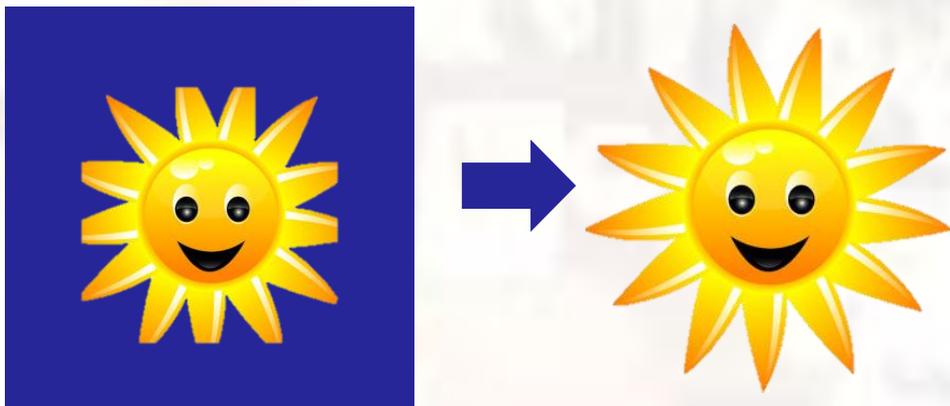




PowerPoint – Picture Remove Background Tip

You know that it is good practice to use graphics in place of words in a PowerPoint presentation. They help convey your message and help the audience remember your points.

What if you added a picture on a PowerPoint slide and realize it has a background you do not want? With PowerPoint you can remove the picture background, as shown in the example below.



In just 6 steps you can remove the background.

1. Click on the picture that has background you want removed.
2. Click on the **Picture Tools > Format** tab.



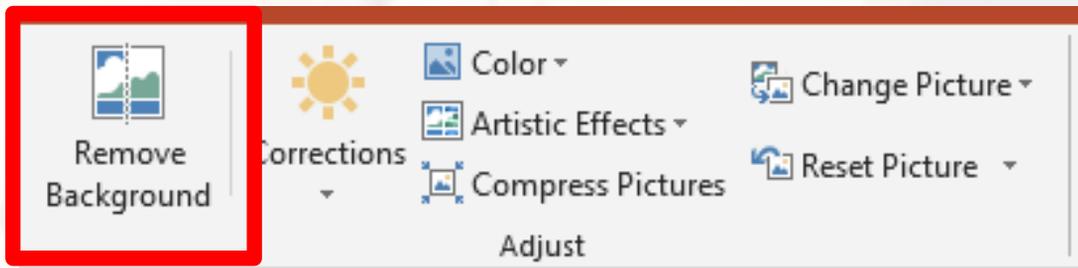
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PowerPoint – Picture Remove Background Tip

Continued

3. Click **Remove Background** on the **Format** ribbon. PowerPoint will automatically select the part of the image to be kept.



4. Not all of the image will be selected so you will do that manually. Notice in the screen shot below that not all parts of the flower leaves are selected.



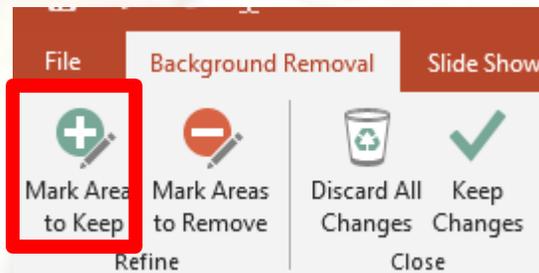
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PowerPoint – Picture Remove Background Tip

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5. On the **Background Removal** tab, click **Mark Areas to Keep** and manually select any area that you want to keep by clicking on that part of the picture.



6. When you're finished, click **Keep Changes**. Now your picture is just you wanted with no background!



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