

To create a watermark in PowerPoint:

Insert your clip-art. Make sure your picture toolbar is showing (to get your picture toolbar, go up to VIEW to TOOLBARS and click on PICTURE).

Click on the Image Control button to make you picture a watermark, or change it to grayscale



Go to the DRAW

button on the bottom left (if it isn't there, then your drawing toolbar isn't showing - go up to VIEW to TOOLBARS and click on DRAWING). From the DRAW button - choose ORDER, then go to SEND TO BACK.

To insert a Hyperlink:

Highlight the text to have the hyperlink (or select the graphic to have the hyperlink). Go up to INSERT down to HYPERLINK.

