



I AM SENDING SOME OF THE TOPIC RELATED TO YOUR SYLLABUS THAT YOU WERE GIVEN AGAIN TODAY, YOU MUST READ IT SO THAT YOU HAVE NO PROBLEM WITH THE EXAMINATION

UNIT 3: WORD PROCESSING(INERMEDIATE)

SESSION : 8 INSERT GRAPHICAL OBJECTS AND ILLUSTRATIONS

Graphical object is the writing to a technical graphic design for a letter, news report, including some form of graphics makes the document more interesting! In a technical report, you may want to incorporate performance or a technical illustration. The facility to blend these graphics into the document is part of the charm and power of every major word processing program.

Most word processor has support for inserting illustrations in the form of Clipart, Shapes, Picture, charts, etc.

Clip Art can help in making document look colorful and presentable. Clip arts are pre-defined images available for use in documents, For example if you would like to create a greeting card for your friend , you can use clip arts such as balloon, flowers, etc, along with text message.

You can use the clip Art gallery built-in within the word processor, You can also download clipart from websites. Some of the websites that have free clip arts are:

- [WWW.OPENCLIPART.ORG](http://WWW.OPENCLIPART.ORG)
- [WWW.PDCLIPART.ORG](http://WWW.PDCLIPART.ORG)
- [WWW.CLKER.COM](http://WWW.CLKER.COM)
- [WWW.FREECLIPARTNOW.COM](http://WWW.FREECLIPARTNOW.COM)
- [WWW.WPCLIPART.COM](http://WWW.WPCLIPART.COM)

In this exercise, you will learn to use Clip Arts.

**To insert a clip art in a document,**

- Open a new document in word processor
- Click on the Insert tab on the *Ribbon*.



- Click on the option *Clip Art* in the Illustrations group
- The Clip Art Task Pane appears. Enter the clipart category name in the search box and Click Go. For example, if you want to insert a logo, type logo in the search box and Click “Go”.
- Once you click Go a window appears along with list of clip arts matching the search keyword .

