

**Course
&
Test Series**

Using Clipart in Power Point

Microsoft Power Point

Module 21 - Using Clipart in Power Point

Clipart: This refers to simple graphics like shapes, illustrations, and line drawings.

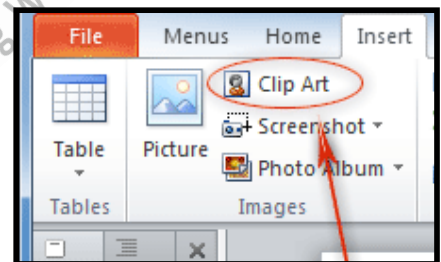
Examples: Include icons of office supplies, arrows, nature elements, or abstract shapes. They're usually vector-based images, which means they can be resized without losing quality.

Advantages of Using Clipart in PowerPoint:

- **Visual Appeal** - Adding clipart can make your slides more engaging and help break up large blocks of text, making the content easier to digest.
- **Concept Representation**- Clipart can be used to visually represent abstract concepts, making it easier for your audience to understand your points. (For example, using an icon of a lightbulb to represent "ideas" or a graph icon for "data.")
- **Customization:** You can often adjust the color, size, and placement of clipart to match your slide's design, ensuring visual consistency across your presentation.
- **Time-Saving:** Instead of having to search for or design custom visuals, clipart allows you to quickly insert an image that fits your needs.

Steps to Insert Clipart in PowerPoint:

1. Go to the **Insert** tab.
2. In the **Images** group, click on **Clip Art**.
3. A panel will open on the **right side** of the screen. Type in a search term (e.g "tree" or "business").
4. Browse the results, and **click** the clipart you want to insert.
5. Click **Insert** to add it to your slide.



Difference between Clipart and Picture

Complexity: Clipart is usually simpler and more stylized, while pictures can be more detailed, realistic, and complex.

Format: Clipart is often vector-based (scalable), while pictures can be either raster-based (like photos) or vector-based.

...many more

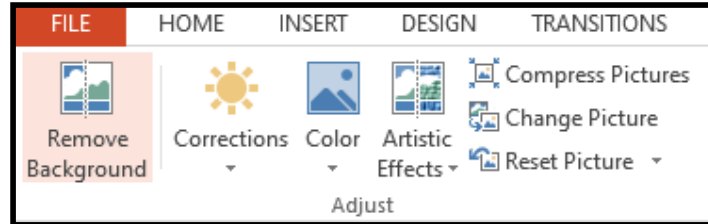
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Purpose: Clipart is used for decorative or illustrative purposes, while pictures often aim to capture or portray reality, emotions, or complex concepts.

Help tool for Clipart (FORMAT)



Remove Background

This option figures out the boundaries of an object in the picture automatically, and allows you to keep some portion of the picture, and remove the rest.

Corrections

This option is used to adjust the sharpness, softness, brightness, and contrast values of the picture.

Color

This option comes handy when you want to change the color of the picture.

Artistic Effects

Here you can select various artistic effects from the Artistic Effects drop-down gallery.

Compress Pictures

You can reduce the size of the inserted picture using the Compress option.

Reset Picture

This option resets the picture to its original state.



Picture Styles

Similar to Shape Styles for your shapes, PowerPoint provides Picture Styles.

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Picture Border

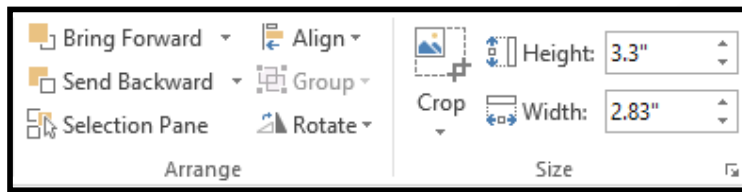
Apply a border to your picture. This can be a simple outline or even a beautiful frame.

Picture Effects

Apply any of the effects individually to your pictures. In all, PowerPoint provides 6 effects: shadow, reflection, glow, soft edges, bevel, and 3-D rotation.

Picture Layouts

In Powerpoint Picture Layout refers to how you arrange and format images on a slide, using pre-designed placeholders or by manually positioning them



Bring Forward Options

- Bring Forward: Click "Bring Forward" to move the object one layer up in the stack.
- Bring to Front: Click "Bring to Front" to move the object to the very top of the stack.

Send Backward Options:

- Send Backward: Click the arrow next to "Send Backward" and choose "Send Backward" to move the object one layer behind other objects.
- Send to Back: Click the arrow next to "Send Backward" and choose "Send to Back" to move the object to the very back of all objects.

Align:

To align objects in PowerPoint, select them, go to the "Shape Format" tab, click "Align," and choose from options like "Align Left," "Align Center," "Align Right," "Align Top," "Align Middle," or "Align Bottom"

Rotate:

A dropdown menu will appear with various rotation options.

- Rotate Right 90°: Rotates the object 90 degrees clockwise.
- Rotate Left 90°: Rotates the object 90 degrees counterclockwise.
- Flip Vertical: Turns the object upside down.
- Flip Horizontal: Creates a mirror image of the object.

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- More Rotation Options: Allows you to enter a specific rotation angle in degrees.

Height

To adjust the height of an object (picture, shape, text box, etc.)

Width

To adjust the width of an object (picture, shape, text box, etc.)

Crop

This basic Crop tool is used to make a simple crop. When you select this tool (which is equal to simply clicking the Crop button within the Size group)

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