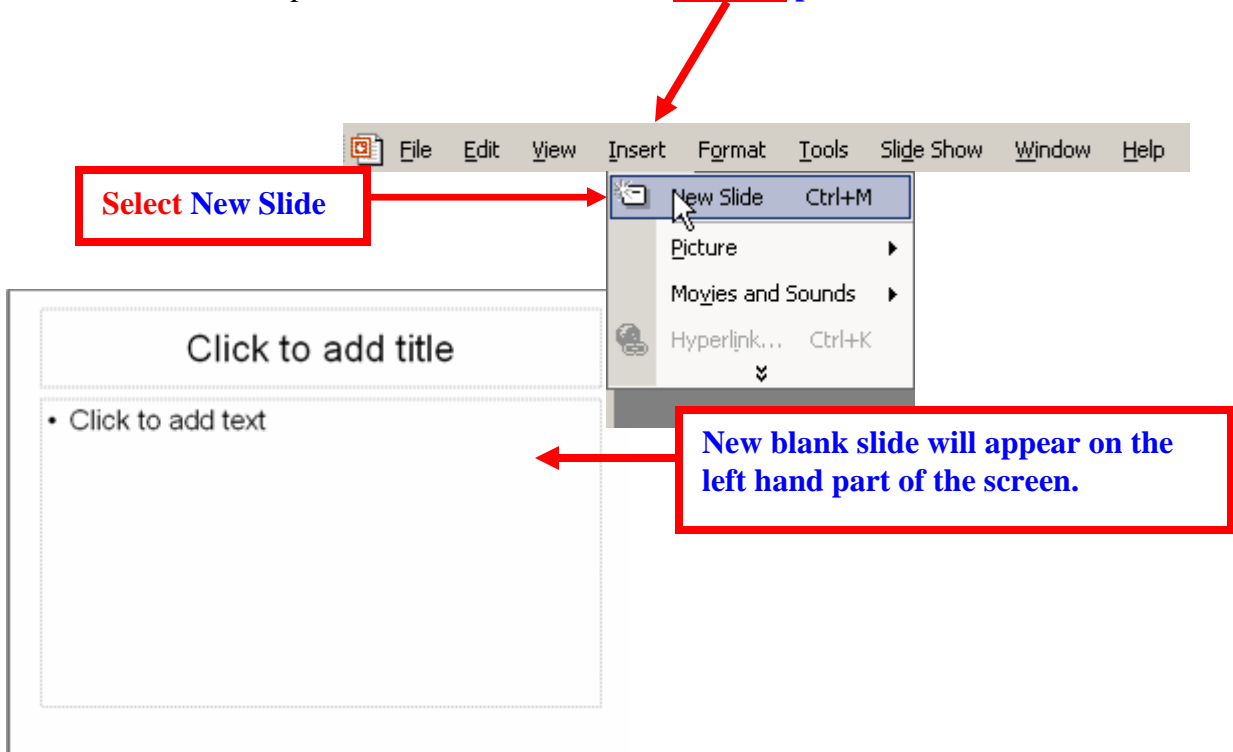


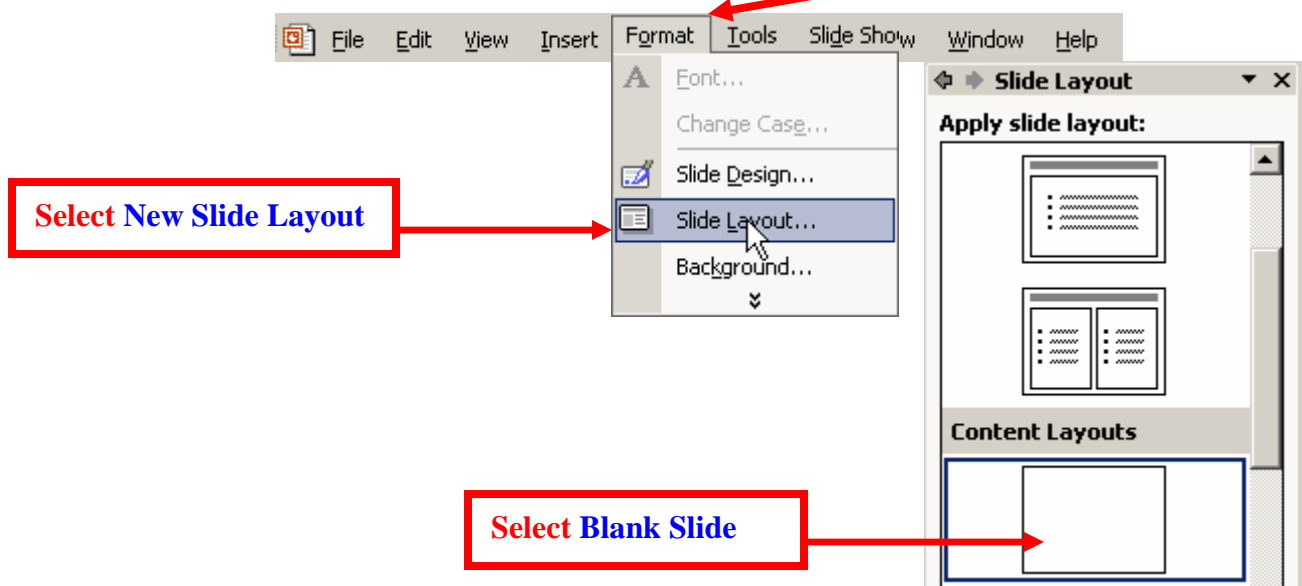
Session I Part 10: Inserting an Illustration

In this session you will learn how to insert a new slide and illustration, and review slide layout, and setting a background.

