

MS PowerPoint 2007 - Lesson 7: Insert images and graphics in the slide

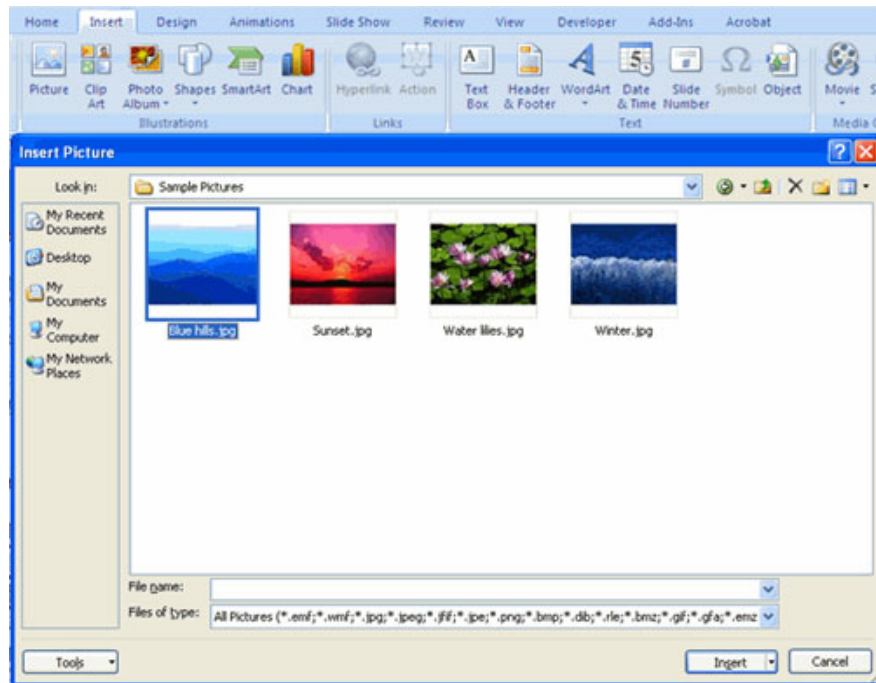
SmartArt is a feature in Office 2007 that allows you to select different images and graphics into slide including development charts, list charts, pie charts, process charts, ... In This article TipsMake.com will show you how to insert images into slides and insert data charts into presentations.

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Insert photos into PowerPoint slides

To insert images into a slide:

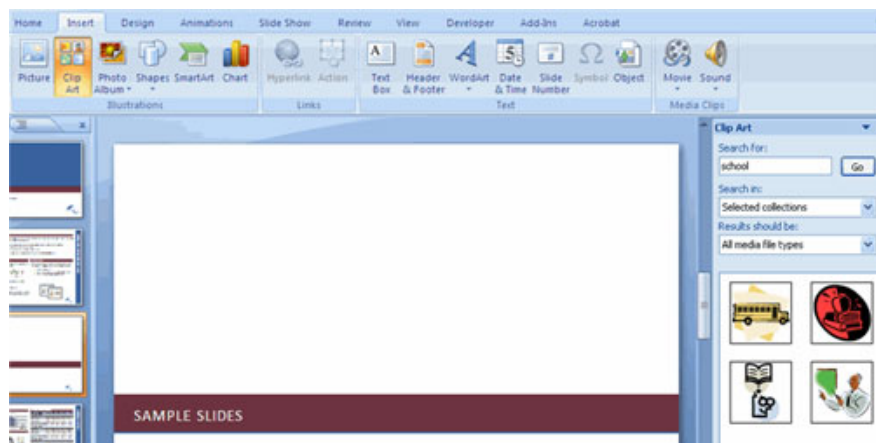
1. Click the **Insert** tab
2. Click the **Picture** button
3. Browse photos from your file
4. Click on the image name
5. Click **Insert**
6. To move the image, click on the image and drag it to the desired location



