



Draw a Picture in PowerPoint

Technology for Classroom Teachers
Marilyn Western

Click on **Insert** and **Object**.

Choose **Bitmap Image** and click **OK**. You're ready to draw!

MS Paint will open. Use the tools on the left and bottom of this window to draw your picture.

When you are finished, click outside of the *Paint* window to close it.

Your image will appear on the slide.

To **edit** your picture **Double click** on your picture.

The *Paint* window will appear.

Click once on your picture.

To **format** your picture The *Picture* toolbar will appear.

Use it to change the brightness, the contrast, to crop, etc.

Click once on your picture to select it.

To **resize** your picture

Drag the corner *sizing handles* in or out to resize.

Remember to **save** your work!!