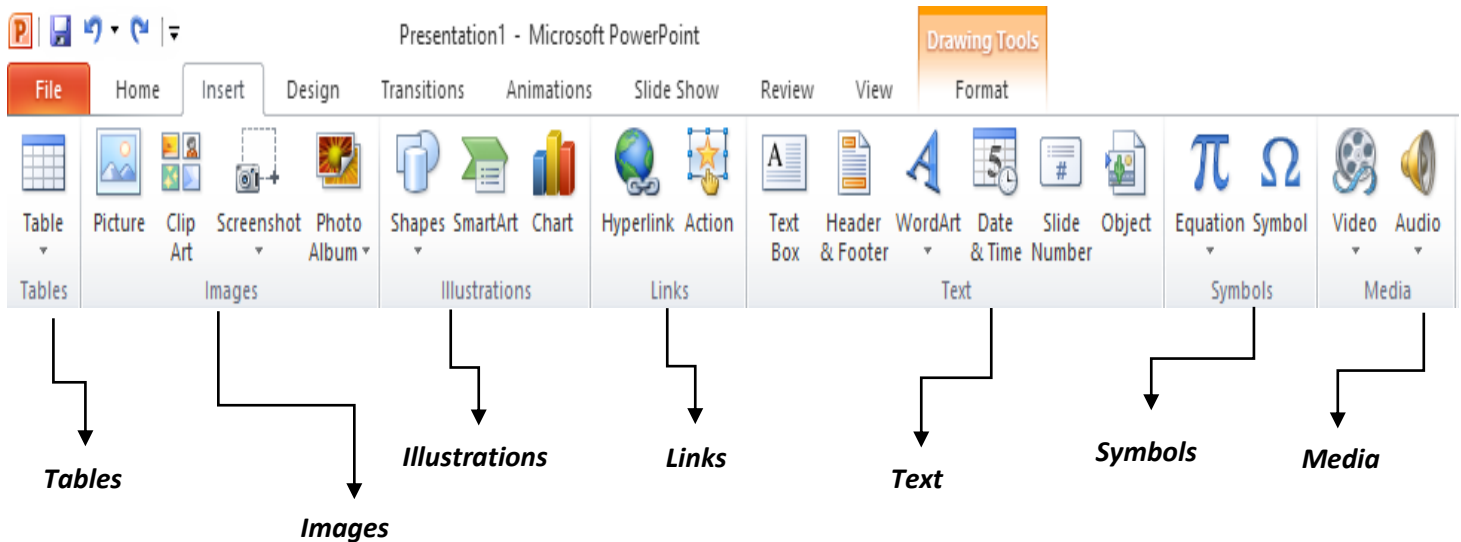


# Lesson – 4

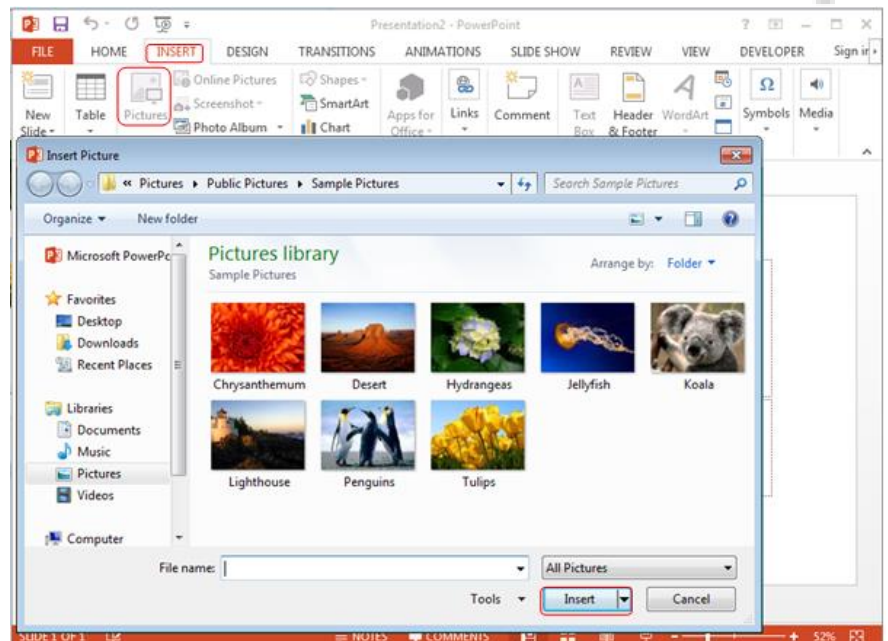
## Insert Toolbar (Menu)



