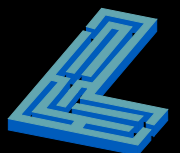


# Microsoft Office 2007: Essentials, Revised Edition



Lesson 20: Adding Clip Art, Animation, and Sound

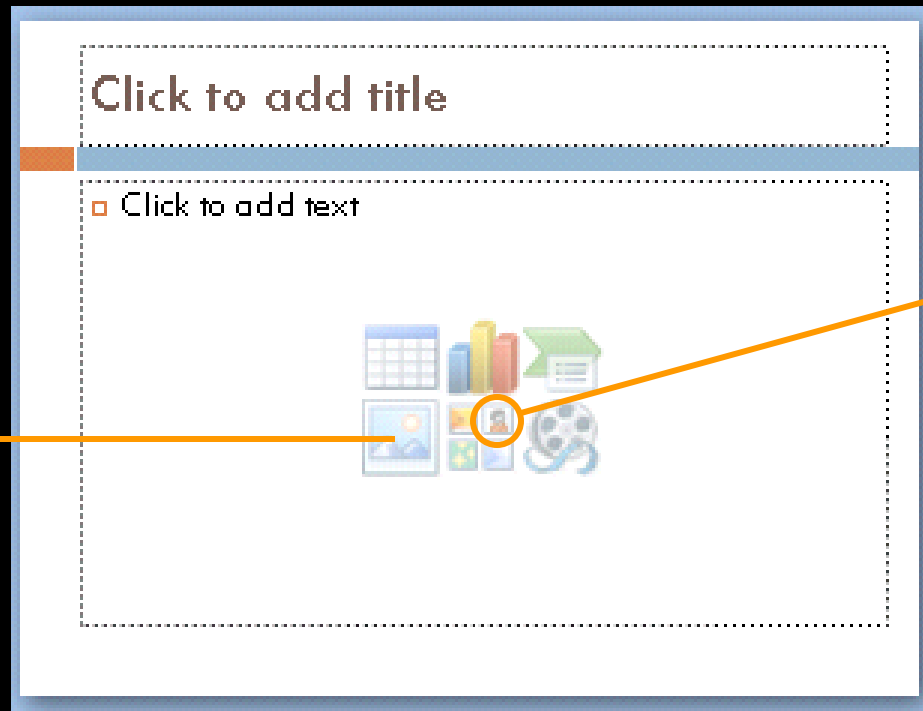
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# Working with Clip Art

- Add clip art to emphasize key points
- Microsoft Office 2007 clip art collection



