

Microsoft Power Point

Module 19 - Creating Photo Album in Power Point

 CBSE

Meaning of Photo Album:

A photo album is a collection of photographs, typically arranged in a book or digital format, that people use to preserve and display memories.

 ICSE

Why Create a Photo Album in PowerPoint?

1. Easy to Present & Share:

- You can present it full-screen like a slideshow—perfect for events, meetings, or family gatherings.
- Export as PDF or video for easy sharing across devices or platforms.

 NTSE

2. Professional Use:

- Photographers, designers, or marketers can showcase portfolios.
- Companies use it to document events, team activities, or progress updates with visuals.

 Banking & Insurance

3. Creative Projects

- PowerPoint allows for design freedom—you can combine images with graphics, videos, and voiceovers.
- Good for school projects, storytelling, or digital scrapbooking.

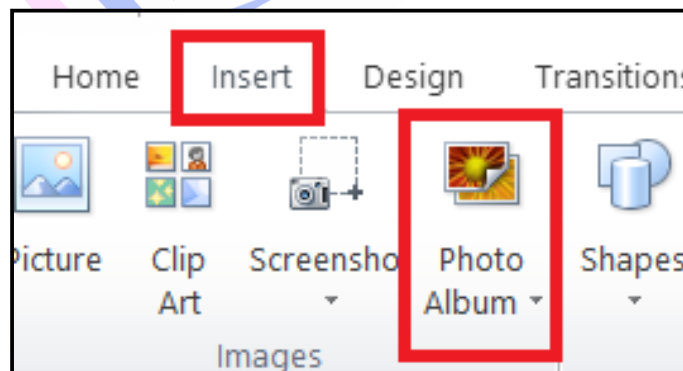
 Central Govt. Service

Steps to Insert a Photo Album in PowerPoint

1. Open PowerPoint.
2. Click on the Insert tab in the top menu.
3. In the Images group, click Photo Album → then select New Photo Album.

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**Creating Photo Album in Power Point**

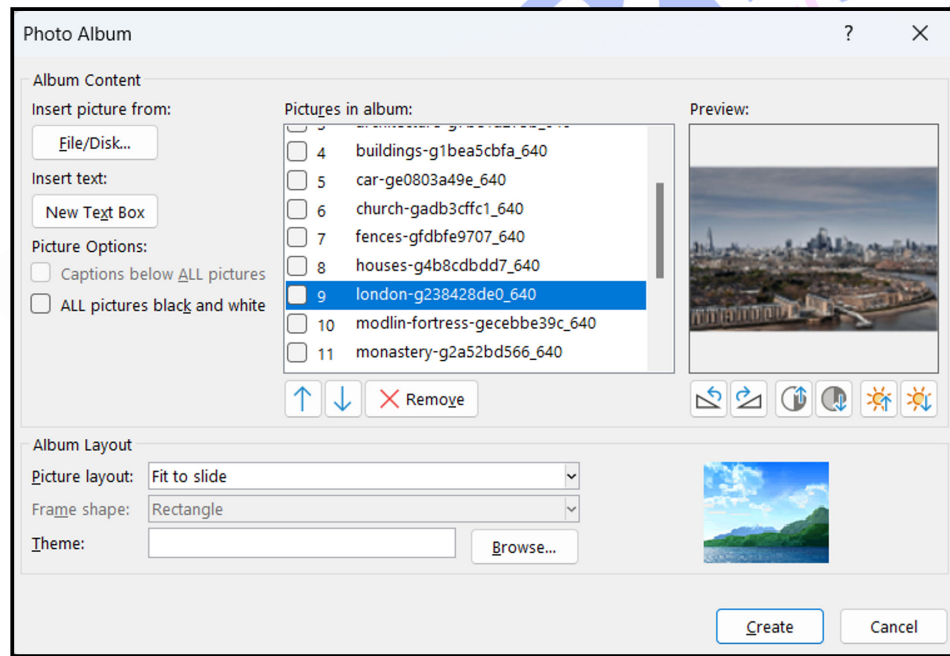
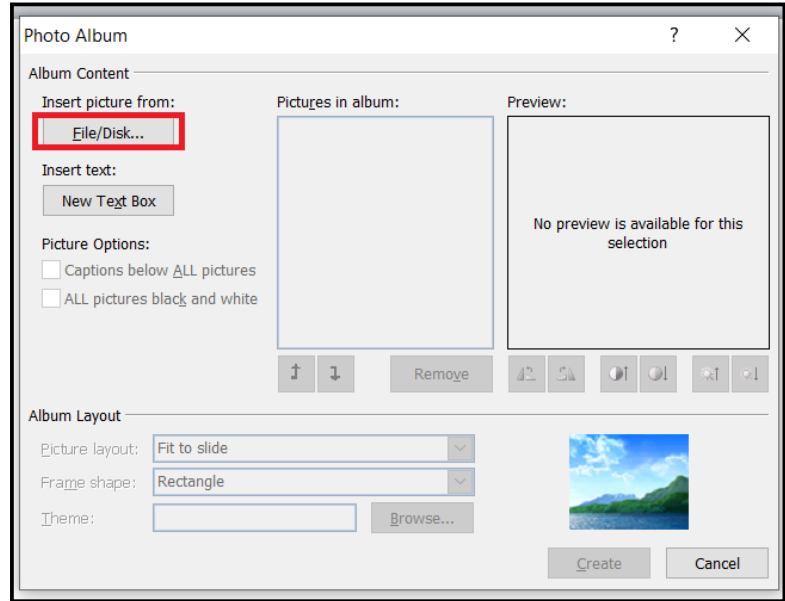
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4. In the Photo Album dialog box:

