

9.11: Images and Clip Art

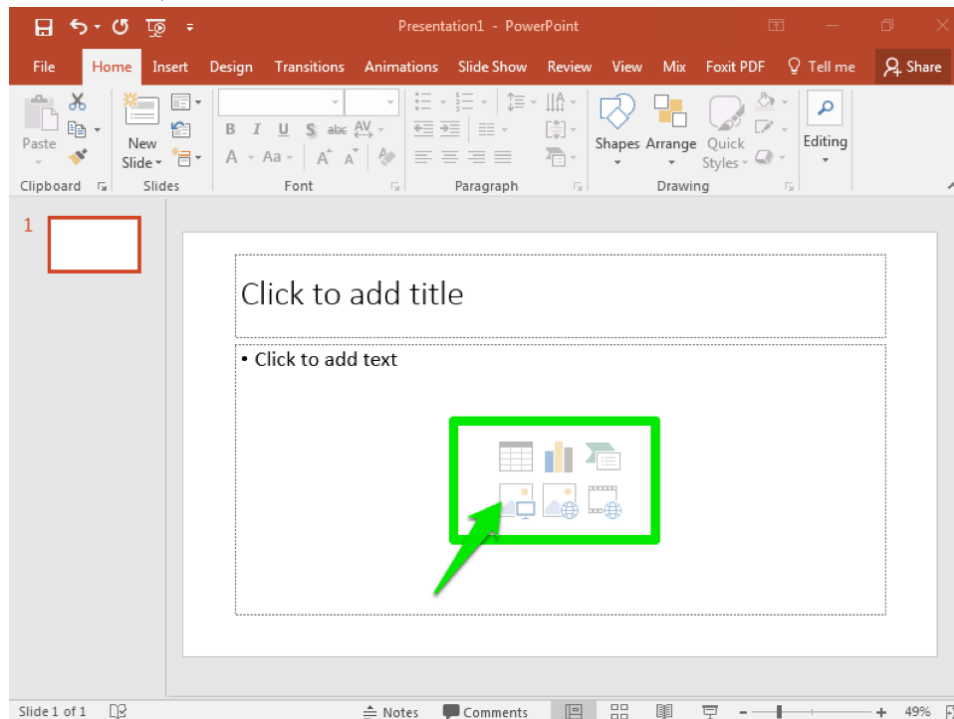
Learning Objectives

- Add images and clip art

To add an image, insert a new slide. For our purposes, it is helpful to start with a Title and Content slide, but remember you can always change the format of your slide later.

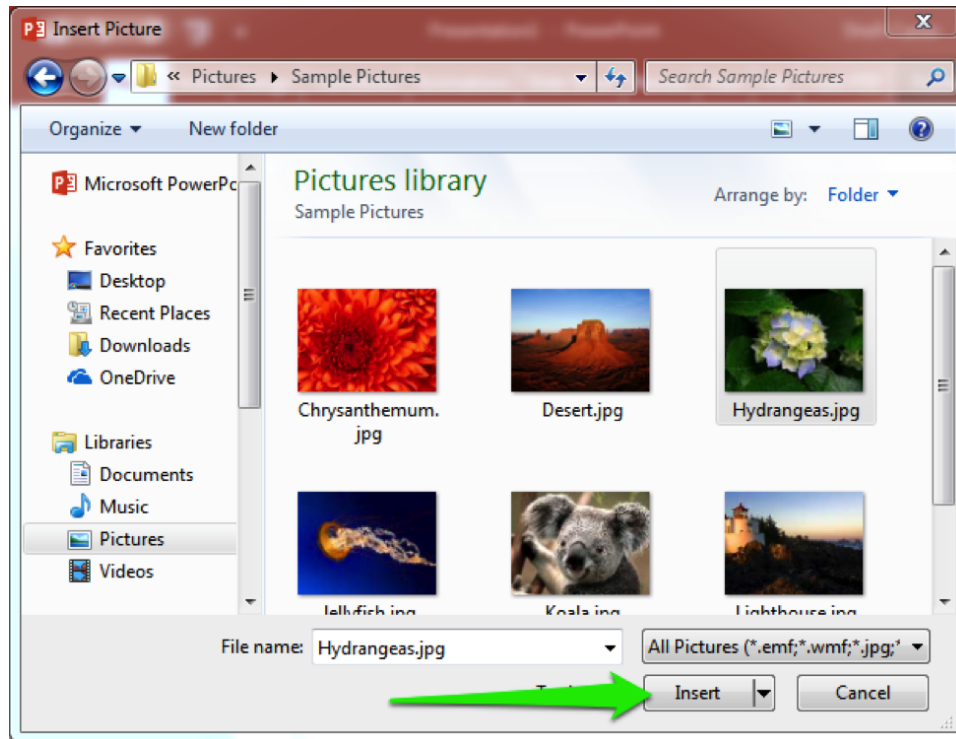
Method 1

1. Click inside the content box so that it becomes the active portion of the slide.
2. If you hover your mouse over any of the icons shown in the green box below, you will see a description of what type of object you can insert.
3. Select Pictures, the bottom left icon.

