



FastCourse Series

# PowerPoint Chapter 3: Adding Graphics and Animation



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# Learning Objectives

- After studying this chapter, you will be able to:
  - ▲ Add pictures, screenshots, and shapes to a presentation
  - ▲ Remove backgrounds and apply artistic effects to slide images
  - ▲ Add transition effects to a slide show

# Working with Online Pictures

- Picture – all graphic elements, including clip art and photographs.
- Clip art – pre-drawn artwork added to computer docs.
- Insert images by using:
  - ▲ Pictures command (for image from computer)
  - ▲ Online Pictures command (for images from online)

# Obeying Copyright Law

- It is illegal to use copyrighted images without the consent of the copyright owner
- Bing picture search displays only pictures licensed under Creative Commons by default
  - ▲ Option to show all results

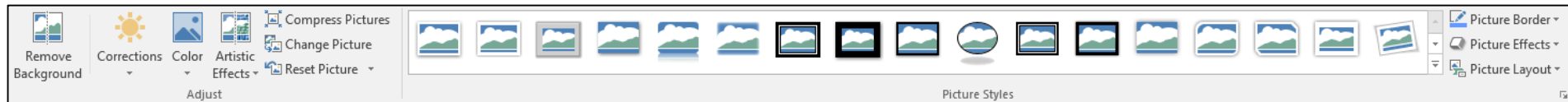
# Moving, Sizing, and Rotating Objects

- Sizing handles and a rotate handle allow resizing and rotating of images
- Can stack pictures, text, or other objects by moving them forward or backward



*Use the sizing handles to size or rotate an object.*

# Formatting Pictures



*The Format tab (when an image is selected) enables you to change and modify a picture in multiple ways.*

# Adding Other Graphics

■ Other features include the ability to:

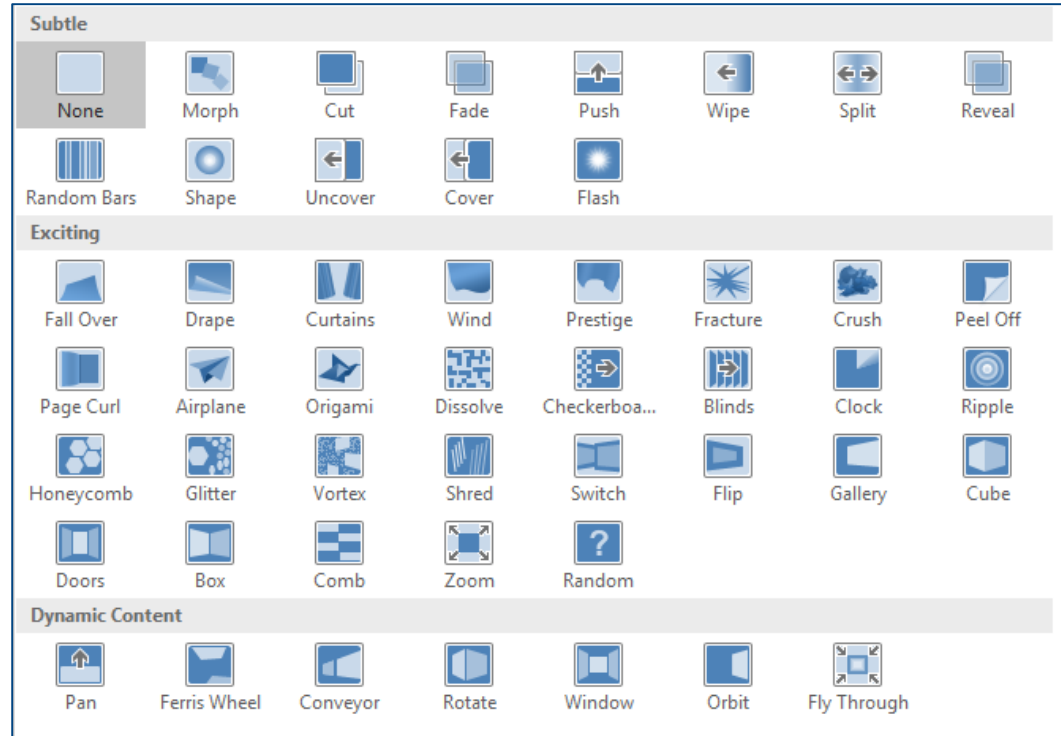
▲ Remove a background

▲ Apply artistic effects

▲ Insert a screenshot 

▲ Work with and manipulate shapes 

# Working with Slide Transitions



***A slide transition is the animation between two slides.***

***Tip! To maintain consistency in a presentation, avoid using different transitions within a presentation.***



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