3.8 Task Analysis Activity

MEDT 6401

Jennifer Jackson

How to insert an image in PowerPoint

1.) Wake computer by tapping space bar.
2.) Click on PowerPoint icon, (the "P" in the dock).
3.) Click the yellow "minimize" button to minimize the PowerPoint window.
4.) Click on the Firefox icon in the dock.
5.) From the Google home page type in the keyword of the image you want, example, "dog."
6.) At the top left of your screen click on "images."
7.) Choose the image you want to review and click on it.
8.) Click on "full size image."
9.) Hold down the control key and click the image.
10.) This will bring up a menu. On this menu click on "save image."
11.) Change the "where" on the menu that pops up to "desktop." You may also rename the image with this window.
12.) Minimize the Firefox window by clicking on the yellow circle at the top of the page.
13.) Check the desktop to ensure your file saved.
14.) Move, (drag), the file into your student folder.
15.) Click on the PowerPoint icon, "P," in the dock again to bring the PowerPoint window back up.
16.) The first slide that comes up will be the title slide. Click on "new slide" to add an additional slide.
17.) At the second slide, click on "insert picture from file", bottom left icon.
18.) Use the pull down window to find your saved image. Desktop>student file>image.
19.) Click "insert" and watch your image appear on the slide!