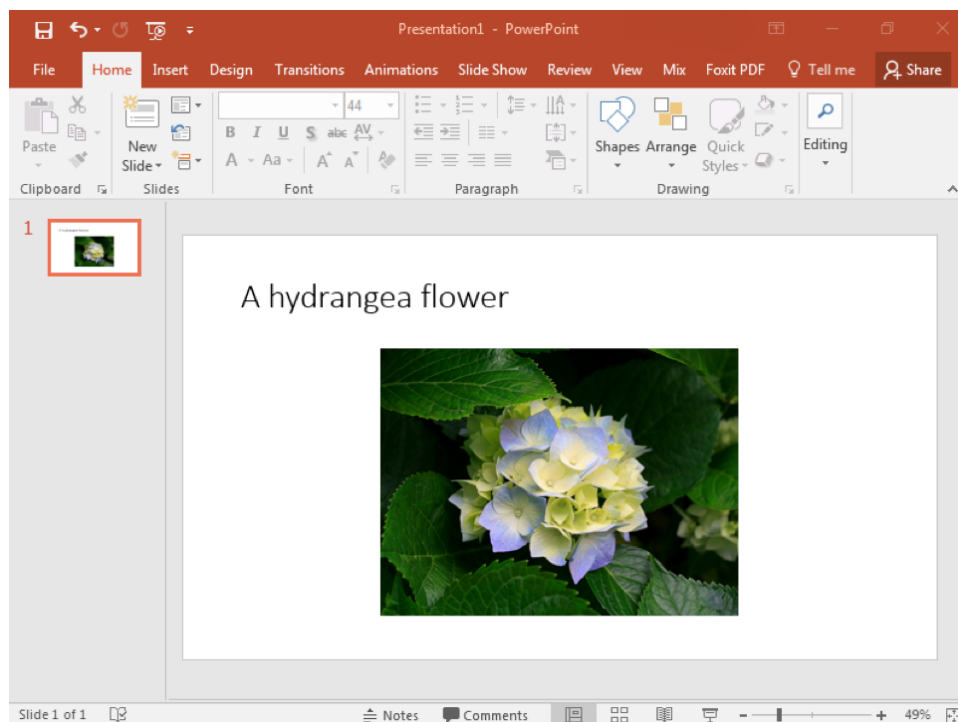


4. By default, your computer's Pictures folder will pop up. If your images are stored elsewhere, navigate to the appropriate location to find your image.
5. Click on the picture or image you wish to insert.

6. Click Insert

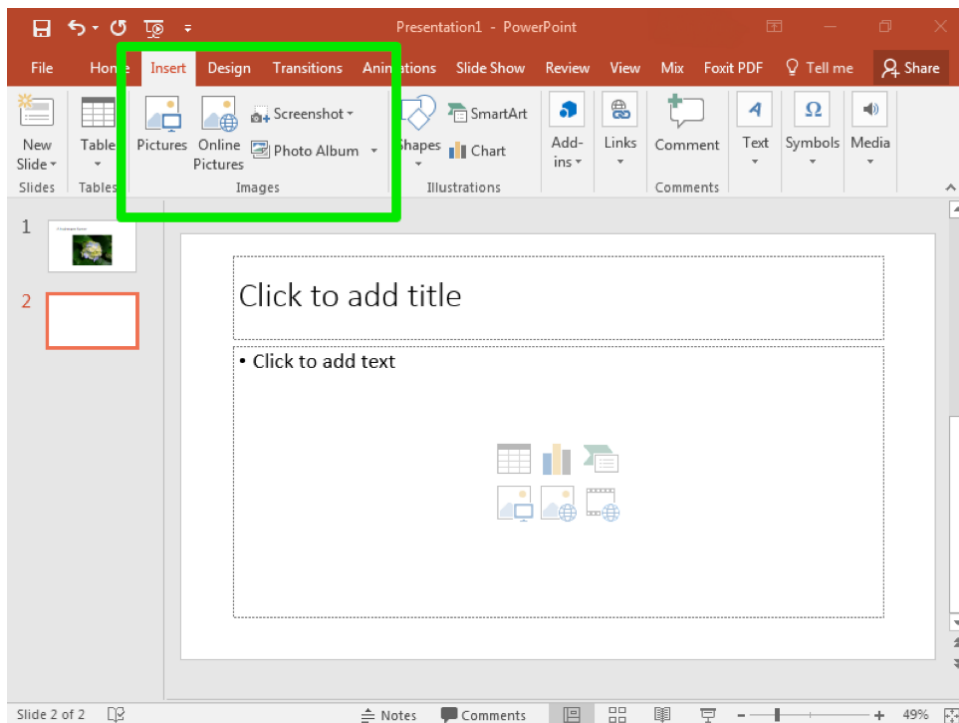


Your image will be automatically sized by PowerPoint. You can then type in a title, add a text box, or even resize your image if you wish.



Method 2

Another way to add an image to a slide is to use the Pictures option in the Insert tab. Pictures embedded this way are automatically sized as well.




Clicking the Pictures button uses images stored on your computer. Clicking the Online Pictures button allows you to use an embedded search engine to use images directly from the internet. Note that the term *pictures* is used to represent really any graphic: it can be a photograph, an icon, or a graphic file. Older versions of Microsoft Office included something called clip art. Clip art was basically a graphic icon, such as the image shown below. This type of image can still be used and searched for using the Online Pictures option.


✕

Insert Pictures

😊 ☹️


 Bing Image Search
Search the web


clip art

 OneDrive - Personal

Browse ▸

Also insert from:





bing









clip art

🔍

✕

💬

Size ▾ Type ▾ Color ▾ Creative Commons only ▾ [Clear filters](#)



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Insert

Cancel

Practice Question

<https://assessments.lumenlearning.co...essments/18700>

<https://assessments.lumenlearning.co...essments/18701>

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