Chapter 3 Graphics Tools in Office

Lab. 32 Show Me How

SCORE

Directions:

- Launch PowerPoint and create a new presentation that demonstrates how to rotate, crop and adjust the color of a picture or Clip Art in Office applications.
- 2. Show first the original picture, then show the cropped, rotated and adjusted color of the picture.

You can choose any picture from the work files.

 Save the activity presentation with a new filename as **Picture Manipulation**.



Chapter 3 Graphics Tools in Office

Directions:

- Launch PowerPoint and create a new presentation that demonstrates how to add picture effects and apply artistic effects to a picture or Clip Art in Office applications.
- 2. Show first the original pictures, then show the pictures after the effects have been applied. Be sure to make a good presentation.

You can choose any picture from the work files.

3. Save the activity presentation with a new filename as **Picture Effects**.

Lab. 33 Picture Perfect

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