

Resize Photos in Same Location

How many times have you resized a photo on a PowerPoint slide and then must take the extra step of moving it back to the correct location? This shortcut will allow you to resize your photo and keep it still in the same place on the slide.

Resize One Photo on the Slide

1. Click on the photo to select it.
2. Hold the **Ctrl** key while you drag the *corner* selection handle to resize it to the desired size. Notice the outline of the new size while you drag the mouse.
 - **Note** - Dragging a *corner* selection handle of the photo retains the proportions of the photo.
3. Release the mouse and the Ctrl key and the new resized photo will be centred in the same location.

Resize Two or More Photos on the Slide

1. Click the first photo to select it.
2. Hold the **Shift** key while you click on the remaining photos to resize. (Holding the Shift key allows you to select more than one photo on the slide.)
3. When all photos are selected, release the mouse and the Shift key.
4. Now hold the **Ctrl** key while you drag a *corner* selection handle of any one of the photos (it does not matter which photo you choose). All photos will be resized and remain centred in their original locations.