- Click File/Disk...
- Select the pictures you want from your computer.
- Click Insert after selecting the images.



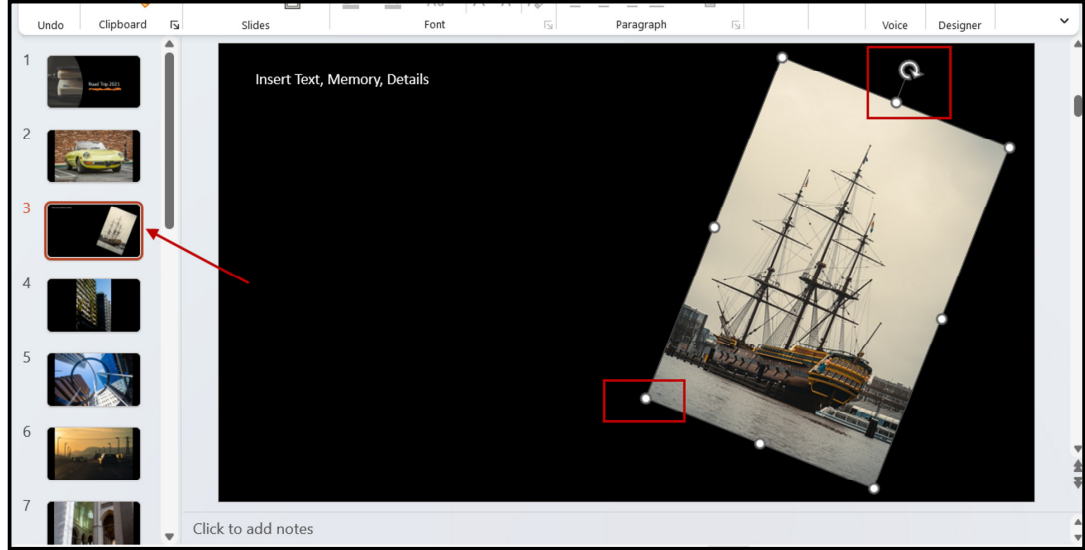
5. (Optional) Customize your album:

- Change the order of photos using the arrow buttons.
- Check Captions below ALL pictures if you want text under the images.

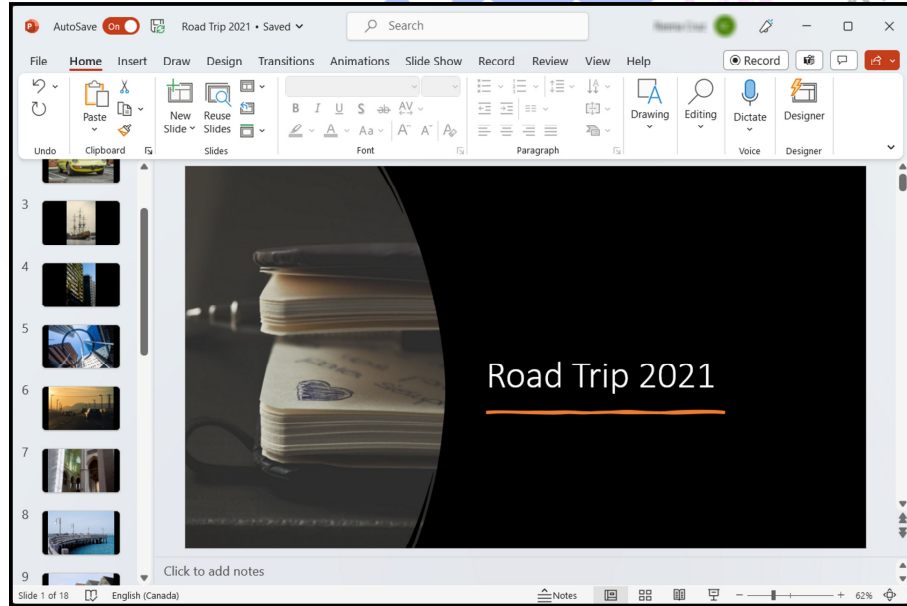
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**Creating Photo Album in Power Point**

- Choose picture layout (e.g., 1 picture per slide, multiple pictures).



