

# PowerPoint

## Lesson 3

### Insert Images and Text Boxes

(and Other “Objects”)

Tables, Pictures, Shapes, Icons, 3D Models,  
SmartArt, Chart, Text Box, Header / Footer,  
WordArt, Page-Number, Links


# PowerPoint 3 : Orientation - Standards

## 7. [Insert] items into a presentation:

Chart	images (pictures)	Icons / clip art
Tables	SmartArt	Drawings (Shapes)
WordArt	Symbols	Text Boxes
Screenshots	Sound	Video
Hyperlinks and Links		3D Models

## 8. Add a textbox and Images

adjust it, resize it, or delete it.

- Resize
- Crop
- Adjust
- Move with four-sided arrow (  )

# PowerPoint 3 : Vocabulary

Arrange (Position)

Attributes: Borders

Fill

Effects

Transformation

Crop

Crop to shape

Handle

Resize

Insert

Text box

Picture (Image)

Table

SmartArt

Shapes (Drawings)

WordArt

Video

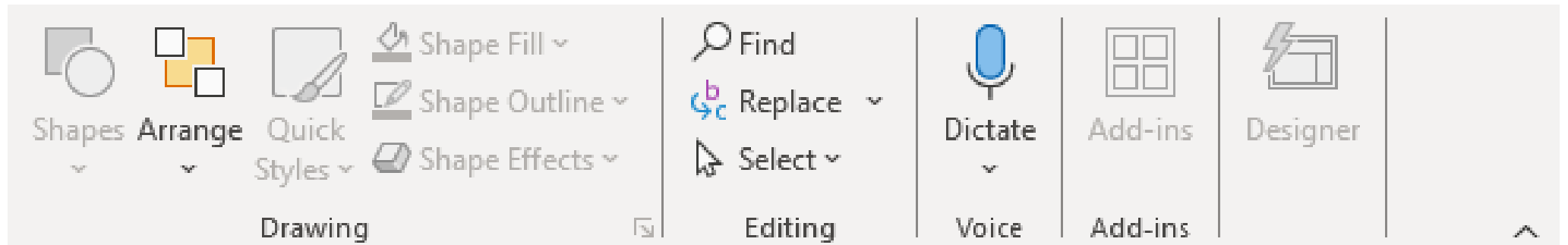
Sound

# PowerPoint 3 : [HOME Tab] Ribbon

**PowerPoint** uses some of the same Menu (Ribbon) tabs and Commands as Word (Paste, Shapes, Font, Paragraph)

File Home Insert Design Transitions Animations Slide Show Record Review View Help

**HOME:** (Split into two parts for the presentation). “Grayed Out” options become active once there is a selected **Object**)



# PowerPoint 3 : [INSERT Tab] Ribbon

New Slide ▾  
Slides

Table ▾  
Tables

Pictures ▾  
Screenshots ▾  
Photo Album ▾  
Images

Cameo ▾  
Camera

Shapes ▾  
Icons  
3D Models  
SmartArt  
Chart  
Illustrations

Zoom ▾  
Link ▾  
Action  
Links

Comment  
Comments

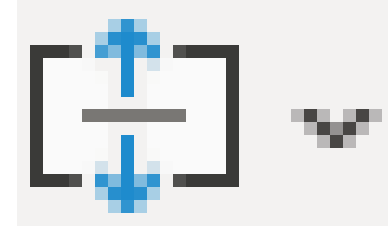
Text Box  
Header & Footer  
WordArt ▾  
Date and Time  
Slide Number  
Object  
Text

Equation Symbol ▾  
Symbols

Video ▾  
Audio ▾  
Screen Recording  
Media

# PowerPoint 3 : Format Options

You may want to <RIGHT CLICK> on an object and select the {Format Shape} side menu. All the edit options are also available on the {Shape Format} Ribbon.




[Home]  
{Paragraph}


Format Shape

Shape Options Text Options

**Text Fill**

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill

Color 

Transparency  0%

**Text Outline**

- No line
- Solid line
- Gradient line

Format Shape

Shape Options Text Options

- > Shadow
- > Reflection
- > Glow
- > Soft Edges
- > 3-D Format
- > 3-D Rotation