Insert the Clip Art into the slide

To insert Clip Art:

1. Click the Insert tab
2. Click the **Clip Art** button
3. Search for patterns using the **Clip Art** dialog box
4. Click Clip Art
5. To move the pattern, click it and drag to the desired location



Edit photos and models

When you insert an image or sample into the slideshow, a new tab will appear on the Ribbon. The **Format** tab allows you to format images and graphics. Format tab has 4 groups:

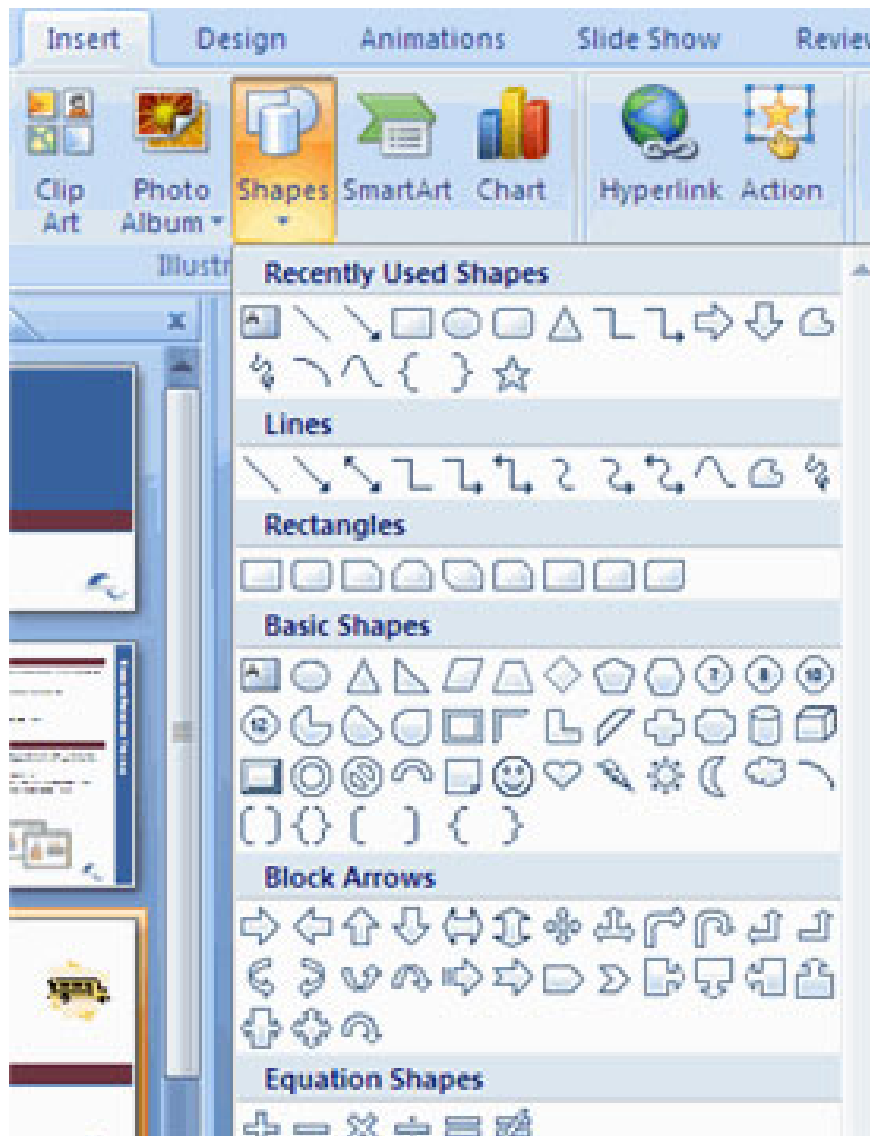
1. **Adjust:** Adjust the brightness, contrast and color of the image
2. **Picture Style:** Allows you to place a frame or border around the image and add effects to the image
3. **Arrange:** Adjust alignment and rotation for images
4. **Size:** Crop the image and customize the size for the photo



