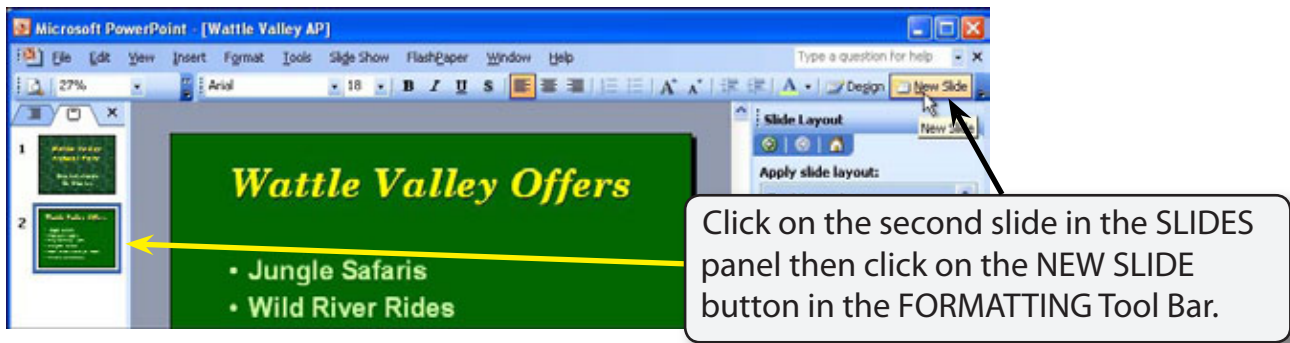# Using Graphics in Slides

Graphics can make presentations more interesting. In this chapter you will learn how to add clip art graphics 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   Display the FILE menu and select OPEN.

3   Access your STORAGE folder and open the WATTLE VALLEY AP file.
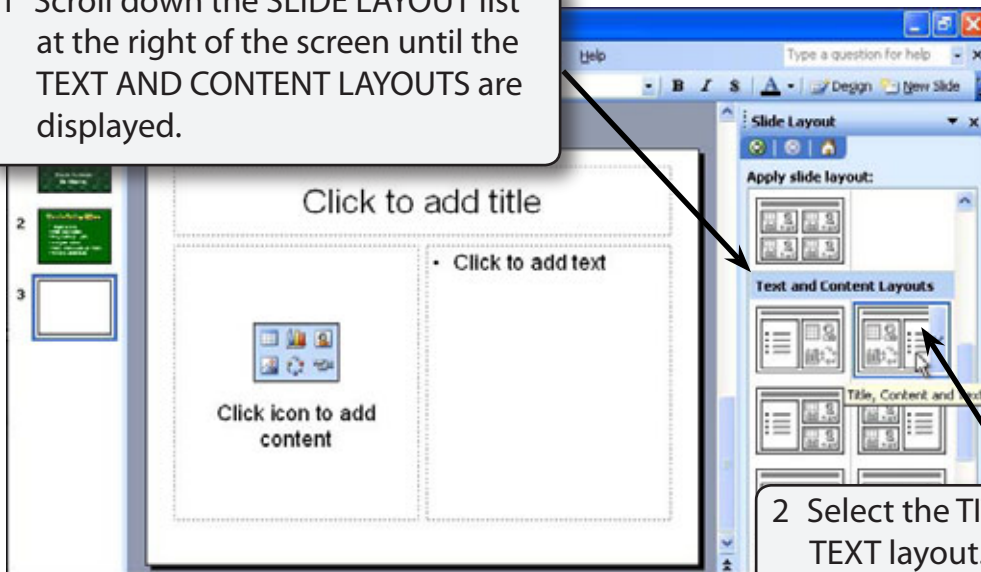
Creating the New Slide

Click on the second slide in the SLIDES panel then click on the NEW SLIDE button in the FORMATTING Tool Bar.

