

PowerPoint 2016 image format

There are many ways to format images in Powerpoint slide show. Photo tools in PowerPoint make it easy to personalize and modify images in interesting ways.

There are many ways to format images in PowerPoint slide show 2016. The image tools in PowerPoint make it easy to personalize and modify images in interesting ways. PowerPoint lets you change image styles and shapes, add borders, crop, crop images, add artistic effects and more.

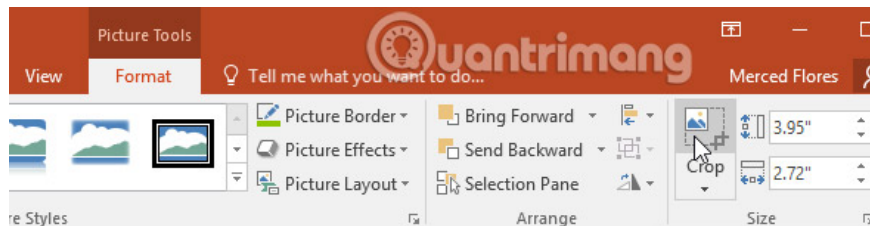
PowerPoint 2016 image format

1. How to crop images
2. How to cut the image into a desired shape
3. How to add borders to images
4. Adjust images
 1. Compress photos

How to crop images

When you crop an image, part of the image will be deleted. The crop action can be useful when an image has a lot of content and you want to focus only on one part of the image.

1. Select the image you want to crop. The **Format** tab will appear.
2. On the **Format** tab , click the **Crop** command .



3. The crop handles will appear around the image. Click and drag one of the handles to crop the image. Make sure the mouse is right above the black crop crop so you don't accidentally select the wrong handle to resize.

Health and Wellness Screenings

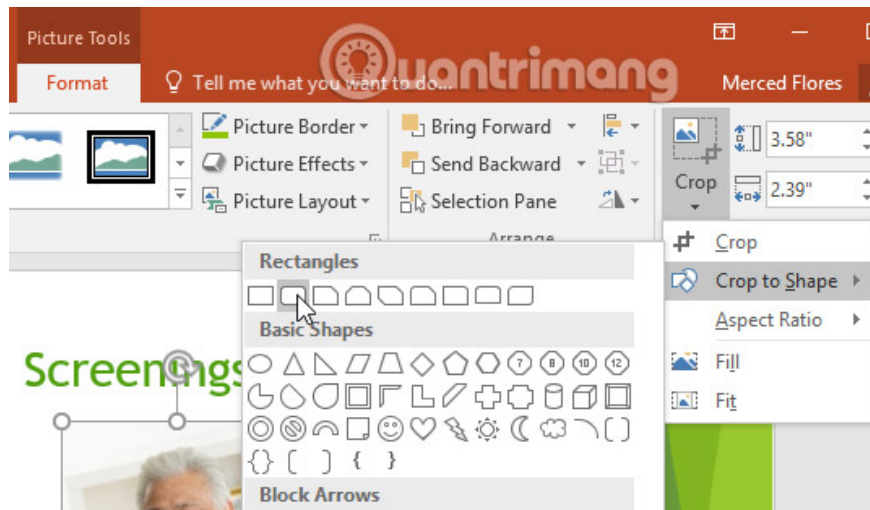
- ▶ Screenings for blood pressure, cancer, heart attack/stroke risk, diabetes, and more
- ▶ Provided by University Hospital Community Outreach and Health Education Programs



4. Click the **Crop** command again. Image will be cropped.

How to cut the image into a desired shape

1. Select the image you want to cut, then click the **Format** tab .
2. Click the drop-down **Crop** arrow . Hover over **Crop to Shape** , then select the desired shape from the drop-down menu that appears.