### Adding Picture

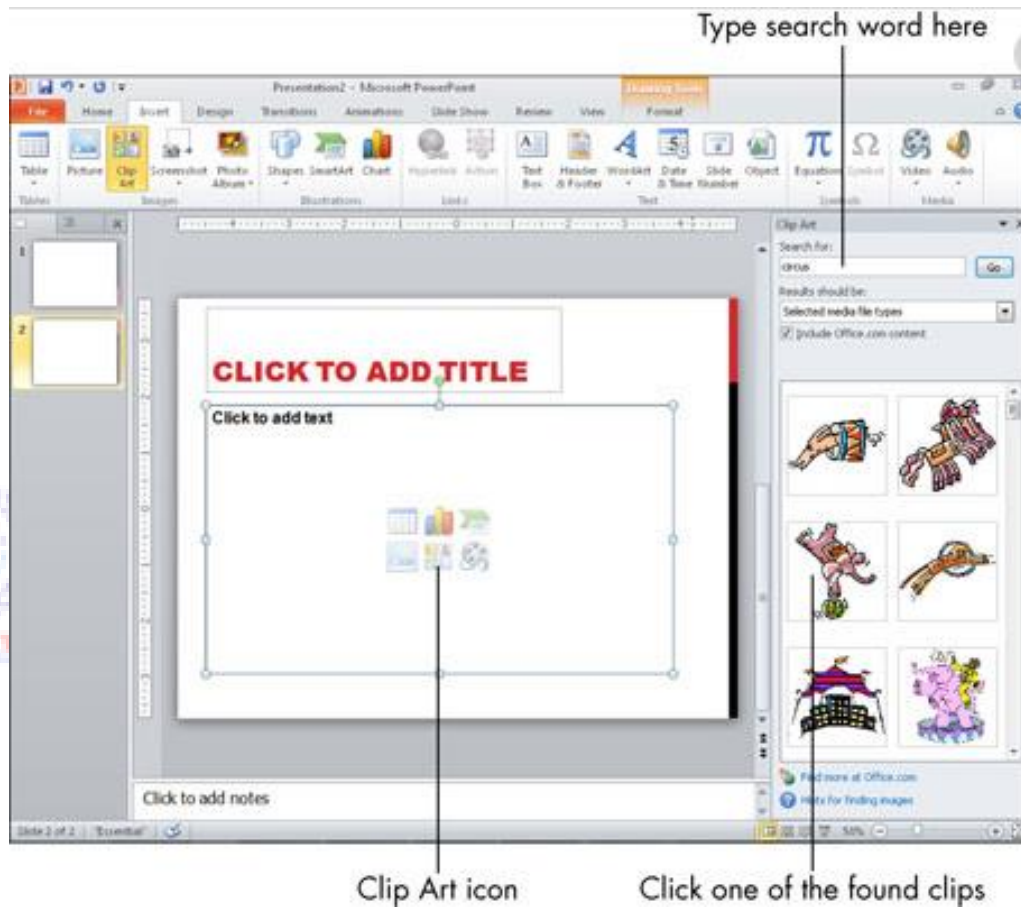
To add a picture:

- Click on the Insert tab.
- Click on the Picture button.
- Browse to the picture from your files
- Select the picture you want to insert in PowerPoint.
- Click Insert



## Adding Clip Art

**To add clip art:** → Click the Insert Tab. → Click the Clip Art button. → Click on Go button, now all Clip Art shown → Select the graphic you would like to add. → To move the graphic, click it and drag it to where you want it.