Format Shape

Shape Options Text Options

**Text Box**

Vertical alignment

Text direction

- Do not Autofit
- Shrink text on overflow
- Resize shape to fit text

Left margin

Right margin

Top margin

Bottom margin

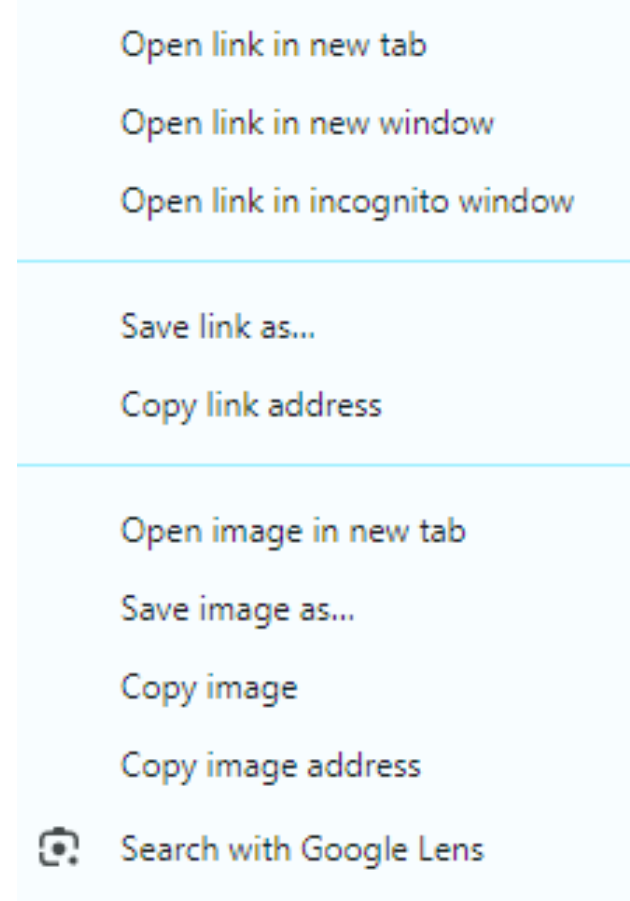
Wrap text in shape

# PowerPoint 3 : Reference-A

1. Open PowerPoint. Select Blank Presentation.
2. Make a new slide. Select: ***Title Only***.
3. In the Title Text Box, type: “**Giraffes**”
4. Click the [Insert Tab]
5. Select Online Pictures
6. Search and insert a **picture** of a giraffe. (**Microsoft uses BING**)  
[Right Click – File Save , Copy / Paste) or Snipping Tool]
7. Resize the picture: Drag the picture (***Use the Corner Handles***)
- 7b) Make a copy of the picture (Copy / Paste)
8. Insert a **text box**
9. Type the following:
  - Have long necks
  - Live in Africa
  - Eat leaves

# PowerPoint 3 : INSERT a Picture From CHROME

1. Open Chrome Browser in a New Tab
2. Search for an Image: type: “**Giraffes**” in the URL/Search Bar
3. Modify the Search Result by selecting *{IMAGES}*  
Find an Image you like and do a: <Right Click> on it.  
(You will want either a PNG or JPG file).
4. Select either **COPY IMAGE** (one time like Ctrl C)  
or **SAVE IMAGE AS** to put it on your flash drive.  
(Make sure to notice WHERE the file will be saved!)
5. If you did a COPY, you can do a PASTE (Ctrl V) into the PowerPoint.  
If you did a SAVE AS, then you can Insert Picture from {This Device}  
Find the picture and <Left Click> to select it and press [Insert]





# PowerPoint 3 : Handout-A Country Presentation

*Directions: Choose a country. Then, make a presentation with pictures of the following from the country you chose.*

Country name: \_\_\_\_\_

Suggested countries:

Japan	Kenya	Colombia
Norway	South Africa	India

## Suggested Topics

- 1) Flag
- 2) Map
- 3) Food
- 4) Capital
- 5) Religion
- 6) Famous for...
- 7) Sports
- 8) Landmarks

## Sources

[CIA Factbook](#)

<https://www.britannica.com/>

Google Search

# PowerPoint 3 : Handout-B

## Presentation About Animals

*Directions: Use the text below to make a presentation about animals. Your presentation should have a title slide and each of the slides below (4 slides total). The slides about animals should have a **picture**.*

### Wolves

- Live in groups of 6-12 wolves
- Eat other animals, including deer, elk, moose, and bison
- Live in many areas, including North America, Europe, and Asia

### Dolphins

- Most are around 10 feet long
- Live in oceans and rivers
- Are intelligent and playful

### Kangaroos

- Live in Australia
- Can jump long distances
- Carry their baby in a pouch

# PowerPoint 3 : Handout-C Quiz

a) picture

b) drag

c) insert

d) resize

e) text box

1) move

2) make bigger or smaller

3) photo/image

4) place for words

5) put in

# PowerPoint 3 : Smart Art



[Home] {Paragraph}  
Or  
[Insert] {SmartArt}

Choose a SmartArt Graphic

All

- List
- Process
- Cycle
- Hierarchy
- Relationship
- Matrix
- Pyramid
- Picture
- Office.com

List

Basic Block List

Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.

