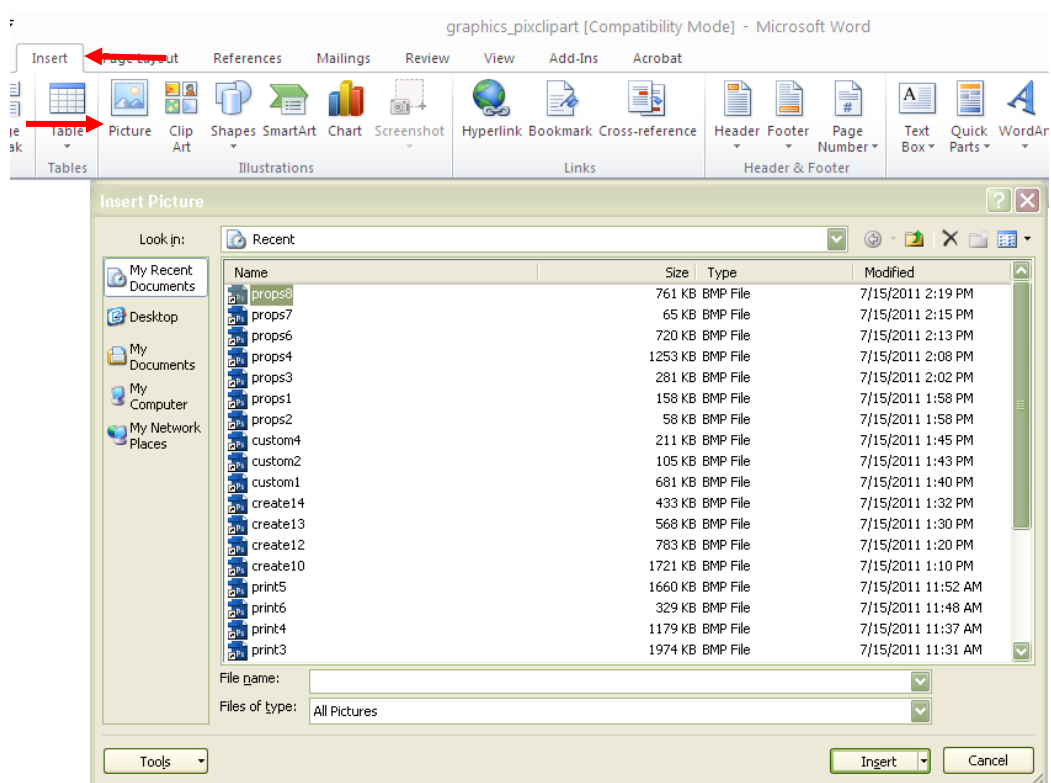


## Adding a Picture

To add a picture:

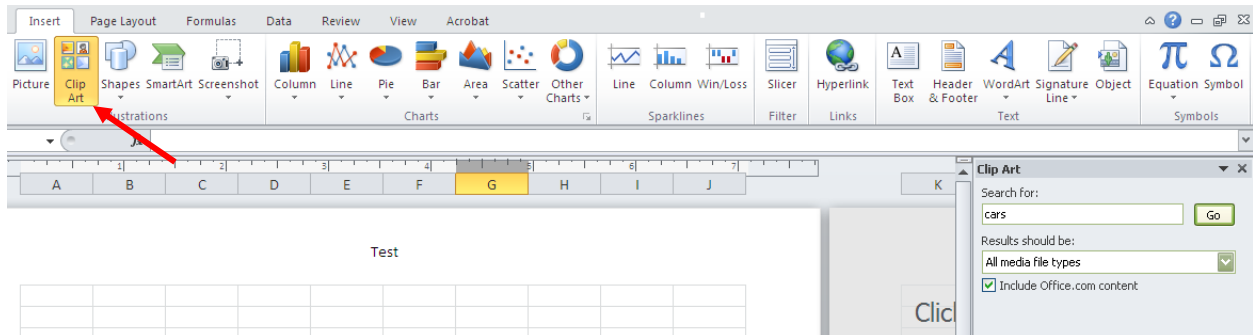
- Click the **Insert** tab
- Click the **Picture** button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **Insert**
- To move the graphic, click it and drag it to where you want it



## 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 worksheet, 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 colors
- **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

