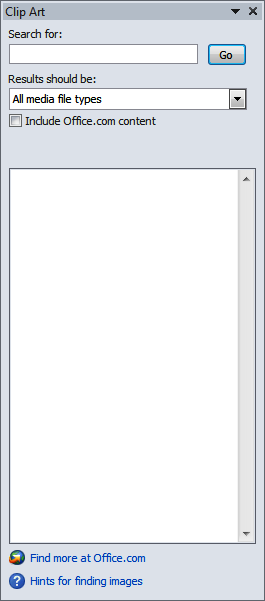
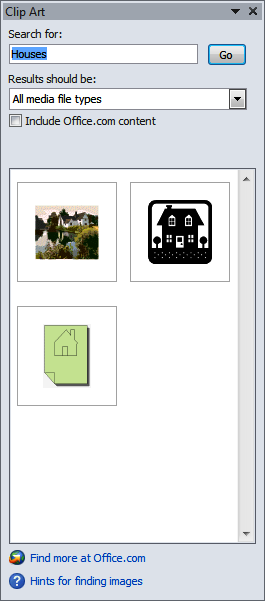
# Inserting Clip Art

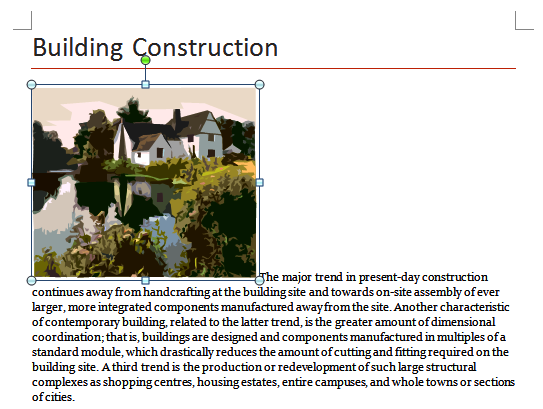
If you are familiar with using ClipArt in other versions of Microsoft Office, you will discover that the feature is much the same in ***Office*** ***2010***. You can insert objects from the ***ClipArt*** gallery including clipart drawings, photographs, movies and sounds. As with other graphic objects, the ***ClipArt*** command is located on the ***Insert*** tab within the ***Illustrations*** group.



|  |  |
| --- | --- |
| **Try This Yourself:** | |
| Open File | Before starting this exercise you MUST open the file U109 Clip Art\_1.docx in Microsoft Word 2010... |
|  | Click at the start of the first paragraph |
|  | Click on the ***Insert*** tab on the ***Ribbon*** and click on the ***Clip*** ***Art*** command in the Illustrations group to see the ***Clip*** ***Art*** pane at the right of the screen |
|  | Type **Houses** in ***Search*** ***for*** and click on **[Go]** to see a list of available images |
|  | Click on ***Include Office.com*** until it appears ticked |
|  | *If your online connection is working more images should now appear…* |
|  | Click on the first clip art image in the pane to insert it into the document |
|  | Click on the ***close*** button  at the top right of the pane to close it |

**2**

**3**



**5**

For Your Reference…

To insert a ***Clip Art*** image:

1. Click on the ***Insert*** tab and click on the ***Clip*** ***Art*** command

2. Type a keyword into ***Search for*** and click on **[Go]**

3. Click on the desired image to insert it

Handy to Know…

* Be careful how you use clip art images downloaded from online sources, including Microsoft, as some are protected under copyright and cannot be used in commercial documents without the payment of a royalty.