8

SELF-LEARNING PACKAGE IN

ICT 8

Quarter 2 | Week 4

Inserting and formatting pictures

Learning Competency:

Demonstrate in inserting and formatting pictures.

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Adding pictures can make your presentations more interesting and engaging. You can insert a picture from a file on your computer onto any slide. PowerPoint even includes tools for finding online pictures and adding screenshots to your presentation.

In this lesson, you will learn how to insert pictures from file and online. Also, to improve the appearance of the pictures you have inserted, you will be taught how to format pictures.

Aim at the Target!

At the end of this module you are expected to:
1. Prepare to insert picture in a slide
2. Prepare to format pictures

Try This!

Direction. Match the following topics to its appropriate picture. Write the *letter* only.

1. Covid 19 Pandemic
2. Health protocols during Covid 19 pandemic
3. Frontliners
4. Quarantine
5. Distance learning

A.

B.

C.

F.

D.

E.

Pictures or images speak a thousand words. Aside from using pictures to improve the appearance of our presentation , more importantly, we use or insert pictures   to help our reader understand what information we want to convey clearly and efficiently.

Activity 1. Analyzing the slide contents

Analysis.

Direction. Answer the following questions based on the screenshot pictures.

1. What do you think is the purpose of the   information presented in the slides?
2. Do you think the design of the slides in terms of color, pictures, and layout) are appropriate with the information presented? **Discuss your answer in 5 to 10 sentences.**
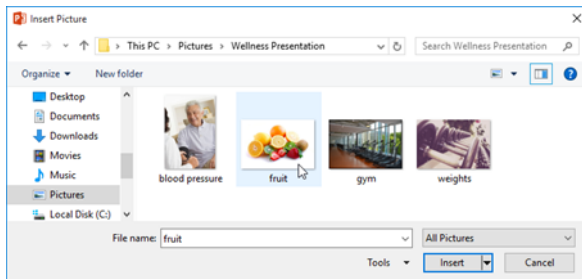
Abstraction and Generalization

To insert a picture from a file:

1. Select the **Insert** tab, then click the **Pictures** command in the **Images** group.
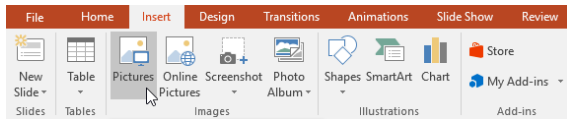
2. A dialog box will appear. Locate and select the **desired image file**, then click **Insert**.

- **Bing Image Search**: You can use this option to search the Internet for images. By default, Bing only shows images that are licensed under **Creative Commons**, which means you can use them for your own projects. However, you should go to the image's website to see if there are any restrictions on how it can be used.

To insert an online picture:

1. Select the **Insert** tab, then click the **Online Pictures** command.

2. The **Insert Pictures** dialog box will appear.

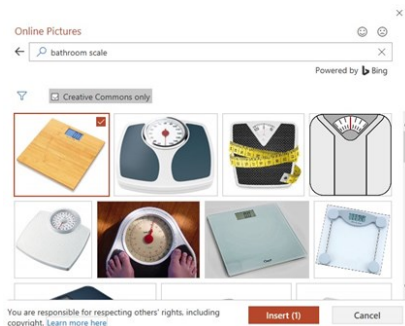3. The picture will appear on the current selected slide.

NOTE: You can also click the **Pictures** command in a **placeholder** to insert images.
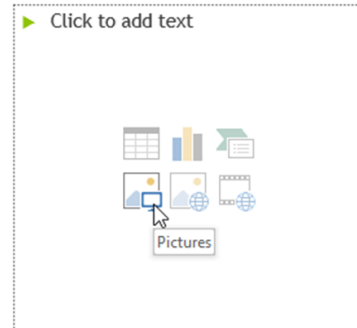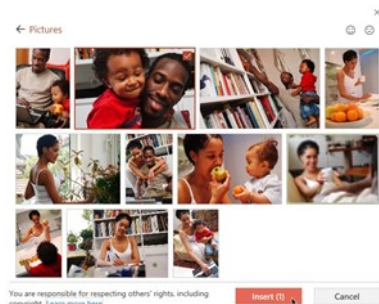

