

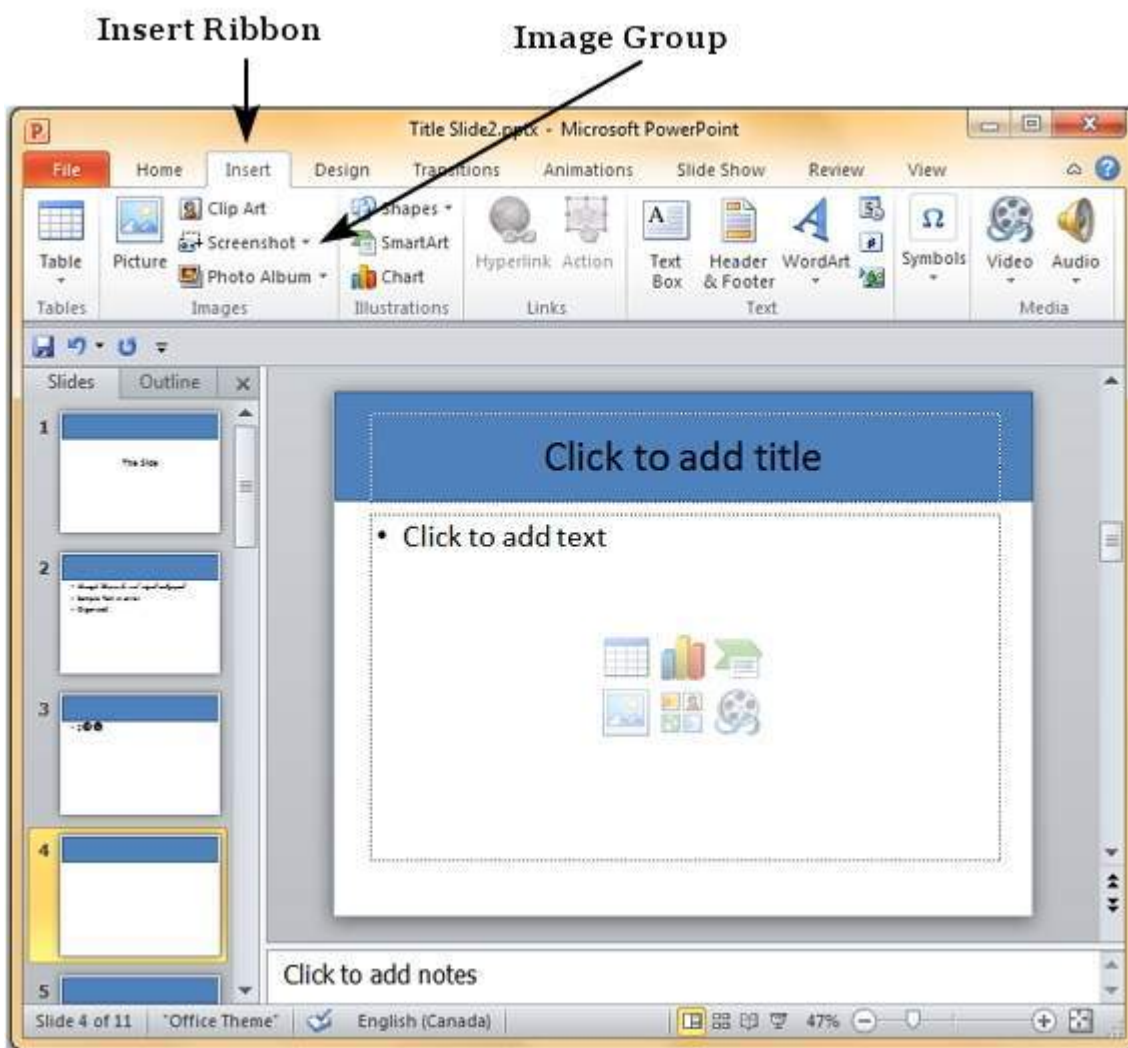
ADD PICTURES TO SLIDE IN POWERPOINT 2010

PowerPoint supports multiple content types including images or pictures. With regards to pictures PowerPoint classifies them into two categories:

- **Picture:** Images and photos that are available on your computer or hard drive
- **Clip Art:** Online picture collection that you can search from the clip art sidebar

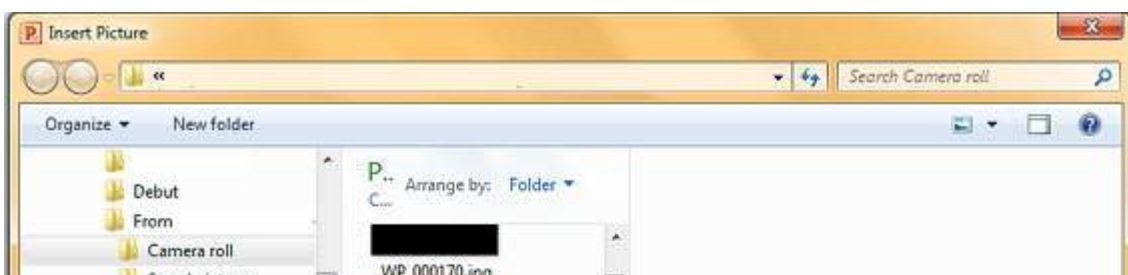
Although their sources are different, both these types can be added and edited in similar fashion. Given below are the steps to add picture to a slide.

