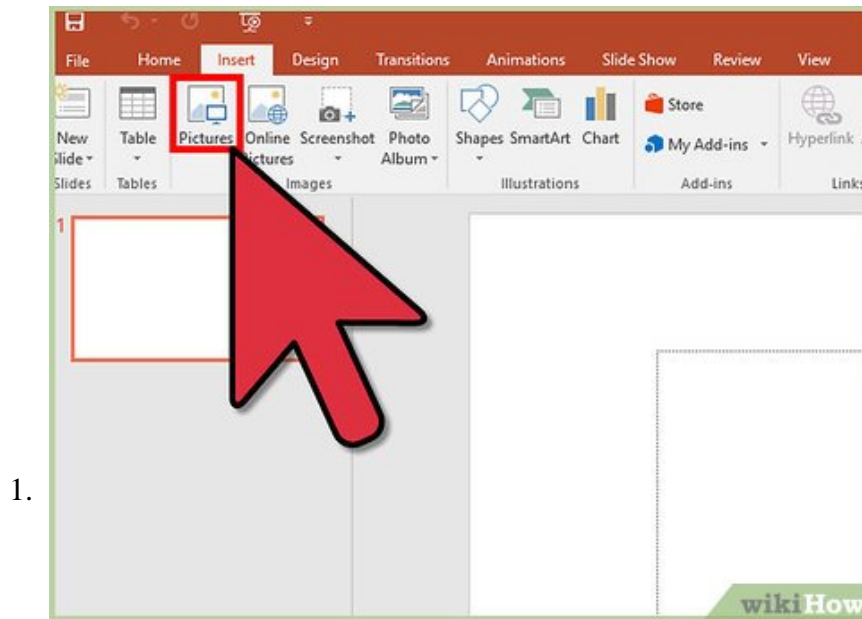


How to Use PowerPoint as Image Editing Software

Many image editing and graphics programs are complicated and costly. If you already have PowerPoint installed on your computer, it can be useful for images, too. This tutorial will show you how to use PowerPoint as an image editing...

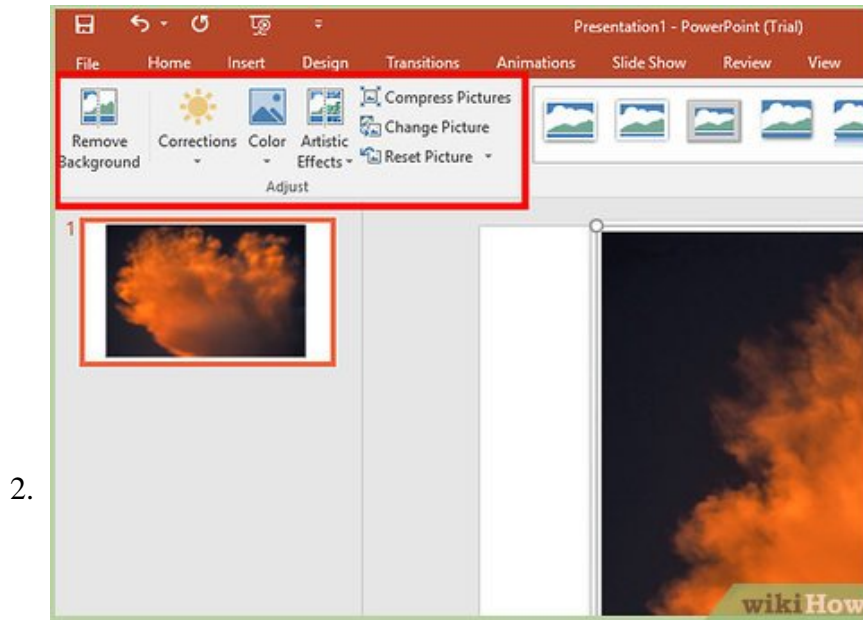
Part 1 of 8:

Adding a Picture



1.

Insert a picture. You can use copy-paste or the Insert menu option. Just click `Insert` , and then `Photo` ,and `Picture from File` . Find your file, and click `insert` .