Inserting online pictures

If you don't have the picture you want on your computer, you can **find a picture online** to add to your presentation. Power-Point offers two options for finding online pictures.
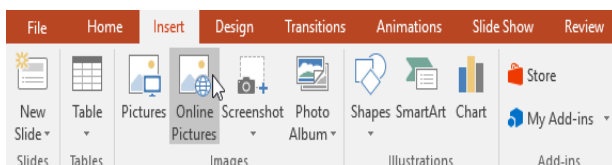
- **OneDrive**: You can insert an image stored on your **OneDrive**. You can also link other **online accounts** with your Microsoft account, like Facebook or Flickr.
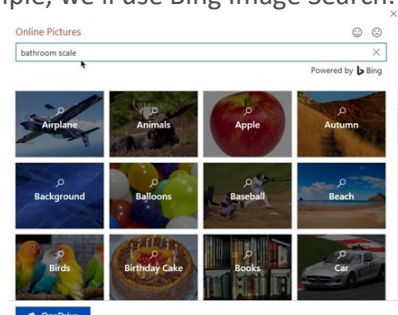

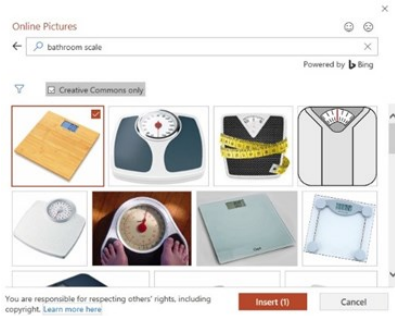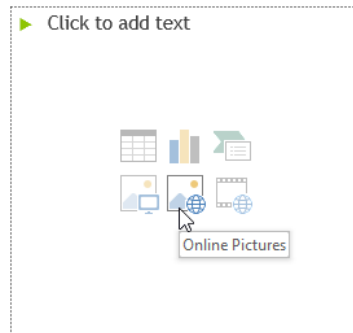3. Choose **Bing Image Search** or your **OneDrive**. In our example, we'll use Bing Image Search.

4. Press the **Enter** key. Your search results will appear in the dialog box.
5. Select the desired image, then click **Insert**.

6. The image will appear on the currently selected slide. You can also click the **Online Pictures** command in a **placeholder** to insert online images.
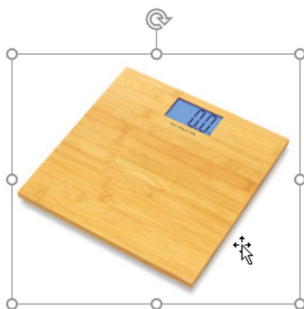

Moving and resizing pictures

Once you've inserted a picture, you may want to move it to a **different location** on the slide or change its **size**. PowerPoint makes it easy to **arrange** pictures in your presentation.

To select a picture:

Before you can modify a picture, you'll need to **select** it.

- Simply click to select a picture. A **solid line** will appear around a selected picture.

To resize a picture:

- Click and drag the **corner sizing handles** until the picture is the desired size.
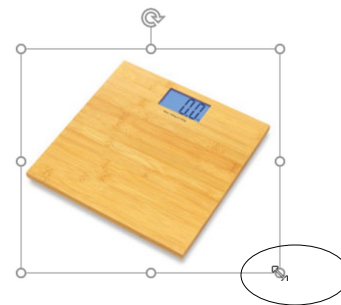
The corner sizing handles will resize a picture while preserving its **original aspect ratio**. If you use the side sizing handles, the image will become **distorted**.

To rotate a picture:

- Click and drag the arrow above an image to **rotate** it right or left.
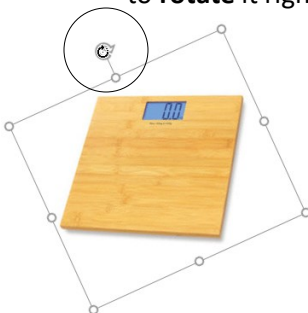
Hold the **Shift** key on your keyboard when rotating an image to snap it to angles in 15-degree increments.

To move a picture:

Click and drag to **move** a picture to a new location on a slide.

To delete a picture:

- Select the picture you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

Inserting screenshots

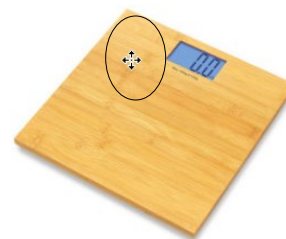**Screenshots** are basically snapshots of your computer screen. You can take a screenshot of almost any program, website, or open window. PowerPoint makes it easy to insert a screenshot of an **entire window** or a **screen clipping** of part of a window in your presentation.

