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