

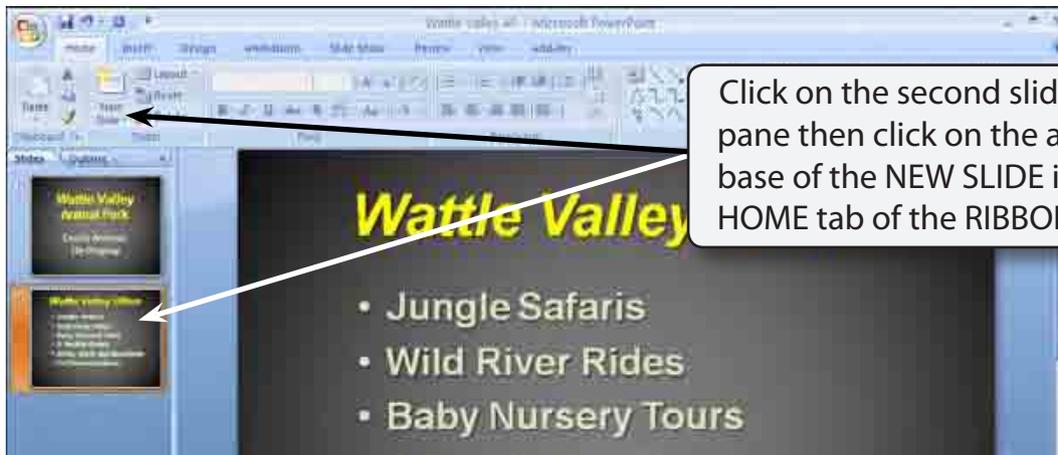
Using Graphics in Slides

Graphics can make presentations more interesting. In this chapter you will learn how to add clip art graphics and photos to slides. To demonstrate this a slide about Jungle Safaris will be added to the Wattle Valley Animal Park presentation.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Click on the OFFICE BUTTON and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

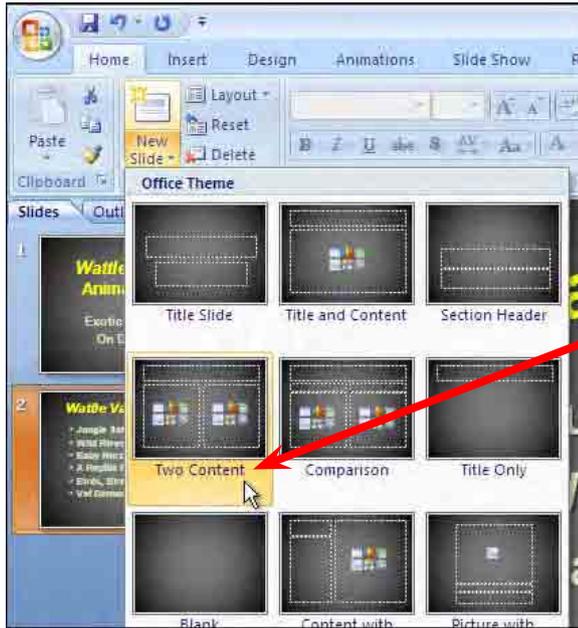
Creating the New Slide



NOTE: New slides are added after the selected slide. If the first slide was selected the new slide would be placed between the two slides.

Selecting the Slide Layout

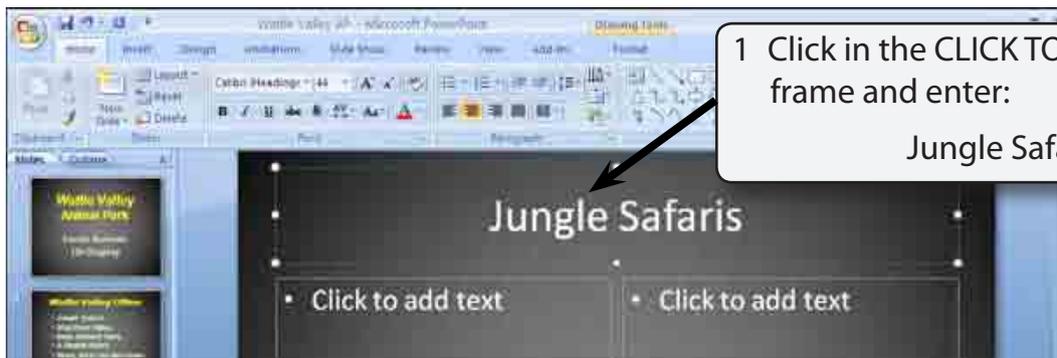
For this new slide we will need text and graphics side by side so a suitable slide layout will need to be selected.



