

# Adding Icons to PowerPoint Slides

From PowerPoint 2016 onwards, you can choose from a set of simple but effective icons and add them to your slides. They come out as vector-based shapes, so you can size them and change their properties. This quick guide shows you the basics of adding icons...

**1** Click the **Insert** tab in the ribbon.

**2** Click the **Icons** button in the ribbon.

**3** Select the icons you want to add...

**4** Click **Insert** away from the icon to de-select them

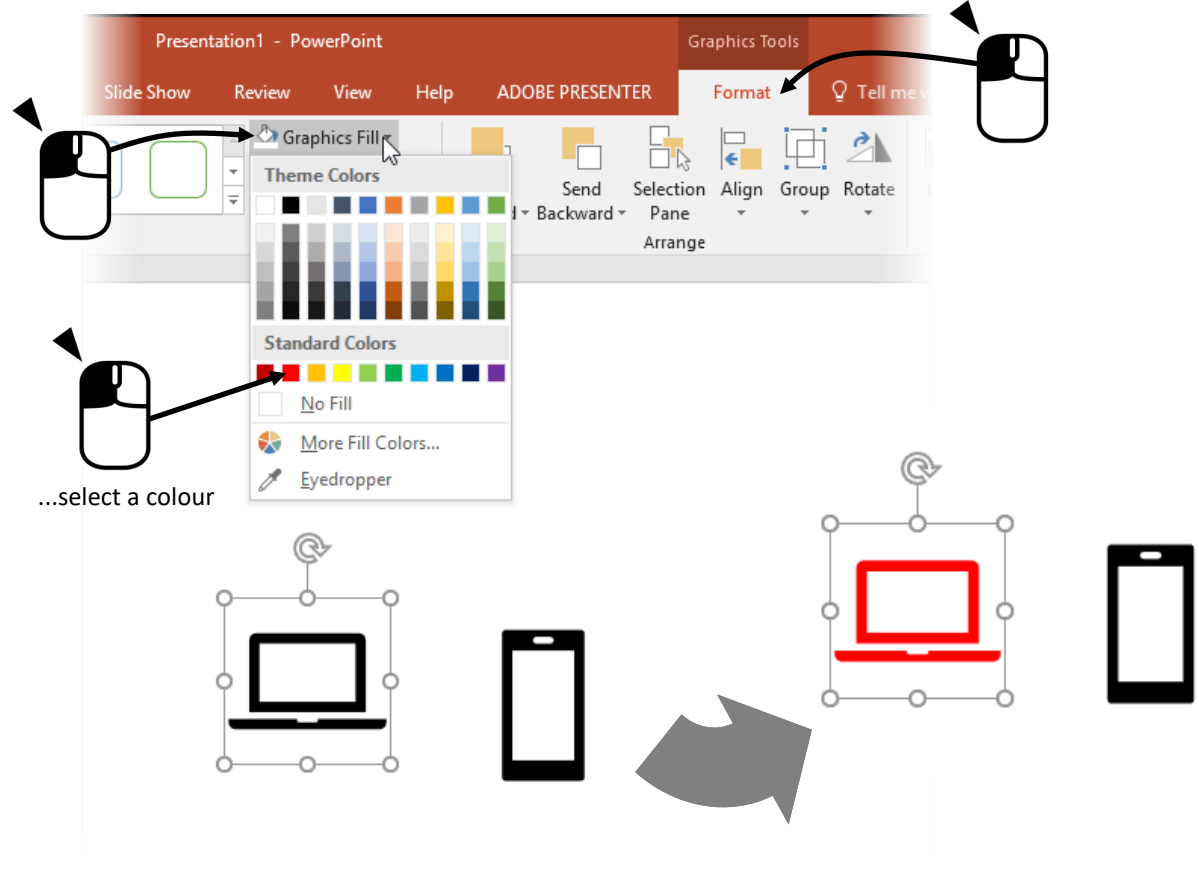
**5** Drag them apart to see your icons...

*Icons are added in a pile like this...*

**Turn over >**

# Things to Remember...

- ☑ When you select an icon, you change its fill colour using **Format - Graphics Fill**



- ☑ You can convert them to "PowerPoint Shapes" so that you can ungroup them and change their properties in more detail (i.e. perhaps by moving elements of the shape around or changing their fill characteristics)

