# Inserting Graphics

ClipArt can be inserted onto any slide (the slide does not have to have the specific ClipArt layout).

1. Check that the file **Activities** (created in Exercise 1) is displayed.

2. Display the slide that is to have the ClipArt added.

3. Click on **Insert** and then **ClipArt** on the Menu bar to display the ClipArt Task Pane.

4. Enter a search term in the **Search for** box then click on **Go** to display the possible choices

ClipArt Task Pane

Search for

Go

ClipArt

Scroll bar
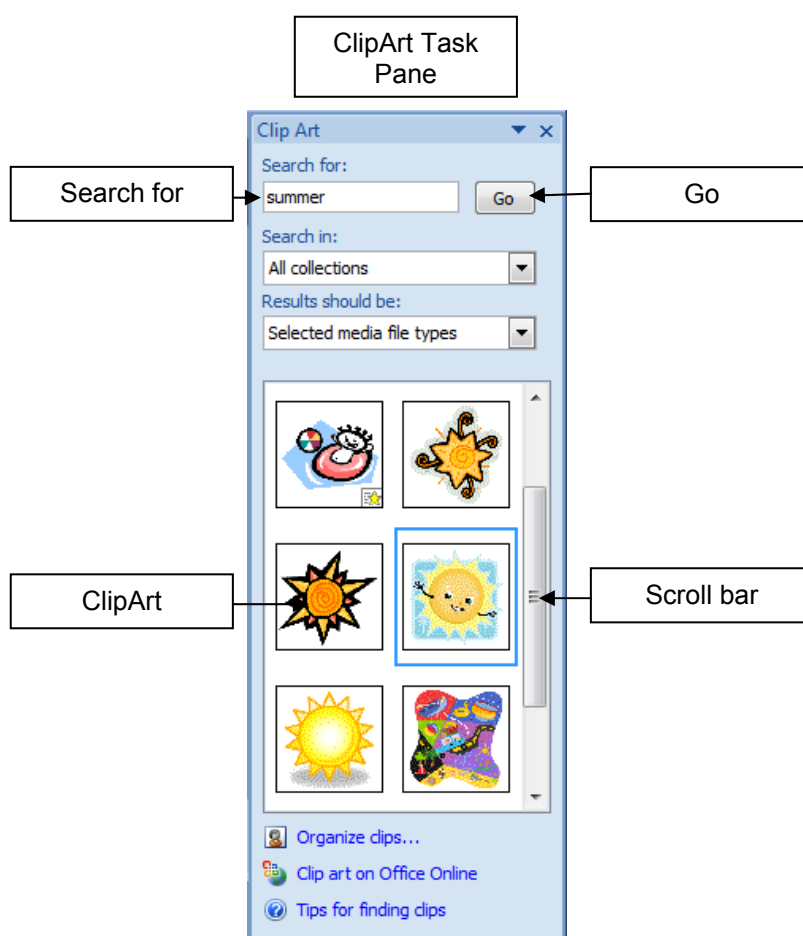
5. Scroll through the available ClipArt.

6. Click on the piece of ClipArt you want to use. The clipart will be put onto the slide currently selected. The clipart will be in the middle of the slide.

Moving ClipArt objects

1. Click on the ClipArt so that the resize handles are displayed.
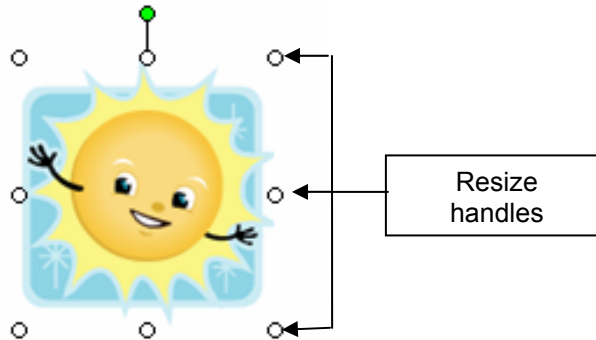
Resize handles

2. Move the mouse pointer over the image, then click, hold and drag to the position you require.

New position
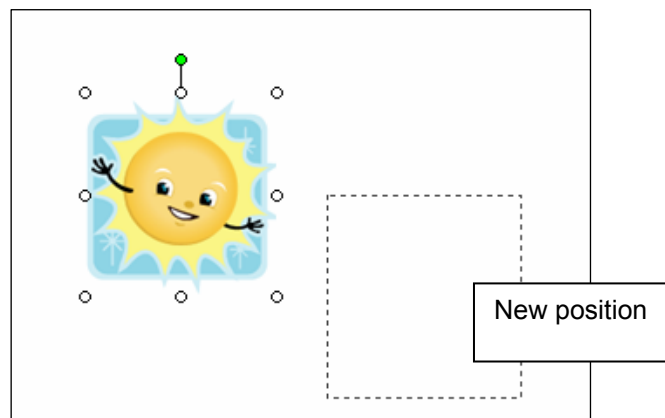
3. Click on the ClipArt and ensure the resize handles are displayed.

4. Move the mouse over the handle at the lower right corner until it changes to a double headed arrow

Double headed arrow