OK Cancel

# PowerPoint 3 : WordArt



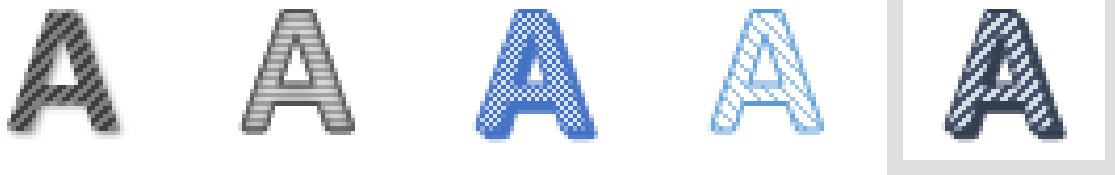
[Insert] {WordArt}



Sample 1



Sample 2



## [Shape Format Tab]

WordArt Styles Group

Text Fill →

Text Outline →

Text Effects →

TRANSFORMATION

# PowerPoint 3 : WordArt Transformations

[INSERT] {WordArt}

[Shape Format Tab]

WordArt Styles Group

Text Fill

Text Outline

Text Effects

TRANSFORMATION

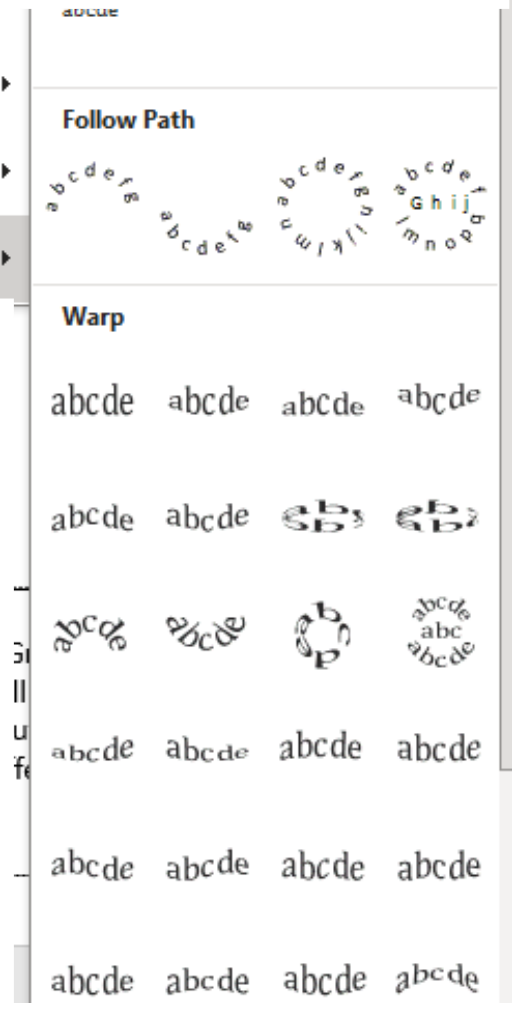
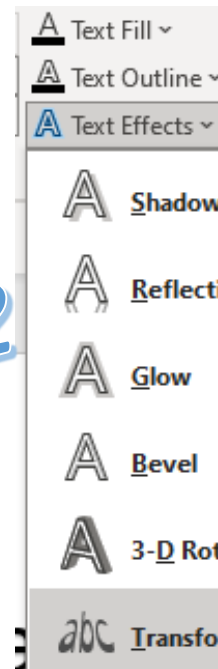
Sample 2

