

**Course  
&  
Test Series**

**Inserting and Formatting Pictures in Power Point**

Microsoft Power Point

Module 20 - Inserting and Formatting Pictures in Power Point

**Meaning:**

In PowerPoint, a picture means an image or photo that you insert into a slide to visually represent information.

**Why we are use Picture in Power Point:**

**1. To Grab Attention:**

- Visuals catch the eye faster than text.
- A powerful image can hook your audience from the start.

**2. To Make Ideas Clear:**

- “A picture is worth a thousand words.”
- Images can explain things quickly—like diagrams, charts, or step-by-step photos.

**3. To Make It More Engaging:**

- Slides with only text can be boring.
- Pictures make your presentation more interesting, creative, and memorable.

**4. To Help People Remember:**

- People remember visuals better than words.
- Adding images helps your audience retain more of what you’re saying.

**5. To Save Time**

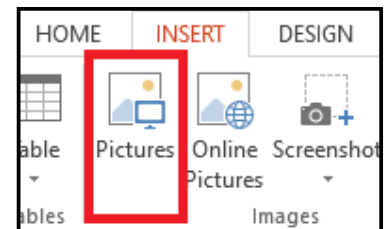
- Sometimes a picture shows in 2 seconds what would take 2 minutes to explain with words.

**Inserting a Picture in PowerPoint**

1. Open your presentation in PowerPoint.
2. Go to the slide where you want the picture.
3. Click on the "Insert" tab on the top ribbon.
4. Select "Pictures".

**Choose:**

- This Device (for images saved on your computer like Desktop, Downloads, Documents etc)