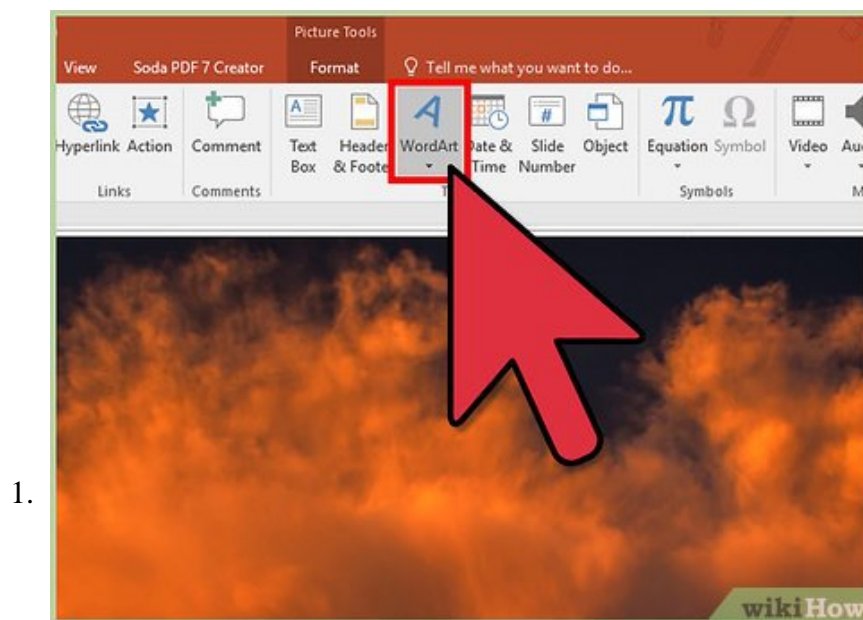


Use the image settings to change image features like brightness and contrast. The settings won't be as precise as on dedicated image editing software, but they still give you a range of options for customizing your image.

1. To change these settings, right-click on the image and select **Format Picture**. From that menu, you can adjust brightness, sharpness, color, and more. Just click **OK** when you're done.

Part 2 of 8:

Adding Text



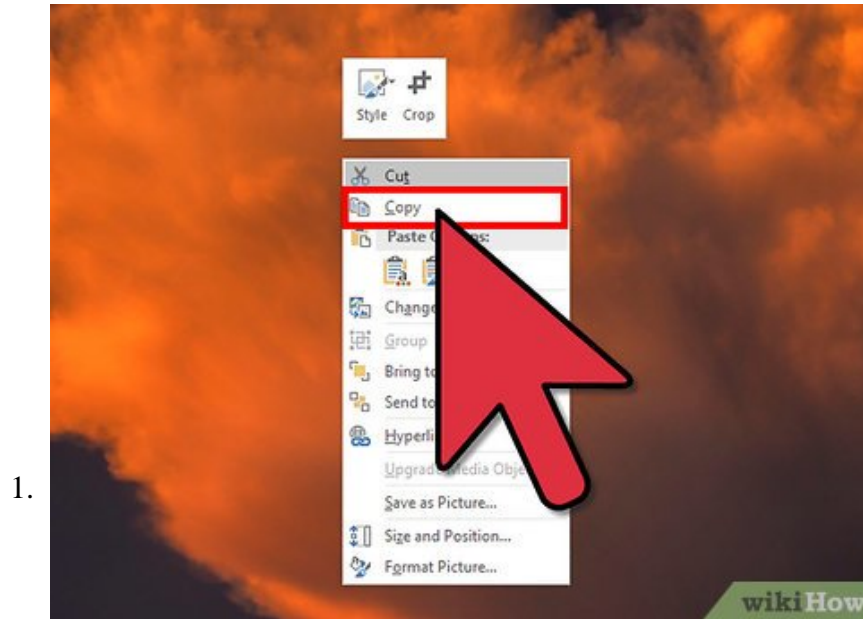
Use **WordArt**. Click **Insert** and **WordArt** to open up the menu. Type whatever you want.

