Select Adobe Photoshop from the application folder or from the bottom of the screen. Photoshop will set up like this.
open an image

to open a new image, select file > open

navigate to your image and hit open
CROP IMAGE

- Select crop tool from the tool bar on the left.

- Drag on the image to select the section that you wish to keep.

- You can adjust the selection by dragging the square on the edge of your selection.

Notice: you can press "command + z" at any time to undo changes or choose edit "undo" or "step backwards".
double click on the selected section to finish cropping

to refine your image, select image> auto tone/contrast/color
Resize image for PowerPoint

1. Select the image > image size.

2. For landscape, change width to 1024 pixels.

3. For portrait, change height to 768 pixels.
1. Uncheck the resample image box
2. Change resolution to 300 pixels/inch
3. Hit OK when you finish

select image > image size
Resize for Web

1. Select image > Image Size
2. For landscape, change width to 1200 pixels.
3. For portrait, change width to 800 pixels.
4. When you finish, hit OK.
5. Make sure the resolution is 72.
Save your project

To save the project that you are working on, select file > save

Notice: This will only save as a Photoshop (.psd) work file, not an image.
to save your project as an image, select File > save as

you can rename and choose the desired location and format

when you finish, hit save
to save for web & devices, select file > save for web & devices

select save

you can rename and choose the desired location and format

when you finish, hit save