How to Compress Your Pictures in Microsoft PowerPoint 2016

By Scott Badger

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- 1. Select one of your images in your PowerPoint file.
- 2. From the Pictures Tool contextual tab, click Format and the select "Compress Pictures"



- 3. Turn off "Apply to this picture".
- 4. Select "Web (150 ppi)".
- 5. Click Ok.

The size of the PowerPoint file will be much smaller.

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