1. Use the settings in the WordArt banner to change the text effect as you'd like.

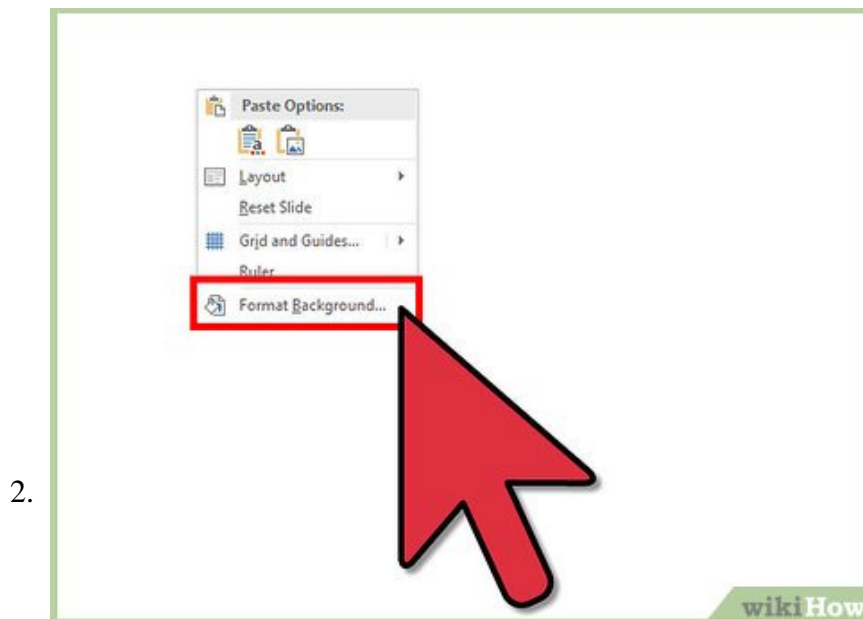
2. You can change styles or font by selection of text.
3. You can use Text Effects for a fancier text.

Part 3 of 8:

Adding a Background from Your Clipboard

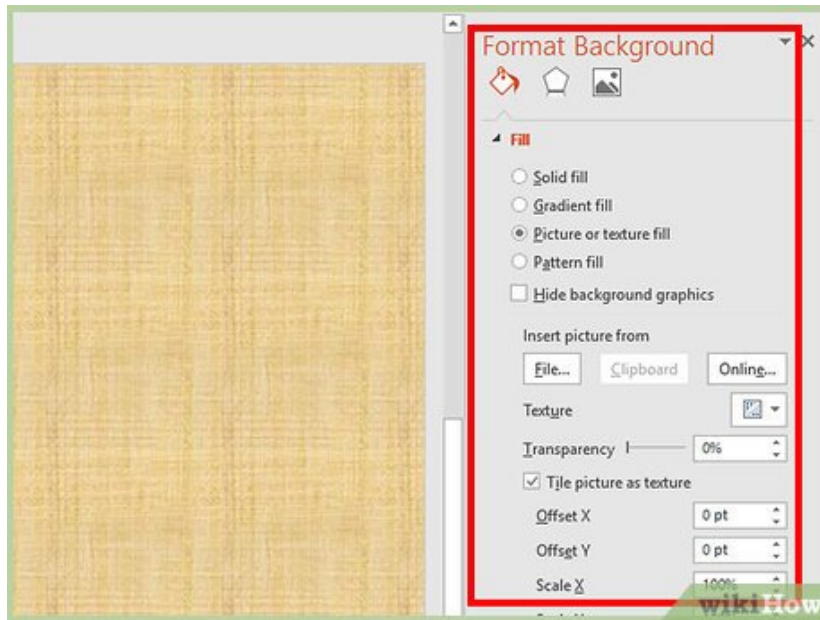


Copy an image.



Right-click on a empty space on the slide. Then select `Format Background` .

3.