Insert a digital  
photo or  
custom artwork

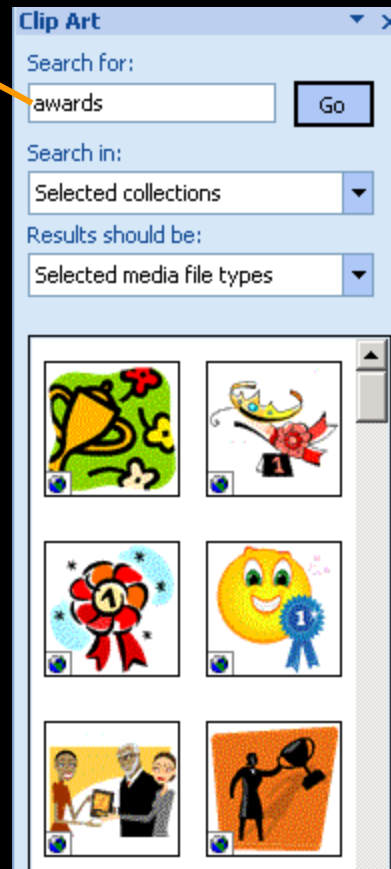
Open the Clip Art pane



# Working with Clip Art

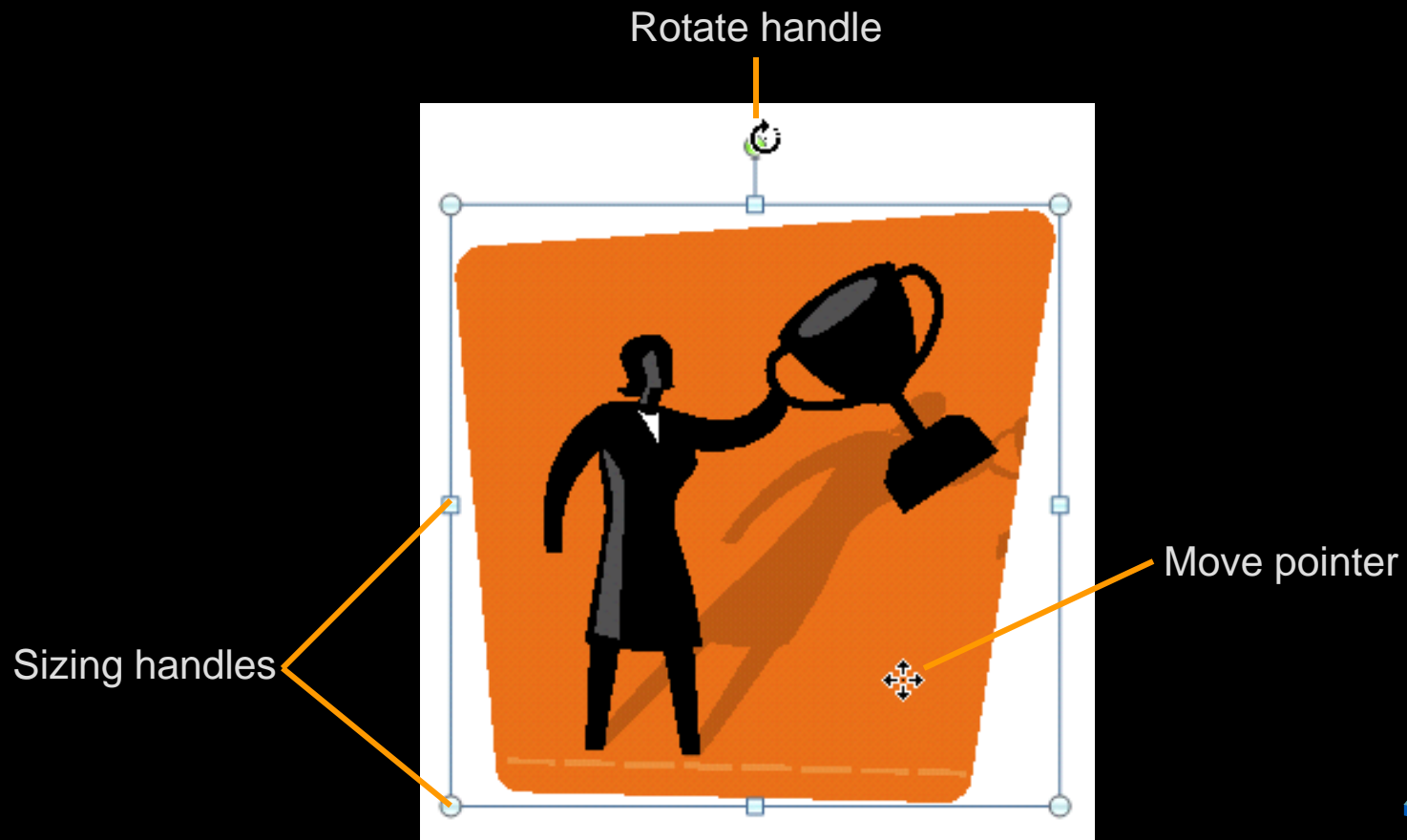
- Search for clip art

- ▲ Keyword



# Working with Clip Art

- Move, size, and rotate objects



# Formatting Clip Art

- **From the Format tab, you can:**
  - ▲ Resize clip art
  - ▲ Move clip art
  - ▲ Rotate clip art
  - ▲ Format clip art



