Step by Step with PowerPoint -- Adding an Image

Images bring your PowerPoint presentation to life. They are easy to add and also include their share of fun bells and whistles.

1) First select a slide where you want to place your image.

2) Find an image and copy it to your clip board (Ctrl-C).

3) You can also insert an image from your flash drive by choosing Picture under Insert in the Ribbon.

4) Otherwise, right click on the slide, and select Paste or type (Ctrl-V).

5) You can move and resize and image just like a Text Box.

6) You can also select your picture, and then choose Format on the Ribbon to add borders, shadows, and other special effects.