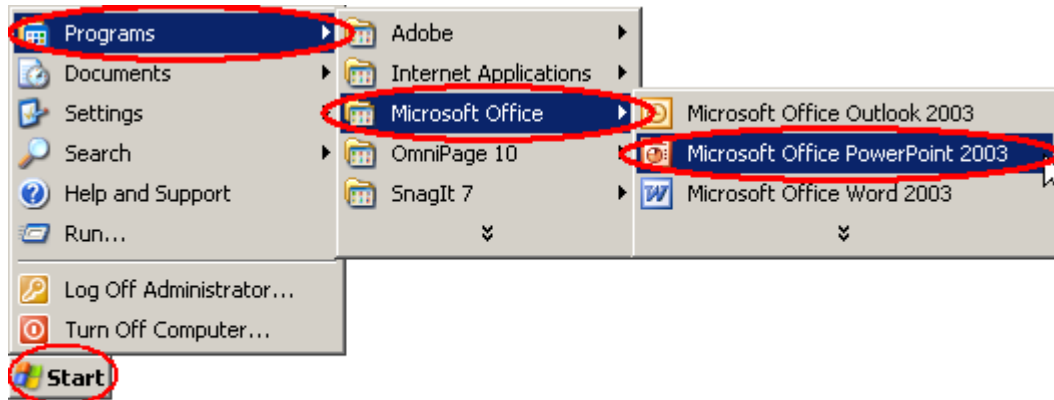


# How to Insert an Image Into a Presentation in Microsoft PowerPoint 2003

There are two ways to insert an image into a PowerPoint presentation:

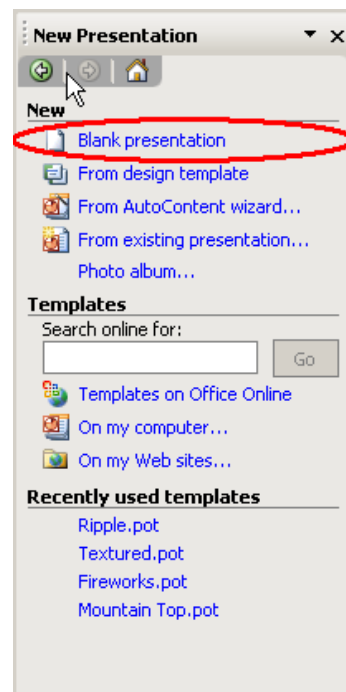
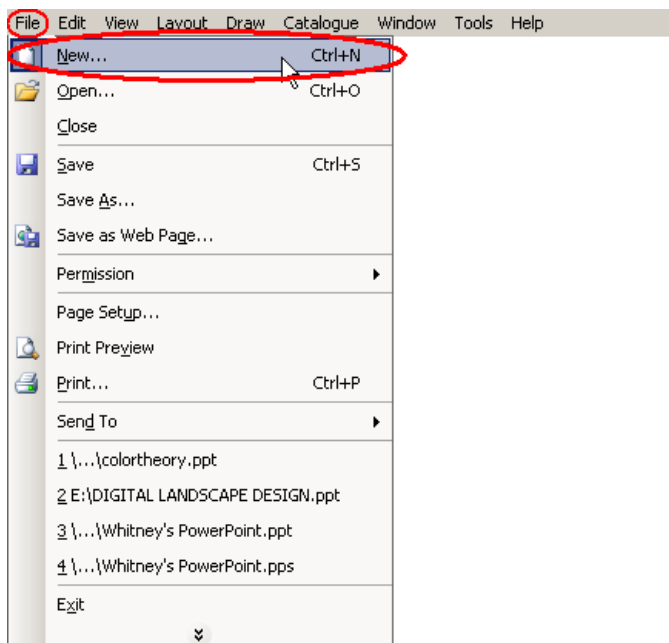
First, open **Microsoft PowerPoint 2003**:

- a. Click **Start**, select **Programs**,
- b. Select **Microsoft Office** and then click on **Microsoft PowerPoint 2003**.



- c. You can either start a new presentation or you can use an existing presentation.