Select the TWO CONTENT slide layout to insert the new slide.

NOTE: CONTENT is a term to represent text, pictures, clip art, graphics, movie clips, etc.

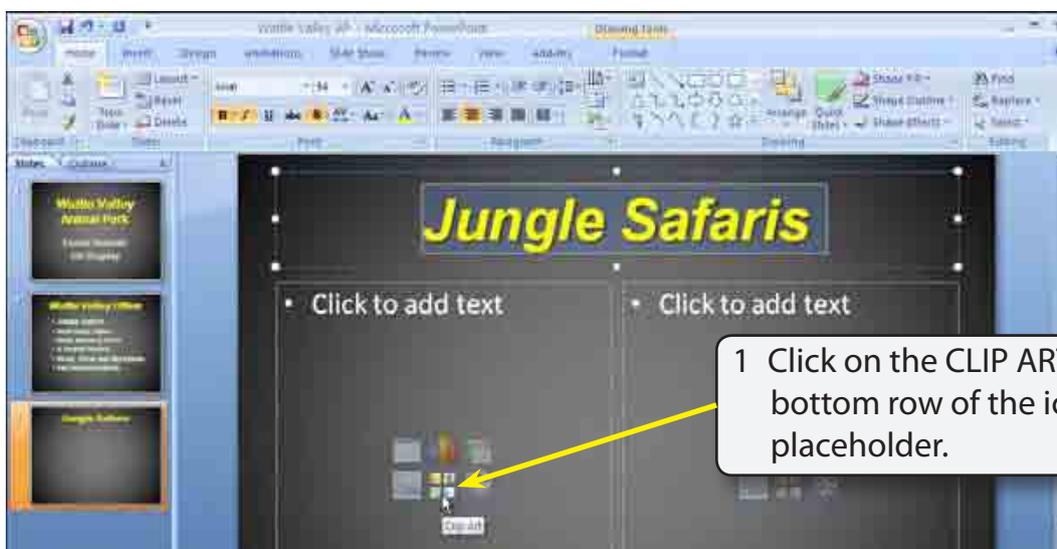
Entering the Slide Title

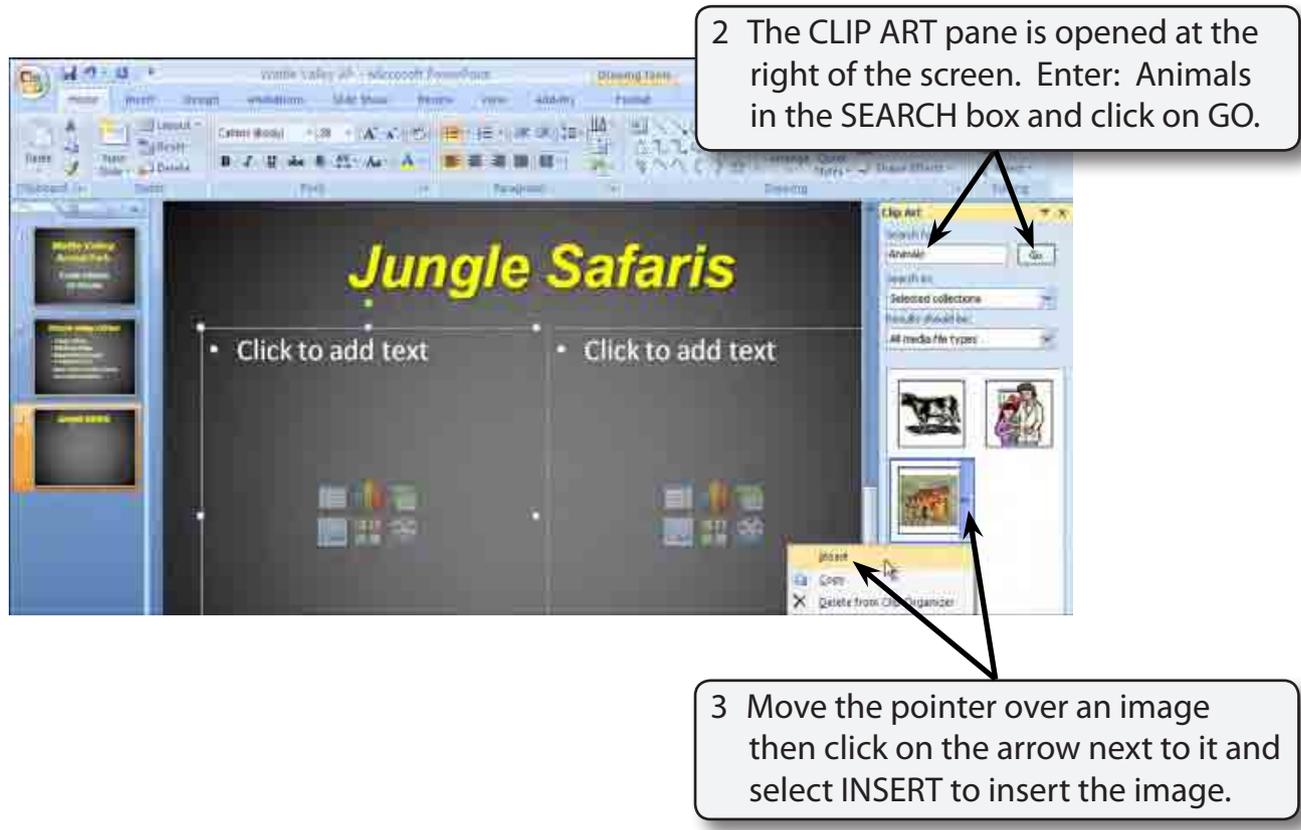




Inserting a Clip Art Image

Microsoft PowerPoint comes with some clip art images that can be used in presentations. However, your school may have better ones that you can substitute for those suggested here.



