To remove the white background from an image:

1. Choose the image
2. **Picture Tools > Format > Remove Background**
3. Move the handlebars beyond the image to experiment with how much of the background gets removed.
4. Choose **KEEP CHANGES**

   Alternative Method:
5. Under **Picture Tools > Format > Color** scroll all the way down until you see **CLICK SET TRANSPARENT COLOR** and then click the background color (white) in the image that you want to make transparent.

Have some fun! Use the Picture Tools to make your image even better.

1. After you've removed the background and with the image still selected, go to **Drawing Tools > Format > Picture Effects > Shadow**
   Play around with other DRAWING TOOLS (Reflect, Glow, Blur, etc.)
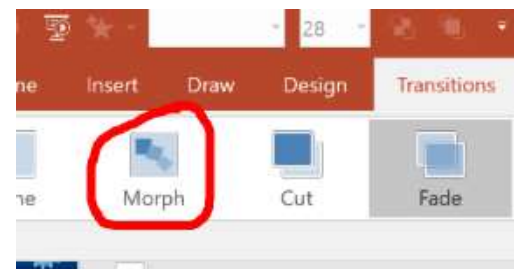
To create an image inside of text:

1. Type a word. Choose a chunky typeface like Arial Black and make the word big (150 pts or more)
2. Insert an online "wallpaper" texture/image.
3. Select image and choose **FORMAT > SEND IT TO BACK**
4. With image selected; hold down **SHIFT** key and select the type
5. Choose **DRAWING TOOLS > FORMAT > MERGE SHAPES > <u>INTERSECT</u>**
6. To make it pop; go to **DRAWING TOOLS > FORMAT > PICTURE EFFECTS > SHADOW**

To knock text out of a background:

1. Type a word. Choose a "chunky" typeface – make it big
2. Insert an online "wallpaper" texture/image
3. Select image and choose **FORMAT > SEND IT TO BACK**
4. With image selected; hold down **SHIFT** key and select the type
5. Choose **DRAWING TOOLS > FORMAT > MERGE SHAPES > <u>COMBINE</u>**
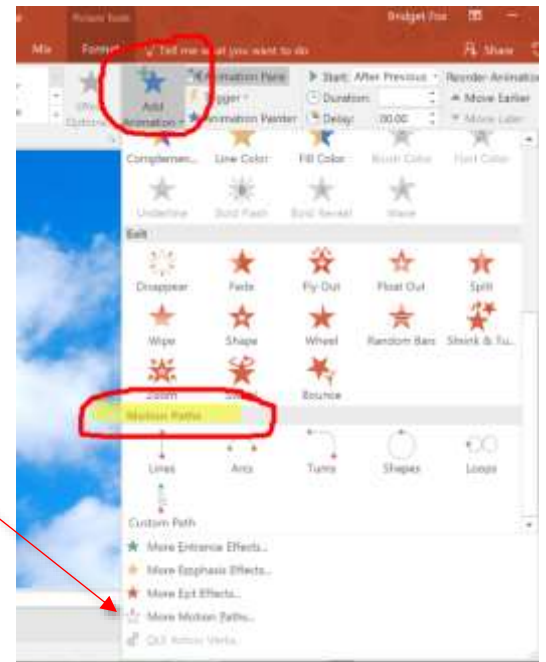6. To make it pop; go to **DRAWING TOOLS > FORMAT > PICTURE EFFECTS > SHADOW**

To Morph shapes from one slide to the next:

1. Draw some shapes or write some text on a slide. Do not assign animations to it.
2. Go to HOME > NEW SLIDE > DUPLICATE
3. On the duplicated slide change the size/location/color of some of the items
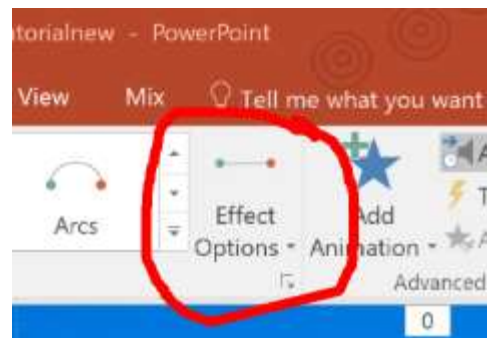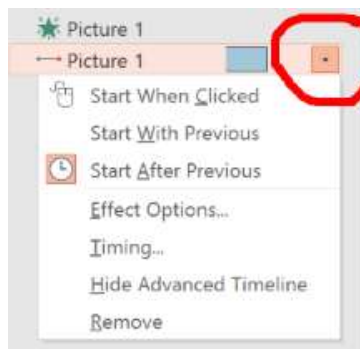4. Choose TRANSITIONS > MORPH

To make motion paths:

1. Insert an image or an animated GIF
2. Drag the image to wherever you want it to start
3. With the image selected,
   choose ANIMATIONS > ADD ANIMATION > scroll down
   to MOTION PATHS
4. Choose one of the available motion paths or choose
   MORE MOTION PATHS below (you can even hand draw a path)

Don't forget! You can use the drop down menu in the Animation Pane to fine tune your timing and effect options, OR use the EFFECT OPTIONS button located at the top next to the ADD ANIMATION button.

To screengrab and insert video in PowerPoint:

1. Do a Google search for a video using -youtube
2. When you are ready to grab a section of video onto
   a PowerPoint slide go to INSERT > SCREEN RECORDING
3. A menu will open on the webpage where the video is open;
   draw the dotted-line bounding box over the video
4. Make sure your volume is up on the laptop and be careful not to cough or talk while you are recording
5. Choose RECORD
6. When you are done recording choose the WINDOWS + SHIFT + Q buttons
   to stop the recording; your video will be inserted directly into PowerPoint
7. Rightmouse click to trim your video;
   use VIDEO TOOLS > FORMAT to spice things up