

How to cut photos using Microsoft PowerPoint

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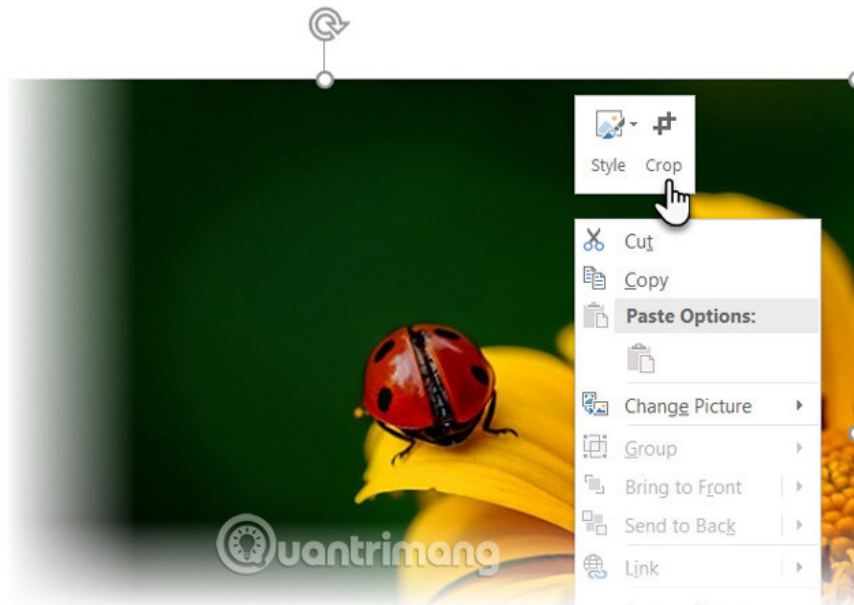
Video tutorials cut photos on PowerPoint

Method 1: Crop the image using the Crop tool on PowerPoint

Step 1 : Go to Ribbon and press **Insert> Picture** to add images to the slide.

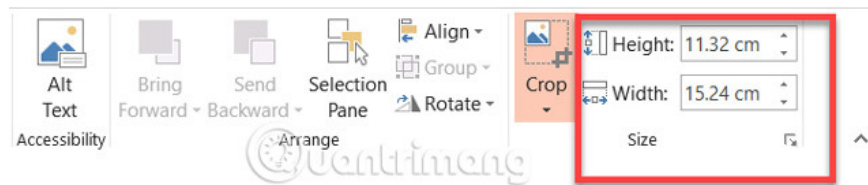
See also: How to insert text into images in PowerPoint

Step 2 : Right click on the image and click on the **Crop** button that appears at the top. The black bar on the edges and corners allows you to resize the image.



Step 3 : Drag one of these bars inside or out to crop the image. You can also cut four sides evenly by pressing **Ctrl** + dragging the frame in the corner or cutting both sides in parallel by pressing **Ctrl** + dragging the sidebar. If you want, you can drag the image to focus on the area you want to keep.

Step 4: To cut to a specific size, use the **Height** and **Width** boxes next to the **Crop** button.



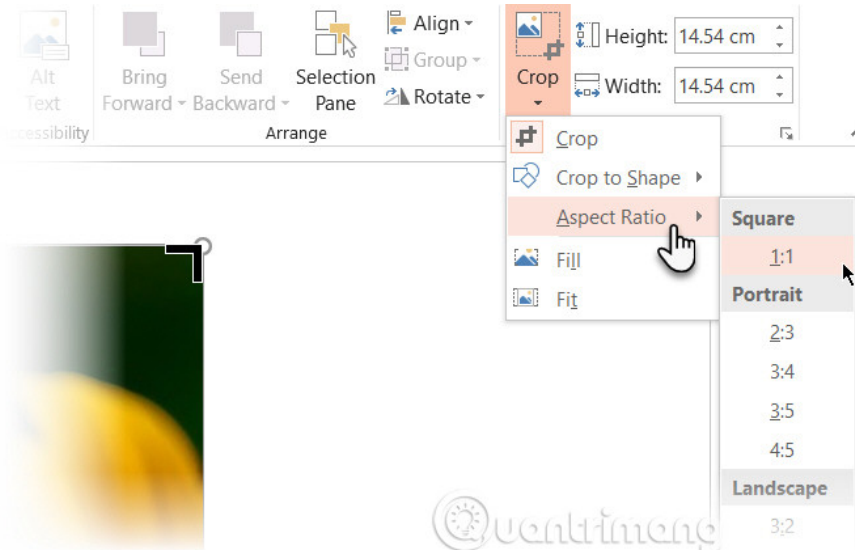
Step 5 : Press **Esc** to finish or click anywhere outside the image.

Method 2: Cut the image according to the frame rate

Assuming you have photos you want to cut into squares or any popular aspect ratio, PowerPoint lets you cut with some standard ratios with just a click.

Step 1 : Click and select the image on the slide.

Step 2 : Go to **Picture Tools> Format** . In the **Size** group, click the drop-down arrow under the **Crop** button.



Step 3 : Select the ratio in **Aspect Ratio** you want to use and apply to the image.

Step 4 : Use the Crop rectangle to adjust the crop area. You can also use the scroll bars to adjust the final size.

Method 3: Cut the image into any shape

Fill Shape can be used with the Crop tool and create interesting effects. For example, you can use a circle to cut a headshot image.



Step 1 : Go to **Insert> Shapes** and select the shape from the available options.

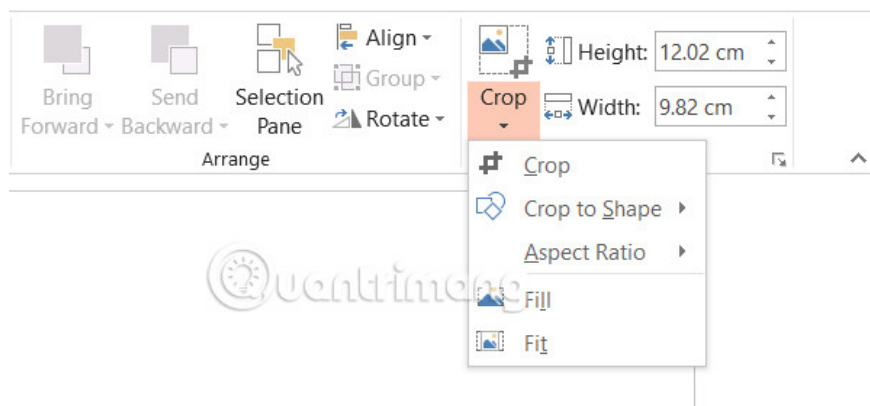
Step 2 : Click **Drawing Tools> Format** . In the **Shape Styles** group, click **Shape Fill> Picture** .

Step 3 : Browse to the image you want to use and insert it into the shape.

Step 4 : Click to select the image in the picture.

Step 5 : Go to **Picture Tools> Format** . In the **Size** group, click the arrow under **Crop** to display two cutting options.

Step 6 : Select **Fill** or **Fit** .



Fill to fit the width or height of the shape, in a larger direction. Fit will set the image size to the height or width of the image, both fit perfectly to the size of the shape.

Similarly in the above methods, you can use the pull bar to adjust the position of the shape to match the cut shape.

I wish you all success!

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2. Strange, strange moves for PowerPoint users
3. MS PowerPoint - Lesson 7: Insert images and graphics in the slide

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