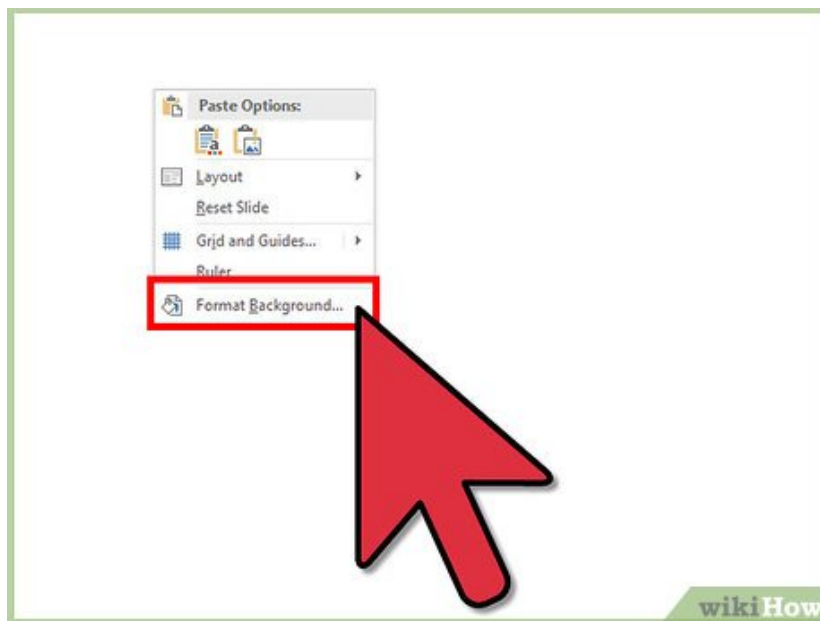


Select and paste. Click **Picture or Texture Fill** on the **Fill** tab then select **Clipboard**.

Part 4 of 8:

Adding a Background from a File

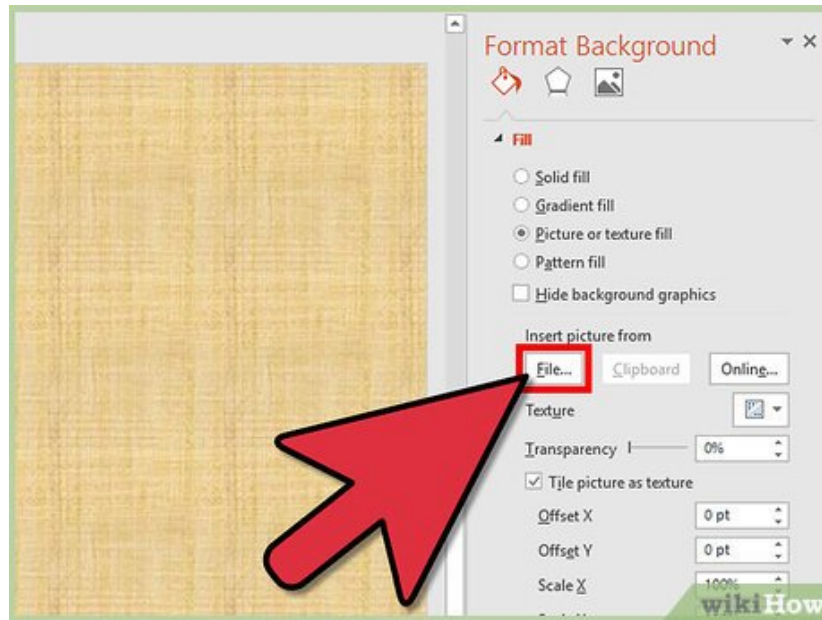
1.



Right-click on a empty space on the slide. Then select **Format Background**.

1. Select and paste. Click **Picture or Texture Fill** on the **Fill** tab then select **File**.

2.