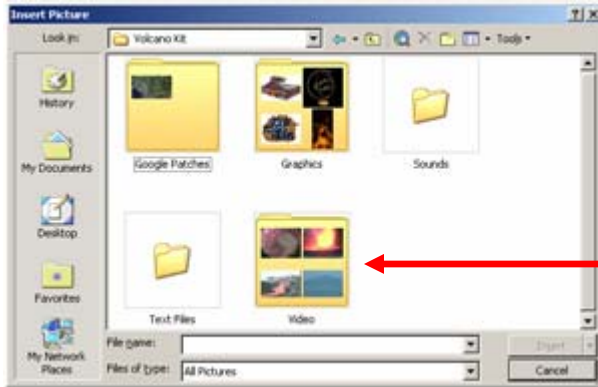
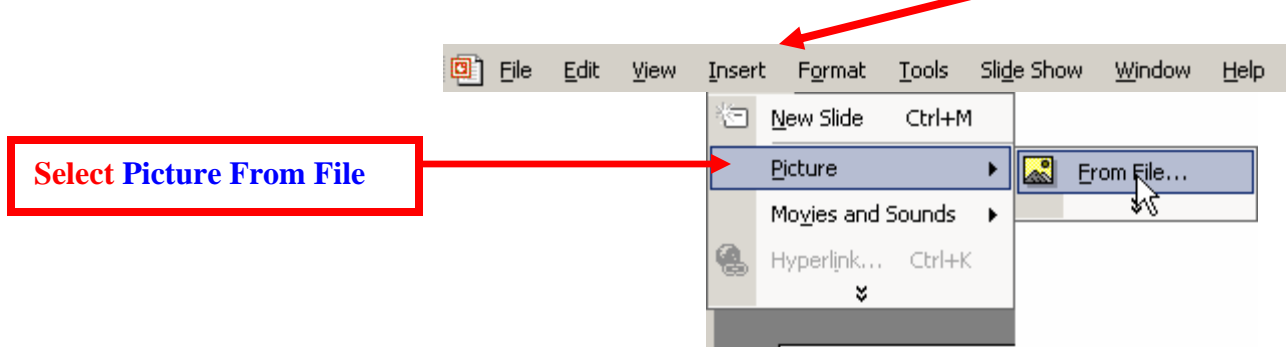
To start you will need to insert a new slide for your presentation. To insert a new slide go to the menu bar located at the top of the screen and **select the “Insert” pull down menu.**



