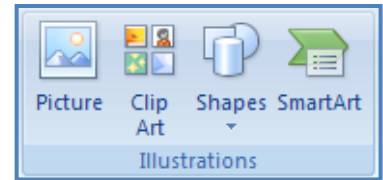


## INSERT-MODIFY CLIP ART

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 the 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 the **Insert Tab**.
- ❖ In the **Illustrations Group**, click the **Clip Art** button.
- ❖ The **Clip Art Task Pane** will display (see illustration at right).
- ❖ In the text box under **Search for**, input the type of image that is to be searched for, such as computer.
- ❖ 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 2007 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 at right.)
- ❖ To insert the Clip Art image, do one of the following:
  - Click the image.
  - Move the Mouse Pointer over the image, click the arrow on the right side of the image, and then choose **Insert**.



## INSERTING A PICTURE OR CLIPART FROM A FILE

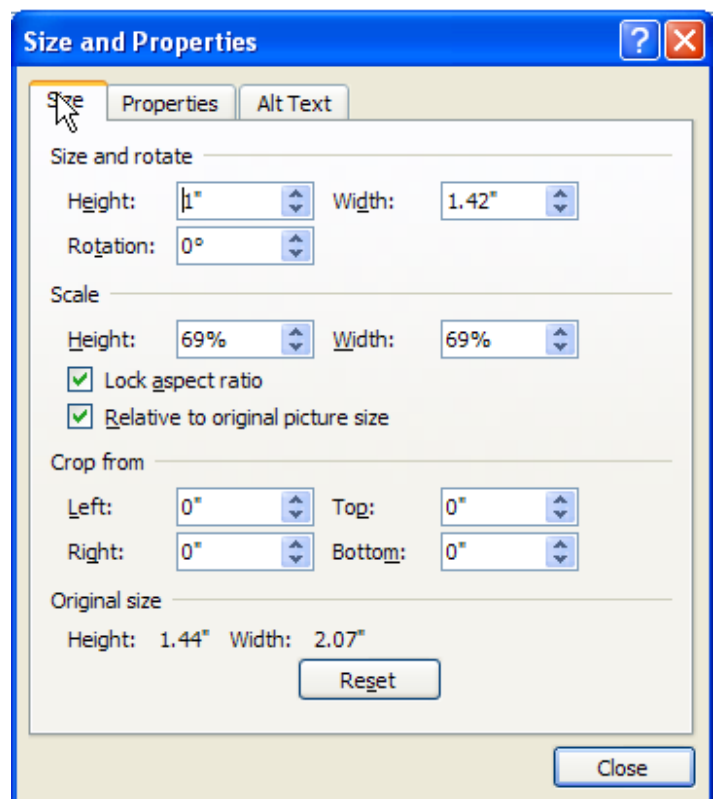
- ❖ Click the cell where the picture is to be inserted.
- ❖ Click the **Insert Tab**.
- ❖ In the **Illustrations Group**, click **Picture**.
- ❖ The **Insert Pictures** folder will open with picture images displayed.
- ❖ If the desired picture is not located in this folder, do one of the following:
  - 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 worksheet, modifications such as size, rotating, and so forth may be applied to the image. These changes can be made by using the Picture Tools Format ribbon. To modify the image, complete the steps below:

### CHANGING THE SIZE OF THE IMAGE

- ❖ Click the image to select it.
- ❖ The **Picture Tools Format** tabs will display.
  - This is a Contextual Tab that only displays when the picture is selected.
  - It is used to make changes to the image.
  - A description of each of the buttons on this tab can be found in the **Picture Tools Format Ribbon** document.
  - This document can be found on the **Training Web** page under the **Excel 2007 Tutorials** link.
- ❖ Click the **Picture Tools Format** tab.
- ❖ In the **Size Group**, click either the **Height** or **Width** button.
- ❖ To make sure the height and width are changed proportionately, click the **Launch Dialog Box** button in the lower right corner of the **Size Group**.
  - In this dialog box, make any changes to the size.
  - To make sure the height and width change proportionately, make sure there is a check mark in the **Lock Aspect Ratio** box.



### APPLYING A BORDER TO THE IMAGE

- ❖ Click the **Picture Tools Format Contextual Tab**, if necessary.
- ❖ In the **Picture Styles Group**, click the **Picture Border** button.
- ❖ A gallery of different border colors will appear (see illustration at right).
- ❖ Move the mouse pointer over the colors to see a Live Preview of what the color will look like.
- ❖ To change the thickness of the border, click the **Weight** link in the **Picture Border** list.
- ❖ When the mouse pointer is moved over each of the line weights, Live Preview will show how each weight will look.
- ❖ To remove the border from around the image, click the **No Outline** button.
- ❖ To display additional outline colors, click the **More Outline Colors** link.
- ❖ It is also possible to apply borders to the image by right-clicking the image and selecting **Format Pictures**.
- ❖ The **Format Pictures** dialog box will display.
- ❖ In this dialog box, it is possible to make several changes to the image.

