

Lesson 7 Graphics and Images

In this lesson we will learn how to work with the Graphics and to attach images from your collection.

Graphics.

Another way to add emphasis to your presentation is to have visual aids or graphics. Although we learned earlier that the most important part of your presentation is the message, it is always helpful to use graphics to get your point across more concisely and in a shorter period of time.

Inserting Pictures

When inserting clip art onto a preselected slide layout:

1. Go to the **Insert** tab.
2. Type in your key word *phrase* of the object you are looking for into the search box.
3. This will open the **Insert Pictures** window. (1)



4. Scroll through the given results to find your desired **clip art**.
5. Once found, *click* on the **image**.
6. Select **Insert** to add the *clip art* to your slide. (2)



Note: You are responsible for respecting others' rights, including copyright, so be mindful when selecting your image(s).

Image from a File

Images from your own collection and experiences may also add value to your presentation. You must have the image saved prior to adding it to your presentation.

Inserting an Image from a file.

Place your cursor where you would like the image to appear. *Select* the **Insert** tab. *Click* **Pictures** . In the Insert Picture dialog box, navigate to find your image. Select your **image** and *click* **Insert**. (3)



Questions

1. What steps do you use to insert clip art?
2. What must you take into consideration when using clip art?
3. Name the steps to use when adding an image from your collection?