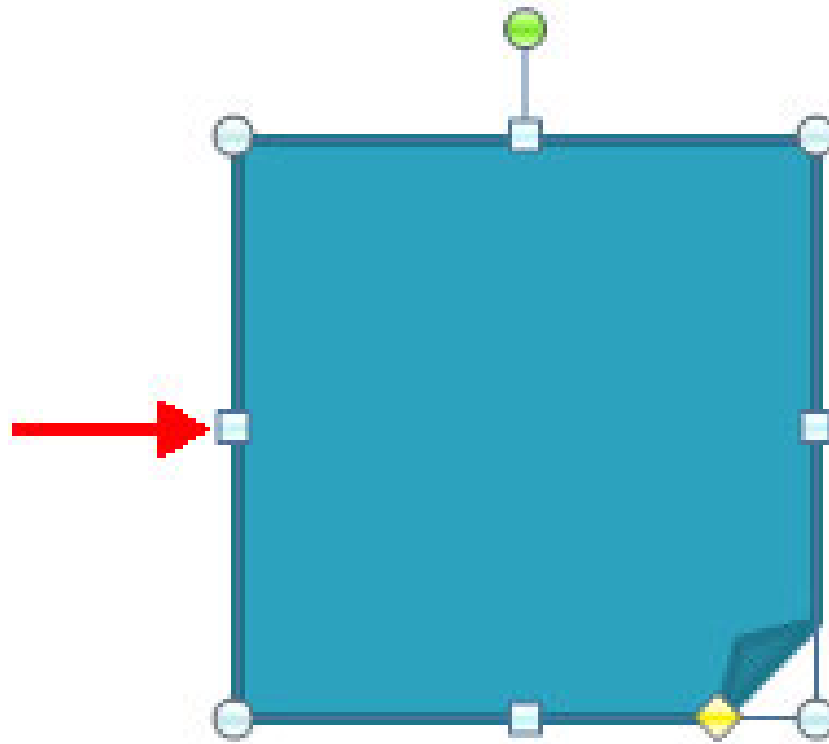
Insert Shape on the slide

To insert Shape:

1. Click the Insert tab
2. Click the **Shapes** button
3. Click on the image you selected

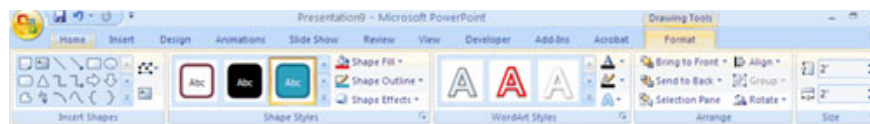


1. Click on **Slide**
2. Drag the cursor to expand the shape



To format images:

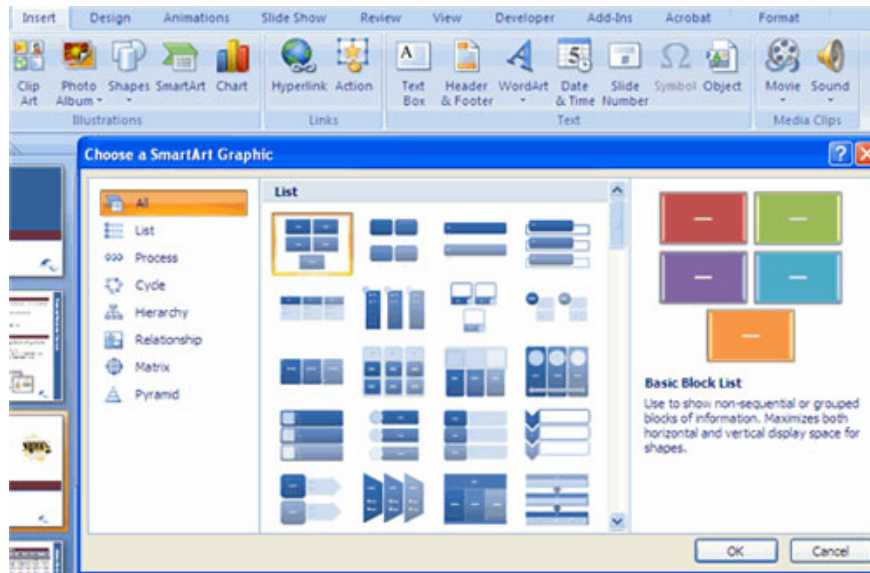
1. Click **Shape**
2. Click the **Format** tab



