How to Add a Visual to PowerPoint

Let's review:

Menu Bar

Toolbar

Outline Pane

Task Pane

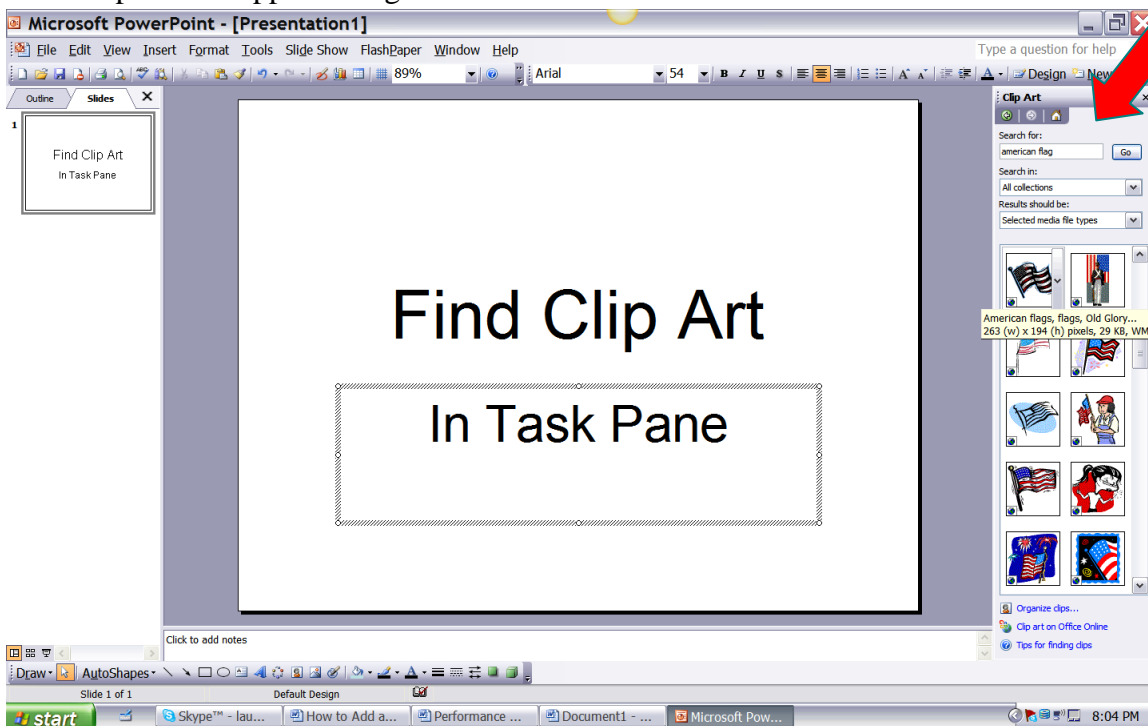Note Pane   Slide Pane
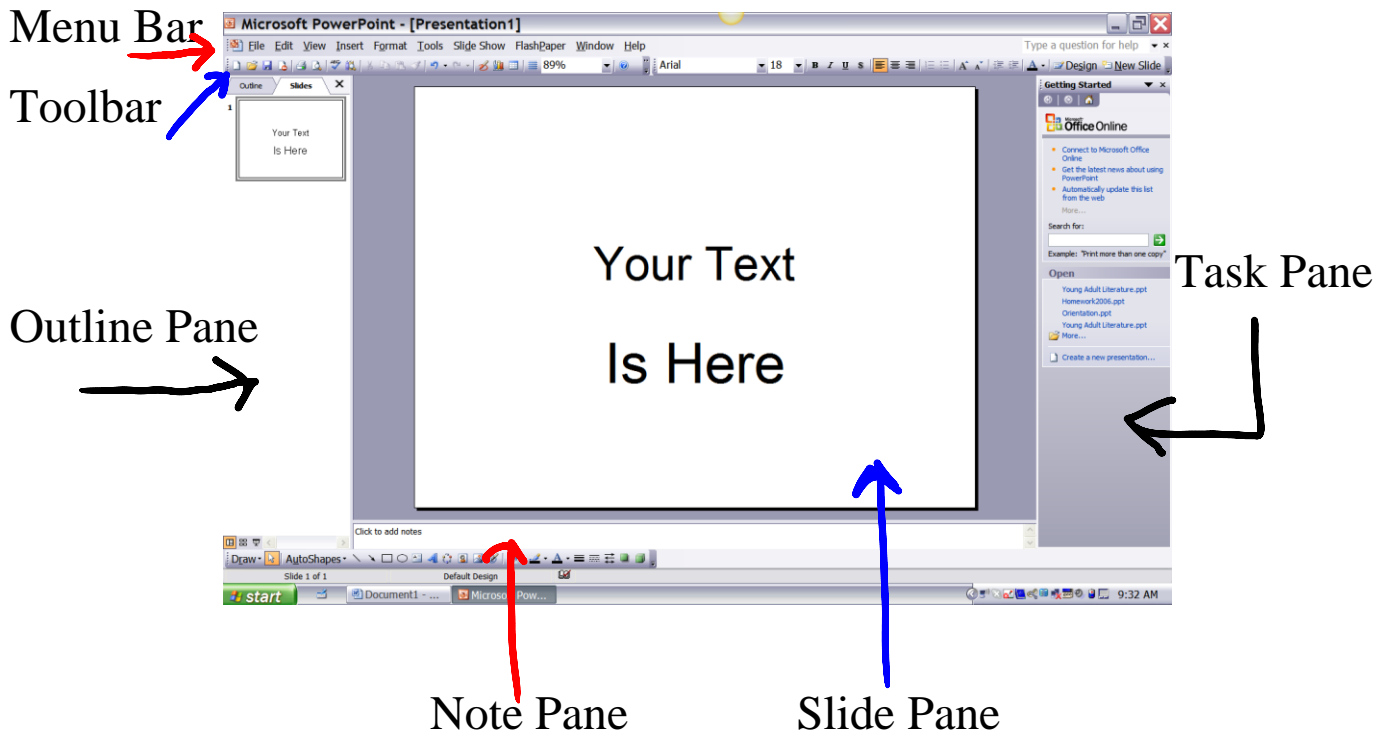
Where to get Visuals