Sample 2

sample 2

Sample 2

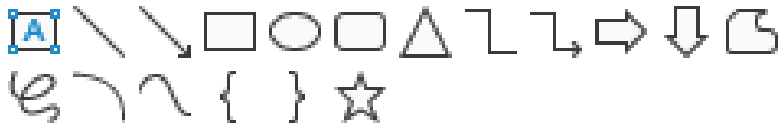
sample 2



# PowerPoint 3

## Insert SHAPES

### Recently Used Shapes



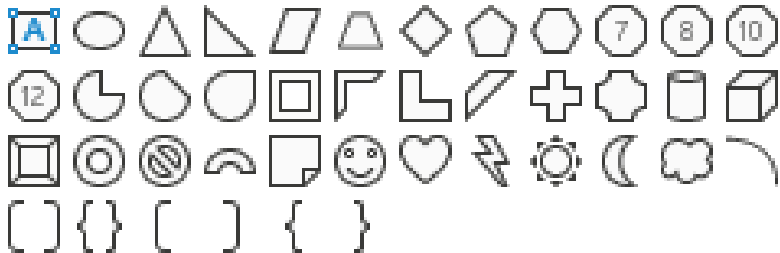
### Lines



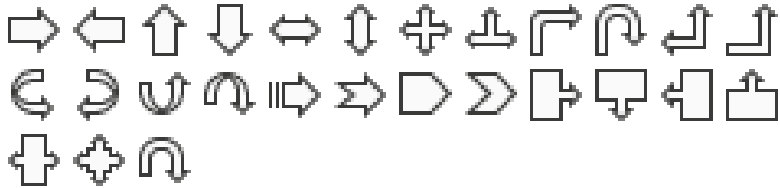
### Rectangles



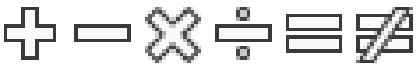
### Basic Shapes



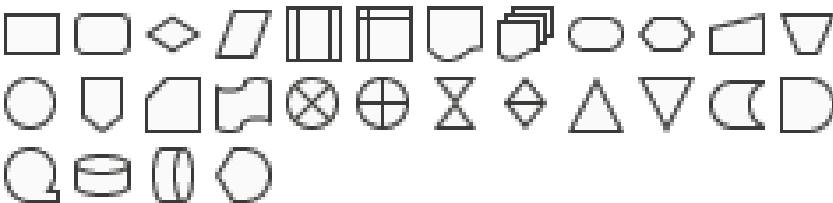
### Block Arrows



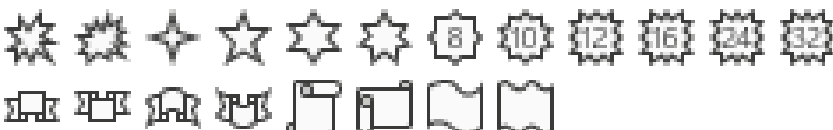
### Equation Shapes



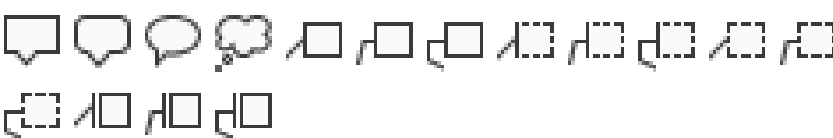
### Flowchart



### Stars and Banners



### Callouts



### Action Buttons



# PowerPoint 3 : Insert Icons (Special Graphics / ClipArt)

## Stock Images



Images Icons Cutout People Stickers Videos Illustrations Cartoon People

Animals Location Graph Commerce Communication Sports Interface



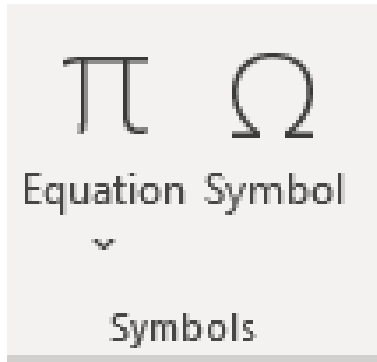
As a Microsoft 365 subscriber, you have access to the full library of creative content.

Insert Cancel



# PowerPoint 3 : Insert Equations and Symbols

(SYMBOLS may be 'grayed' out and not installed as an ADD-IN)



There are many different **Symbols**

Notice the Drop-Down Boxes  
for

**Font**  
**&**  
**Subset**

Symbol

Font: (normal text) Subset: Currency Symbols

€	₰	₹	₱	₲	₳	₴	₵	₶	₷	₸	₹	₺	₻	₼	₽	₾
₿	⊙	%	ℓ	№	©	SM	TM	Ω	e	‡	¼	½	⅓	⅔	⅕	⅖
⅜	⅘	⅙	⅚	⅛	⅜	⅝	⅞	⅞	∩	∪	←	↑	→	↓	↔	↕
↖	↗	↘	↙	↕	∂	Δ	∏	∑	-	/	.	v	∞	L	∩	∫

Recently used symbols:

€	£	¥	©	®	TM	±	≠	≤	≥	÷	×	∞	μ	α	β	π
---	---	---	---	---	----	---	---	---	---	---	---	---	---	---	---	---

Unicode name: Euro Sign

Character code: 20AC from: Unicode (hex)

Insert Cancel

PowerPo

<https://>

<https://sketchfab.com/>