Insert SmartArt

SmartArt is a feature in Office 2007, which allows you to choose different graphic images including development charts, list charts, pie charts and process charts. To add SmartArt:

1. Click the **Insert** tab
2. Click the **SmartArt** button
3. Click on SmartArt you choose



1. Click SmartArt
2. Drag SmartArt to the desired position in the slide

To format SmartArt:

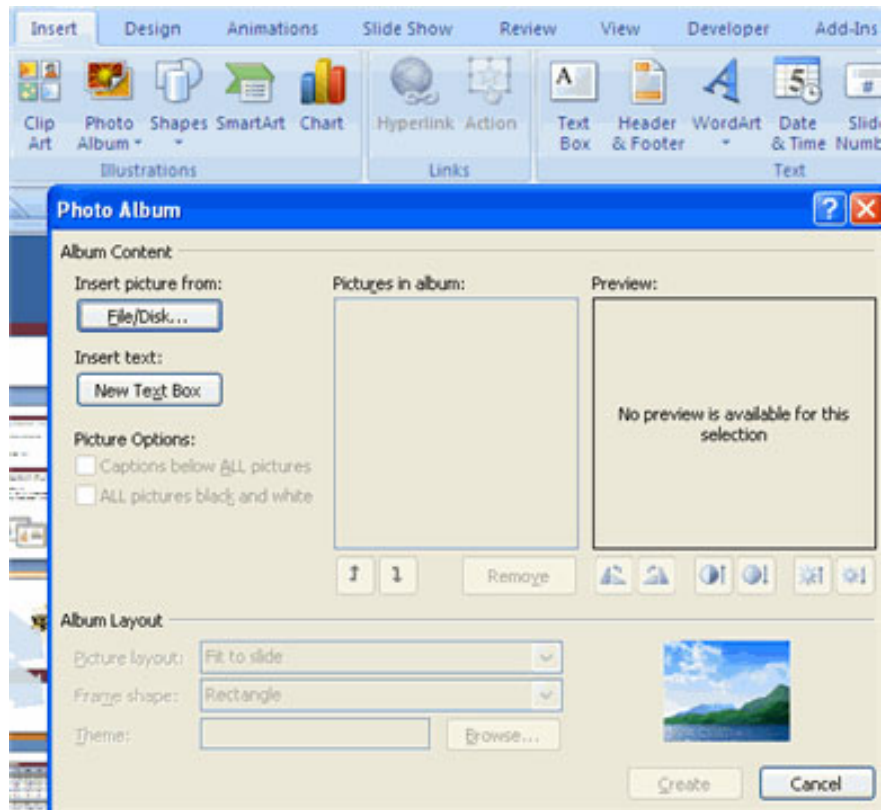
1. Click **SmartArt**
2. Click the **Design** tab or the **Format** tab
3. Click SmartArt to add text and images.



Add a Photo Album

Photo Album is a new feature in PowerPoint 2007, allowing you to create photo albums to share photos easily. You can create a photo album as follows:

1. Click the Photo Album button on the **Insert** tab
2. Click **New Photo Album**
3. Click **File / Disk** to insert images into photo albums
4. Move the photo up or down in the order of the album by clicking on the up or down arrow.



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