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

Changing the Slide Layout

For this new slide we will need text and graphics so the layout of the slide will need to be changed.
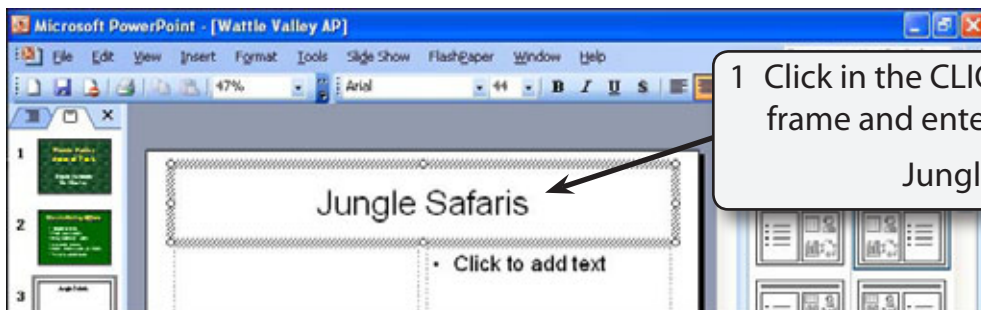
1 Scroll down the SLIDE LAYOUT list at the right of the screen until the TEXT AND CONTENT LAYOUTS are displayed.
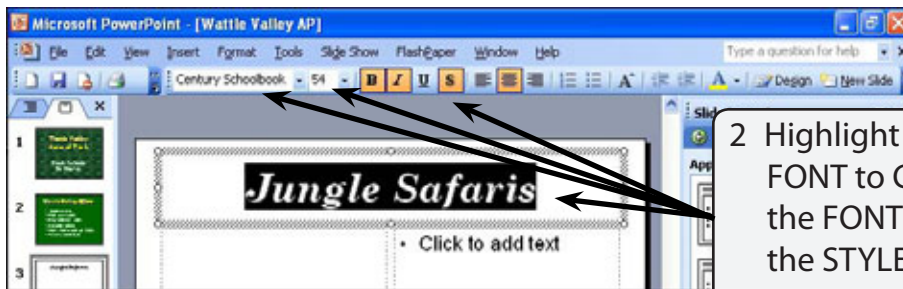
2 Select the TITLE, CONTENT AND TEXT layout.

NOTE: CONTENT is a term that represents pictures, clip art, graphics, movie clips, etc.

Entering the Slide Title

1 Click in the CLICK TO ADD TITLE frame and enter:
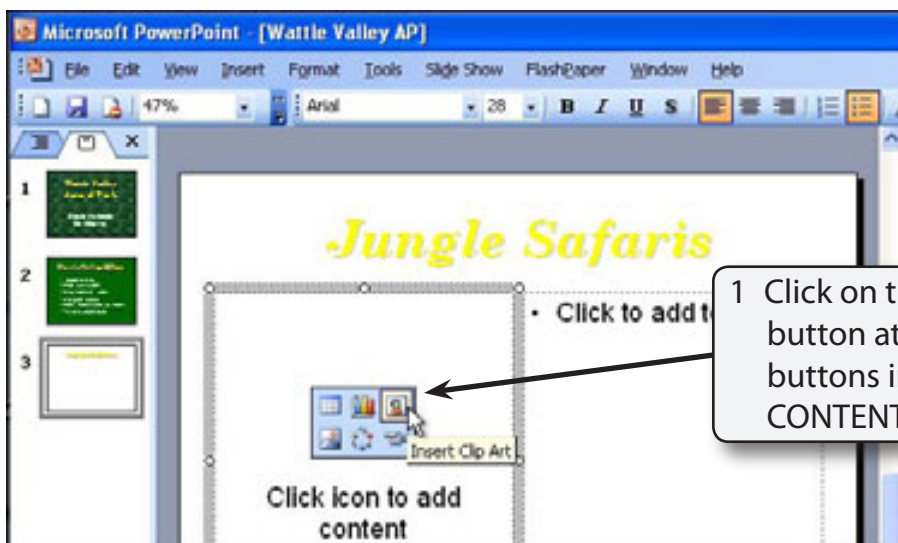
Jungle Safaris

2 Highlight the text and set the FONT to CENTURY SCHOOLBOOK, the FONT SIZE to 54 point ,and the STYLE to BOLD, ITALIC and SHADOW.
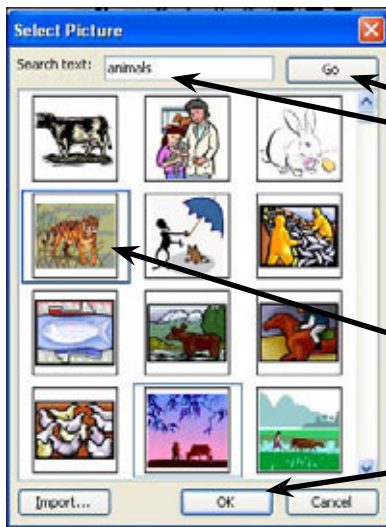

3 Click on the FONT COLOUR arrow and set the colour to the same yellow that was used on previous slides.

Inserting a Clip Art Image

Microsoft PowerPoint comes will 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.

