

# 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.