# Working with Animation

- Custom animation
- Slide transitions
- Apply custom animation effects
- Sound effects



More than fifty  
transitions available

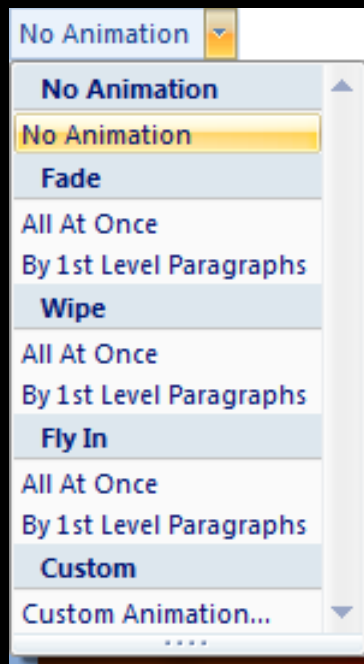


# Using Slide Animation



- Animations

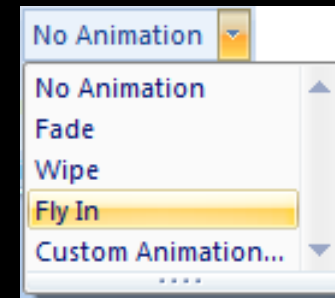
- ▲ Applied to objects within a slide



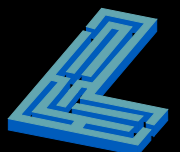
Animation menu for a text object



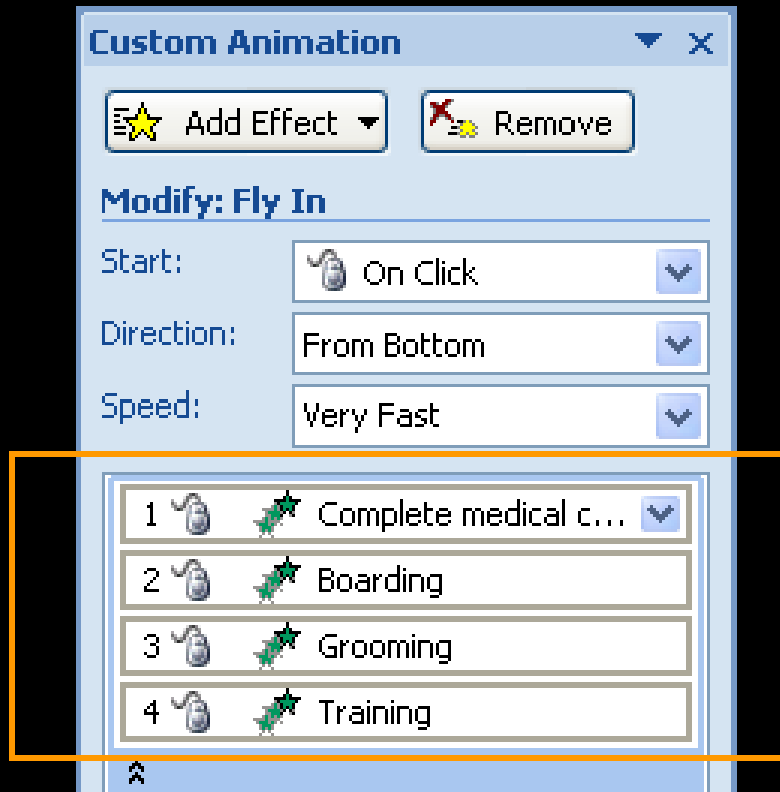
*Transitions – applied to all slides in a presentation – are not animations; the two can be combined*



Animation menu for a slide title or picture



# Creating Custom Animation



Animation effects;  
access advanced  
options by clicking  
these menus





# Adding Sound Effects

- Apply to transitions and custom animation



*You can set a sound effect to play when custom animation moves on a slide.*



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Lesson 20: Adding Clip Art, Animation, and Sound

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