# mindset digital

# PowerPoint *Quick Tips*

## Adding Text to Shapes

When you make a shape, like a rectangle, you can write on the shape without making a separate text box. It's quick and easy!

1. Make your shape with **Insert → Shape**.
2. **Right-click the shape** and click **Add Text or Edit Text**, or just start typing after selecting the shape.

   **TIP:** *The text is part of the shape — if you rotate or flip the shape, the text rotates or flips also.*

## Engaging Animations

Animations can make your presentation more dynamic and engaging. Don't overdo it. A little goes a long way!

1. **Select the text or object** that you want to animate.
2. On the **Animations** tab, in the **Animation** group, click an animation effect from the gallery. "Appear" is a good, all-purpose transition for most situations.

   **TIP:** *To edit your Animations later, visit the Animation Pane in the Animations tab.*

## Removing Backgrounds

You can remove a background from a picture to highlight the or remove distracting detail.

1. Click on the picture from which you want to remove the background.
2. On the **Format** tab, click **Remove Background**.
3. Use the **Mark Areas to Keep** or **Mark Areas to Remove** buttons to fine tune your results. Drag the pencil icon to mark your selections.

## Cropping Images and Shapes

You can use the cropping tool to trim and remove unwanted portions of images.
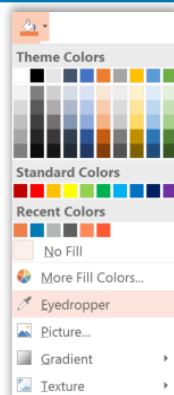
1. With the image selected, go to the **Format** tab and click the **Crop** button.
   - To crop one side, drag the center cropping handle on that side inward.
   - To crop two adjacent sides at the same time, drag a corner cropping handle inward.

## Using the Eyedropper Tool

Need to precisely match the colors of logos and graphics to other parts of your deck? Let the handy **eyedropper tool** do the work for you.

1. Select the object you want to recolor and click the **Shape Fill** button.
2. Using the eyedropper, click the color you want to match and apply to the selected shape or object.

## Free and Paid Stock Photos

These are reputable stock photo sites, but always be mindful of copyright. If in doubt, read the fine print.

- MorgueFile.com
- Pexels.com
- Pixabay.com
- NegativeSpace.com
- StockSnap.io
- Freestocks.org

- Get free photo packs via email from Death to the Stock Photo deathtothestockphoto.com

**Paid Stock Photos:**
- Shutterstock.com
- iStockPhoto.com

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