

Enhance Your Digital Photo's



USING PowerPoint

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This lesson is to give you the basic tools of how to select a shape, use the internet to locate images, insert an image into a shape, remove outlines from your image, remove background, add new background, resize image, group pictures, sharpen up picture, and save picture onto a file ready for printing.

Notes

Selecting a Shape

1. Create shape = Insert (top left of ribbon).
2. Click on shapes.
3. Choose a square/rectangle shape by clicking on it.
4. Place cross hairs on or near centre of slide.
5. Hold down the left button and drag finger across curser pad to size.



Adding a picture to your shape.

When you place your curser or cross hairs on a shape and click you should see a square appear, this is known as your working object or working station, the object you are going to be working on.



1. Place your curser on your shape and click, a square should appear, you have now created your working station or object.
2. Right click to reveal a drop down box.
3. Near the bottom of the drop down box you'll see **Format Shape**.
4. Click on **Format Shape**. A new window will appear on the right side of your screen.
5. Click on **fill** to reveal a drop down box.
6. Click on **Picture or texture fill**.
7. Click **Online**, this will take you to online images that we will use for the purpose of this lesson.
8. In your browser, type in **Family** and press **Enter**. This will give you online images of families.
9. Double click on an image you like, preferably with a white background. That image should now appear in the shape you created and your online window should have now removed itself.