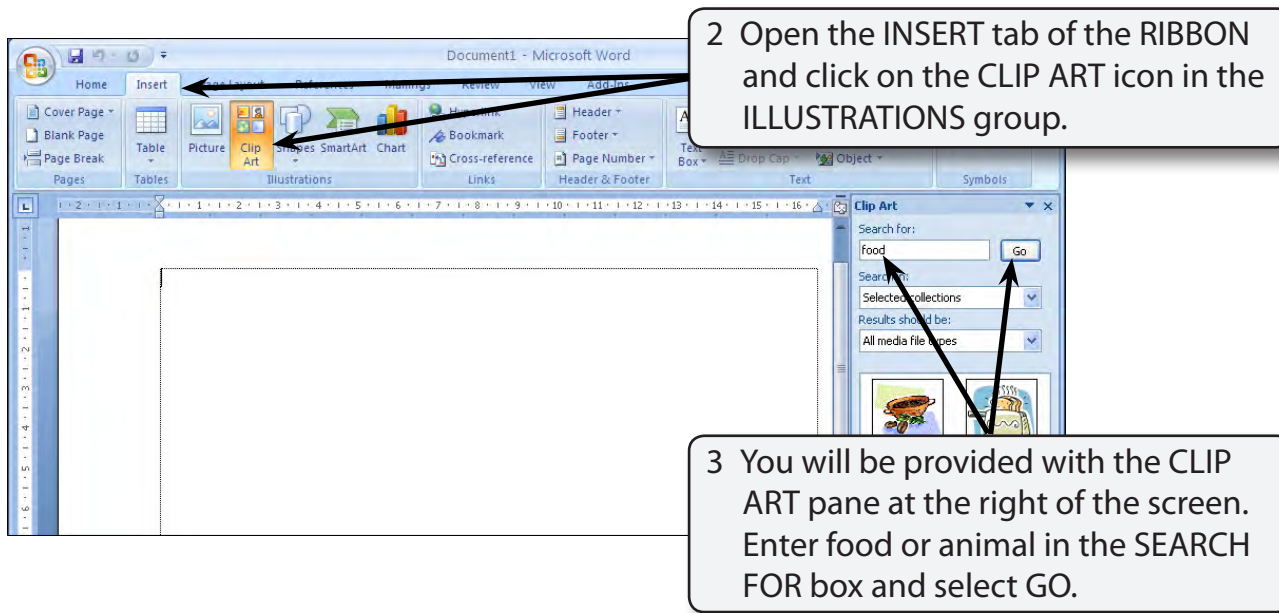# Using Clip Art

Microsoft Office has its own library of graphics, called Clip Art, which can be inserted into documents when required. The graphics can include sketches, photographs or video clips. You can also insert graphics created in other programs such as Adobe PhotoShop, Adobe Illustrator, Abobe FireWorks or PaintShop Pro.
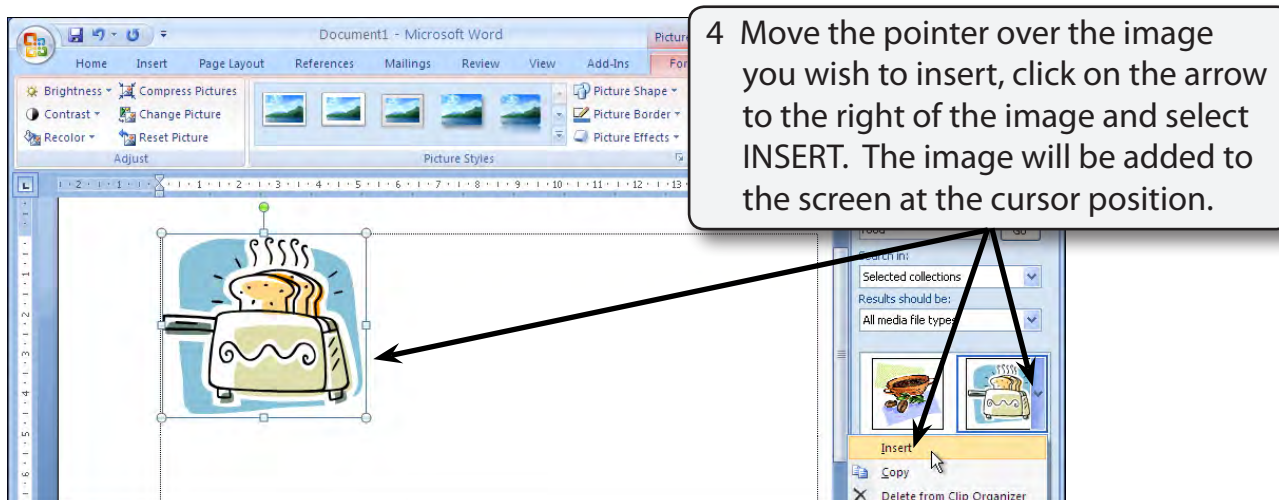
Inserting a Clip Art Image