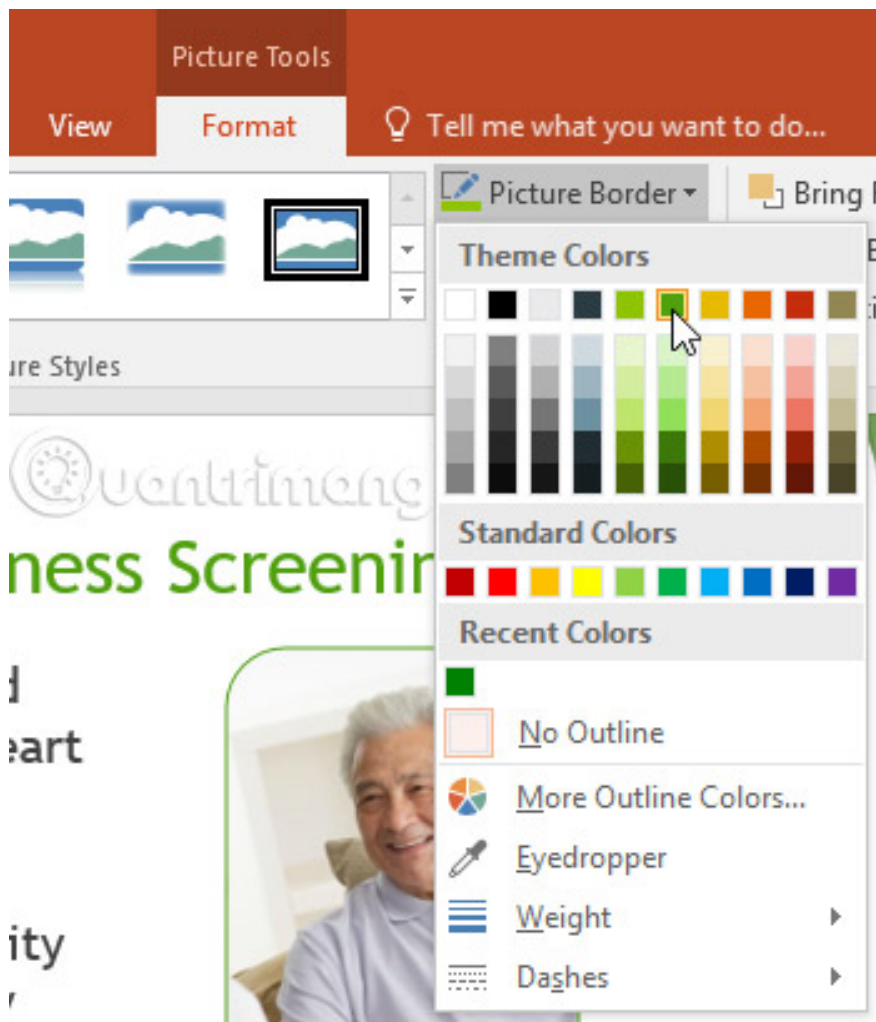
3. New image will appear as desired shape.



You may want to crop the image to the desired size before cropping it into a certain shape.

How to add borders to images

1. Select the image you want to add a border, then click the **Format** tab .
2. Click the **Picture Border** command . A drop-down menu will appear.
3. From here, you can choose whether or not color, thickness and dashed lines.

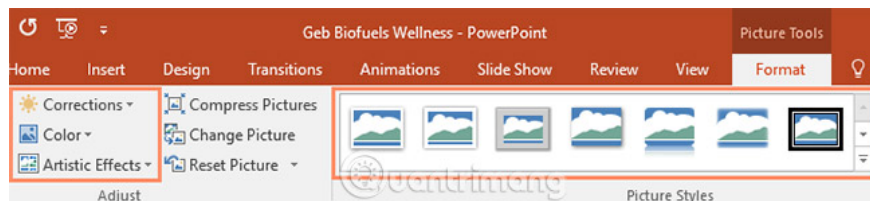


4. The border will appear around the image.



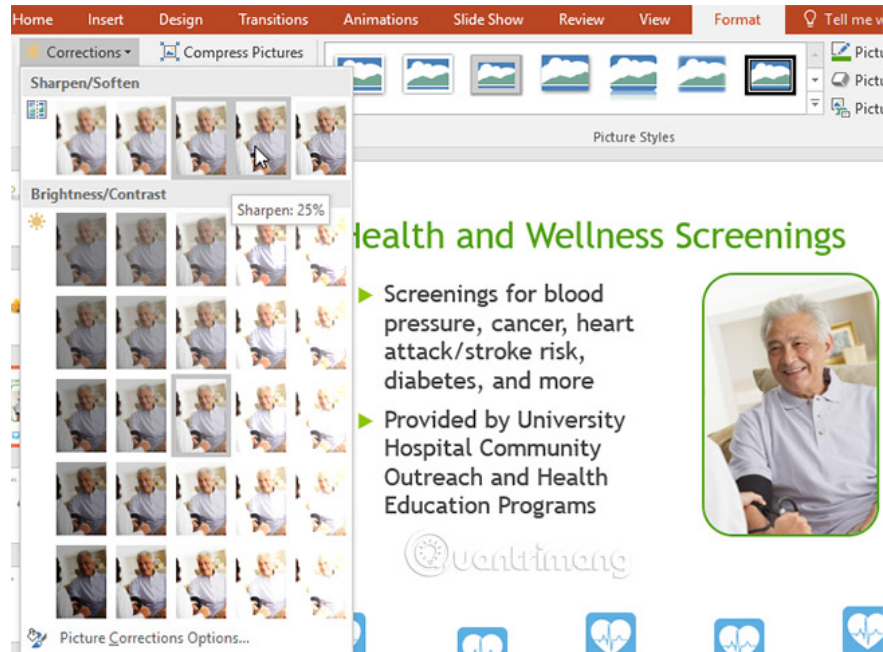
Adjust images

PowerPoint provides a number of options to change how images appear when displaying a slide show. For example, you can add frames, edit images, change the color or brightness of images, and even add some suitable artistic effects. These options are in the **Adjust and Picture Styles** group on the **Format** tab .