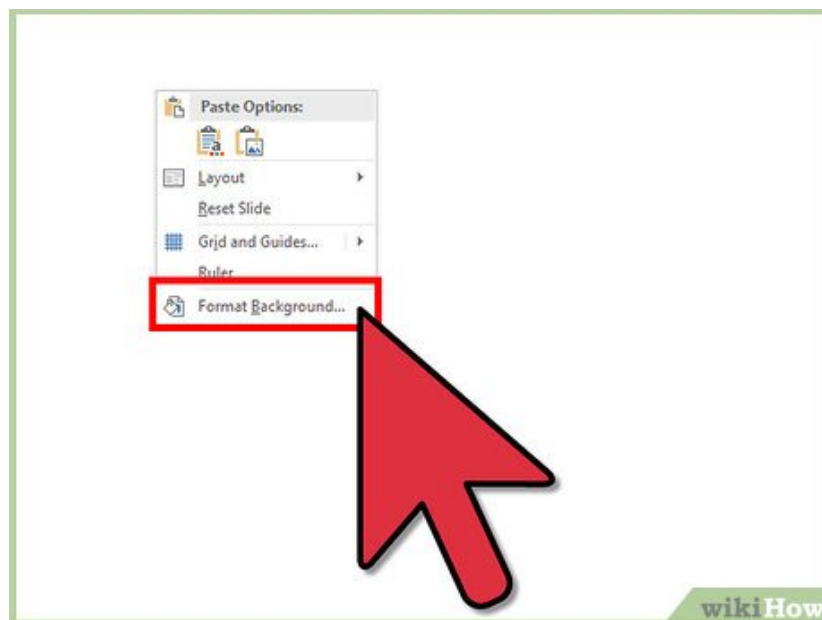


Pick a image.

Part 5 of 8:

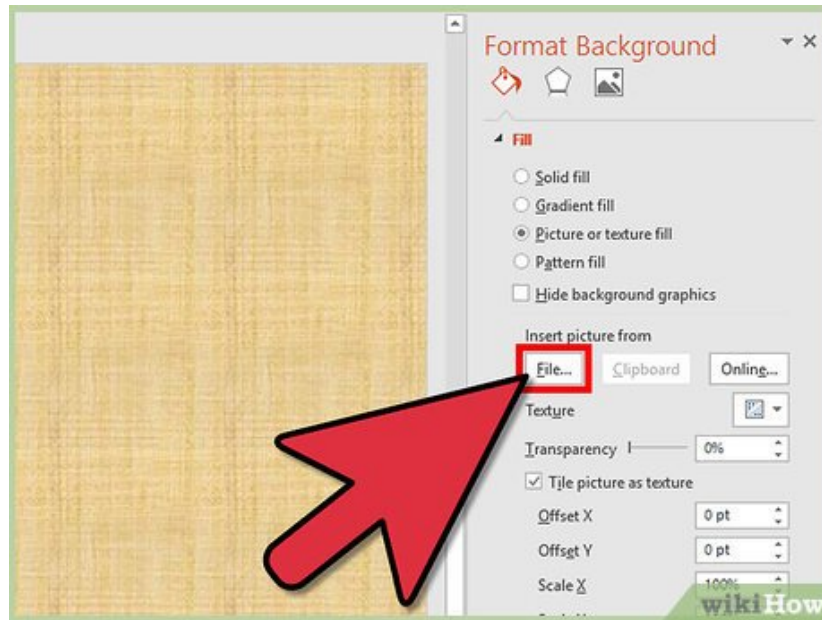
Adding a Background from Clip Art

1.



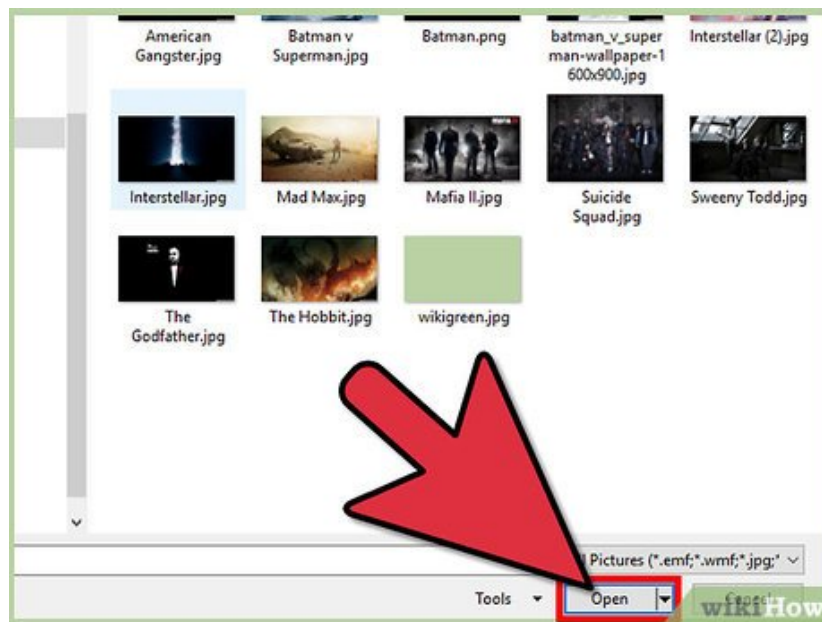
Right-click on a empty space on the slide. Then select `Format Background` .

