

Lesson 4-5: Inserting Clip Art

Figure 4-11

The Microsoft Clip Art Gallery.

Figure 4-12

The updated slide with a clip art picture added.

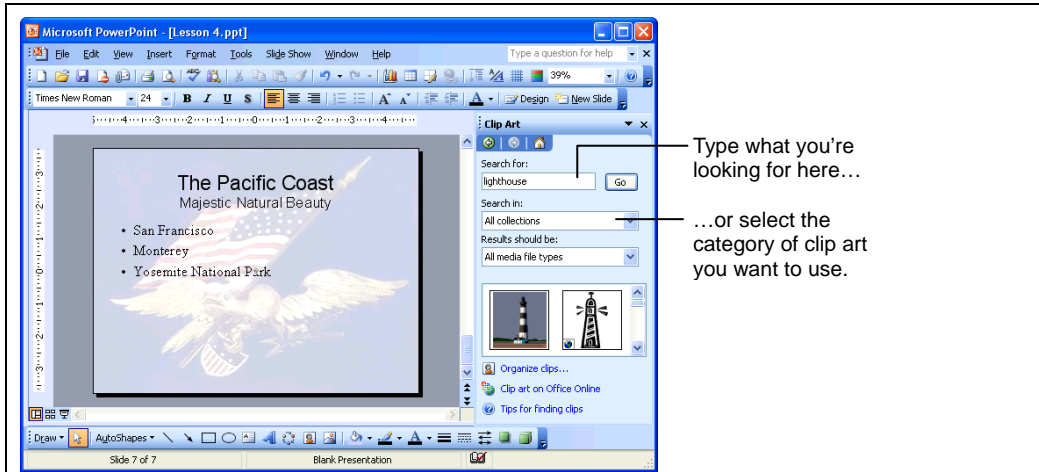


Figure 4-11

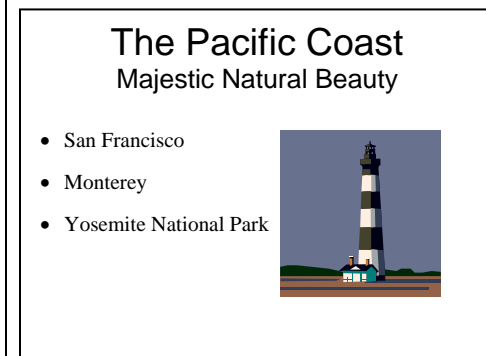
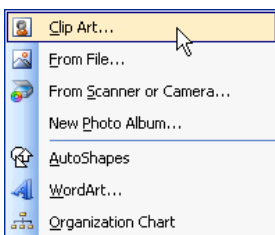


Figure 4-12

Microsoft Office 2003 comes equipped with several thousand graphics you can use to make your presentations more visually attractive. The graphics are called Clip Art, and each image is stored and managed by a program called the Microsoft Clip Art Gallery (as you can see, Microsoft has never been very imaginative when it comes to naming their products). The Clip Art Gallery program categorizes its pictures by topic—such as holidays, business, or sports—making it easier to find a clip art graphic that meets your specific needs.



Inserting a Picture from the Clip Art Gallery

1. Press **<Ctrl> + <End>** to move to the end of the presentation.

We want to add a clip art picture to this slide.

2. Select **Insert** → **Picture** → **Clip Art** from the menu.

The Clip Art task pane appears, as shown in Figure 4-11 (your Clip Art Gallery window may look slightly different, depending on how much Clip Art is installed on your computer). Microsoft Office 2003 comes with a small selection of clip art pictures that you can use in your presentations. The pictures are categorized and indexed by keywords, making it easier to find what type of picture you want to use.

3. Type **lighthouse** in the **Search for** text box and click the **Go** button.

PowerPoint searches your hard disk for lighthouse-related clip art.

4. Browse through the clip art pictures until you find a picture of a lighthouse similar to the one shown in Figure 4-12.

Depending on your computer’s setup, there may be several pictures of lighthouses or only one. Now that you have found an appropriate graphic you will need to insert it into the slide. Here’s how:

5. Click the lighthouse picture shown in Figure 4-12.

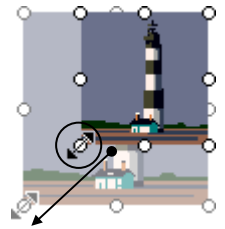
The selected graphic is inserted into the slide.

NOTE: Depending on how PowerPoint is installed and configured on your computer system, you may get a “The file is not available...” error message. This means PowerPoint cannot locate the Clip Art pictures. If you are in a classroom environment, ask your instructor for assistance. If you are using PowerPoint by yourself, you may need to insert either the Office 2003 or PowerPoint 2003 CD-ROM into your computer.

6. Close the task pane.

Often the pictures you insert will be either too large or too small. When this happens you will have to resize the picture to a more suitable dimension. You resize a picture just like any other object: by selecting it and dragging it by its sizing handles.

7. Click the image to select it. Position the pointer over the lower-left sizing handle, until the pointer changes to a ↙, then click and hold the left mouse button. Drag the mouse diagonally down and to the left until the picture is roughly 50% larger, and then release the mouse button.



Resize a picture by clicking it to select it, then grab one of its sizing handles and drag. Release the mouse button when the object reaches the desired size.

You probably noticed there were several other options listed in the Insert → Picture menu. Here’s what they are and what they do:

Table 4-2: The Insert Picture Menu

<i>Insert</i>	<i>Description</i>
Clip Art	Opens the Clip Gallery where you can select a clip art image to insert.
From File	Inserts a graphic file created in another program.
From Scanner	Scans an image and inserts it at the insertion point.
New Photo Album	Inserts photographs from a file, disk, scanner or camera.
AutoShapes	Inserts a ready-made shape, such as a circle, rectangle, star, arrow, etc.
WordArt	Creates spectacular text effects, such as <i>WordArt</i> .
Organization Chart	Inserts a Microsoft Organization Chart object.

Quick Reference

To Insert a Clip Art Graphic:

1. Select **Insert** → **Picture** → **Clip Art** from the menu.
2. Type the name of what you’re looking for in the **Search for** box and press **<Enter>** or **Go**.
Or...
Click a clip art category.
3. Scroll through the clip art pictures as needed until you find an appropriate graphic.
4. Click the graphic you want to insert.
5. Close the task pane.