



Hillingdon u3a Computer Club

March 2026

PowerPoint and Simple Photo Editing

Agenda

- Basic use of PowerPoint & run through the Ribbon Menu Bar
- Using Templates

Shape Editing

- What are the Basic Shapes and the active nature of some of the shapes
- Breaking shapes to parts using SVG (Scalable Vector Graphics)
- Merge Shapes & Infographics
- Bring to Front & Send to Back principles
- Photo display/Collage

Photo Editing Menu

- Remove Background (in Office 2010 on)
- Corrections / Colour / Artistic effects / Border
- Smart Art – change shape with picture styles

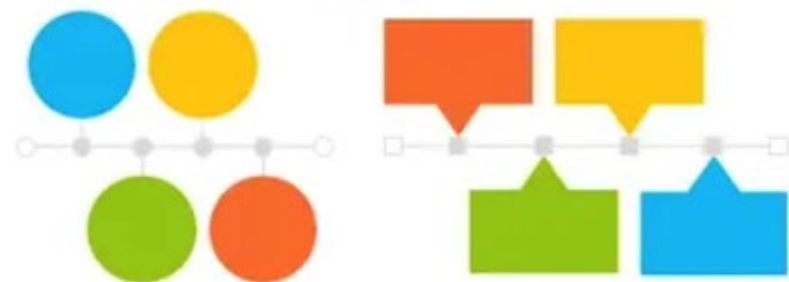
Cropping

- Normal Cropping
- Using the Scribble Tool
- Using Crop to Shape
- Using the Picture layout (Smart Art) to get a number of photos to the same format easily
- Crop to Aspect Ratio



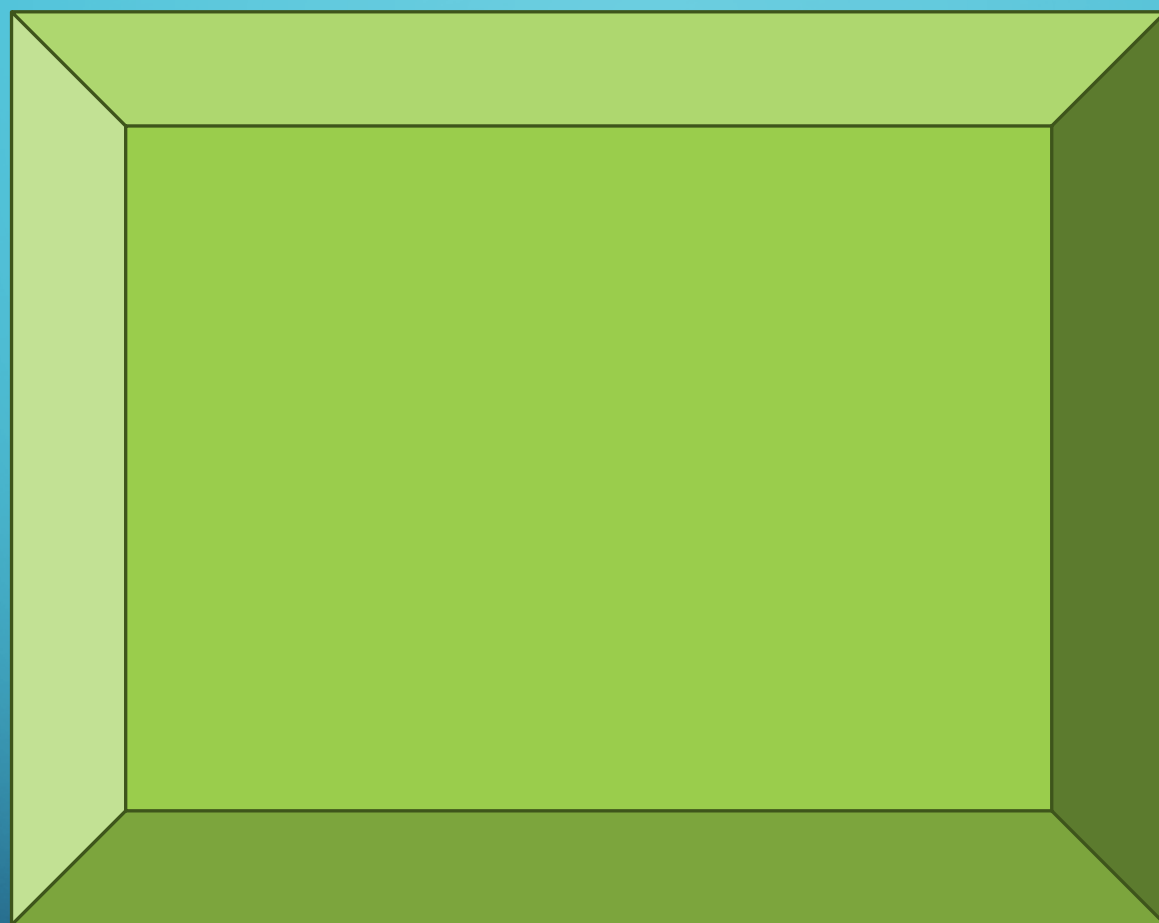


INFOGRAPHIC ELEMENTS: *Sequences*



INFOGRAPHIC ELEMENTS: *Shapes*





The background is a blue gradient. In the corners, there are white line-art illustrations of circuit boards or neural networks, with lines and small circles representing nodes.

Simple Photo Editing



