

Lab 5 Activity 1 - Adding Images and Shapes

Objective - Learn how to incorporate and customize visual elements like images and shapes to make slides visually appealing and professional.

1. Insert an image from your computer and resize it to fit the slide. Understand the process of inserting images and resizing them to maintain proportion and enhance slide aesthetics.
2. Add at least two shapes and customize their styles. Practice inserting shapes, modifying their styles (e.g., colors, borders, shadows), and utilizing them for slide decoration or information representation.

Solutions:

Task 1:

- Go to Insert tab.
- Select Picture from there.
- Once the picture is added, resize it by handles at the pictures corners and fit to page.



Task 2:

- Go to Insert tab.
- Select Shapes from there.
- Once the shape is added, resize it by handles at the shapes corners.

