

Section 5

Inserting Clip Art and Pictures

By the end of this Section you should be able to:

Insert Clip Art

Insert, Move and Resize Pictures

Use Graphic Tools

Exercise 34 - Inserting Clip Art

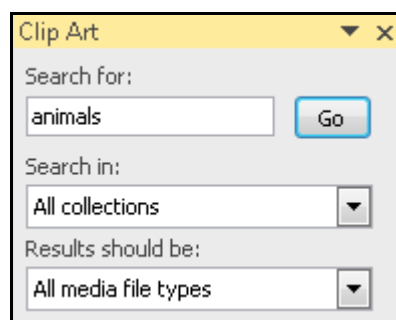
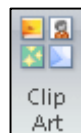
Guidelines:

Clip Art is a store of pictures that are available within all *Microsoft Office* products. They have several names, e.g. clipart, pictures, graphics, but all basically, mean the same thing. Any picture added in **Slide Master** view will appear on every slide.

The **Clip Art** task pane contains graphics, which are sorted into categories, so the appropriate clip can be found quickly. The quickest way to insert a graphic is simply to click on it in the **Clip Art** pane, although there are alternative methods.

Actions:

1. Open the presentation **Personal** (created in Exercise 26). Change to **Slide Master** view. Select the main **Slide Master** at the top of the list.
2. Select the **Insert** tab and click the **Clip Art** button. The **Clip Art** task pane appears.
3. In the **Search for** field, type **animals**.



4. Click the **Go** button to see some graphics from this category. Some Clip Art examples are installed with *PowerPoint*. If you have an active Internet link, more examples will be available from the web.
5. Use **Search for** to look at some of the other categories of picture. You may need to use the scroll bar at the right to view more pictures.
6. Search for **people**, then choose a suitable representation of yourself (pick any graphic if none are particularly like you!).
7. Click on the relevant picture in the **Clip Art** task pane to insert it in the centre of the slide.

Note: Click and drag can be used to copy the picture from the task pane to any particular position on the slide.

8. The graphic will now be on the **Slide Master** with 'handles' around it. Leave this on screen and move on to the next exercise.




Exercise 35 - Moving and Resizing a Picture

Guidelines:

When a picture is added to a slide it may not be in the correct position or be of the correct size.

The technique used is the same whether the picture is added to the **Slide Master** or to an individual slide.

Actions:

1. The **Personal** presentation should still be on screen with **Slide Master** on view.
2. Click on the picture, if it is not already selected. White handles (small circles and squares) appear around the picture.
3. With the cursor inside the picture, . To move the picture, click and drag to move it around the screen. Release the mouse button when in the required position. Practise doing this.
4. The handles can be used to resize the picture. Move the cursor over the handles. When moving over a corner handle the cursor changes to a diagonal double arrow. The one in the top left corner looks something like this: .
5. When one of these handles is clicked and dragged, it will resize the picture proportionally. Click on the top left handle and drag up and left. The picture is made larger, but remains in proportion.
6. Move the cursor over the handle in the middle of the left side of the picture. It looks like this: .
7. Drag it to the left. This time the picture is resized in one direction only, giving the impression of being stretched like elastic.
8. Resize the picture to its original size or even a little smaller.
9. Move the picture to the bottom right corner.
10. Return to **Normal** view. Check both slides to see the chosen picture.
11. Close the **Clip Art** task pane.
12. Leave the presentation on screen for the next exercise.



Exercise 37 - Using Graphic Tools

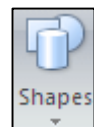
Guidelines:

The **Shapes** tools allow drawings to be made directly on to a slide. The tools can only be displayed in **Normal** and **Notes Pages** views. The buttons relating to drawing are all available from the **Shapes** button.




Objects can be drawn by clicking on the appropriate button and then clicking and dragging on the slide. All objects have handles, similar to clip art, which can be used to reshape and re-size the drawing. When a shape is selected, the **Drawing Tools - Format** tab becomes available.

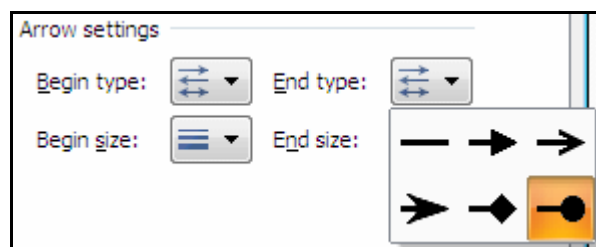
Actions:

1. The **Personal** presentation is still on screen. Insert a new **Blank** slide at the end of the presentation.
2. Select the **Insert** tab. In the **Illustrations** group, click **Shapes** to reveal the available shapes.



*Note: There is also a **Shapes** button in the **Drawing** group on the **Home** tab.*

3. From the **Lines** area, click the **Line** button, , then click and drag a line on the slide.
4. Display the shapes again and click the **Arrow** button, , then click and drag an arrow on the slide.
5. The start and end style of arrows can be changed. Make sure the arrow line is selected. Display the **Format** tab and click  **Shape Outline**, select **Arrows** and then **More Arrows**.
6. From **End type** within the **Arrow settings** area, choose the **Oval Arrow**.