Next you will need to apply a Slide Layout. Go to the menu bar and **select the “Format” option.**



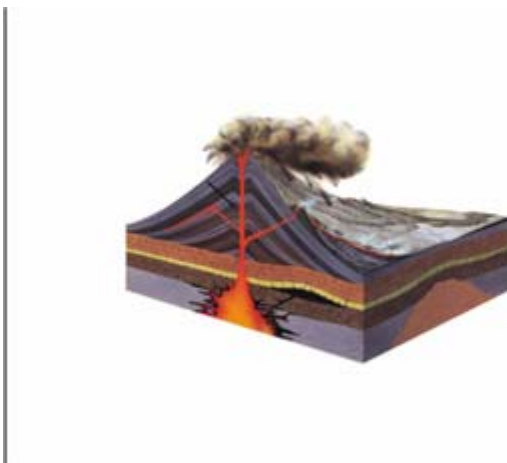
Now that you have a new blank slide to work with you will need to insert an illustration on the new slide. Start by going to the top pull down menu bar and **select the “Insert” option.**



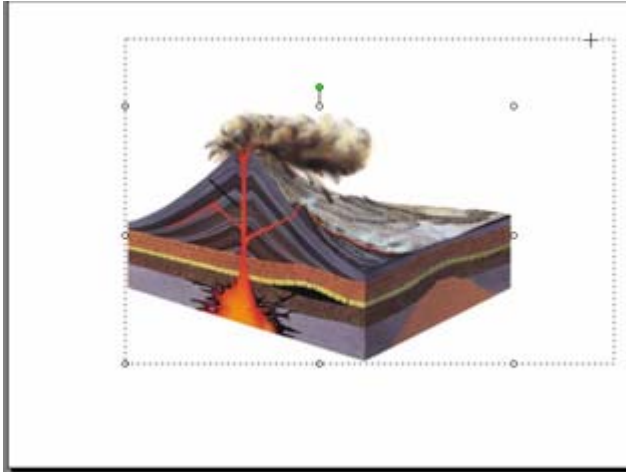
Choosing the selection Picture From File will open up on the screen the “Insert Picture” option box.



The volcano illustration will now appear as a part of the blank slide.



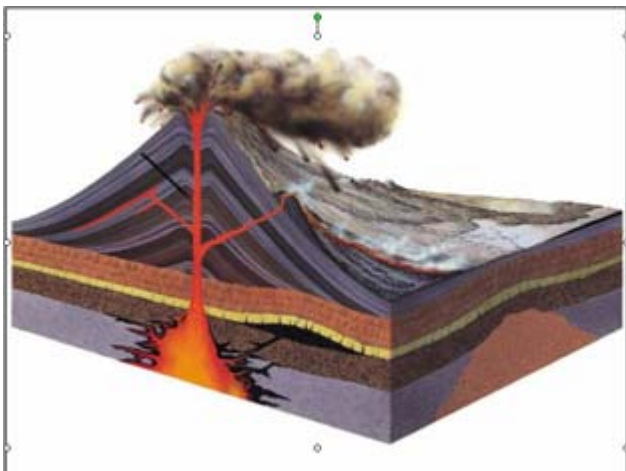
The next step is to resize the illustration so that it appears in most of the slide. You will resize the volcano illustration by clicking on the object. Small transparent dots will appear around the parameters of the selected object.



Select the right top corner of the illustration and hold the left mouse key down.

While holding the mouse key drag the mouse in right angle to the top of the slide and release mouse button.

Next grab the left bottom corner of the illustration and repeat the step above until the illustration fills most of the slide.



The illustration now covers most of the slide. When this object is projected on a screen it will cover most of the projection screen.