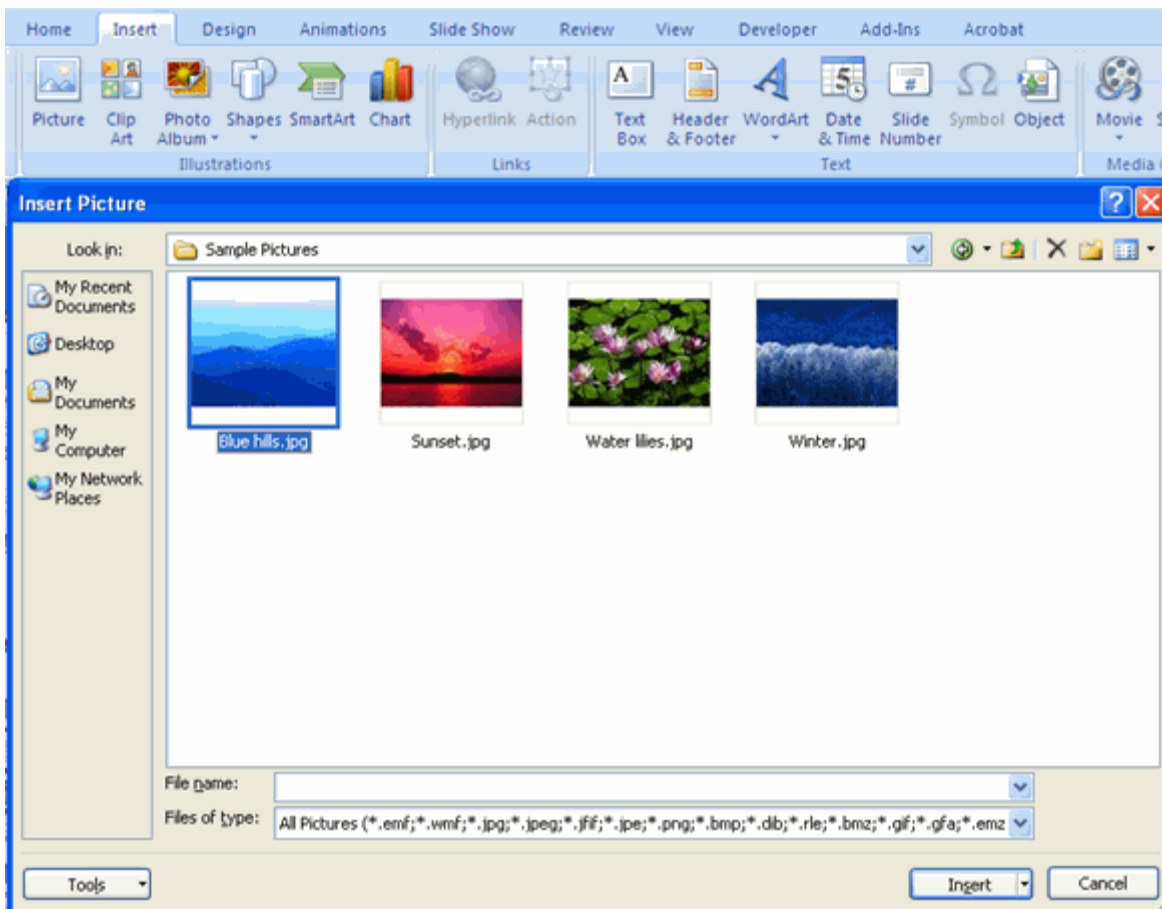


Adding Picture

To add a picture:

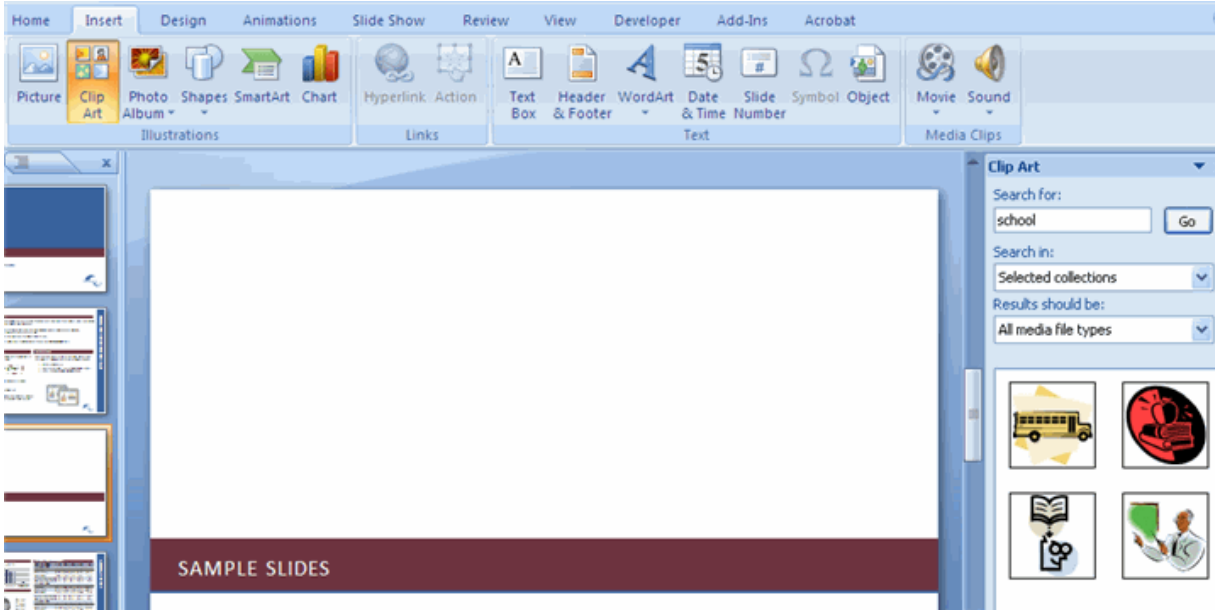
- Click the **Insert** Tab
- Click the **Picture** Button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **insert**
- To move the graphic, click it and drag it to where you want it



Adding Clip Art

To add Clip Art:

- Click the **Insert** Tab
- Click the **Clip Art** Button
- Search for the clip art using the search Clip Art dialog box
- Click the **clip art**
- To move the graphic, click it and drag it to where you want it



Editing Pictures and Clip Art

When you add a graphic to the presentation, an additional Tab appears on the Ribbon. The Format Tab allows you to format the pictures and graphics. This tab has four groups:

- **Adjust:** Controls the picture brightness, contrast, and color
- **Picture Style:** Allows you to place a frame or border around the picture and add effects
- **Arrange:** Controls the alignment and rotation of the picture
- **Size:** Cropping and size of graphic