To insert screenshots of a window:

1. Select the **Insert** tab, then click the **Screenshot** command in the **Images** group.
2. The **Available Windows** from your desktop will appear. Select the **window** you want to capture as a screenshot.

3. The screenshot will appear on the currently selected slide.
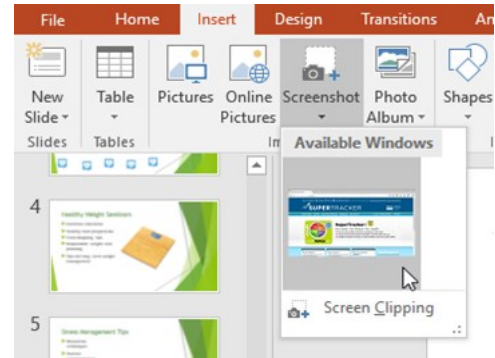
To insert a screen clipping:

1. Select the **Insert** tab, click the **Screenshot** command, then select **Screen Clipping**.
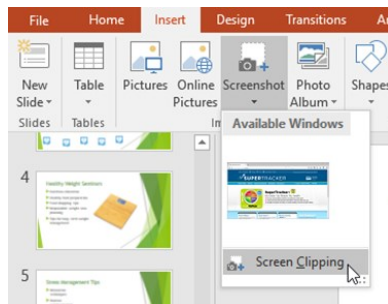
2. A view of other open windows will appear. Click and drag to select the area you want to capture as a screen clipping.

3. The screen clipping will appear on the currently selected slide.

Formatting Pictures

There are a variety of ways to **format** the pictures in your slide show. The **picture tools** in PowerPoint make it easy to **personalize** and **modify** the images in interesting ways. PowerPoint allows you to change the **picture style** and **shape**, add a **border**, **crop** and **compress** pictures, add **artistic effects**, and more.

To crop an image:

When you crop an image, a part of the picture is removed. Cropping may be helpful when a picture has a lot of content and you want to focus on only part of it.

1. Select the image you want to crop. The **Format** tab appears.
2. On the Format tab, click the **Crop** command.
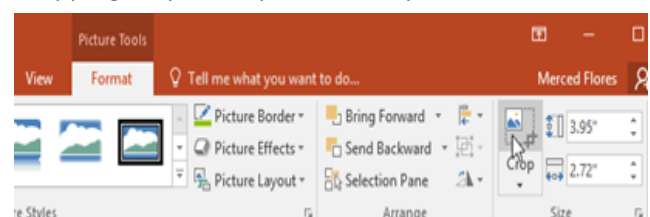
3. Cropping handles will appear around the image. Click and drag one of the handles to crop the image. Make sure the mouse is right over the black cropping handle so you don't accidentally select a resizing handle.
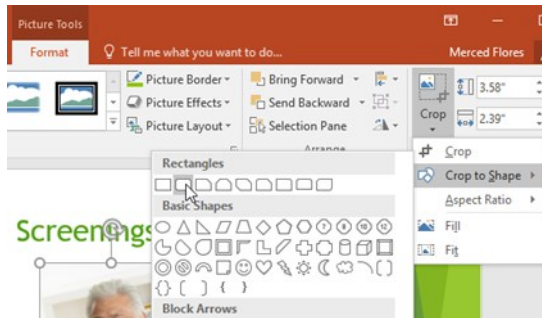
4. Click the **Crop** command again. The image will be cropped.

To crop an image to a shape:

1. Select the image you want to crop, then click the **Format** tab.
2. Click the **Crop** drop-down arrow. Hover the mouse over **Crop to Shape**, then select the desired **shape** from the drop-down menu that appears.

