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**Inserting Clipart in MS Word**

Microsoft Word

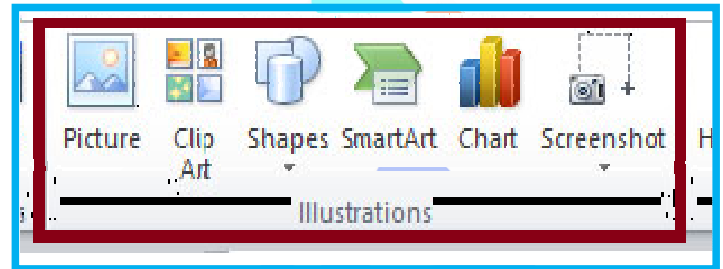
Module 15 - Inserting Clipart in MS Word

**Clip art** refers to a collection of ready-made images or illustrations that can be easily added to documents, presentations, and other projects. These images are typically simple graphics, such as icons, symbols, or drawings, designed to visually enhance content without the need for custom artwork.

Clip art is often used to add visual interest, illustrate concepts, or break up the text into meaningful content.

**Illustration Group**

When it comes to Clipart, in older versions of Word, Clipart was typically found as part of the Illustrations group under the Insert tab.



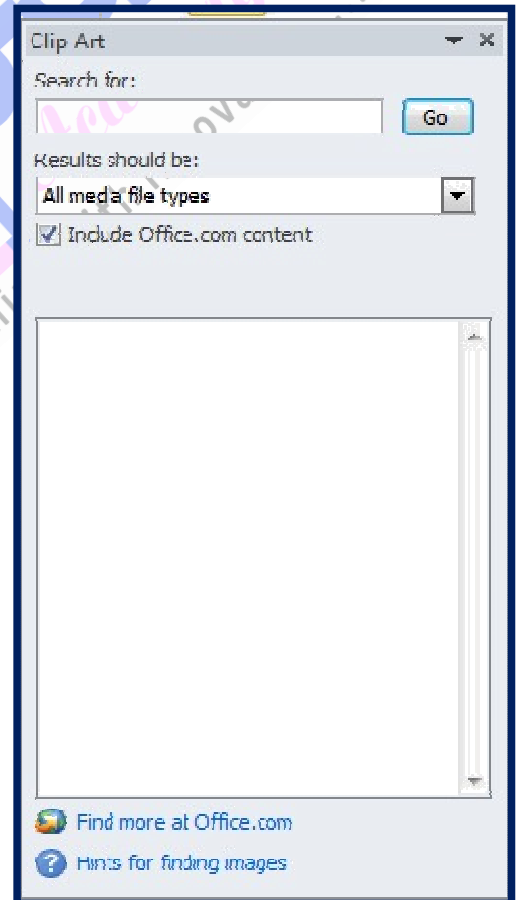
You could click on Clipart (or Online Pictures in modern versions) to search for and insert clipart images directly into your document.

**Clipart**

In Microsoft Word, Clipart refers to a collection of pre-made images, illustrations, icons, and graphics that can be inserted into your document to enhance its appearance.

These images are typically simple and can include drawings, charts, icons, and symbols.

Historically, Clipart was a feature in earlier versions of Microsoft Office, where users could search for and insert graphics directly from the software. In more recent versions, Clipart has been replaced with a more expansive Online Pictures feature, where users can search for images directly from the internet, including sources like Bing Image Search and other online libraries.



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**Inserting Clipart in MS Word**

**Insert Clipart in MS Word**

- To insert clipart in Microsoft Word, you can do the following:
- Select the Insert tab
- Click Pictures
- Click Online Pictures
- Type a keyword or phrase to search for clipart
- Press Enter
- Filter the results by Type for Clipart
- Select a picture
- Click Insert.

