



Compress Images In PowerPoint To Reduce File Size



Quick Image Compression Tutorial For PowerPoint



1 Identify Heavy Content

Recognise image-heavy presentations that may cause performance issues.



2 Access Compression Tool

Select any image in your PowerPoint, go to "**Picture Format**," and click "**Compress Pictures**."



3 Adjust Settings

Choose to **delete cropped areas** and **adjust the resolution** as needed.



4 Apply Compression

Decide whether to compress **only the selected image** or **all images** in the presentation.



5 Finalise

Click "**OK**" to apply compression and reduce file size.