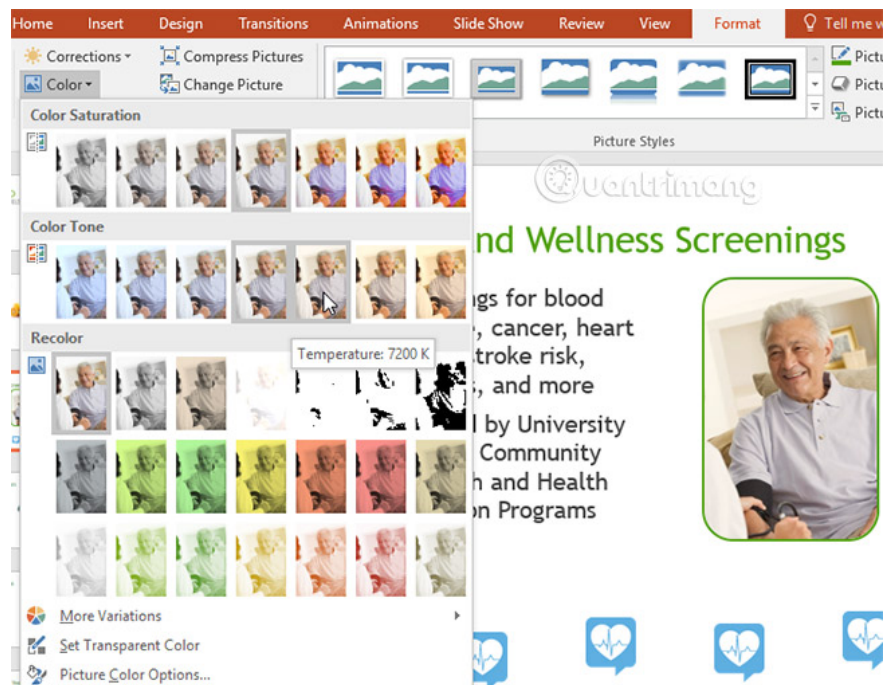


When you are ready to adjust or test the new look for the image, select the image and one of these options from the **Format** tab .

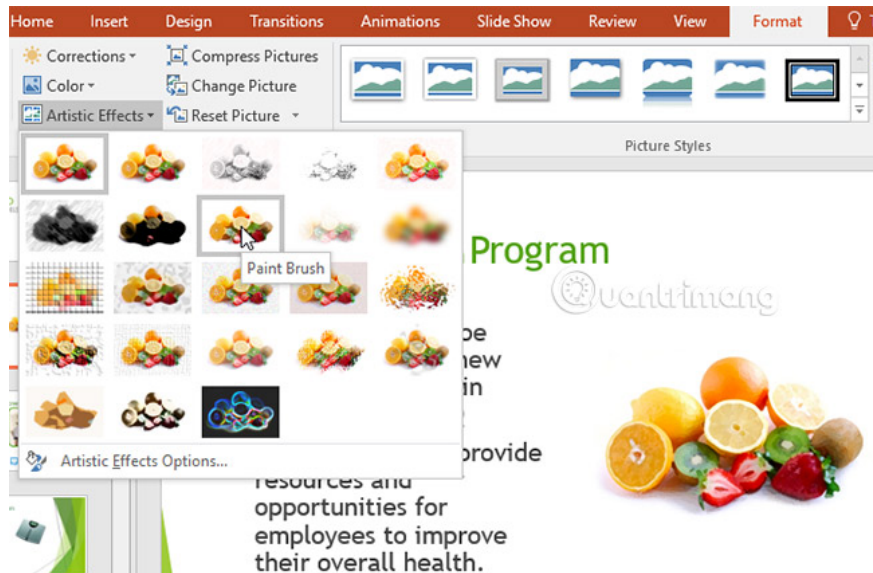
1. **Corrections:** This command is in the **Adjust** group . From here, you can sharpen or soften the image to adjust the level of blur or clarity of the image that appears. You can also adjust the brightness and contrast, controlling the brightness or darkness of the image that appears.