How to get to PowerPoint Clip Art:

Step 1 **Menu Bar**
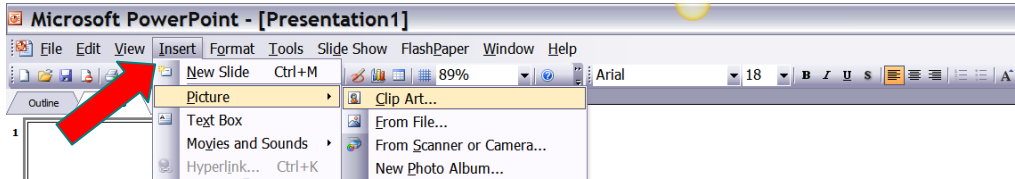
Insert

Picture

Clip Art

Clip art will appear in right **Task Pane**

Step 2
In task pane type in what what clip art you are looking for. Click **Go**

Step 3
Click on clip art that you want and it will add it to the slide.

There are other clip art websites on the internet. If you search you will want to use "YOUR KEYWORD" and the words FREE and CLIP Art for the most efficient search. Here are a couple of possible sites:

Teacher Created Resources:
 http://www.theteachersguide.com/Freebies.html

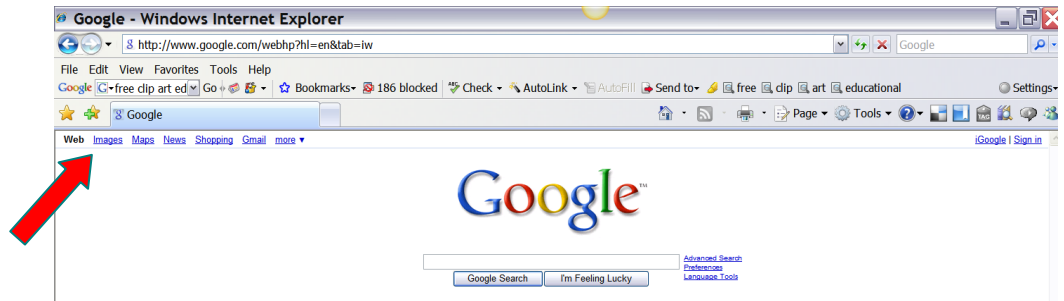Wise Gorilla: http://www.wisegorilla.com/

Language Arts Clip Art: http://www.phillipmartin.info/clipart/la_research.htm

Where to find: Images/Pictures/Charts

Go to search engine Google: www.google.com

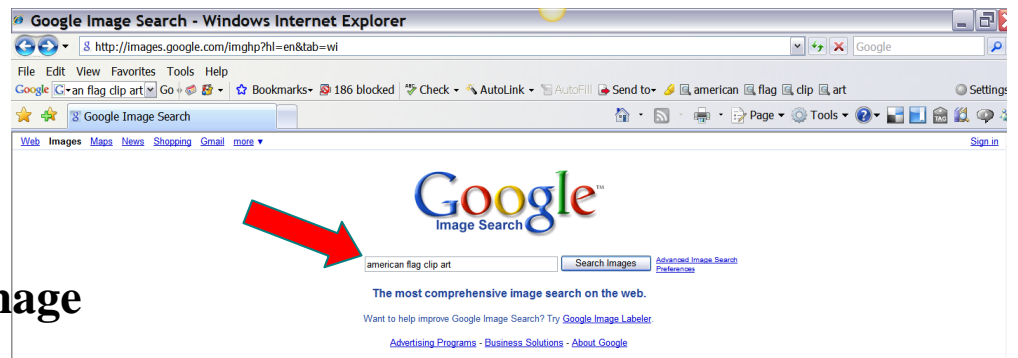## Step 1
Click on **Images**

Step 2
In **Search Image Box** type your keyword

Click on **Search Image**

Scroll through hundreds of possibilities. Remember you will need to site your source—gather all the information needed (see MLA handout).
Step 3 You will save images to desktop as you have done before.
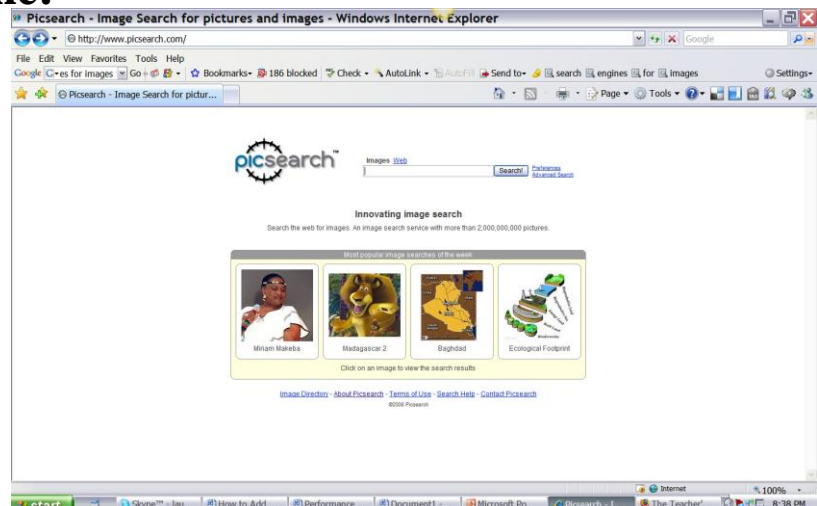
Try another Search Engine!
Go to:
http://www.picsearch.com/

This search engine is designed just to search for images!