3. The image will appear formatted as the shape.

NOTE: You may want to crop the image to the desired size before cropping it to a shape.
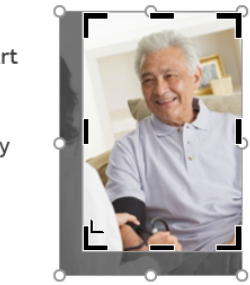
To add a border to an image:
1. Select the image you want to add a border to, then click the **Format** tab.
2. Click the **Picture Border** command. A drop-down menu will appear. From here, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.
3. The border will appear around the image.
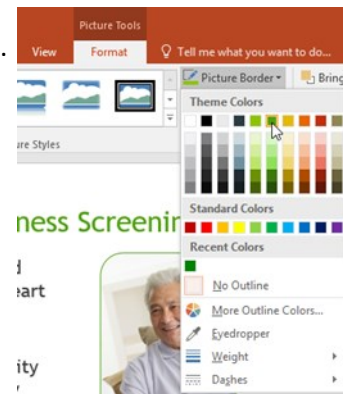
Image adjustments
PowerPoint offers several options for changing the way images appear in your slide show. For example, you can add a **frame**, make image **corrections**, change the image's **color** or **brightness**, and even add some stylish **artistic effects**. These options are located in the **Adjust** and **Picture Styles** groups on the **Format** tab.
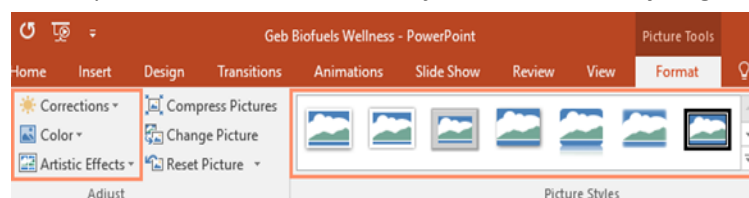
When you're ready to make adjustments or experiment with the look of an image, select the picture and choose one of these options from the Format tab.

- **Corrections**: This command is located in the **Adjust** group. From here, you can **sharpen** or **soften** the image to adjust how blurry or clear it appears. You can also adjust the **brightness** and **contrast**, which controls how light or dark the picture appears.

Color: This command is located in the **Adjust** group. From here, you can adjust the image's **saturation** (how vivid the colors are), **tone** (the temperature of the image, from cool to warm), and **coloring** (changing the overall color of the image).
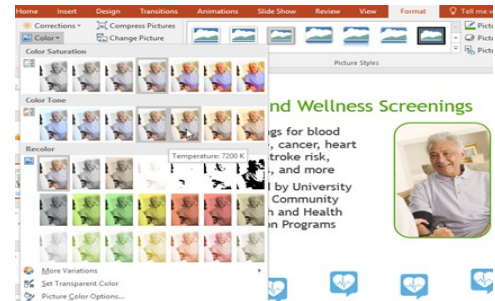
Artistic Effects: This command is located in the **Adjust** group. From here, you can add artistic effects like pastels, watercolors, and glowing edges.

Picture Styles Group: This group contains a variety of styles you can apply to your picture, including frames, borders, and soft edges.

Compressing pictures

If you want to email a presentation that contains pictures, you'll need to monitor its **file size**. Large high-resolution pictures can quickly cause your presentation to become very large, which may make it difficult or impossible to attach to an email. Additionally, **cropped areas** of pictures are saved with the presentation by default, which can add to the file size. PowerPoint can reduce the file size by **compressing** pictures, lowering their **resolution**, and **deleting cropped areas**.
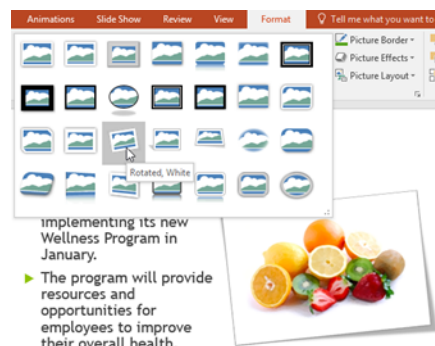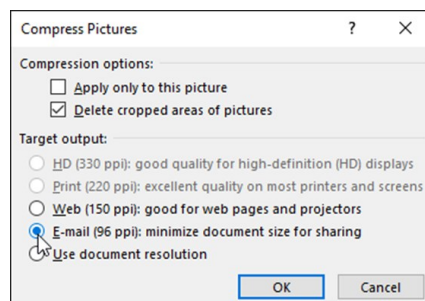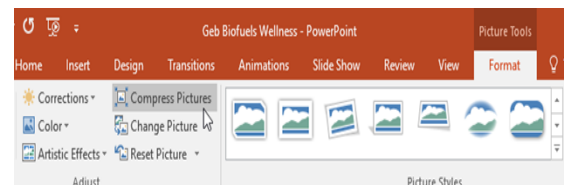
To compress a picture:

1. Select the picture you want to compress, then click the **Format** tab.

2. Click the **Compress Pictures** command.

3. A dialog box will appear. Place a check mark next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the presentation.

4. Choose a **Target output**. If you are emailing your presentation, you may want to select **Email**, which produces the smallest file size. When you are done, click **OK**.

Note: Compressing your pictures in PowerPoint may not reduce the file size enough for your needs. For better results, you can use an image editing program to resize the image before you insert it in your presentation.

Application.