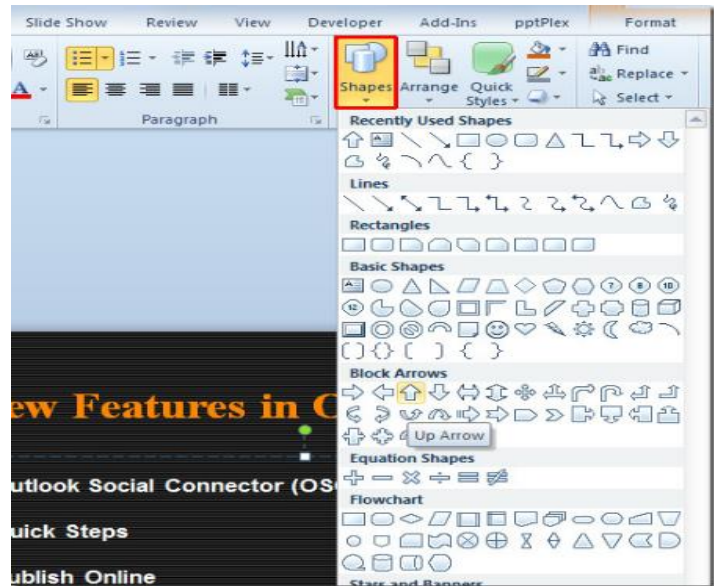
## Adding Shapes

To add Shapes:

- Click the Insert tab.
- Click the Shapes button.
- Click the shape you choose.

How to Format the Shapes:

- Click on your shape (object).
- Click the Format tab.

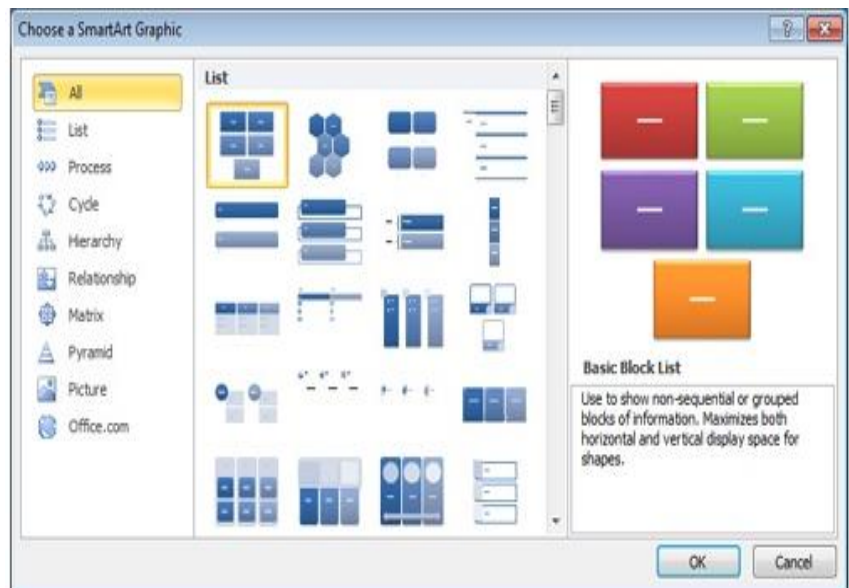


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## Adding Smart Art

To add SmartArt:

- Click The Insert tab.
- Click the SmartArt button.
- Click the SmartArt you choose.
- Drag it to the desired location in the slide



