

# **Microsoft PowerPoint 2013: Working with Pictures**

**Modality: On Demand**

**Duration: 30 Min**

## **About the course:**

Students will explore new image editing features and also how to construct a photo album and discover the techniques to upload it, including how to resize and crop images on a slide to using the color and corrections tools.

## **Course Objective:**

- How to insert a picture into a slide
- How to resize a picture
- How to insert an online picture
- How to use cropping options and cropping tools
- How to use remove background tool
- How to use color tool
- How to use correction tools
- How to use picture layout and artistic effects tools
- Apply a picture style and picture effect
- How to change, reset, and compress a picture
- How to create a photo album layout
- Share your album

## **Audience:**

Anyone who want to enhance his/her skills on MS PowerPoint

## **Prerequisites:**

This online training program required no prerequisites

## **Course Outline:**

### Getting Started

- What you'll learn in this training

### Working with Pictures

- Inserting a picture into a slide
- Inserting an online picture
- Resizing a picture
- Using the cropping tools and cropping options
- Using the corrections tools
- Using the color tool
- Using artistic effects and picture layout tools
- Using the remove background tool
- Setting transparent color
- Applying a picture style
- Formatting the picture border
- Applying a picture effect
- Changing a picture
- Resetting a picture
- Compressing a picture

### Photo Albums

- Creating a photo album layout
- Sharing your album

