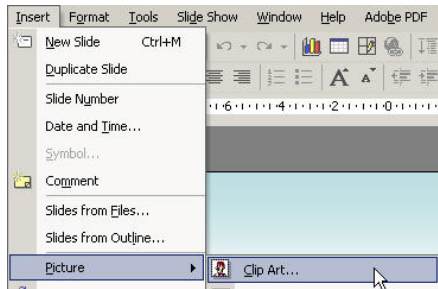
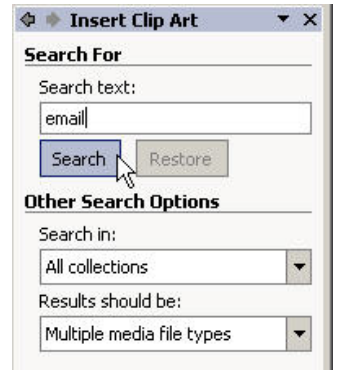


Adding graphic images to your PowerPoint presentation can add enhance your presentation and assist people in remembering the points raised. However be careful not to go too far overboard else they will lose the critical points of the presentation!

## To insert a Clip Art image into a slide:



1. Ensure the slide you wish to add the image to is selected
2. Choose **Insert, Picture, Clip Art...** from the menu bar (This will display the Insert Clip Art task pane on the right hand side of the screen)
3. In the Search text: field type a keyword that describes the image you would like to insert *i.e. email*
4. Click on the **Search** button to activate the search process



5. When the results are displayed, use the scroll bars to the right to scroll through the results and identify a required image to be inserted.
6. **Click on the image** to insert it into the current selected slide or **Click on the arrow** to the right hand side of the image and then choose **Insert** from the available menu options
7. With the image now inserted into your slide you can move, resize and position the graphic image according to your requirements.



## Resizing, Rotating and Moving your inserted image

1. Use the mouse on the sizing handles on the inserted image to alter the image size
2. Use the Green rotating handle to rotate the image clockwise or anti-clockwise
3. Place the mouse cursor in the centre of the image and click and drag to move the image to another position

