**POWERPOINT TIPS & TRICKS**

**Removing the background from an image**

1. **Insert the image into PowerPoint.**



1. **Under the 'Adjust' toolbar, choose 'Remove Background.'**
2. **It will automatically try to remove the background but may not be perfect.**
3. **Click on areas to add or remove it from the final cropped image.**



**Areas highlighted in purple will be removed. Drag the corners of the box to include them or click on them to add a plus-sign OR the minus-sign to remove them.**

**5) Click out of the image when you are finished and you now have a clean, sharp image.**