 **CBSE**

 **ICSE**

 **NTSE**

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

 **Railways & Metro Services**

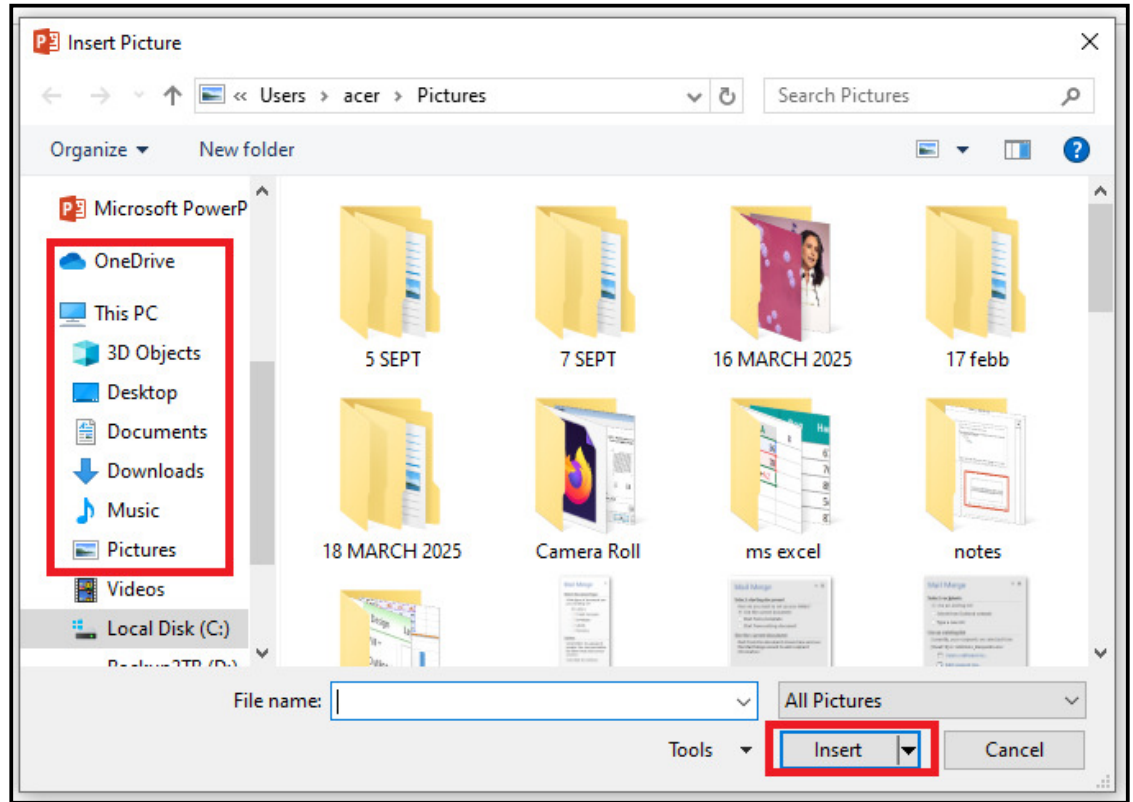
**...many more**

**abhyasonline.in**

**Course  
&  
Test Series**

**Inserting and Formatting Pictures in Power Point**

5. Find and select the image, then click Insert.



**Formatting a Picture in PowerPoint**

Once the image is inserted, you can format it in several ways:

**1. Resize**

- Click and drag the corners of the image to maintain proportions.
- Drag from sides to stretch it (not recommended unless you want distortion).

**2. Crop**

- Select the image.
- Go to the "Picture Format" tab.
- Click "Crop" → adjust the black crop handles.

**3. Apply Styles & Effects**

- Under "Picture Format", explore:
  - Picture Styles (e.g. frames, shadows, reflections)
  - Picture Effects (e.g. glow, bevel, 3D rotation)

**...many more  
abhyasonline.in**

**Course  
&  
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &  
Insurance**

 **Central Govt.  
Service**

 **State Govt.  
Services**

 **LAW  
Entrance**

 **MBA  
Entrance**

 **Railways & Metro  
Services**

**...many more**

**abhyasonline.in**

**Inserting and Formatting Pictures in Power Point**

- Artistic Effects (for a more creative look)

**4. Adjust Color or Brightness**

- Still under "Picture Format":
- Click "Corrections" to change brightness/sharpness.
- Click "Color" to adjust tone or recolor the image.

**5. Add Borders**

- Click "Picture Border" to choose a color, weight, or dash style.

**6. Align or Arrange**

- Use options like "Align", "Send to Back", or "Bring Forward" to position the image exactly how you want.



Course  
&  
Test Series

Inserting and Formatting Pictures in Power Point

Assignment

-  CBSE
-  ICSE
-  NTSE
-  Banking & Insurance
-  Central Govt. Service
-  State Govt. Services
-  LAW Entrance
-  MBA Entrance
-  Railways & Metro Services
- ...many more
- abhyasonline.in

### Scales of Measurement

- Refers to the type of scale on which the DV is measured
- Certain statistics can be calculated on some scales, but not others
- Four scales
  - Nominal
  - Ordinal
  - Interval
  - Ratio

### Scales of Measurement

Nominal	} Qualitative measures – classify into nonnumeric categories
Ordinal	
Interval	} Quantitative measures – measurement is numerical
Ratio	



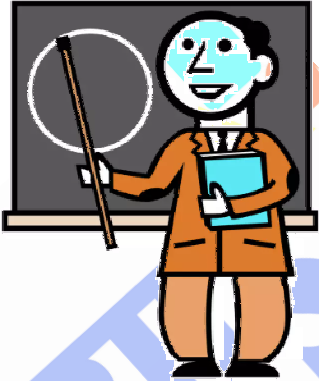
Course  
&  
Test Series

Inserting and Formatting Pictures in Power Point

-  **CBSE**
-  **ICSE**
-  **NTSE**
-  **Banking & Insurance**
-  **Central Govt. Service**
-  **State Govt. Services**
-  **LAW Entrance**
-  **MBA Entrance**
-  **Railways & Metro Services**
- ...many more**
- abhyasonline.in**

### Nominal Scale

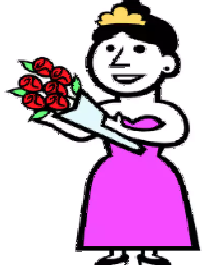
- Assign responses to different categories
- No numerical difference between categories
- Examples
  - Gender
  - Marital status
  - State of residence
  - College major
  - SSN
  - Zip code
  - Student ID



3

### Ordinal Scale

- Set of categories that are ordered from least to most
- Don't know numerical distance from each category to the next
- Examples
  - Miss America results – first place, runner-up, second, third
  - Military rank
  - Letter grade in class
  - Degrees held
  - Medical condition (satisfactory, serious, guarded, critical)
  - Rank order of your preference from 1 to 4 of Ruffles, Doritos, Cheetos, Fritos



4