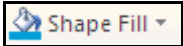
7. Click **Close** to apply the style to the arrow.
8. From **Shapes**, click the **Rectangle** button then click and drag to draw a rectangle anywhere on the slide, then use the **Oval** button (**Basic Shapes**) to draw an ellipse.

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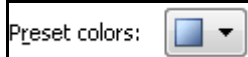
Exercise 37 - Continued

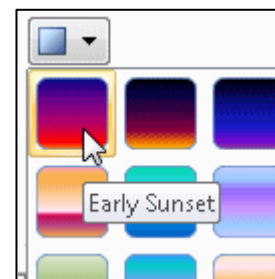
9. Practise drawing lines, rectangles, arrows and ovals (ellipses).

Note: Holding down <Shift> while drawing an oval will create a circle. Holding down <Shift> while drawing a rectangle, will produce a square. Holding down <Shift> for lines or arrows will force them to be horizontal, vertical, or at a fixed angle.

10. From **Shapes, Basic Shapes**, click on the smiley face, . Click and drag to draw this image on the page.
11. Drawn images may be moved and resized like other objects. With the smiley face selected, click and drag a corner handle to change the size. Click and drag on any other part of the shape to move it.
12. Practise drawing shapes from the various selections.
13. When closed shapes (circles, rectangles, etc.) are drawn, they may be filled with a colour. This can be changed. Double click on the smiley face to display the **Drawing Tools - Format** tab.
14. Click the arrow on the **Shape Outline** button, , to see some suggested alternative colours for the shape outline.
15. Select a dark red shade from the **Standard Colors** on the palette.
16. Click the arrow on the **Shape Fill** button, , to see some suggested alternative colours to fill the shape.
17. From **Standard Colors**, select a bright yellow shade.

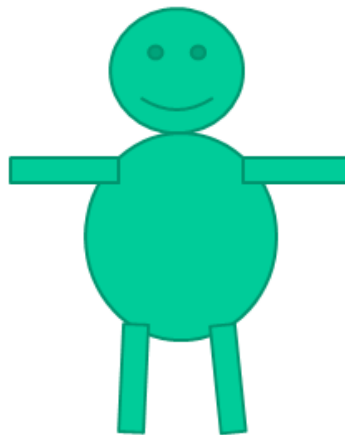
*Note: For a wider range of colours, select **More Fill Colors** or **More Outline Colors** from the palette.*

18. Select one of the drawn rectangles and click the arrow on the **Shape Fill** button. This time select **Gradient** and then click **More Gradients**.
19. The **Format Shape** dialog box is displayed. Gradients, textures, patterns and pictures can all be applied to fill shapes. Select **Gradient** fill, then click the **Preset colors** button, . Select **Early Sunset** from the thumbnails (they all have **ToolTips**, it's the first thumbnail).
20. Click **Close** to see the effect.
21. Practise colour effects on other shapes then close the presentation without saving.



Exercise 38 - Revision

1. Open the presentation **Favourite Meals**.
2. View the **Slide Master**, ensuring the main slide master is selected from the left pane (**Default Design Slide Master**).
3. Open the **Clip Art** task pane.
4. Search for **Food** and insert an appropriate picture.
5. Resize it if it is too large and move it the bottom right corner.
6. On slide **2** the picture may overlap the bulleted text. Move the picture if necessary.
7. Add a new blank slide to the end of the presentation and use simple drawing tools to create the following shape.



8. Save as **Pictures** and close the presentation.

Note: A sample of the presentation is shown in the Answers at the back of the guide.

Exercise 39 - Revision

1. Start a new presentation with a **Title and Content** slide.
2. Add a new slide of the same kind.
3. View the **Slide Master**.
4. Change the background colour to pale pink.

continued over

Exercise 39 - Continued

5. Open the **Clip Art Task Pane** and search for a clip relating to **cakes**.
6. Make it an appropriate size and move it to the top right of the **Slide Master**.
7. **Left** align the title text.
8. View slide **1** in **Normal View**.
9. Add the title **Tilly's Teas**.
10. Add the bullets:
 - ◆ Devon Cream Tea
 - ◆ Scone
 - ◆ Clotted Cream
 - ◆ Jam
 - ◆ Tea
11. Make the last 4 points second level.
12. Add further points:
 - ◆ Yorkshire Tea
 - ◆ Sandwiches
 - ◆ Sausage Rolls
 - ◆ Selection of Cakes
13. Promote **Yorkshire Tea** to first level.
14. Select the text **Yorkshire Tea** and all of its associated text. **Cut** the text.
15. If any extra bullets have been created, remove them.
16. Display slide **2**.
17. Enter the title **Our Speciality** and paste in the cut text, removing any extra bullets if necessary.
18. Insert the **tea** picture from the data files.
19. Move it to an appropriate place on the slide and resize if necessary.
20. With the picture still selected, click the **Copy** button, then immediately press the **Paste** button (a copied version of the cup of tea picture will appear overlapping the original).
21. Move the copied picture next to the original.
22. Save the presentation as **Teas** and close it.

Note: A sample of the presentation is shown in the Answers at the back of the guide.