Exercises 16

* Create a new file and save it as **PICTURES**
* Start with a blank page, slide, or worksheet
* On the **Drawing** toolbar, click **Insert Clip Art** 
* From the **Search in:** list box, uncheck all the boxes then expand the **Web Collections** category and check the categories such as **Concepts** and **Emotions**
* From the **Results should be** box, uncheck **Photographs**, **Movies**, and **Sounds**
* Type the keywords **cartoon** and **confused** then click **Go**
* Browse the results for this clip then click it to insert it



* Change the search text to **cartoon** **happy** and click **Go**
* Insert the clip shown below



* Close the **Clip Art** task pane
* Select the first picture then on the **Picture** toolbar, click the **Crop** tool 
* Crop to remove the bomb part of the picture
* From the **Tools** menu, select **Options**
* When the dialogue box is displayed, press +
* Press to close the dialogue box then press + to paste the graphic

Tips To move and resize a picture, click-and-drag it. To resize a graphic, click-and-drag the handles on its border. If you want one picture to appear in front of another, right-click it and select **O**r**der** then **Bring to Fron**t.
To flip the puzzled man picture, use the D**raw** button on the **Drawing** toolbar. If you are using Word and the pictures appear with black handles, click each picture then on the **Picture** toolbar, click **Text Wrapping**  and select **I**n **Front of Text**.

* Save and close the file
* Create another blank file and save it as **FALCON**
* On the **Drawing** toolbar, click **Insert Clip Art** 
* Using the **Web Collection** again, search the **Animals** category for **Photographs**
* Insert the picture of a falcon
* Select the picture then on the **Picture** toolbar, click the **Crop** tool
* Point to each handle in turn and click-and-drag to crop the picture as shown
* Save and close the document