

## Hide menu

## Advanced text editing

## Adding graphical elements to your presentation

## Adding SmartArt to a presentation

## Modifying objects in your presentation

Video: Edit objects  
5 minReading: Exercise: Editing objects  
10 minVideo: Format objects  
2 minReading: Exercise: Formatting objects  
10 minVideo: Group objects  
1 minReading: Exercise: Grouping objects  
10 minVideo: Arrange objects  
3 min

## Reading: Exercise:

Work Smarter with Microsoft PowerPoint &gt; Module 2 &gt; Exercise: Editing objects

&lt; Previous Next &gt;

# Exercise: Editing objects

**Note:** You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

**How to complete this exercise**

To complete this exercise, you will need access to Microsoft PowerPoint.

**Note:** Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

**Free Office for the web**

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

**Access Microsoft Account**

[Log in to your Microsoft account.](#)

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

**Let's get started!**

**Note:** You will need the following files to complete this exercise:

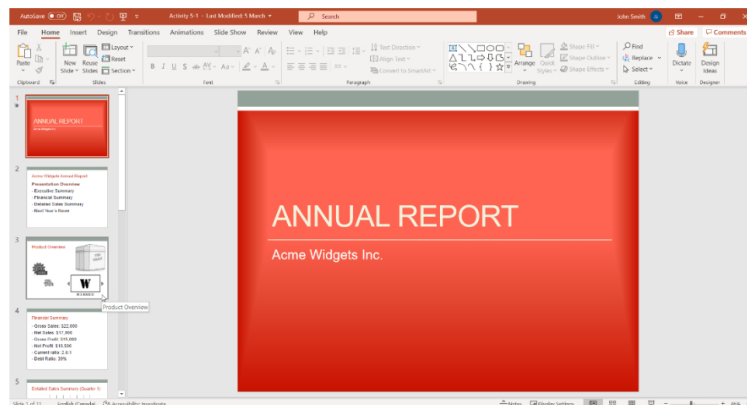
- [Exercise: Editing objects](#)
- [Exercise: Editing objects image](#)

In this activity, you will begin modifying a product overview slide for your company's annual report presentation.

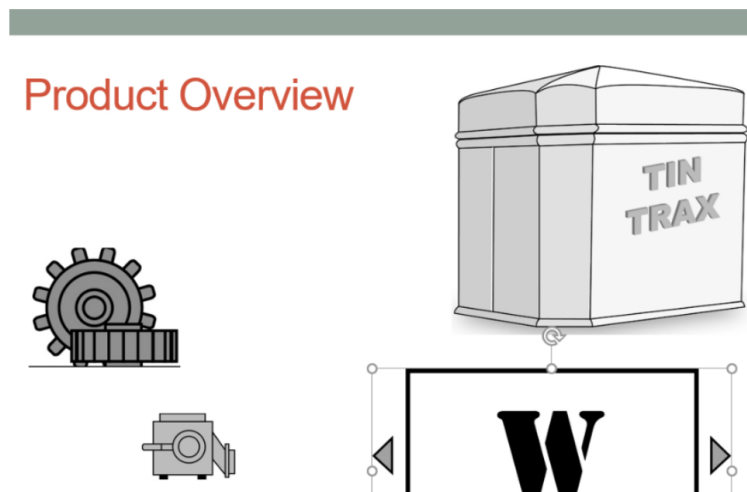
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

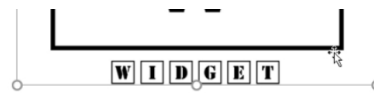
[Exercise: Editing objects](#)

