

“Step Sheet: Gathering and Inserting Electronic Images”

PowerPoint Presentation

This step sheet will help you gather and insert electronic images into your Microsoft PowerPoint slideshow.

Using Microsoft Internet Explorer and PowerPoint

To gather and insert electronic images into Microsoft PowerPoint Slideshow, follow these steps.

➤ Gathering Images from the Internet

Step 1

Click the Start menu button then point to Programs. The Programs submenu appears containing the Microsoft Internet Explorer icon.

Step 2

Click the Microsoft Internet Explorer icon to open the program. Alternately, you may find this icon on the desktop or the Taskbar, and click or double-click to open Internet Explorer.

Step 3

Conduct a search for free images. (See URL, Clip Art web sites.)

Step 4

When you have located a free image, point to it and right-click.

Step 5

Select “Save picture as . . .” from the pop-up window.

Step 6

Click Desktop or create a separate folder on the desktop titled “Image Library.”

Step 7

Rename the image with a memorable abbreviation. For example, rename “sportr4.gif” as “soccer.gif.”

Step 8

Continue gathering and renaming images in this manner, always saving them to the same location.

Step 9

Return to PowerPoint.

Inserting an Imported Picture

Step 1

In Slide View, from the Insert menu, choose Picture, From File.

Step 2

Locate the file saved on the desktop or media library.

Step 3

Click Insert.

➤ Inserting an Imported Animated Image

Step 1

Click on a slide where you want to insert an animation. In Slide View, from the Insert menu, choose Movies and Sounds, then Movie From File.

Step 2

Locate the animated file saved to the desktop or located in a media library.

Step 3

Click Convert.

Step 4

With the movie selected, from the Slide Show menu, choose Animations Custom.

Step 5

Click the Options tab.

Step 6

Choose Loop Until Stopped.

Step 7

Click the Order and Timing tab. Select the radio button Automatically.

Step 8

Check that the Effects tab settings are set at No Effect unless you want to add sound and movement. Click OK.