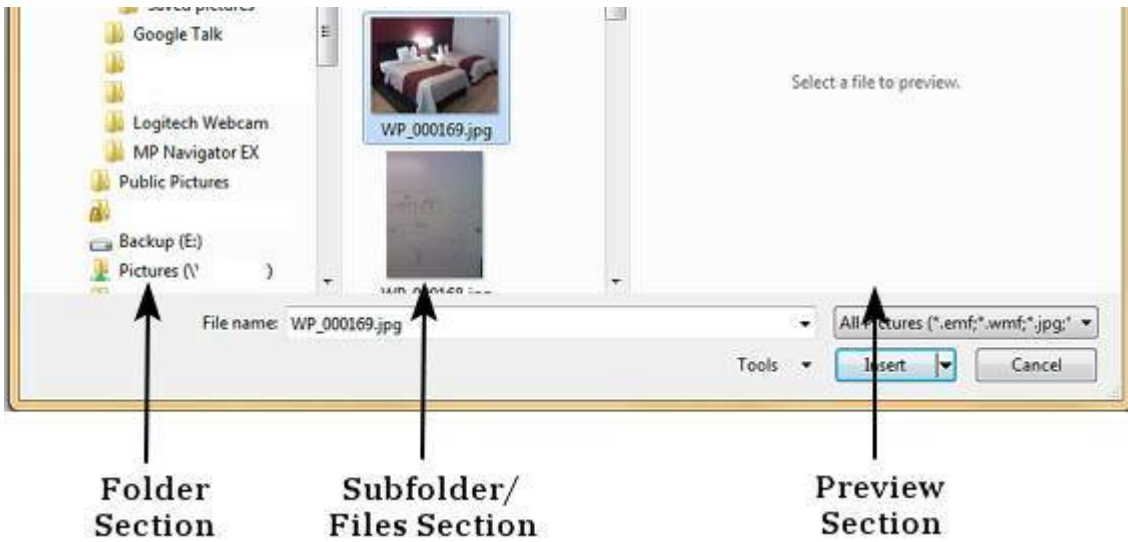
Step 1: Go to **Images** group in the **Insert** ribbon



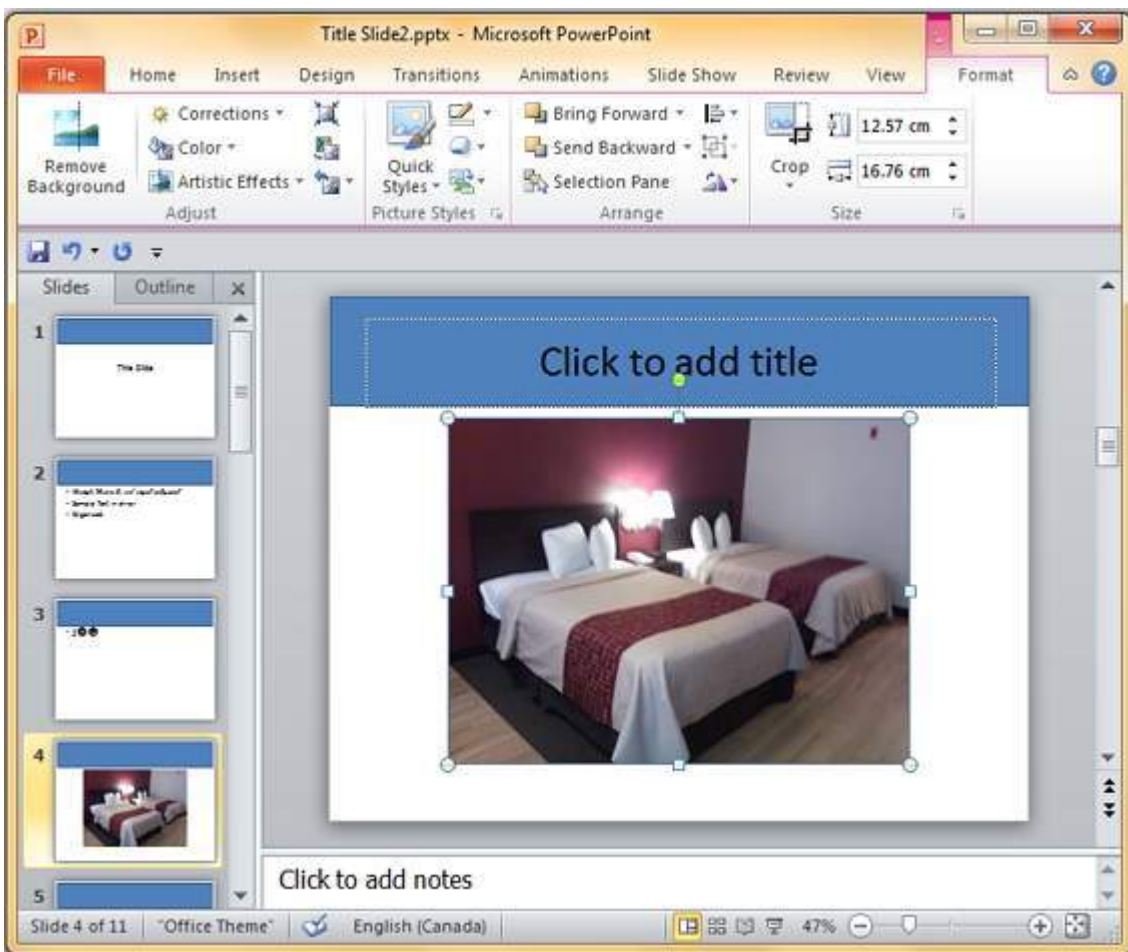
Step 2: Click on Picture to open the **Insert Picture** dialog and add a picture to the slide.