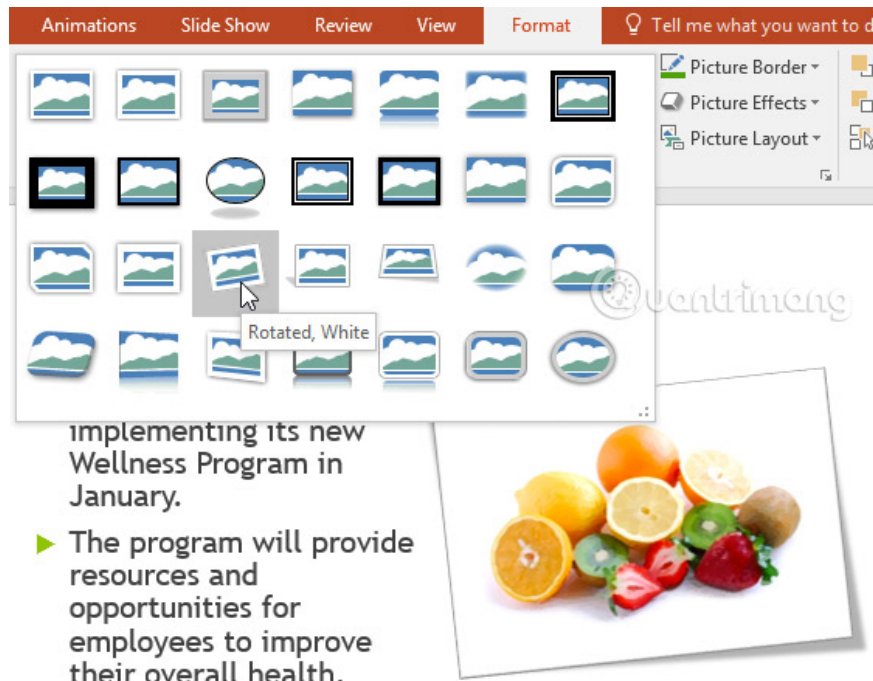
1. **Color:** This command is in the Adjust group. From here, you can adjust the saturation of the image (how vivid the color is), color tone and color (change the overall color of the image).



1. **Artistic Effects:** This command is in the **Adjust** group . From here, you can add artistic effects like Pastels, Watercolors and Glowing edges.



1. **Picture Styles Group:** This group contains many styles you can apply to your photos, such as frames, borders and soft edges.



Compress photos

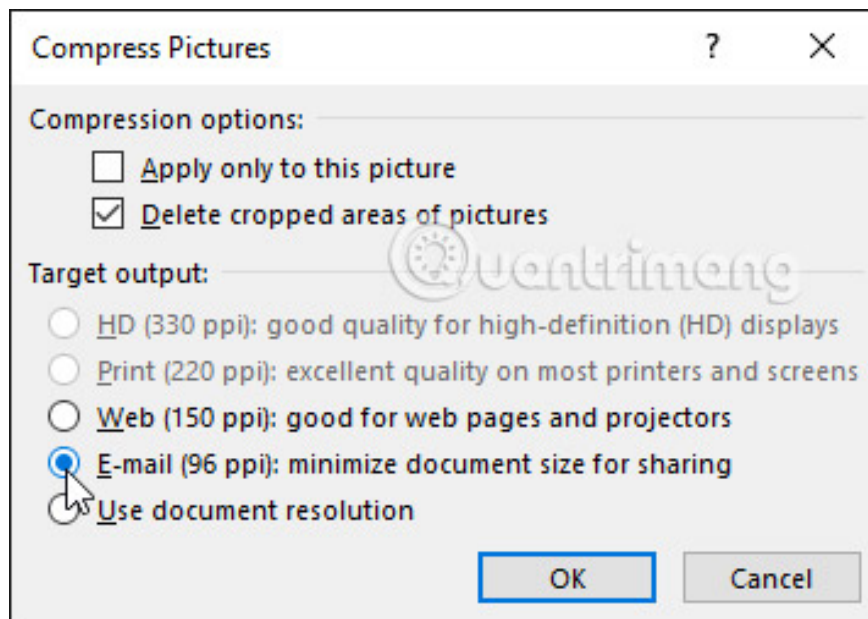
If you want to email a presentation containing images, you will need to pay attention to its file size. High-resolution images can make presentations very large, difficult or impossible to attach to emails. In addition, cropped image areas will be saved with the presentation by default and may contribute to increasing the file size. PowerPoint can reduce file size by compressing images, reducing their resolution and deleting cropped areas.

How to compress an image

1. Select the image you want to compress, then click the **Format** tab .
2. Click the **Compress Pictures** command .



3. A dialog box will appear. Place a checkmark next to **Delete cropped areas of pictures** . You can also choose to apply only the settings for this photo or for all photos in the presentation.
4. Select a **Target output**. If you are emailing your presentation, you can choose **Email**, the option to create the smallest file size. When you're done, click **OK**.



The operation to compress images in PowerPoint may not reduce the file size as much as you might expect. For better results, you can use the image editing program to resize the image before you insert it into the presentation.

Good luck!

See more:

1. How to save presentations in PowerPoint 2016
2. Create and open presentations in PowerPoint 2016
3. Create beautiful slides for PowerPoint presentations with 8 tips

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