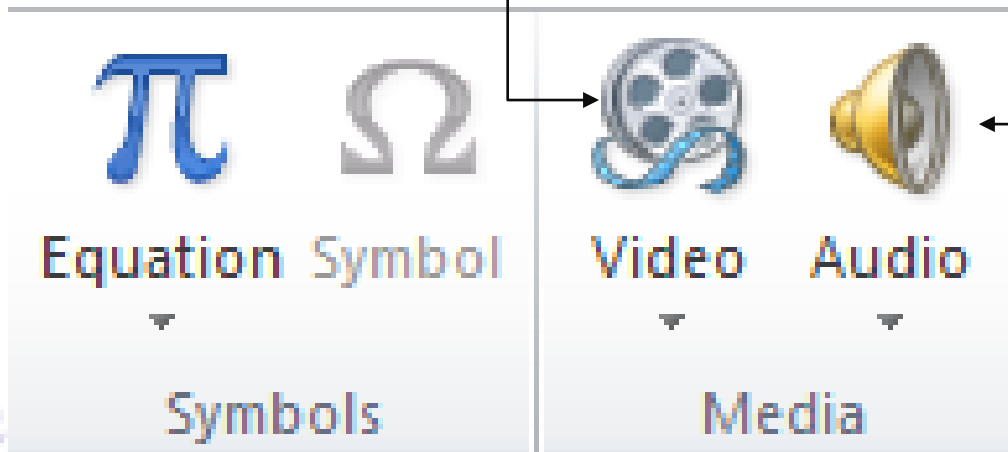
## Adding Video and Audio

### Adding video clips

- Click the Movies button on the Insert tab.
- Choose Movies from File or Movie from Clip Organizer.

### Adding Audio

- Click the Audio button on the Insert tab.
- Choose Sound from File, Sound from Clip Organizer, Play CD Audio Tract, or Record Sound.

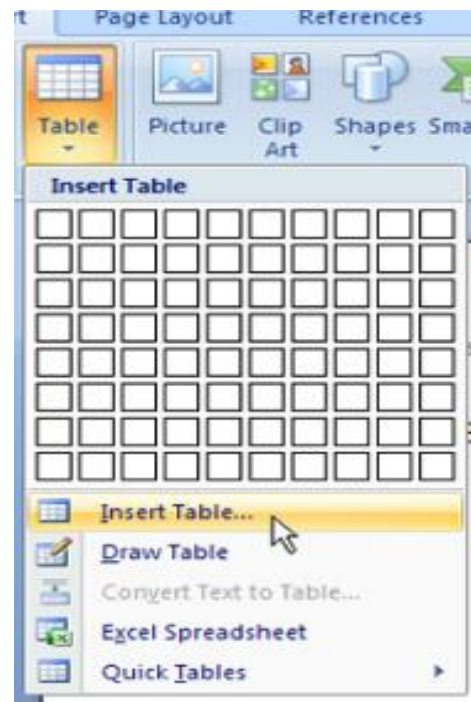


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## Creating Tables

### To create a table:

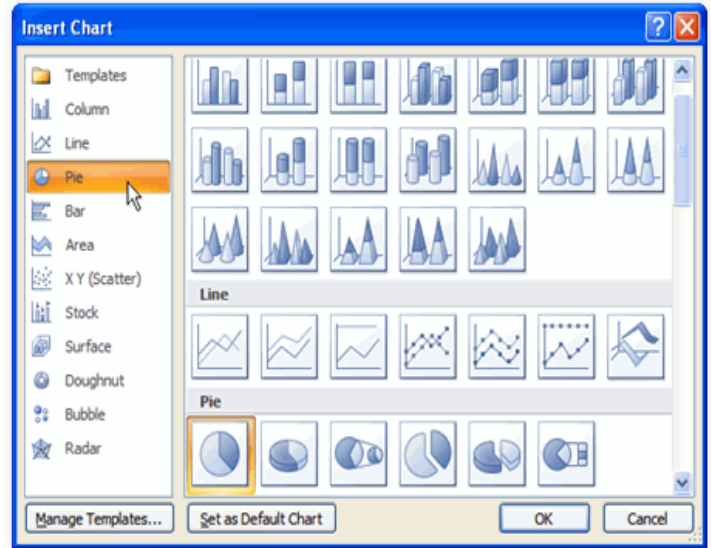
- Place the cursor on the page where you want the new table.
- Click on the Insert tab of the ribbon.
- Click on Tables, and enter the number of rows and columns.
- Place the cursor in the cell where you wish to enter information and begin typing.
- Click on your table and then the Design tab to customize your tables.



## Creating Charts

To insert a chart:

- Click the Insert tab.
- Click the type of Chart you want to create.
- Insert the Data and Labels.



## Edit Chart Data:

- Click on the chart
- Click Edit Data on the Design tab.
- Edit data in the spreadsheet.