1 Click on the INSERT CLIP ART button at the top left of the buttons in the CLICK ICON TO ADD CONTENT frame.

2 In the SEARCH TEXT box enter:
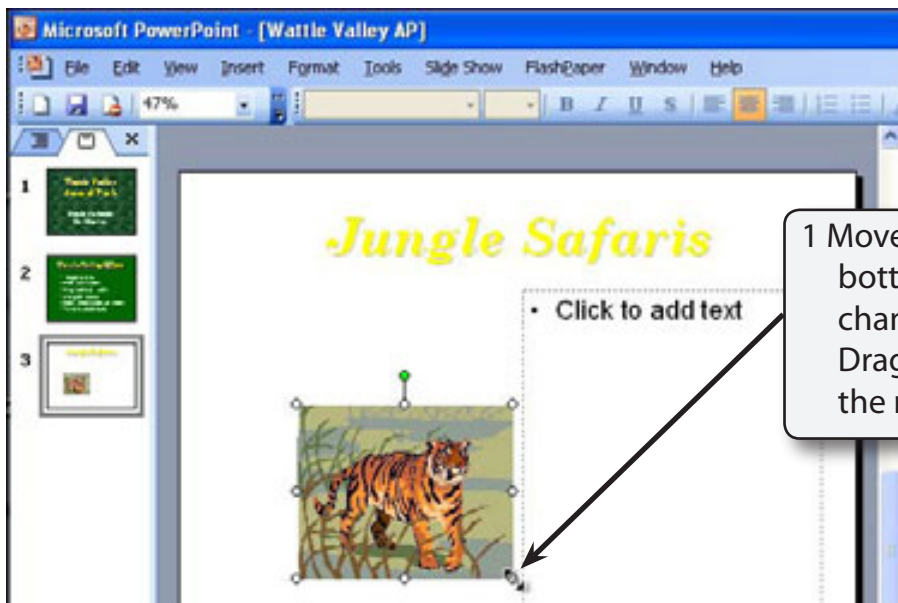
Animals

and click on the GO button.

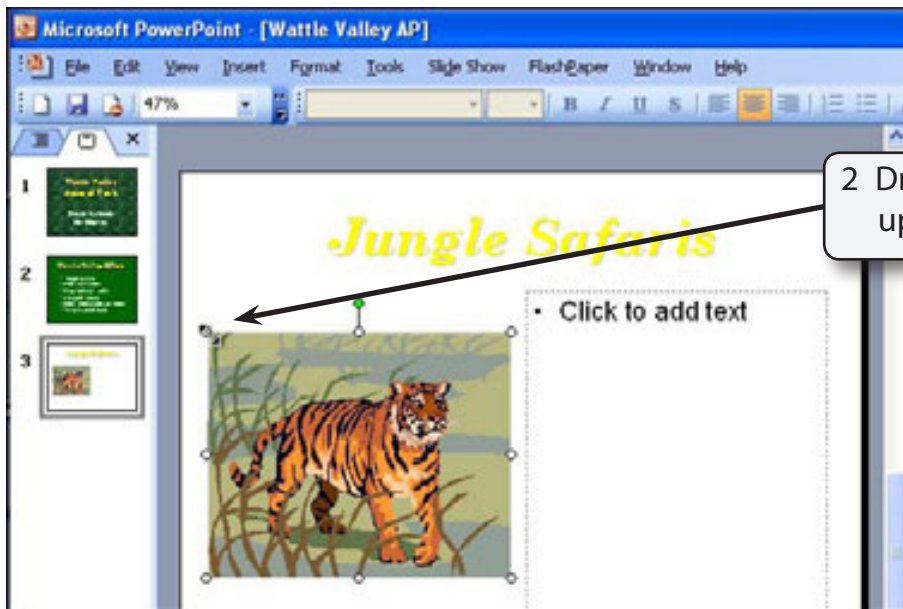3 Select one of the listed animals and click on OK to insert it into the slide.

NOTE: i **If your school has a better range of clip art pictures find out where they are located on your system and use one of those.**

ii **Some different types of content will be inserted shortly.**

Resizing the Image

The image can be made larger.

1 Move the pointer over the bottom right 'handle' until it changes to diagonal arrows. Drag the 'handle' down and to the right.

2 Drag the top left 'handle' up and to the left.

NOTE: The PICTURE Tool Bar is usually added to the screen when you insert an image or picture. You will use the tool bar shortly.

Adding Text to the Slide

1 Click in the CLICK TO ADD TEXT frame and enter the 3 points, pressing <enter> after each one.