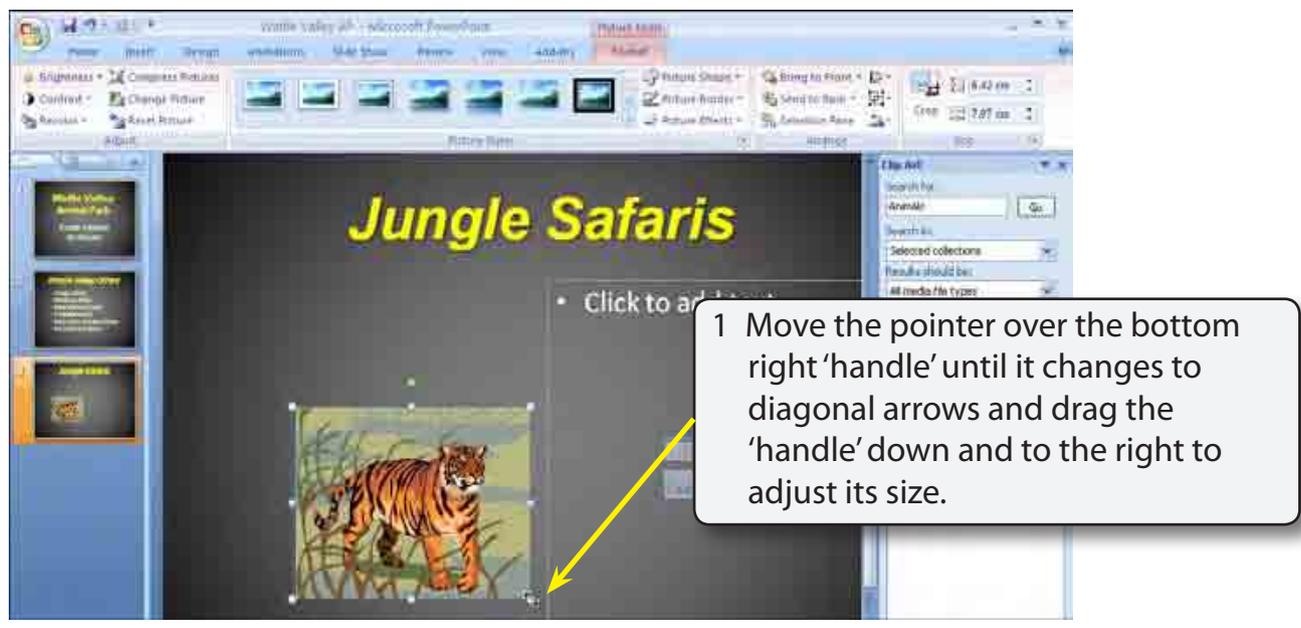


2 The CLIP ART pane is opened at the right of the screen. Enter: Animals in the SEARCH box and click on GO.

3 Move the pointer over an image then click on the arrow next to it and select INSERT to insert the image.

Resizing the Image

The image can be made larger.



1 Move the pointer over the bottom right 'handle' until it changes to diagonal arrows and drag the 'handle' down and to the right to adjust its size.