

Inserting Clip Art

Clip Art is a collection of pictures and graphics that Microsoft has included with PowerPoint.

1. Click the **Insert** tab on the Ribbon and click the **Clip Art** button in the Illustrations group.

The Clip Art task pane appears.

! Trap: Depending on how PowerPoint is installed and configured on your computer, an error message may appear, informing you that the clip art feature has not been installed. Try inserting the Office 2007 CD-ROM and/or reinstalling the PowerPoint program altogether.

2. Type the name of what you're looking for in the "Search for" text box.
3. Click the **Search in** list arrow to select which collections you want to search in.

There are four options listed here:

- **Everywhere:** Searches all three of the collections listed below.
- **My Collections:** Searches your hard disk for clip art files stored on your computer.
- **Office Collections:** Searches for clip art files stored within the PowerPoint program.
- **Web Collections:** Searches Microsoft Office Online for clip art files available on the Web.

4. Click the **Results should be** list arrow and uncheck every box except for Clip Art.
5. Click the **Go** button.
6. Scroll through the graphics until you find one that you like.
7. Click the graphic that you want to insert.

When you're finished inserting clip art, close the Clip Art task pane.

8. Click the **Close** button in the upper-right corner of the Clip Art task pane.

The task pane closes.

✓ Tips

- ✓ A little star in the bottom-right corner of a graphic indicates animation.

📖 Exercise

- **Exercise File:** American History7-1.pptx
- **Exercise:** Navigate to Slide 7. Open the Clip Art task pane and search for images of a lighthouse. Click the first image to insert it into the presentation. Close the Clip Art task pane.

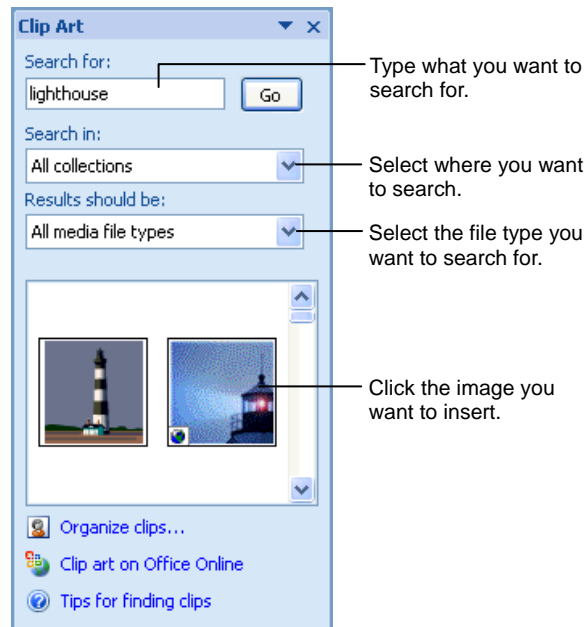


Figure 7-1: The Clip Art task pane.