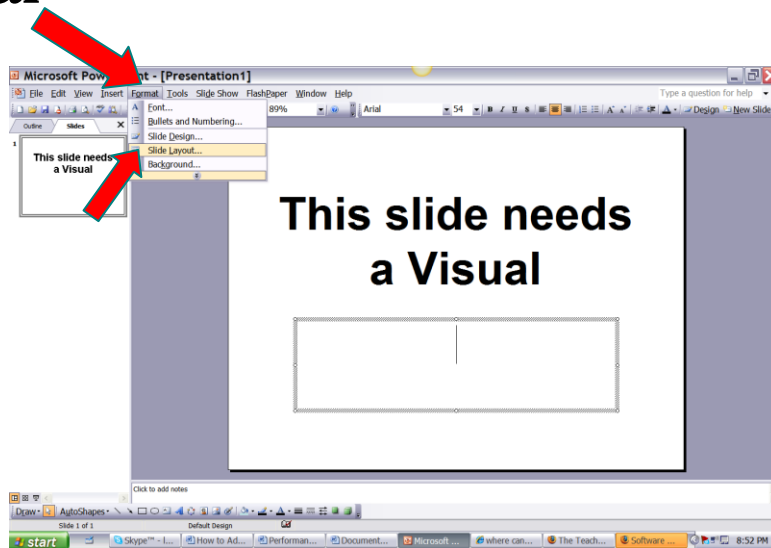Type in your keyword

Click **Search**
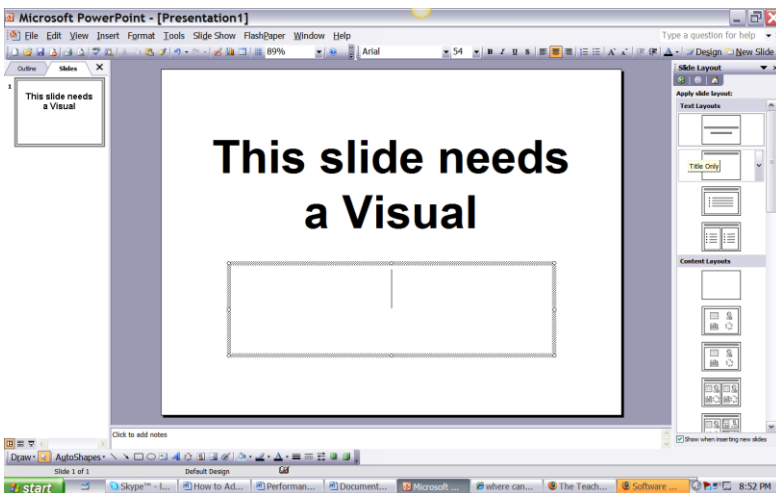
Inserting a visual

Step 1

Go to Menu Bar
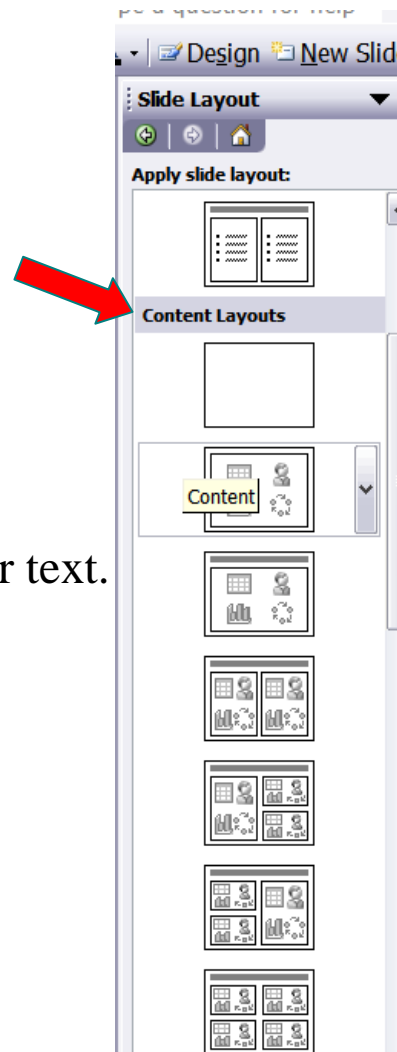 **Format**
Click on
  Slide Layout