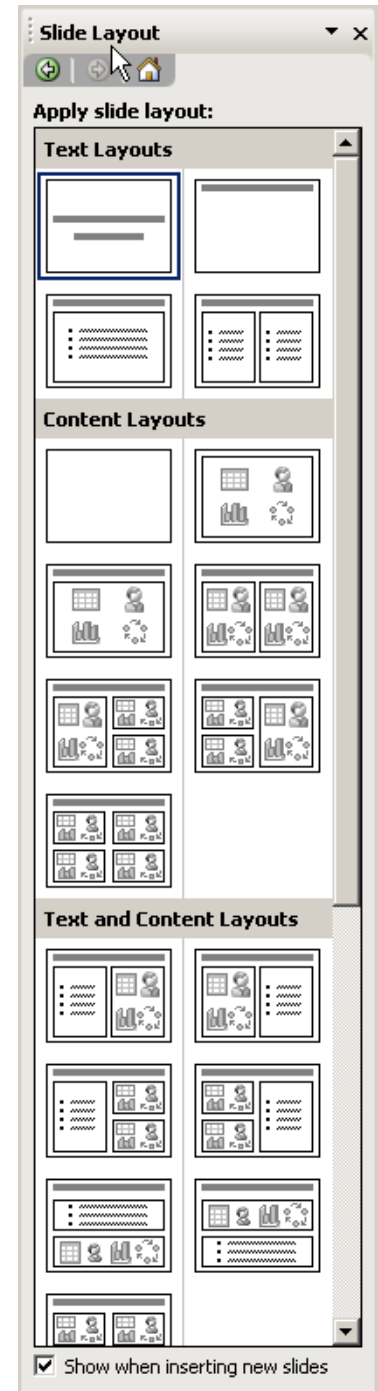
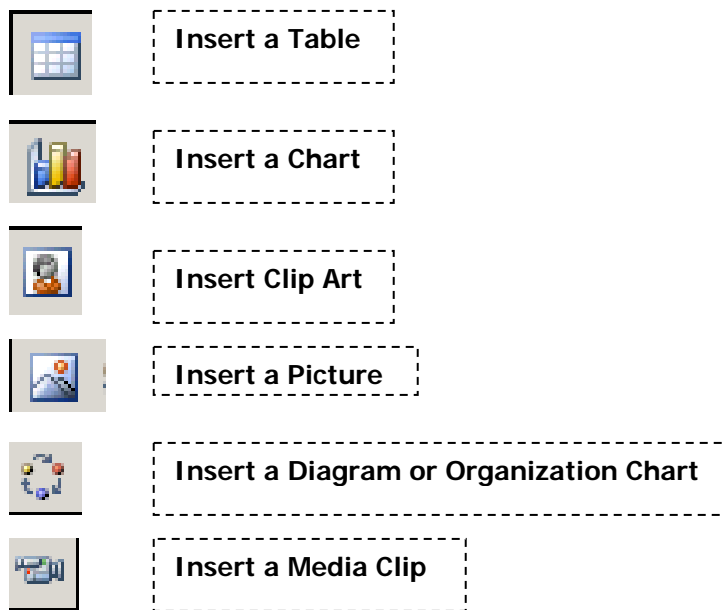
- i. A new presentation should already be on your screen when you start PowerPoint 2003. However, if there isn't one, select **File**, then **New...**, then **Blank Presentation** from the right side bar.





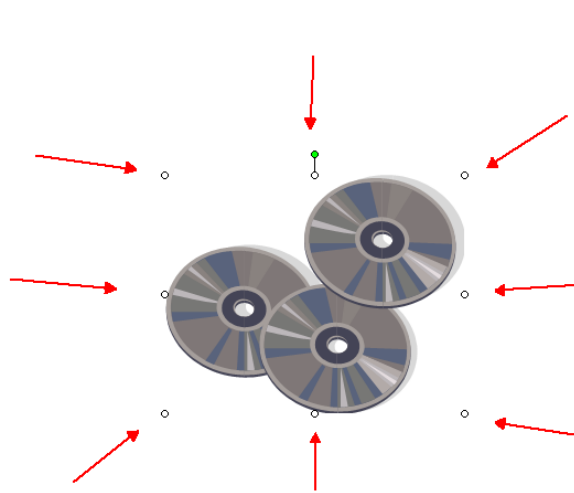
## 2. Insert image(s) by using the right side task pane

- a. Look at the task pane on the right side of the screen. There are a variety of squares under sub-headings. These are layouts that you can choose to put on your slide. Those layouts that have a small icon-like picture will allow you to place an image in that spot on that layout.
- b. Simply single-click the layout you wish to have on your slide.
- c. Once the layout is on your slide, select the icon of the type of image you want to put in this spot and then select the image that you wish to place in this slide.



## To Change or Modify the Image Once it is in the Current Slide

- **Changing Size** - When a picture or clip art is selected within a slide, little clear dots will appear on each corner of the picture (locations shown by the red arrows in the below image). These boxes will allow you to resize the image to whatever you want it to be. However, don't forget to push "Shift" while changing the size if you want the proportions to stay the same.



- **"Picture Toolbar"** - When you insert either a picture or clip art, a "Picture Toolbar" pops up. This toolbar will allow you to modify your picture and/or clip art to get it to the color, size, and contrast that you want. You will see a copy of the "Picture" toolbar below with each button labeled. The "Picture" toolbar is standard for all Windows programs including Word 2003 and Excel 2003.

