

MS PowerPoint

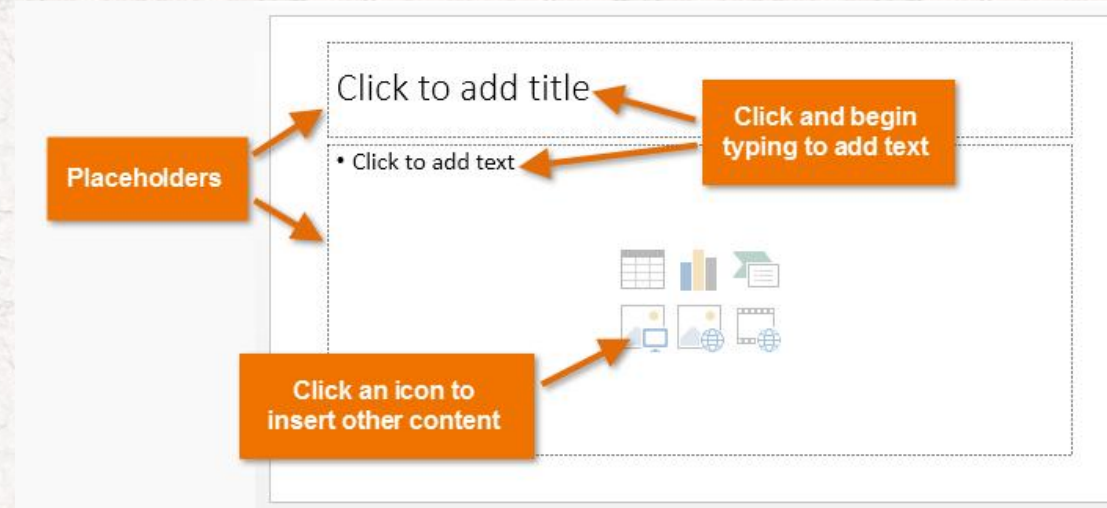


Class V
lab 21



Placeholders

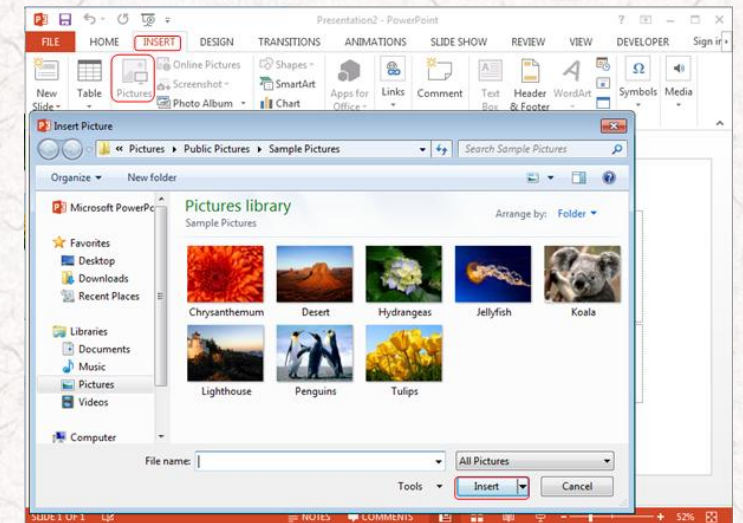
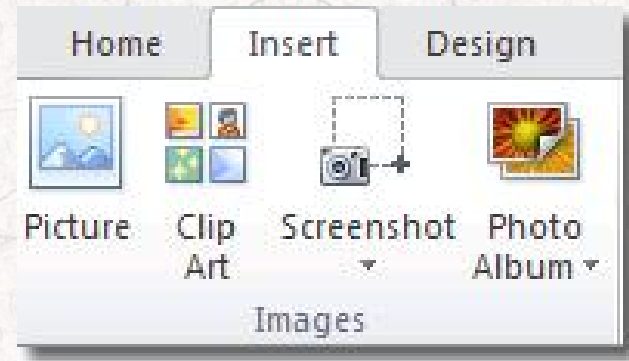
In Microsoft PowerPoint, placeholders are boxes with dotted borders that contain content and reside within a slide layout





Inserting Images

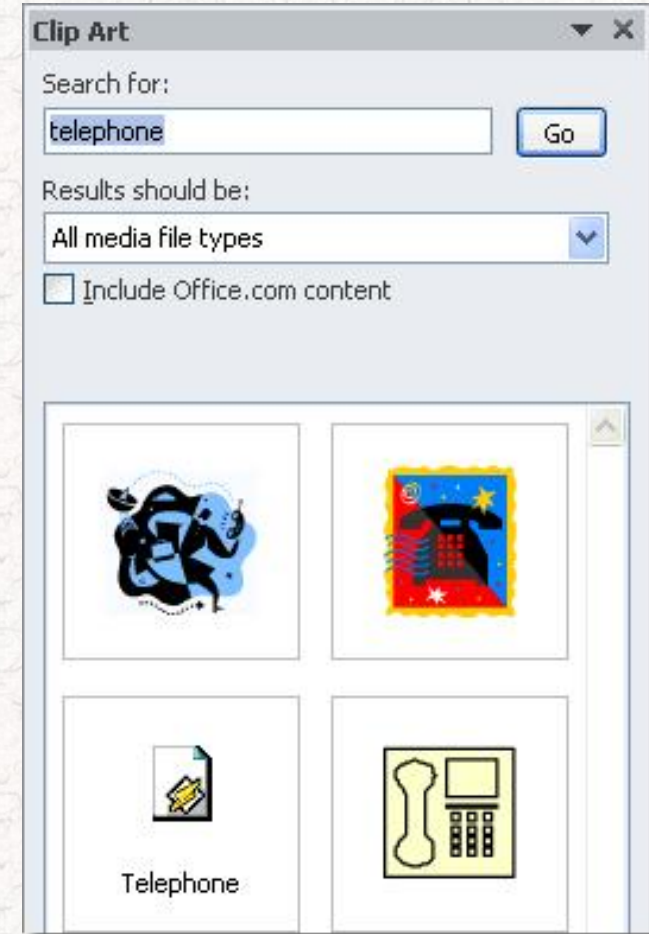
To insert an image in PowerPoint,
click Insert > Images





Insert Clip Art

When you click the Clip Art button, the Clip Art panel opens on the right of the workspace, choose one and use on your presentation



**THANK
YOU!**