Step 2

In **Task Pane** choose a
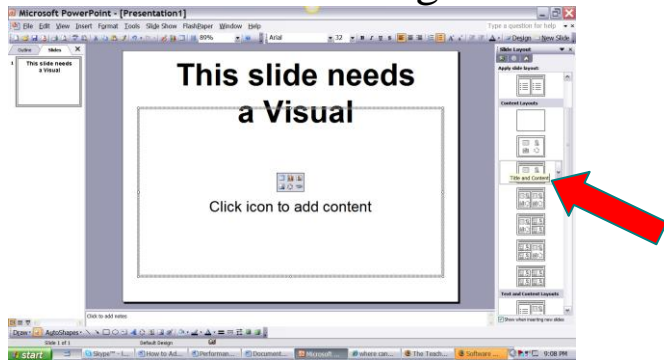 layout to fit your text and
  your visual.

You will want to choose from the
  Content Layouts
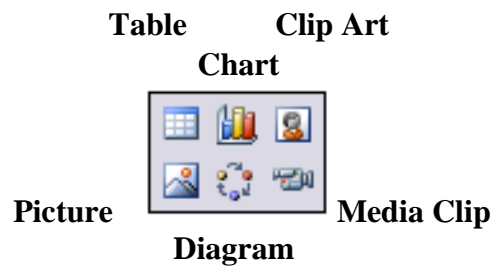as these contain an area for a visual and your text.

Step 3

Click on the **layout** you want and your slide will change to accommodate an image.

Step 4

Click the **Icon** for the kind of visual you are adding.

Table   Clip Art
          Chart

Picture   Media Clip
          Diagram
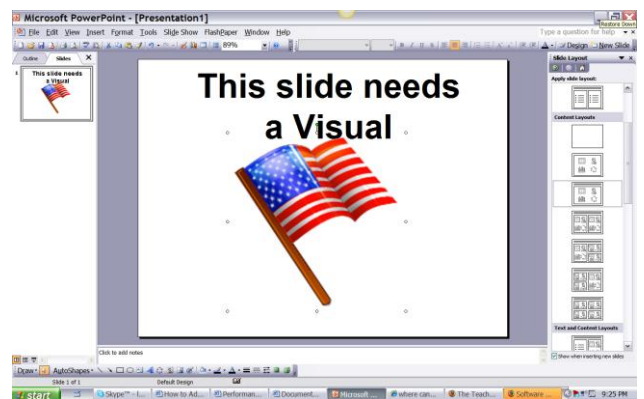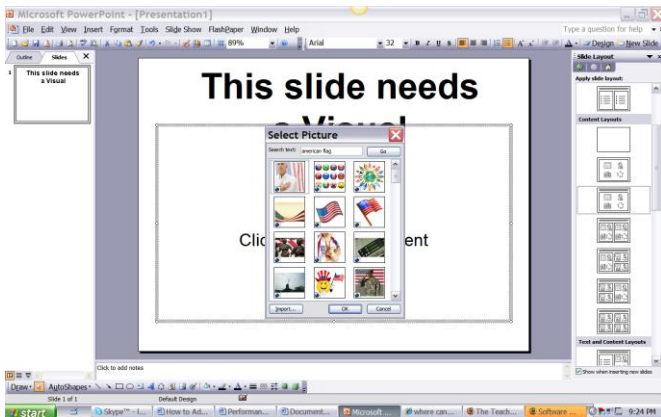
Step 5

Click on selected clip art   Click **OK**   Clip is inserted on slide

To add picture, chart, table, graph: Click on the icon and select image from your desktop file where you have saved the visual.