

Got the perfect presentation graphic, but want to remove the background? PowerPoint 2010 makes this possible with the simple click of your mouse!

1. On any slide in a PowerPoint 2010 presentation, click on the **insert** tab.
2. In the Images group, select the “**picture**” icon
3. Browse your computer to find the picture, and double click on it. Your picture has now been dropped onto your PowerPoint slide.
4. Click on the picture to activate it.
5. In the Format ribbon, click on the “**remove background**” icon.
6. Click the “**keep changes**” icon. The background on your graphic has been removed.

Note: you can remove or add portions that have been removed by selecting “mark areas to keep” or “mark areas to remove” and clicking on the spaces in the picture.

For a screen cast of this tip, go to:

<http://screencast.com/t/KnFE3Eqc>