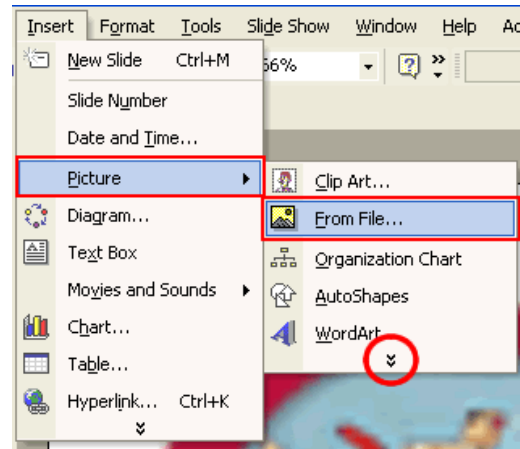


This Step-by-Step explains the procedure for adding a picture into a Microsoft PowerPoint file. **Prerequisite:** You've opened a PowerPoint presentation.

1) From the **Insert** Menu, choose **Picture**

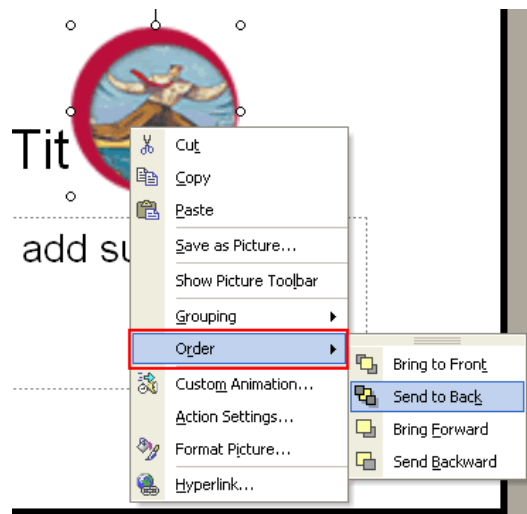
2) Click **From File** and find where you've saved a picture file. Note if From File is not listed under Insert->Picture, click the show hidden commands at the bottom of the list.



3) Your picture should now be loaded into your presentation. You can **resize** the picture by clicking and dragging on the surrounding circles. You can also **move** the picture by clicking on the picture and dragging it to where you want it.



4) Any words and text on your slide will appear behind the picture. If you want to use the picture as a **background picture**, right-click on it and choose **Order** and **Send to Back**. This will place any words / text in front of your picture.



5) The **green circle** located at the middle top allows you to spin the picture. Click on the green circle and drag the mouse to the desired spin.



Congratulations! You have just added a picture to your PowerPoint presentation.