


# Make IT Happen 2008

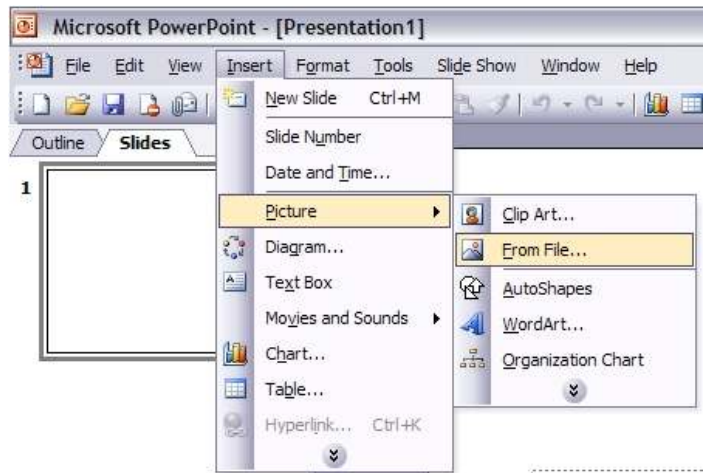
## How2 insert images from file in MS Powerpoint

This guide shows you how to insert an image already saved on your computer, into your document in MS PowerPoint.

- 1 If you haven't already done so, open the MS PowerPoint document you want to use.

- 2 Click on the **Insert** menu, move your pointer to **Picture** and then **From File...**

Instead of this you can use a special icon  on the Picture toolbar if it's shown.



- 3 Choose the image you want to insert into your document.



- 4 Your image is now ready for you to work on using the Picture toolbar, to move around and to resize.