Step 3: In this dialog, you have three sections: in the left most you can browse the folders, the center section shows the subfolders and files in the selected folder and the right most section shows a preview of the selected image

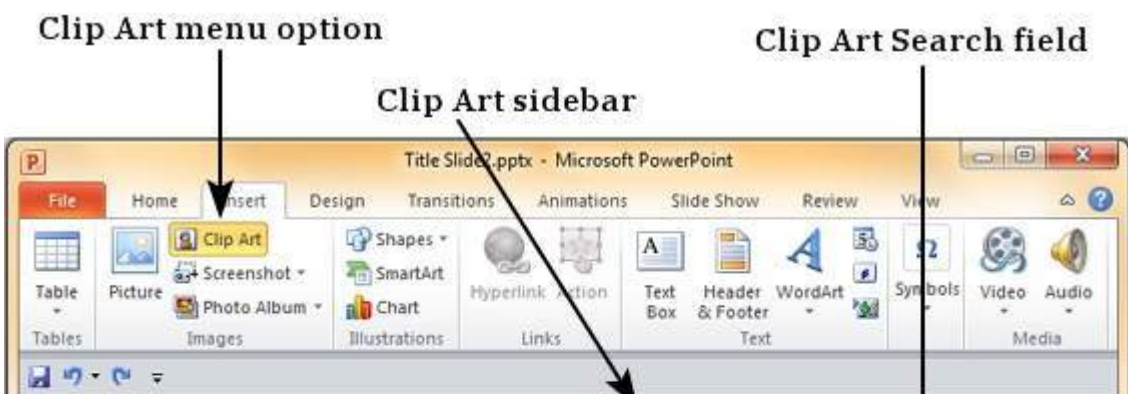


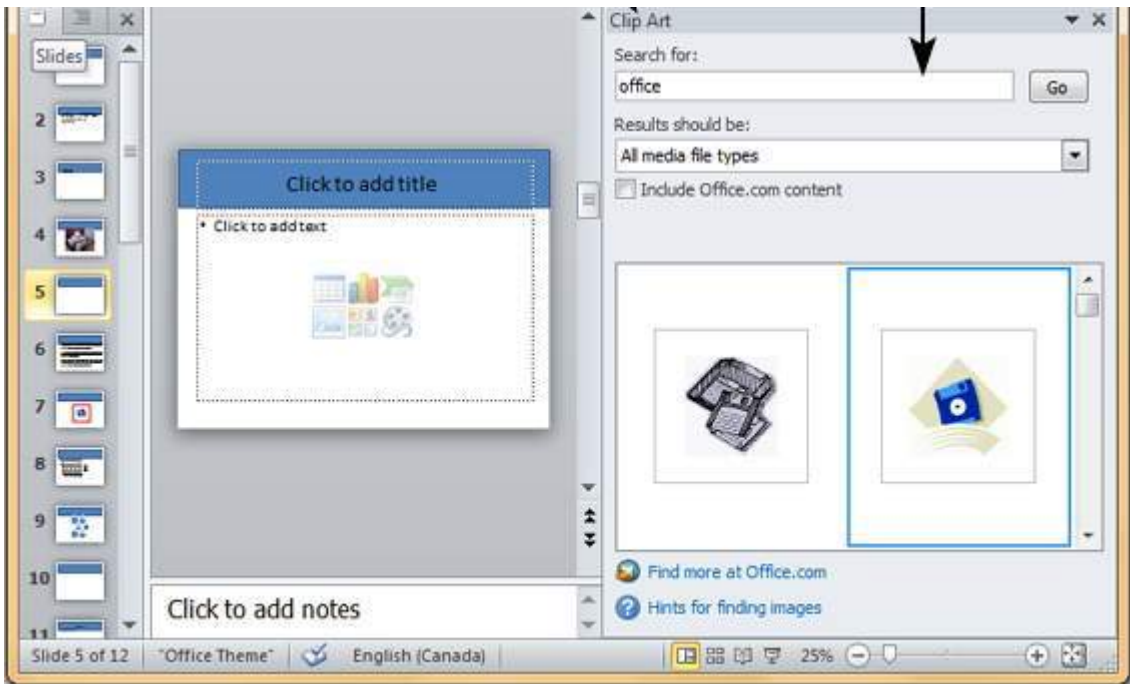


