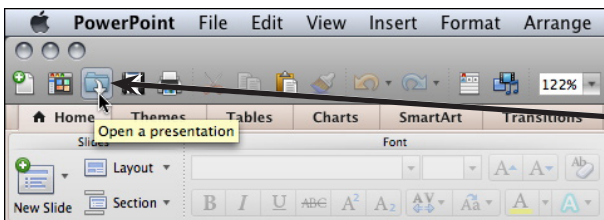


# Using Graphics in Slides

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, slides about Jungle Safaris and Wild River Rides will be added to the Wattle Valley Animal Park presentation.

## Loading the Presentation

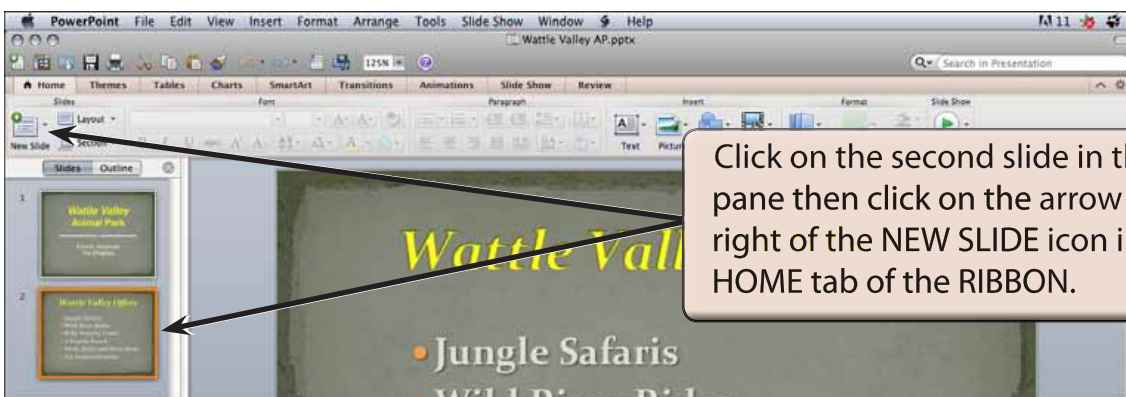
- 1 Load Microsoft PowerPoint and cancel the PRESENTATION GALLERY or close the current presentation.



2 Click on the OPEN A PRESENTATION icon in the STANDARD TOOLBAR.

- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

## Creating the New Slide

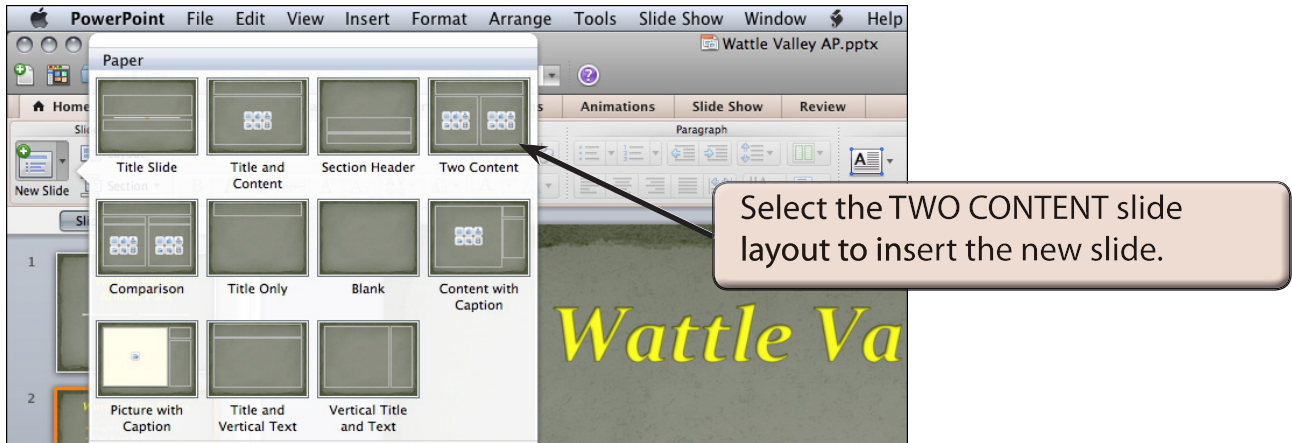


Click on the second slide in the SLIDES pane then click on the arrow at the right of the NEW SLIDE icon in the HOME tab of the RIBBON.

**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

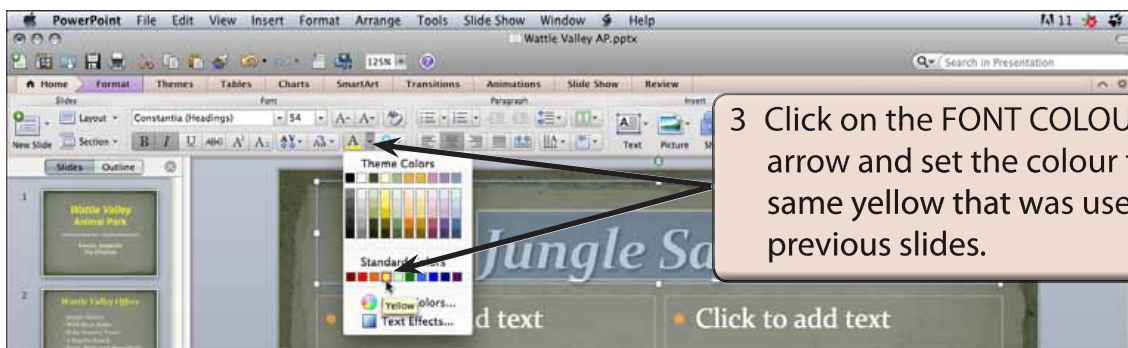
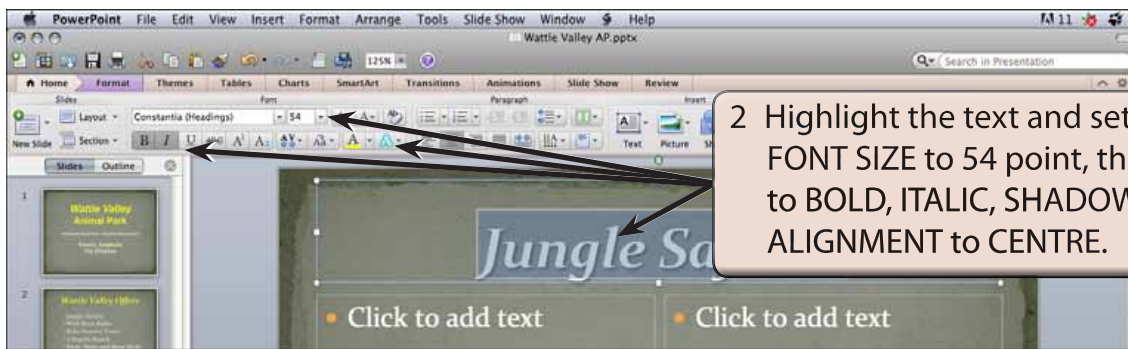
For this new slide we will need text and graphics side by side so a suitable slide layout will need to be selected.



**NOTE: CONTENT is a term to represent text, pictures, clip art, smartart 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.