2.



Select and paste. Click **Picture or Texture Fill** on the **Fill** tab then select **Clip Art**.

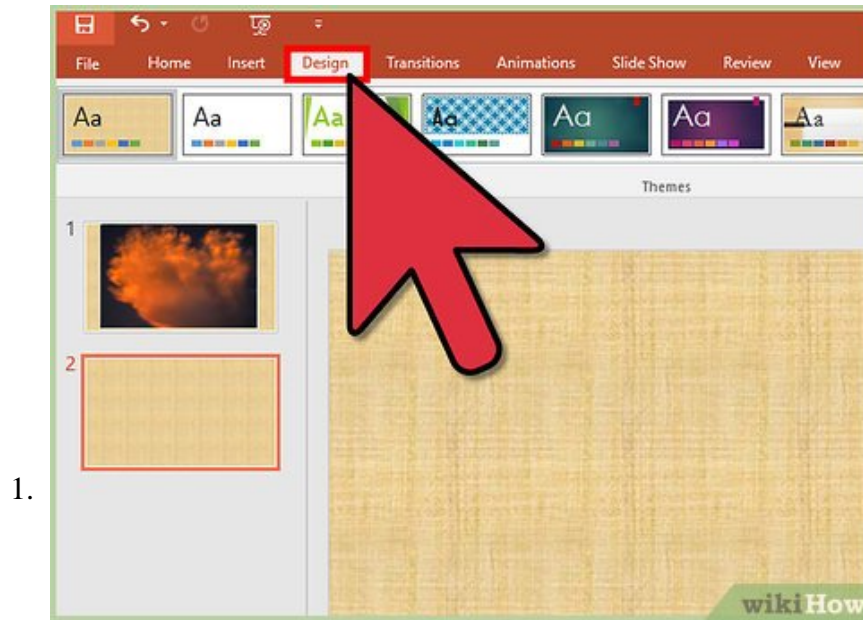
3.



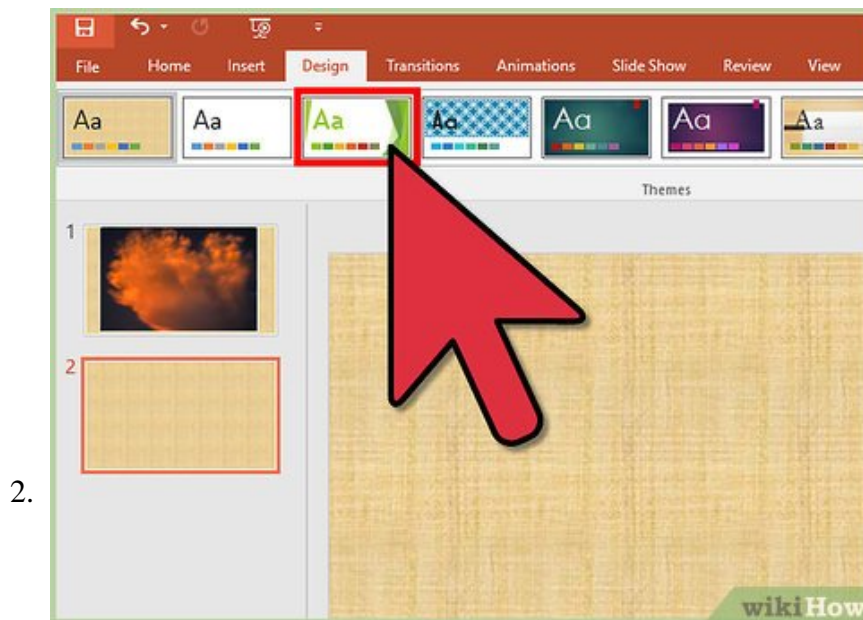
Select. Select a clipart and click **OK**.

