 18)

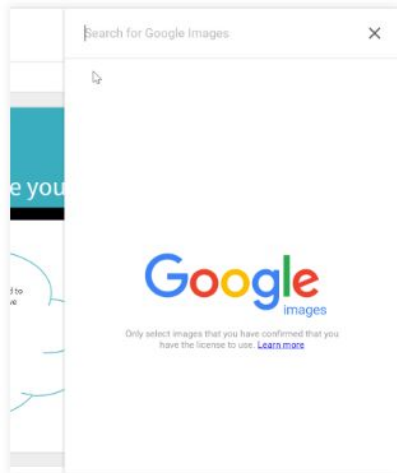
# Practice: Insert an Online Picture

1. Open the **Insert** menu, then select **Image**.
2. You can choose an image from a number of sources. In our example, we'll **search the Web**.

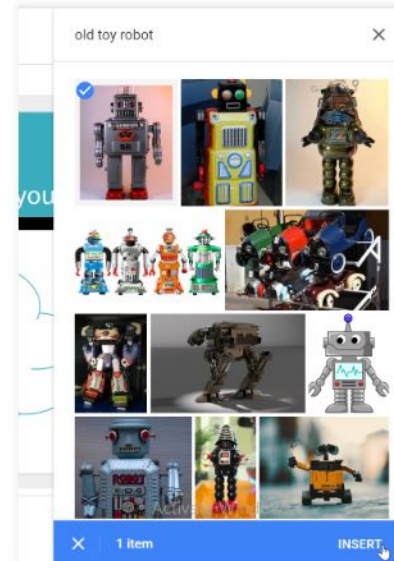


# Practice: Insert an Online Picture

3. The **Google images** search pane will appear on the right. Enter your search terms to find an image you're interested in.

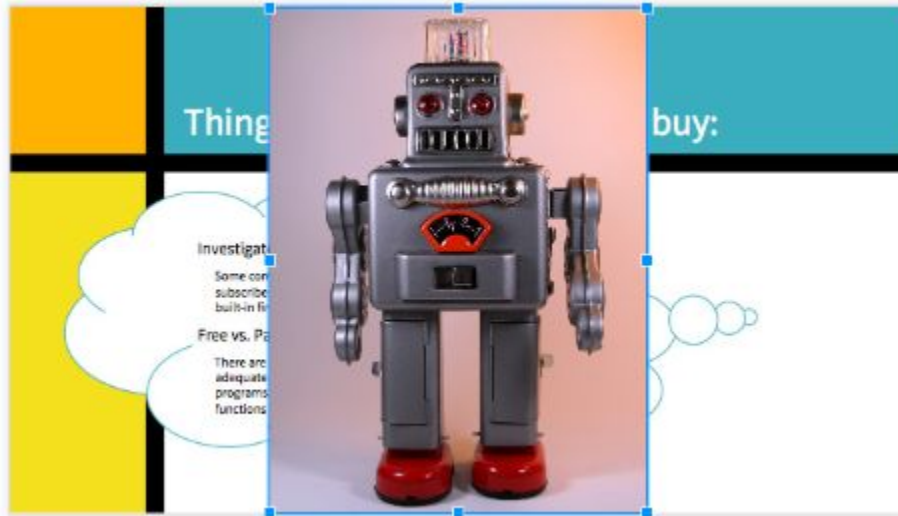


4. Click the desired image, then click **Insert**.



# Practice: Insert an Online Picture

3. The image will appear on the currently selected slide.



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# Move Pictures

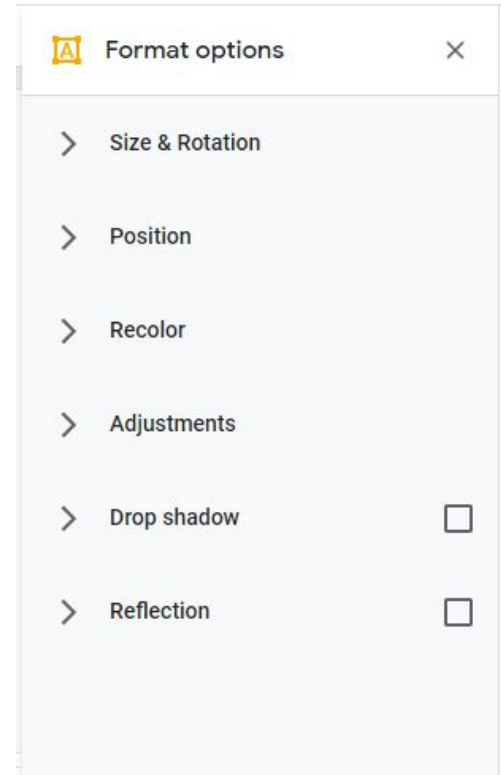
Click and drag to **move** a picture to a new location on a slide..



# Deleting Pictures

Select the picture you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

You can access even more picture formatting options by **right clicking** on the picture and selecting **Format Options**





# CHALLENGE!

1. Open a blank Google Slides presentation
2. Select the first slide.
3. Type **My Favorite Exercise** as the title
4. Use the **Search the Web** command to insert a picture of your favorite form of exercise.
5. **Resize** your picture so it takes up a majority of the slide without covering the title.

For More Resources:

Google Slides:

<https://edu.gcfglobal.org/en/googleslides/adding-pictures-and-shapes/1/>

Microsoft PowerPoint:

<https://edu.gcfglobal.org/en/powerpoint2016/inserting-pictures/1/>