

Project 5-1: Adding Images to a Presentation

In this exercise you will search for images online and insert them into a new slide show.

1. Create a new blank presentation and save it as `project_5-1_images`.
2. Add the text Image Test (title) and PPT Lesson 5 (subtitle) to slide 1.
3. Add a new slide (Ctrl+M) and in its content area click the Online Pictures control.
4. Do a clip art (not Bing image) search for butterfly on flower. Insert one of the resulting images.
5. Add a third slide with the same layout; insert online clip art using the search string orangutan hanging.
6. Add a new slide, slide 4, with the Blank layout. Click Insert > Online Pictures to add a piece of clip art using the search string safari lion.
Note the way PowerPoint lays out the image on blank vs structured slides.
7. Save and close your document.

Project 5-2: Styling and Cropping Images

This exercise utilizes PowerPoint's image formatting and style tools.

1. Open the exercise file 5-2-source and save it as `project_5-2_crop`.
2. Select the image on slide 2.
3. Click Picture Tools > Format > Artistic Effects > Pencil Grayscale.
4. Select the image on slide 3.
5. Click Format > Crop.
6. Drag the sides and top of the cropping frame toward the orangutan in the image, to make a "tightly cropped," tall, thin frame.
7. When you have the crop you want, press Escape.
8. Crop the lion image on slide 4 to a tight 3.5"x3.5" square. Apply the Orange, Accent color 2 Light color correction and Reflected Rounded Rectangle Picture Style.
9. Save and close your document.