Part 6 of 8:

Adding a Background by Theme



Go to the **Design** tab.

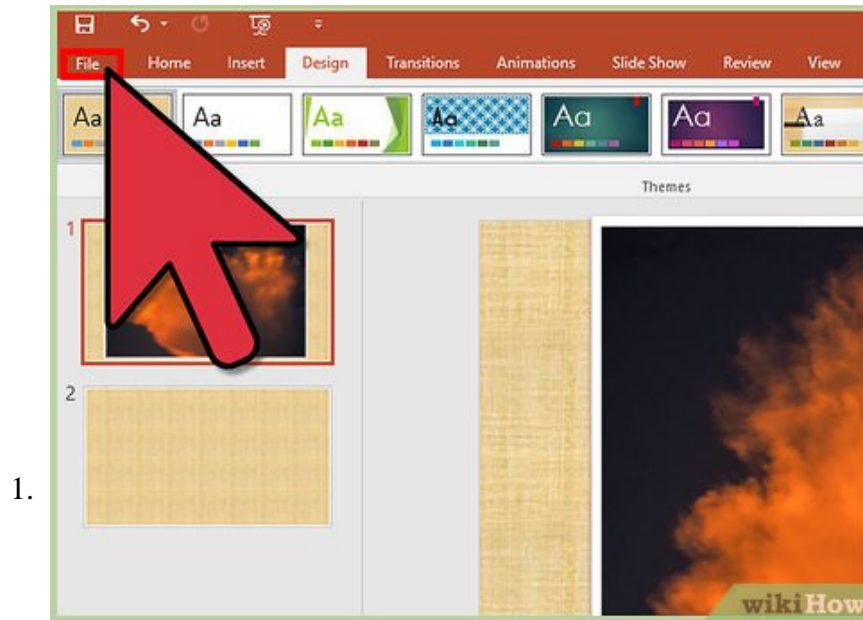


Pick a theme.

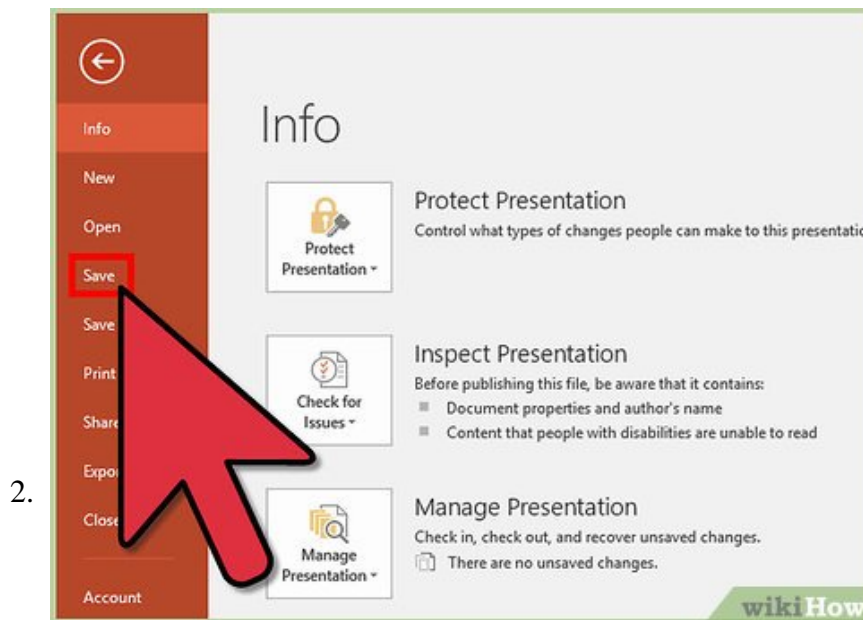
1. The theme may change your text and shape color if the color is from the theme colors.