Step 4: Select the image you want and click **Open** to add the picture to the slide.

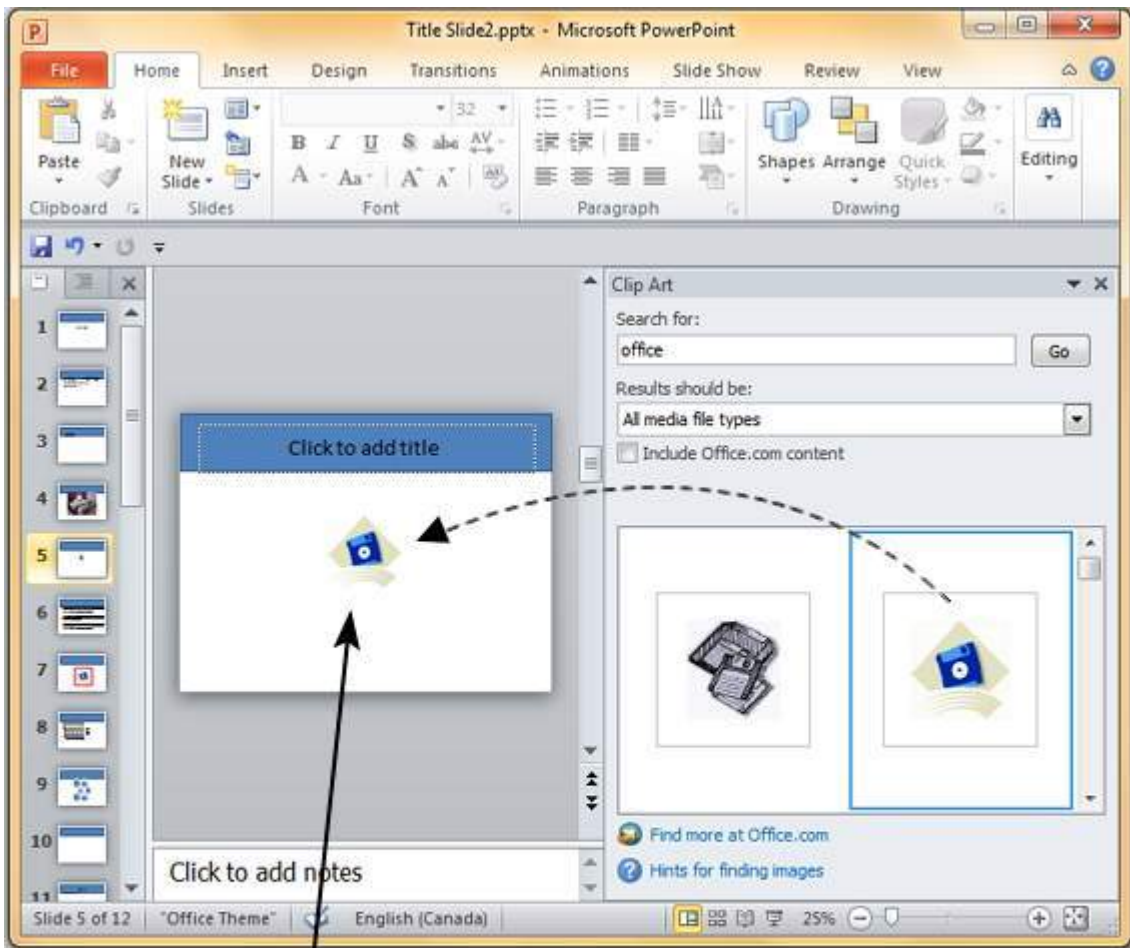


Step 5: To add online pictures, click on **Clip Art** and search for keywords in the **Clip Art sidebar**





Step 6: Once you have the clipart you want to use, double click on the image to add it to the slide.



Inserted Clip Art