

USING CLIP ART

Clip Art can be used to add character to a worksheet. Pictures can be added to a worksheet. A picture is any graphic object that can be inserted as a single unit. It is possible to add pictures that have been created in a drawing program or scanned in and saved as a file. Clip art that is provided with the Microsoft Office program can also be inserted. In order to insert a clip art image, complete the steps below.

INSERTING CLIP ART FROM THE CLIP GALLERY

- ❖ Open workbook where the image is to be inserted.
- ❖ Place the insertion point in the cell where the image is to be inserted, such as cell **A1**.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Point to **Picture** in the list that appears.
- ❖ Click the **Clip Art** option in the next list.
- ❖ The **Insert Clip Art Task Pane** will display.
- ❖ In the text box under **Search for: Search**, input the type of image that is to be searched for, such as football.
- ❖ Click the **Search in** drop-down arrow to select the area that is to be searched. The options are:
 - **Everywhere** – When this option is chosen, the three areas in the list will be searched for clip art images.
 - **My Collections** – This option will search for clip art that has been added to the clip art gallery from CDs, DVDs, or the Web.
 - **Office Collections** – This option will search the gallery of clip art images that are supplied by the Office 2003 program.
 - **Web Collections** – Use this option to search the Microsoft Clip Art collection on the Web.
- ❖ Click the **Results should be** drop-down arrow to select one of the following options:
 - **All Media Types** – Use this option to search from all the areas listed below **All media types**.
 - **Clip Art** – This option is used to search just for clip art images.
 - **Photographs** – This option is used to search just for photographs, but not clip art images.
 - **Movies** – Use this option to search the gallery for movies.
 - **Sounds** – Use this option to search the gallery for sounds.
- ❖ Click the **Go** button to find the clips that match the specified criteria.
- ❖ A gallery of clips will appear. (See the illustration bottom right.)
- ❖ To insert the Clip Art image, do one of the following:
 - Click the image.
 - Move the Mouse Pointer over the image, click the drop-down arrow, and then choose **Insert**.
- ❖ Format the picture as desired. (See the section on **Modifying Clip Art Images** for information on how to do this.)



INSERTING A PICTURE OR CLIPART FROM A FILE

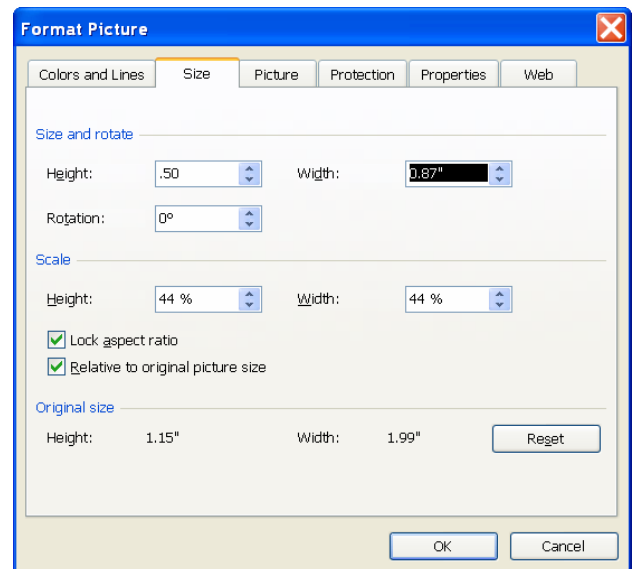
- ❖ Click the cell where the picture is to be inserted.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Choose **Picture** from the list of choices.
- ❖ Click **From File** from the popup menu.
- ❖ The **My Pictures** folder will open with picture images displayed.
- ❖ If the desired picture is not located in this folder, do one of the following:
 - Click the **Look in** drop-down arrow to look for the folder where the image is stored.
 - Click one of the options in the pane on the left of the window.
- ❖ Do one of the following:
 - Double-click the image that is to be used.
 - Click the image and then click **Insert**.
- ❖ Format the picture as desired. See the section on **Modifying Clip Art Images** for information on how to do this.

MODIFYING CLIP ART IMAGES

Once an image has been inserted into a document, modifications such as size, rotating, and so forth may be made. These changes can be made by either using the Picture toolbar or the Format Picture dialog box. To modify the image, complete the steps below:

CHANGING THE SIZE OF THE IMAGE

- ❖ Click the image to select it.
- ❖ Do one of the following:
 - Click **Format** on the **Menu Bar** and then click **Picture**.
 - Right-click on the picture and then click **Format Picture**.
 - Click the **Format Picture** button on the **Picture** toolbar.
- ❖ To display the **Picture** toolbar, if it doesn't display automatically when the image is selected:
 - Click **View** on the **Menu Bar**.
 - Point to **Toolbars**.
 - Click **Picture** from the list of toolbars that appears.
- ❖ Click the **Size** tab to change the size of the picture height to approximately **1.5-inches**.
- ❖ Before resizing the picture, make sure that the **Lock aspect ratio** check box contains a check mark.
- ❖ Make sure that the **Relative to original picture size** option is also selected.
- ❖ To maintain the aspect ratio, only change the width or the height, but do not change both.
- ❖ Another way to change the size of the picture while in the **Format Picture** toolbar is to change the **Height** or **Width** scale. When one option is changed, the other one will change automatically.
















- ❖ It is also possible to resize a picture by using the sizing handles that display around the outside edge of the image.
 - If the left, right, top, or bottom handles are used to resize the picture, the picture may become distorted.
 - When the corner handles are used to resize the image, the original proportions of the picture will be retained.

APPLYING A BORDER TO THE IMAGE

- ❖ To apply a border to the picture, click the **Colors and Lines** tab in the **Format Pictures** dialog box.
- ❖ Click the list arrow for the box next to **Color** under the **Line** option.
- ❖ Choose a **Line Color** from the **Gallery of Colors** that appears.
- ❖ Click the **More Colors** button to see additional colors.
- ❖ To change other formatting features, click one of the other tabs.
- ❖ When all the changes have been made, click the **OK** button to apply the changes to the image.

PICTURE TOOLBAR

The Picture Toolbar is also used to format a ClipArt object in a document. The table below explains what each button on the toolbar is used for.

Button	Used to
Insert Picture from File	 Insert a picture into a document. The Insert ClipArt button on the Drawing toolbar will perform the same task.
Color	 Make a picture black and white, shades of gray, or a watermark.
More Contrast	 Change the contrast of a picture's image.
Less Contrast	 Change the contrast of a picture's image
More Brightness	 Make a picture brighter.
Less Brightness	 Remove some of the brightness from a picture.
Crop	 Remove or cut away portions of a picture or ClipArt object.
Rotate Left	 Rotate the object 45-degrees at a time. To rotate the object 90-degrees, click the button twice.
Line Style	 Change the thickness of the border of a picture or ClipArt object.
Compress Pictures	 Reduce the size of the file and to reduce download time from the Web.
Format Object	 Make changes such as borders, size, and wrapping to an object.
Set Transparent Color	 Make a portion of an object transparent (the same color as the background).
Reset Picture	 Reset the picture back to its original format. Even after a document has been saved, the Reset Picture button restores the object to its original format.

DELETING A PICTURE

- ❖ Click the object to display its handles.
- ❖ Selection handles are the little squares that appear on the edges of an object when it is selected.
- ❖ Press the **Delete** key on the keyboard.