

**Key Vocabulary**

Keyword	Definition
brightness	How light or dark something is.
camera	A device for recording visual images in the form of photographs and videos.
crop	To remove parts of an image or keep a small section of it.
image	A picture produced by a device.
font	The style in which the characters are written.
manipulate	To make changes to texts, images, sounds or other data.
resize	To change the size of something.
sound	The audio imbedded in videos and programs.

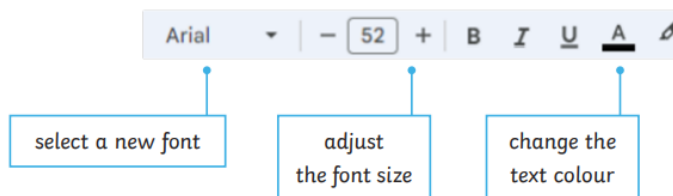
Point to the 'font' tab?	Who is the audience?
What does manipulate mean?	Why might we need to crop images?



Images can be cropped, resized and edited to make your presentation better.



Different filters change the colour and brightness of images.



Change fonts to make things more exciting!

Inserting a New Text Box

To insert a new text box:

- click on Insert in the menu toolbar and then select Text box.
- click and drag anywhere on the slide to create the text box.



You can adjust the size of the text box by clicking and dragging the resize handles.

Resize images.

To resize an image, click on the image and then click and drag the resize handles to make the image bigger or smaller.

