

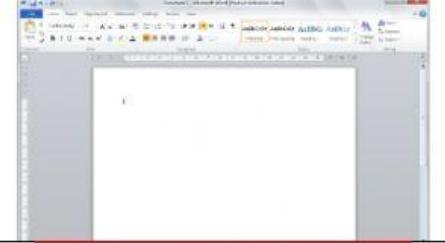
Name: _____

Date: _____

TOPIC: INSERTING A CLIPART

Fill in the blanks below

Clipart	cursor	Picture style	double-clicking
type	drag	Insert tab	window

Step 1	Place the _____ in the place where you would like to insert clipart	
Step 2	Click on the _____ and choose _____	
Step 3	Type on the search for the _____ of clipart you are looking for.	
Step 4	Insert the clip-art by _____ on the picture. You can also _____ the clip art into the document.	
Step 5	Use the _____ toolbar to edit the picture and add text to describe it	