**Helping Tool of Clipart**

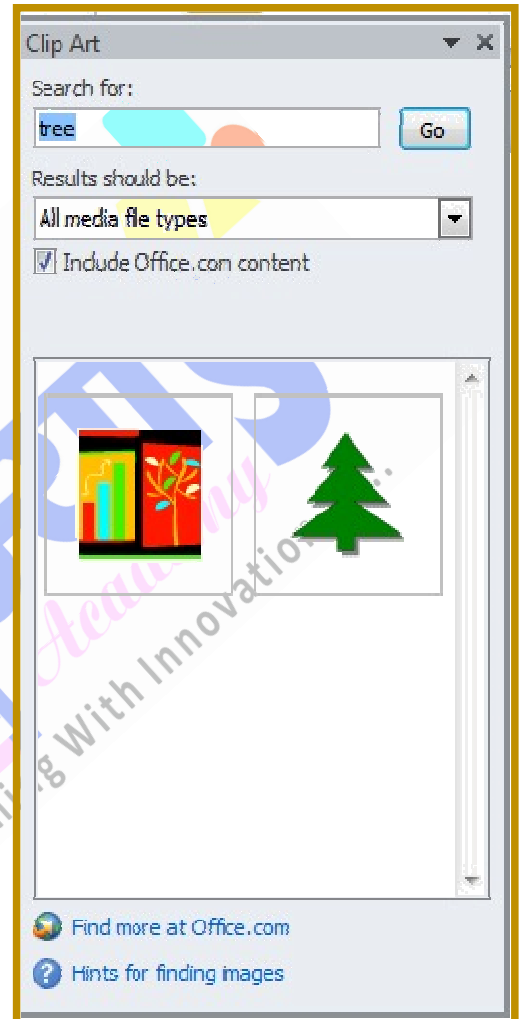
A Helping Tool of Clip Art generally refers to tools and features that assist in inserting, editing, and customizing clip art in various software programs. Here are some common helping tools for clip art:

- **Search Tool:** Helps users find specific clip art by keyword or category.
- **Insert Tool:** Allows users to easily add clip art to documents, presentations, or projects.
- **Resize Tool:** Lets you change the size of the clip art to fit your design needs.
- **Rotate Tool:** Enables you to rotate the clip art for better alignment or orientation.
- **Format Options:** Allows for adjusting the color, transparency, or effects (like shadows) of the clip art.
- **Crop Tool:** Helps trim the clip art to fit a specific shape or remove unnecessary parts.
- **Layering Options:** Allows you to move the clip art in front or behind other elements in your project.
- **Group/Ungroup:** Helps you group multiple pieces of clip art together or break them apart for easier editing.

**Difference Between Clipart and Picture**

**Definition:**

- **Picture:** A photograph or digital image captured from real life or created through photography or digital means. It can be realistic, high-resolution, and detailed.



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**Inserting Clipart in MS Word**

• **Clip Art:** Simple, stylized, and often vector-based images or illustrations used for decorative purposes. These images are usually non-realistic, cartoonish, or abstract.

**Style:**

• **Picture:** Often natural and detailed, representing real-world scenes, objects, or people.

• **Clip Art:** Typically minimalistic, flat, and designed for easy integration into presentations, documents, or designs.

**Use Case:**

• **Picture:** Primarily used to represent real-life objects or scenes in a more accurate way, often for photography, journalism, or personal photos.

• **Clip Art:** Used for illustrations, icons, and embellishments in designs, presentations, and documents. It's often meant to convey ideas or concepts visually in a simplified manner.

**Resolution:**

• **Picture:** Usually a bitmap image (e.g., JPG, PNG) that has a fixed resolution and may lose quality if resized.

• **Clip Art:** Often a vector image (e.g., SVG, EPS), which can be resized without loss of quality.

**Image Format**

<b>Image Format</b>	<b>Supported in Clip Art</b>
JPEG (.jpg, .jpeg) - Joint Photographic Experts Group	Yes
PNG (.png) - Portable Network Graphics	Yes
GIF (.gif) - Graphics Interchange Format	Yes
BMP (.bmp) - Bitmap	Yes
TIFF (.tif, .tiff) - Tagged Image File Format	Yes
WMF (.wmf) - Windows Metafile	Yes
SVG (.svg) - Scalable Vector Graphics	Yes (in recent version)
EMF (.emf) - Enhanced Metafile	Yes

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## Inserting Clipart in MS Word

### Make this Assignment Using Shapes and Clipart

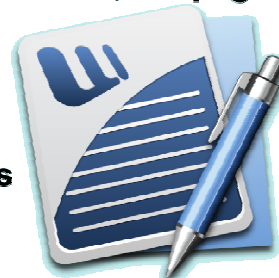
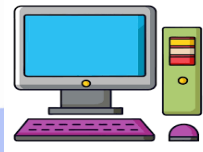
Instruction:

- Write the text using bullets.
- Insert pictures and clipart as shown.
- Save the file with "YOUR NAME - Clipart".

## HOW TO MAKE AN ASSIGNMENT ON MS WORD



- Setting the layout of the page for your assignment
- Set Margins
- Setting Orientation of the page
- Setting Size
- Setting styles
- For Headings
- To set the headings styles for your work
- Setting up your assignment as the one document
- Inserting section breaks, page breaks, and page numbers
- Now to add the page numbers
- Inserting the Table of contents
- The title page



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