Part 7 of 8:

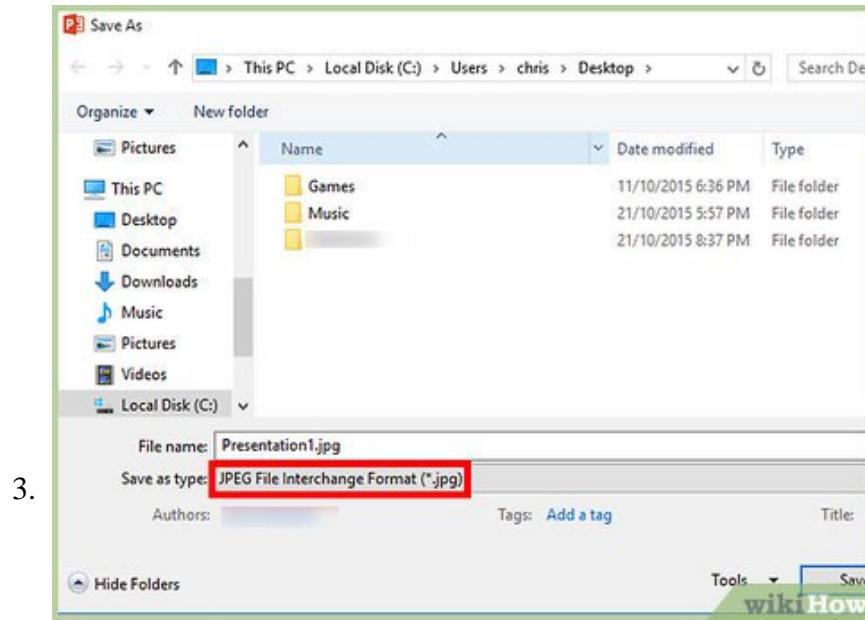
Setting the Image Orientation



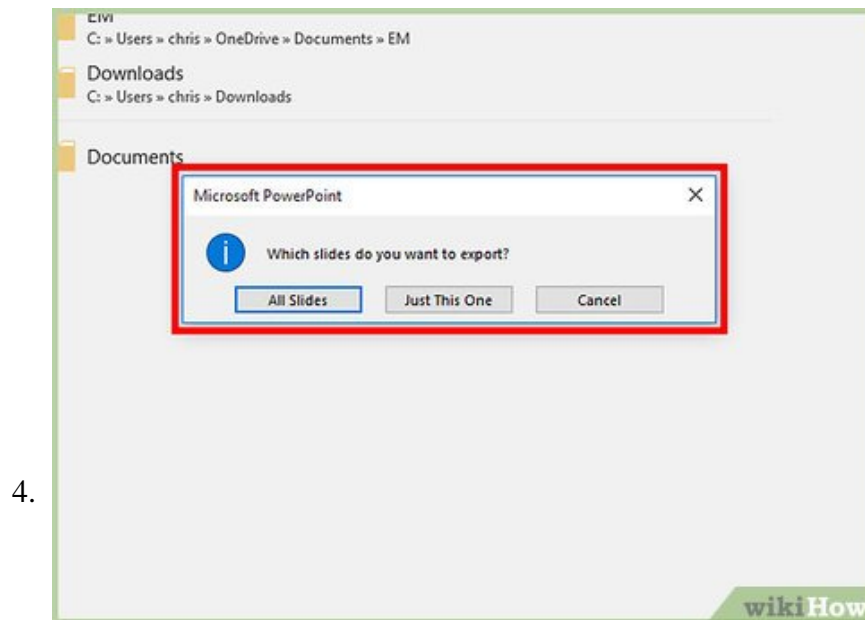
Open the Office menu.



Save. Pick `Save` if unsaved, or pick `Save As` if replaced parts.



Pick the format as JPG, PNG, or GIF. Name it then save it.



A dialog will appear. Choose any of them.

1. "Every slide" will make a folder in the location.
2. "Current slide only" will make a picture of the current slide.

You finished reading the article "**How to Use PowerPoint as Image Editing Software**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.