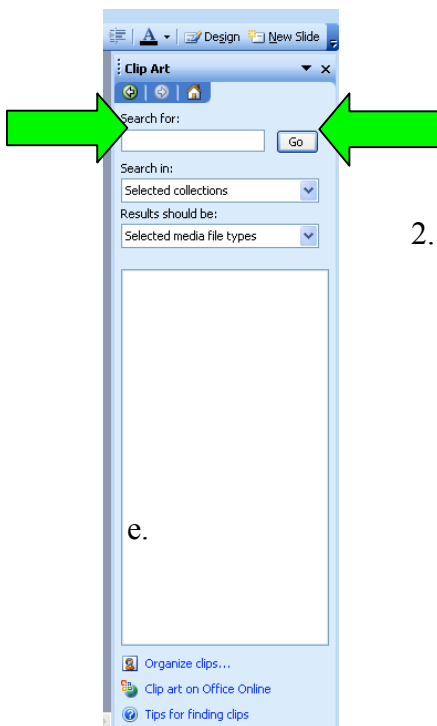
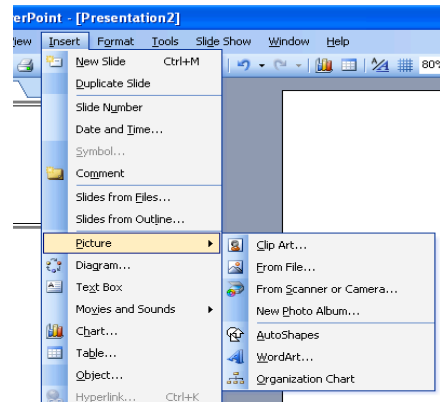


PowerPoint: How to Insert an Image

1. Click on Insert
 - a. Scroll down to Picture
 - i. Choose between inserting an image from Clip Art or from a file



2. To Insert from Clip Art:
 - a. Click on Clip Art
 - b. Type in what type of image you are searching for in the Search For space
 - c. Click on Go
 - d. A selection of images will appear; Choose the one you want and click on it to make it appear in your presentation

3. To Insert from File:
 - a. Click on From File
 - b. Search through files until you find the image you want
 - c. Click Insert

