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Adding SmartArt to a presentation
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Exercise: Inserting images

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!

In this exercise, you will begin work on a presentation highlighting the important features of PowerPoint.

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

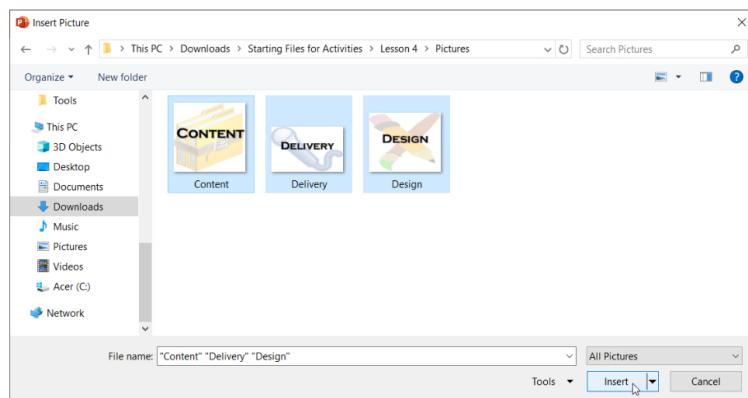
Note: Click on the links below to open the set of files that you can use to complete this exercise.

- [Exercise: Inserting images A](#)
- [Exercise: Inserting images B](#)
- [Exercise: Inserting images Content](#)
- [Exercise: Inserting images Delivery](#)
- [Exercise: Inserting images Design](#)

2. To begin, let's add some images to the second slide. Click to select it in the Slides pane. Then, click **Insert** → **Pictures** ▾ **This Device**:



3. Click the links provided at the top of this lesson to access and download the images in a folder of your choice. Open the folder and press **Ctrl + A** to select all the images. Click **Insert**:

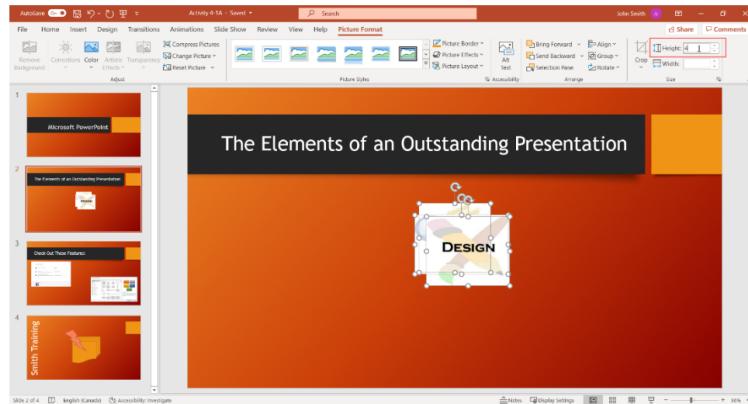


4. The images will be inserted and the Picture Format tab will be displayed:





5. Let's make all three of the images the same size. With all of the images still selected, type, "4" in the Height field on the Picture Format tab and press **Enter**:



6. Now, let's convert the images to SmartArt. With all of the images still selected, click the **Picture Layout** menu on the Picture Format tab. Click **Bending Picture Caption List**:

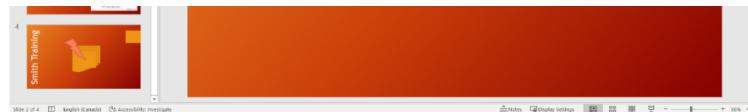


7. The diagram will be created:



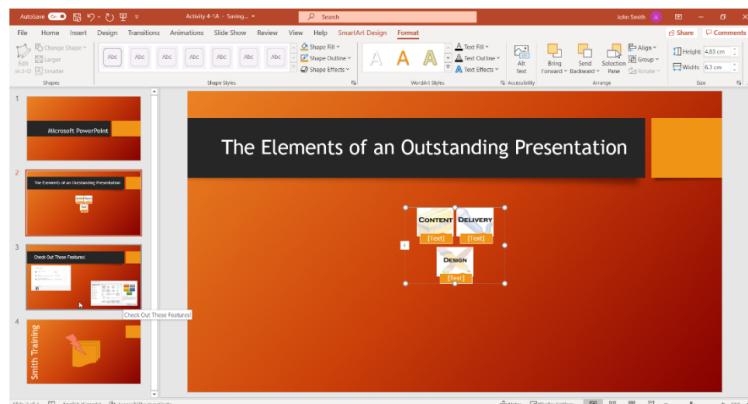
8. With the entire diagram selected, click **Format** → **Align** → **Align Center**:





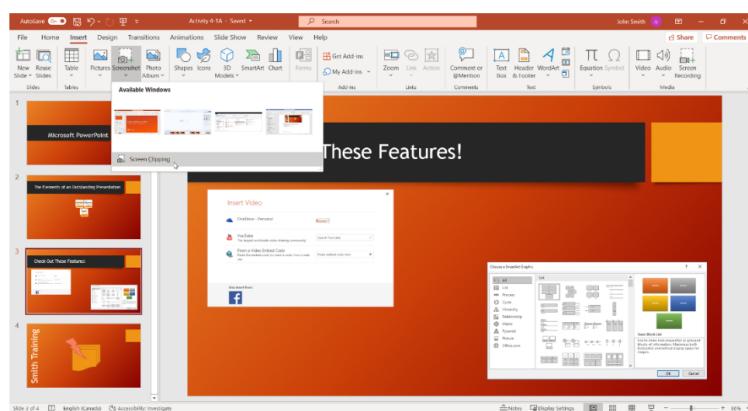
(If this option is not available, ensure that “Align to Slide” is checked. You may also need to click outside the diagram and re-select it.)

9. Our SmartArt diagram looks great! Now, let's modify slide 3. Click this slide in the Slides pane to select it:

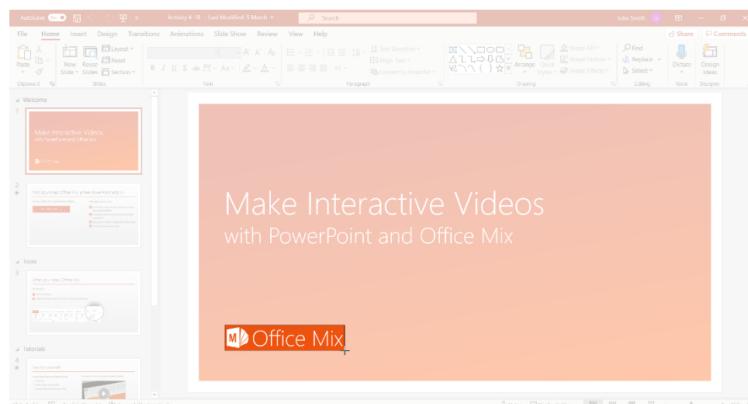


10. Next, open **Exercise: Inserting images B** using the links provided at the beginning of this exercise:

11. Switch back to **Exercise: Inserting images A**. Click **Insert** → **Screenshot** → **Screen Clipping**:



12. The **Exercise: Inserting images B** presentation should now be maximized with a transparent mask over it. Click and drag to capture the Office Mix logo:



13. The capture will be added to slide 3 of **Exercise: Inserting images A**:





14. Save your presentation as Activity 4-1 Complete. Close Microsoft 365 PowerPoint to complete this activity.

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

[Completed Exercise: Inserting images](#)

[Mark as completed](#)

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