2. Click slide 3 in the Slides pane:

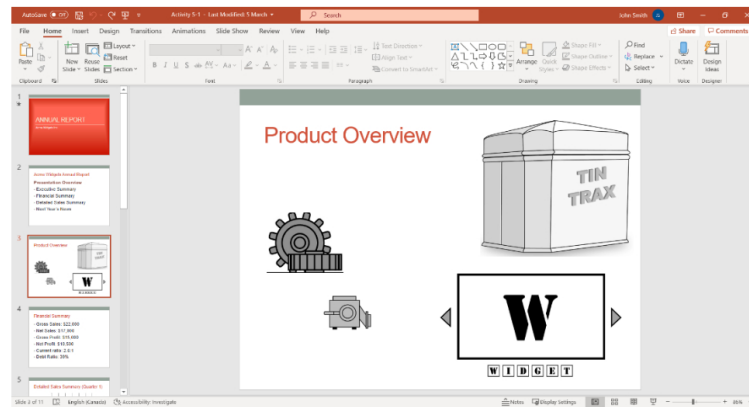


3. First, we want to crop the shape in the bottom right-hand corner of the slide. Click it to select it:

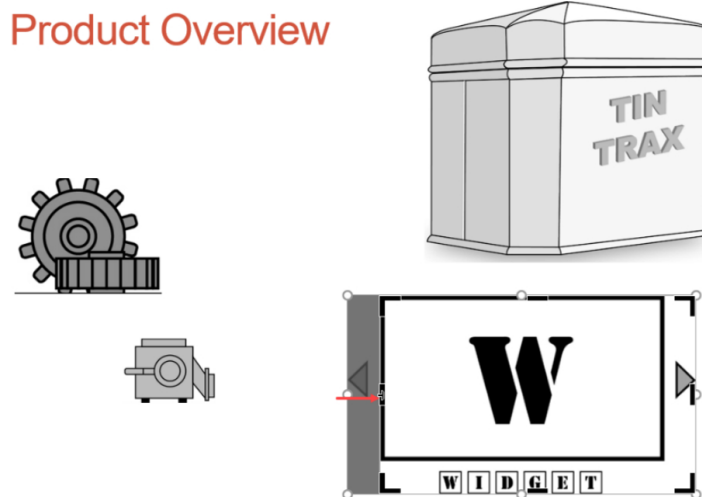




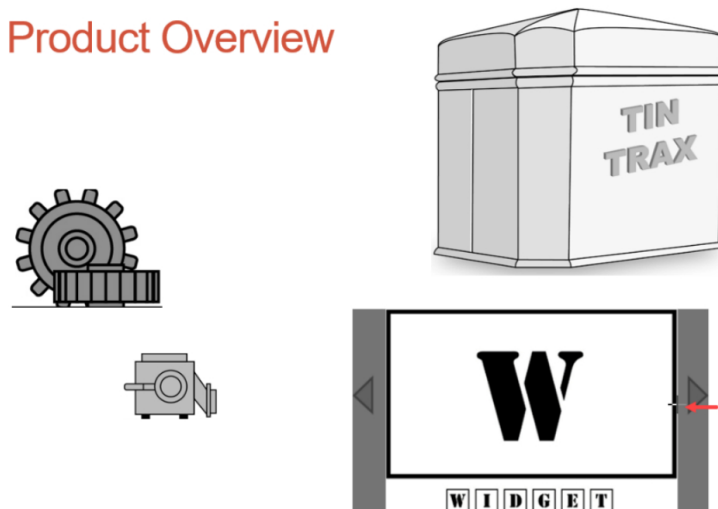
4. Next, click **Picture Format** → **Crop**:



5. **Click and drag the crop handle** from the left-hand side of the image inwards to remove the arrow:



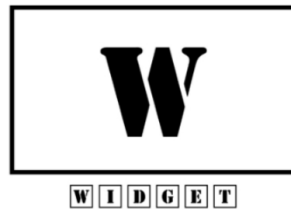
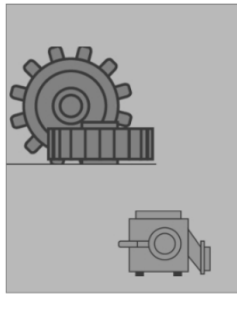
6. Repeat this process for the right-hand side of the image:



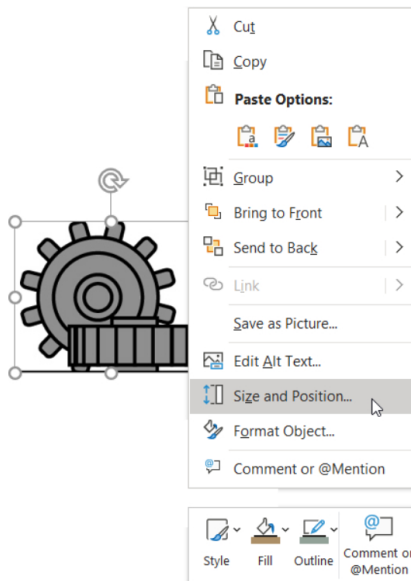
7. Click anywhere outside the image to apply the crop. Now, let's resize the two smaller images on the left-hand side of the slide to be the same size. **Click and drag over both images** to select them:



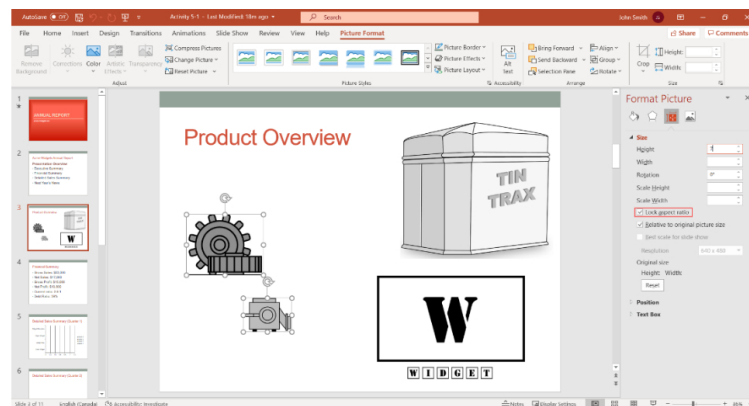
## Product Overview



8. Right-click the selection and click **Size and Position**:



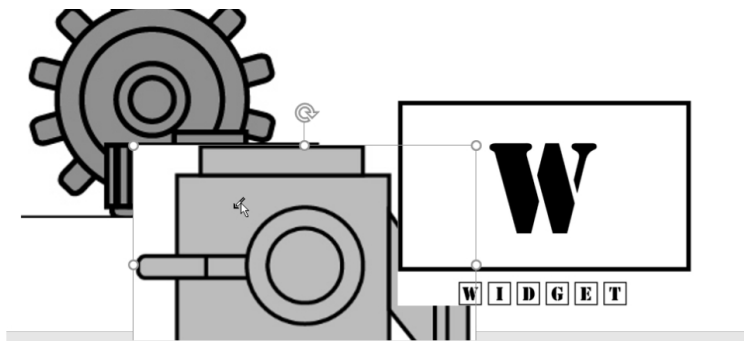
9. The Format Picture task pane will open to the Size sub-category of the Size & Properties category. Ensure that the **Lock aspect ratio** box is checked. Then, enter “7” in the Height box and press **Enter**. This will make both images 7 centimeters high:



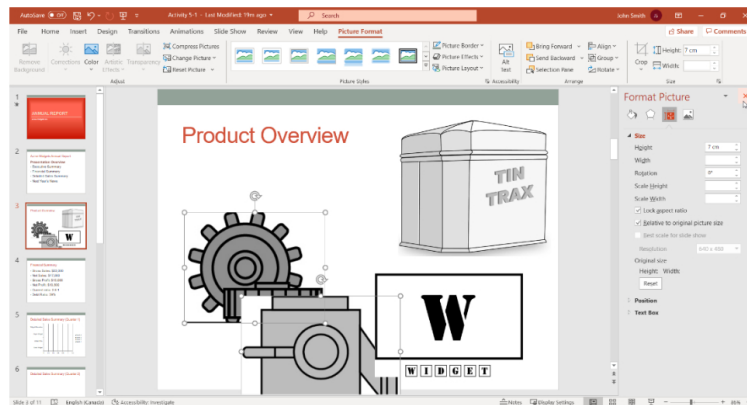
10. The images have now been resized. Later, we will learn about moving them around. For now, close the Format Picture task pane:

## Product Overview

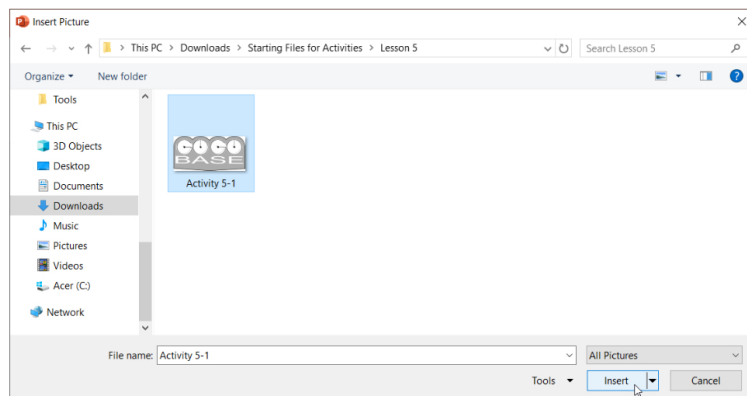




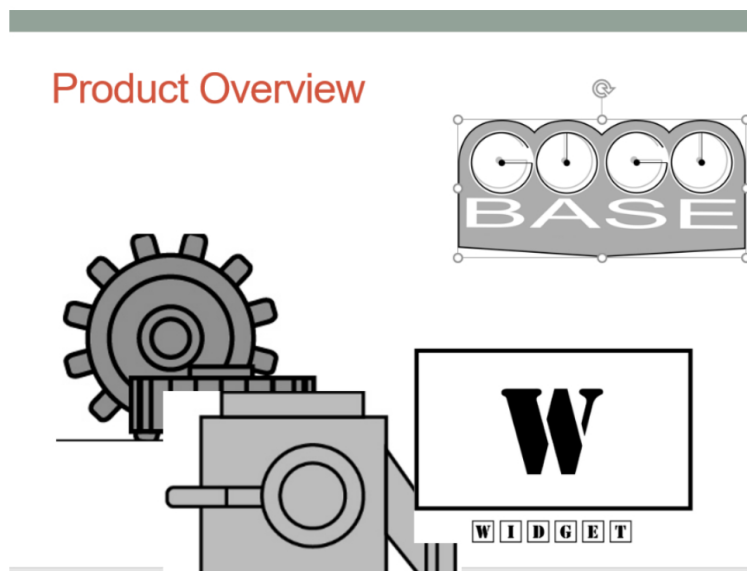
11. We need to remove the Tin Trax product image and replace it with a new product. Select this image and click **Picture Format** → **Change Picture** → **From a File**:



12. In the Insert Picture dialog box, navigate to the Lesson 5 folder of your Activity Files. Select the Activity 5-1 image and click **Insert**:

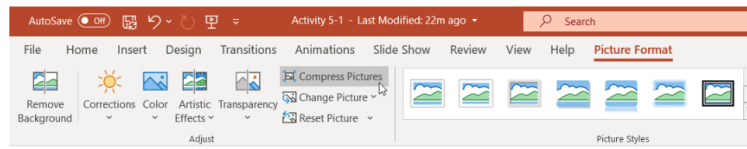


13. The image will be replaced:

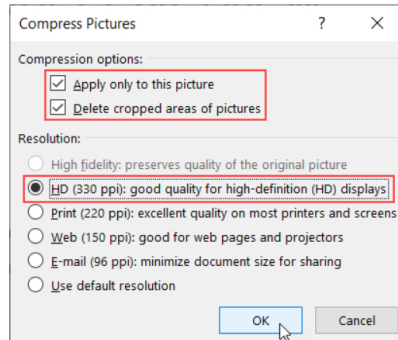


14. Finally, let's check the resolution settings for this presentation and delete the crop data from the image that we

modified earlier. Click **Picture Format** → **Compress Pictures**:



15. The Compress Pictures dialog box will open. Ensure that the top two options are checked. Then, select **HD** for the **Target output** section and click **OK**:



16. The compression changes will be applied. Save your presentation as Activity 5-1 Complete. Close Microsoft 365 PowerPoint to complete this activity.

17. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Editing objects](#) [🔗](#)

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