1   Start a new Word document.

2 Open the INSERT tab of the RIBBON and click on the CLIP ART icon in the ILLUSTRATIONS group.

3 You will be provided with the CLIP ART pane at the right of the screen. Enter food or animal in the SEARCH FOR box and select GO.
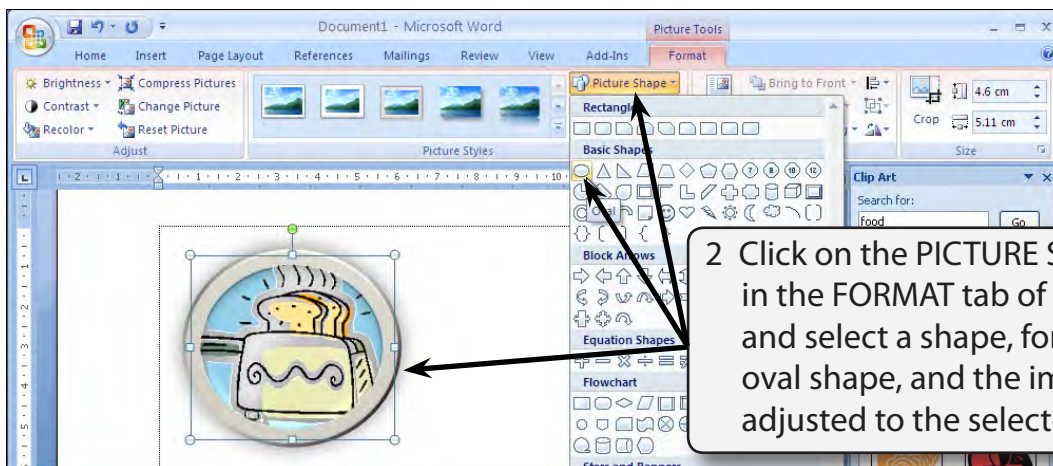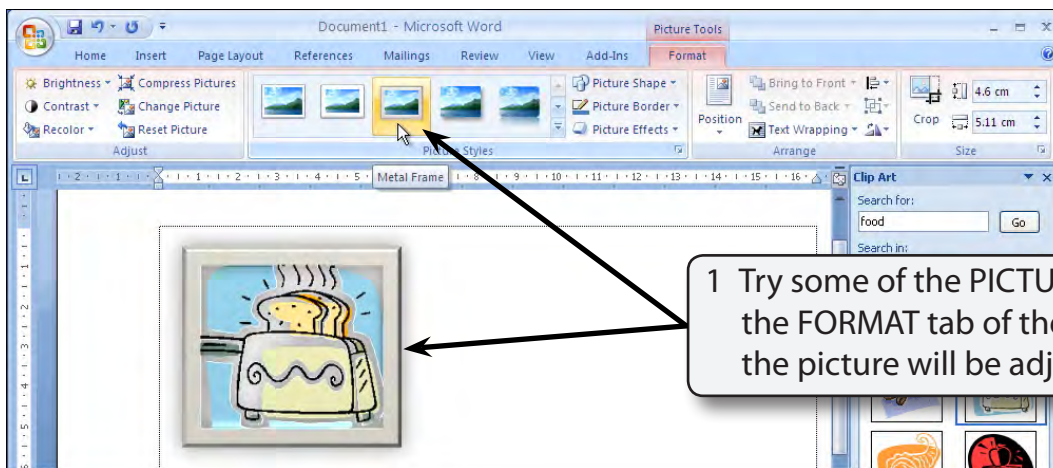

4 Move the pointer over the image you wish to insert, click on the arrow to the right of the image and select INSERT. The image will be added to the screen at the cursor position.

Note: **You can also simply click on the image if you wish to insert it.**

Formatting the Image

Clip Art images can be formatted in a variety of ways.

1 Try some of the PICTURE STYLES in the FORMAT tab of the RIBBON and the picture will be adjusted.

2 Click on the PICTURE SHAPE icon in the FORMAT tab of the RIBBON and select a shape, for example the oval shape, and the image will be adjusted to the selected shape.

3 The picture border can be turned off.