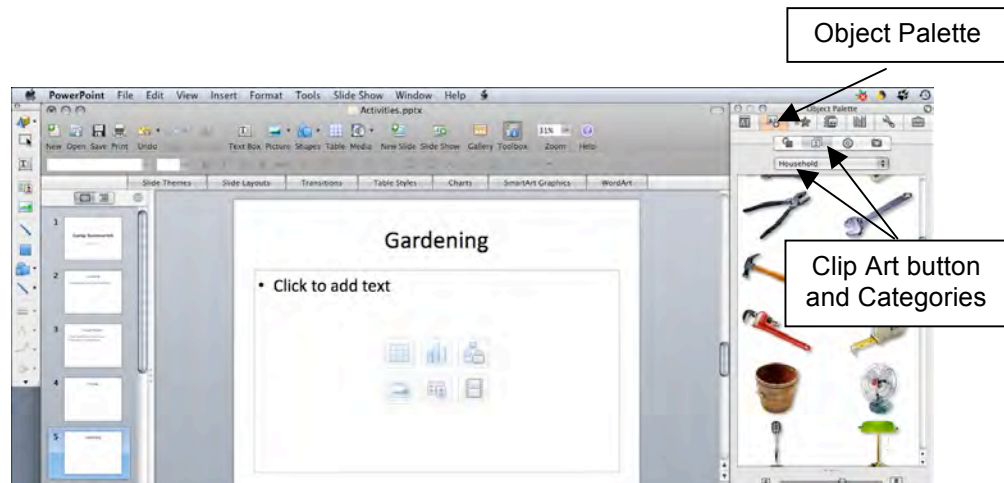


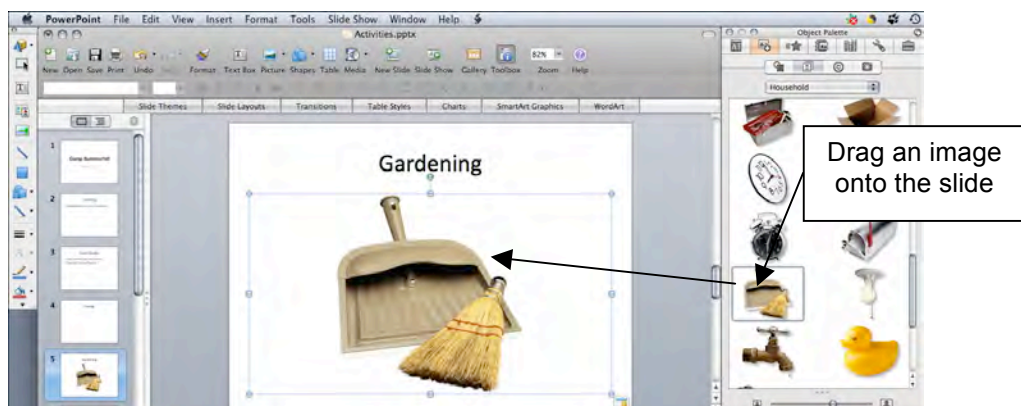
# Inserting Graphics

Clip Art can be inserted onto any slide (the slide does not have to have the specific Clip Art layout).

1. Check that the file **Activities** (created in Exercise 1) is displayed.
2. In the Toolbox, click on the Object Palette button then click on the Clip Art icon and select Household from the drop list box below it.

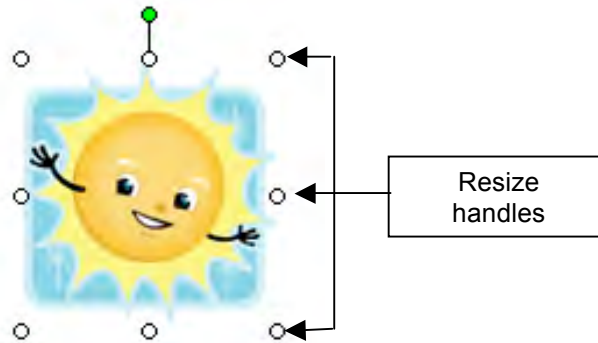


3. Scroll through the available Clip Art, select an image suitable for gardening and drag it onto the slide.

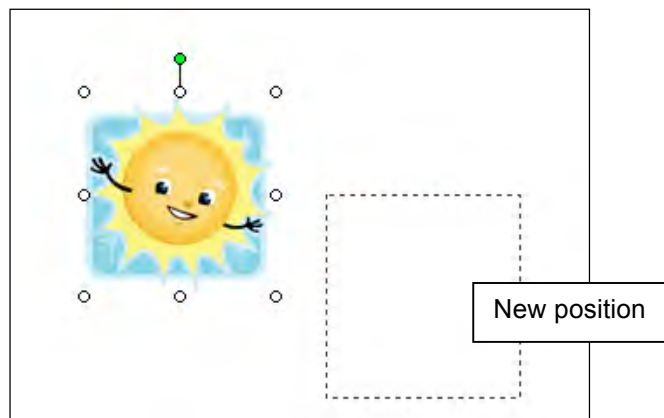


## Moving Clip Art Objects

1. Click on the Clip Art so that the resize handles are displayed.



2. Move the mouse pointer over the image, then click, hold and drag to the position you require.



3. Click on the Clip Art and ensure the resize handles are displayed.
4. Move the mouse over the handle at the lower right corner until it changes to diagonal arrows.