Direction. Label each numbered print setting.

Activity 2. Inserting pictures in a slide

1. Open our practice presentation.
2. Select the last slide.
3. Use the **Online Pictures** command to insert a picture of your favorite form of exercise.
4. **Resize** your picture so it takes up a majority of the slide without covering the title.
5. When you're finished, your slide should look something like this:

6. Insert a new slide with a **Title Only** layout.
7. In the Title placeholder, type **Learn More at Fitness.gov.**
8. Open **http://www.fitness.gov** in your browser, then insert a **screen clipping** of the website onto the slide you just created.
9. When you're finished, your slide should look something like this:
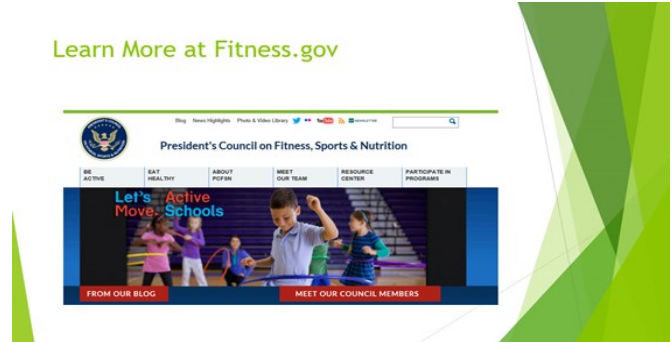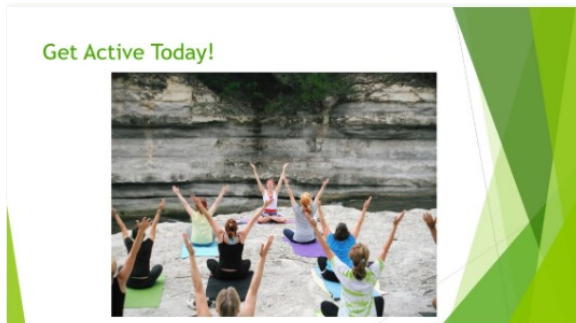
8. Save the presentation as Q2W4_APP_*** (where *** is your family name)

Reflect

Complete the statements below.

I understand _____

I don't understand _____

I need more information about _____

Reinforcement & Enrichment

Direction. Demonstrate the practice task given below.

Activity 3. Formatting a picture in a slides

1. Open our practice presentation.
2. On slide 7, **select** the treadmill picture.
3. **Crop** the picture so it's slightly smaller and the treadmills take up a majority of the frame.
4. Change the **style** of the picture.
5. Apply a **correction** to the picture. For example, increase the **brightness**.
6. **Compress** your picture and choose **Email** as your target output.
7. When you're finished, your slide should look something like this:

8. Save the document as PT10_*** (where *** is your family name)

Matching type. Match the correct answer in column A with column B. Select the **letter** of your choice.

<div style="display:flex">

COLUMN A

1. This is the tab to use when you want to insert a picture in your slide.

2. Holding this key in our keyboard allows you to rotate an image.

3. This is where we can get other pictures aside from the stored pictures in our computer files.

4. The snapshots of your computer screen is called?

5. This group contains a variety of styles you can apply to your picture, including frames, borders, and soft edges.

6. This command is use to adjust the image's saturation , tone , and coloring.

7. This technique is use to reduce a document's file size .

8. A formatting technique that allows you to sharpen or soften the image to adjust how clear or blurry it may appears.

9. A special effects that you can add to your image, such as pastel, watercolor, or glowing edges.

10. This tab is use if you want to add a border in your picture.

COLUMN B

A. Shift

B. Format

C. Insert

D. Border

E. Compress

F. View

G. Picture style

H. Color

I. Correction

J. Artistic effects

K. Screenshot

L. Online

</div>

References & Photo Credits

https://edu.gcfglobal.org/en/powerpoint/getting-started-with-powerpoint/1/

PEOPLE WEARING MASK. https://en.royanews.tv/news/24565/2021-01-02

FRONTLINERS. https://www.pinterest.ph/pin/694398836288286124/visual-search/

HEALTH PROTOCOLS. https://www.youtube.com/watch?v=Dpe8aoMtfXU

DISTANCE LEARNING. https://www.shutterstock.com/image-photo/asian-girl-student-video-conference-elearning-1697599129

STAY AT HOME. https://intermountainhealthcare.org/blogs/topics/live-well/2020/03/social-distance-stay-at-home-directives-self-quarantine

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