- 6. Click Create.



**Edit a Photo Album in PowerPoint**

1. Click on any slide from your photo album.
2. At the top, click the "Insert" tab.

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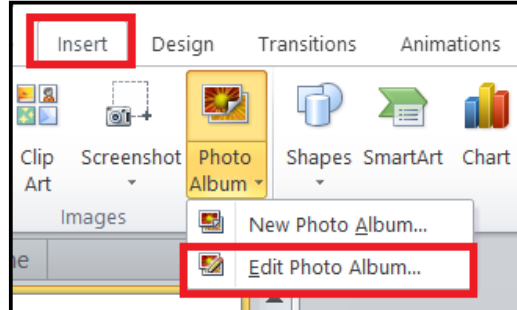
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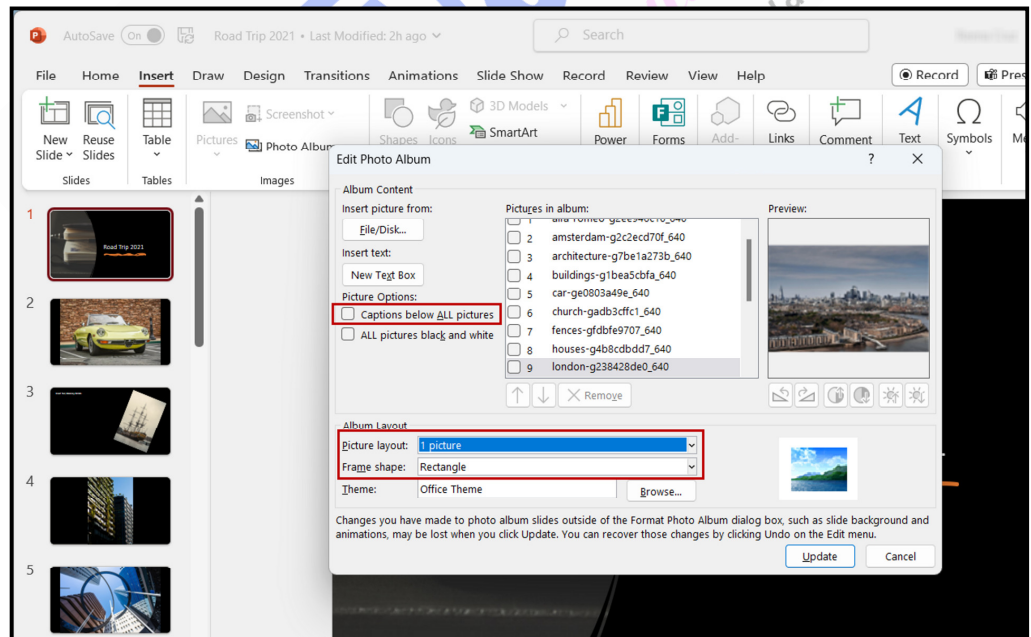
3. Click “Photo Album”, then choose “Edit Photo Album...”



4. In that box, you can:

- Add more photos → Click “File/Disk...”
- Delete a photo → Click the photo, then “Remove”
- Change photo order → Use the up/down arrows
- Add captions → Tick the box that says “Captions below ALL pictures”
- Change layout → Choose how many pictures per slide

5. When you're done, click “Update”.



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Creating Photo Album in Power Point

Assignment

Assignment Topic: "Our School Activities - A Photo Story"

Objective:

To create a PowerPoint presentation using the Photo Album feature to display a collection of school activities with brief descriptions.

Instructions for Students:

- Open PowerPoint
- Go to Insert → Photo Album → New Photo Album
- Click File/Disk... and select 5-10 images of school events (e.g., sports day, annual function, science fair, etc.)
- Under Album Layout, choose:
  - Picture layout: 1 picture with title
  - Frame shape: Rounded Rectangle (optional)

Click Create

PowerPoint will automatically create slides for each image.

What to Include on Each Slide:

- A Title (e.g., "Sports Day 2024")
- A Short Caption or Description under each image (use Insert Text Box)
- Format text using:
  - Bold for event names
  - Italic for quotes or taglines
  - Use colors like blue or green to highlight themes

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