PowerPoint 2019

Section 5 – Adding Graphics to Your Presentation

Q & A  
(see answers on page 2)

1. Graphics can be:  
   a. Pictures

b. Clipart

c. Objects you draw

d. All of the above

1. To add a picture already saved on your computer

a. Click the **Insert** tab, then click **Pictures**

1. Click the **Home** tab, then click Pictures
2. Click the **Insert** tab, then click **Online** **Pictures**
3. None of the above
4. To draw an object on your slide
   1. Click the **Insert** tab, then click on **Shapes**
   2. Click the **Home** tab, then click on **Shapes**
   3. Click the **Drawing Tools** contextual tab, then click on **Shapes**
   4. All of the above
5. You can add a picture to each slide in your presentation by using the **Insert** tab then clicking on **Picture**
   1. You can but it’s not suggested if you have lots of slides with pictures
   2. No, you can’t add pictures to a lot of slides
6. To add clipart pictures that move
   1. Look up **clipart animated gifs**
   2. Look up **pictures that move**
   3. All clipart pictures are animated
   4. Clipart pictures don’t move
7. A clipart gif file
   1. Should animate as soon as it is inserted into the slide
   2. You will only see the animation if you are running the slide show

**Answers:**

1. **d**
2. **a**
3. **d**
4. **a**
5. **a**
6. **b**