

Microsoft Office PowerPoint 2013: Clip Art

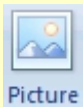
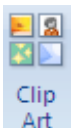








Overview of Clip Art & Using Clip Art in your PowerPoint presentation.

After you choose the source of your clip art, finding the appropriate piece is easy. The Clip Art Gallery can be searched using keywords, or you can browse through clip art grouped into categories (e.g., animals, buildings, or food).

Common Command Tab Buttons

Clip art added to your Office document can be modified from the Picture Tools command tab. The following is a list of common command tab buttons and their functions.

If you are unsure of the function of a command tab button that is not listed here, simply hold your mouse pointer over the button (without clicking), and a ScreenTip will appear with a short description of the button.

Button	Name	Function
 Picture	Insert Picture	Inserts a picture from a file
 Clip Art	Clip Art	Opens the Clip Art task pane, which provides offline and online searching for clip art to add to your document.
 Brightness ▾	Brightness	Makes all color shades proportionately darker or lighter
 Contrast ▾	Contrast	Adjusts the difference between the darkest and lightest colors in the object
 Recolor ▾	Recolor	Changes the color scheme of the object
 Compress Pictures	Compress Pictures	Reduces image file size (i.e., compresses)
 Change Picture	Change Picture	Replace current image with another image that you choose
 Reset Picture	Reset Picture	Restores an altered image to its original size and color scheme
 Picture Shape ▾	Picture Shape	Bounds image to a shape that you choose
 Picture Border ▾	Picture Border	Adds a border to your image; provides border customization options

 Picture Effects ▾	Picture Effects	Applies image effects (e.g., shadow, reflection, glow) that you choose
 Position ▾	Position	Contains options for arranging objects relative to text
 Bring to Front ▾	Bring to Front	Brings an object to the front of a group of objects; where the objects overlap, this object will be the one seen
 Send to Back ▾	Send to Back	Sends an object to the back of a group of objects; where the objects overlap, this object will be hidden by all other objects
 Text Wrapping ▾	Text Wrapping	Provides options for alignment of text around objects
 Selection Pane	Selection Pane	Opens a pane that lets you choose (i.e., select) from various images in your document
 Align ▾	Align	Provides options for positioning an object relative to other objects and/or relative to the page. Also provides options for showing or hiding grid lines
 Group ▾	Group	Lets you group several selected images or objects into one image or object
 Rotate ▾	Rotate	Contains options for rotating an object or flipping it along an axis
 Crop	Crop	Allows you to cut out unneeded areas of an object
 Shape Fill ▾	Shape Fill	Changes the color within an AutoShape
 Text Box ▾	Text Box	Creates a bounded box for text
	Auto Thumbnail	Creates a thumbnail of the selected object

Using Clip Art

You can use clip art to add images to your document, making it more dynamic, colorful, and creative.

Inserting Clip Art

Inserting free clip art in Office is easy and can add creativity to your document. You may choose to search by keyword or browse through the clip art collections available in Office.

Inserting Clip Art: Search Option

1. From the **Insert** tab, in the Images grouping, click **Clip Art**



The Clip Art task pane appears.



2. In the Search for text box, type keywords related to the clip art you desire
3. Click **GO**. In the Results section, a list of images appears.
4. Click the image you want to insert. The clip art is now inserted into the document. The Picture Tools tab is selected and displays options for modifying the image.
5. To deselect the clip art, click outside of the selected area.