

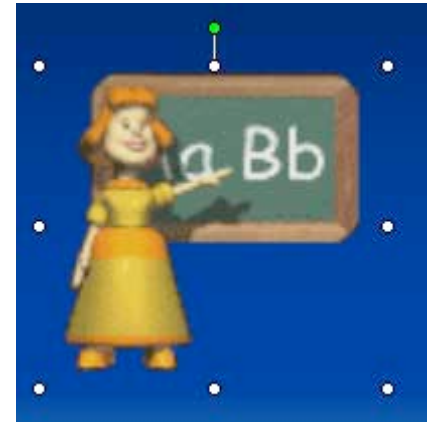
Working with Images

Click on any picture in PowerPoint 2003 and it will have 8 white handles surrounding it and one green handle at the top.

To **move** the picture, **click** on the centre of it and whilst **holding down** the mouse button **drag** the **picture** to your desired location.

You can **resize** your picture with the white handles.

To do so, **click** on a handle and whilst **holding down** the mouse button **drag** it to **resize** the picture.



TIP – To maintain the pictures proportions, **click** and **drag** any of the **4 corner handles**.

You can **rotate** the picture with the **green handle** at the top of the picture.

Hover the cursor over the **green handle** and the cursor changes to a **rotate symbol**.

Click the **green handle** and **drag** the picture to the angle of rotation you wish to use.

A **dotted outline** will show you how the picture will look.

Once you have found the desired angle for your picture, **let go** of the mouse button.

The picture will appear at that angle.

