Inserting Pictures

Inserting Pictures

Inserting pictures is a great way of enhancing the appearance of the workbook. It helps you convey your ideas to the viewers clearly.

The **Insert Picture** feature provides you access to more than 850 clipart pictures.

How to insert a picture

1. Click the **Insert Picture** button.
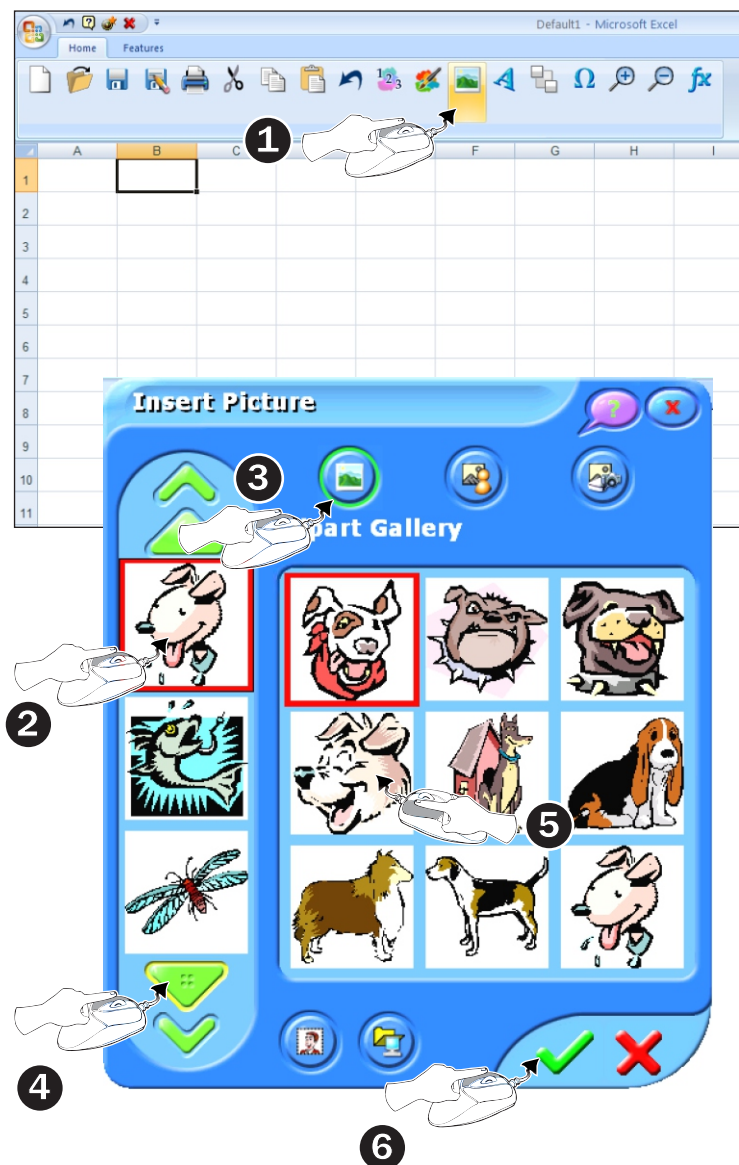
   The Insert Picture dialog box will be displayed.

2. On the left is the category selector, and on the right are the pictures that you can insert from a chosen category. Click on a particular category.

3. You can move between the Clipart Gallery, Personal Clipart Gallery, and Scanned Images Gallery by clicking the appropriate button.

4. Use the navigation buttons to view the different categories.

   If you are within the Personal Clipart Gallery or Scanned Images Gallery these buttons provide you with different cliparts or images.

5. Choose a category and click the picture that you want to insert (it will appear with red border).

6. Click the **OK** button to insert the picture into your document or click the **Cancel** button to return to your document without inserting the picture.

Inserting Symbol

The Insert Symbol function allows you to add a symbol to your document.

How to Insert a Symbol

1. Click the **Insert Symbol** button.

   The Insert Symbol dialog box will be displayed.

2. Use the navigation buttons to view the different symbols.

3. Select the symbol (it will appear with red border).

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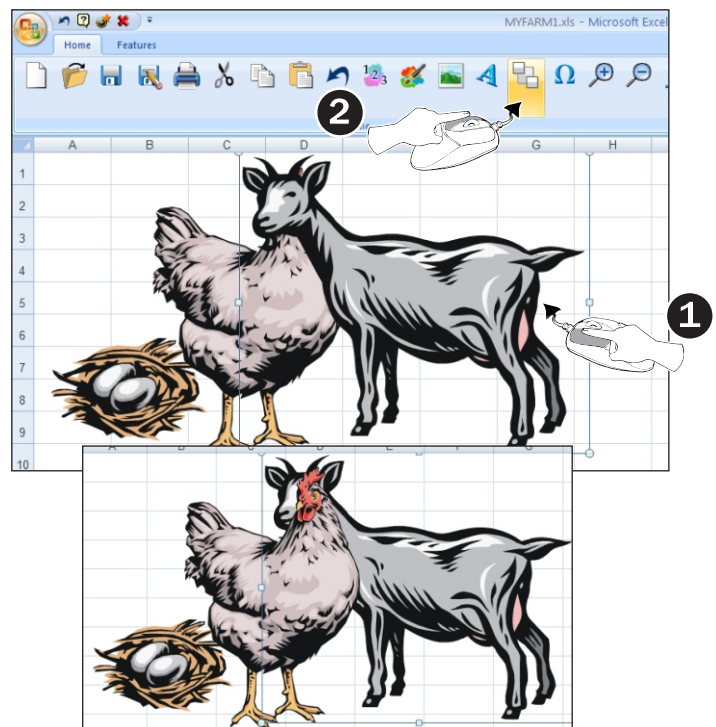4. Click the **OK** button to insert your symbol into the document.

Sending to Back

When placing pictures, shapes, or callouts within a document, larger objects can completely cover smaller objects. You can use Send To Back button to correct the object layering.

How to Send To Back an object

1. Select an object, i.e., a picture, shape, or callout.

2. Click the **Send To Back** button.

Inserting WordArt

The Insert WordArt button allows you to add WordArt to your workbook.

How to Insert WordArt:

1. Click the **Insert WordArt** button.

   The Insert WordArt dialog box will be displayed.

2. Use the navigation buttons to view the WordArt Effects.

3. Select a **WordArt Effect** (it will appear with red border).

4. Click the **Text To Insert** text box and type your text.

5. Change the **Font** and/or **Font Size** by clicking on the appropriate buttons.

6. Change the font to **Bold** or **Italic** by clicking on the appropriate buttons.

7. Click the **OK** button to add the WordArt to your workbook.
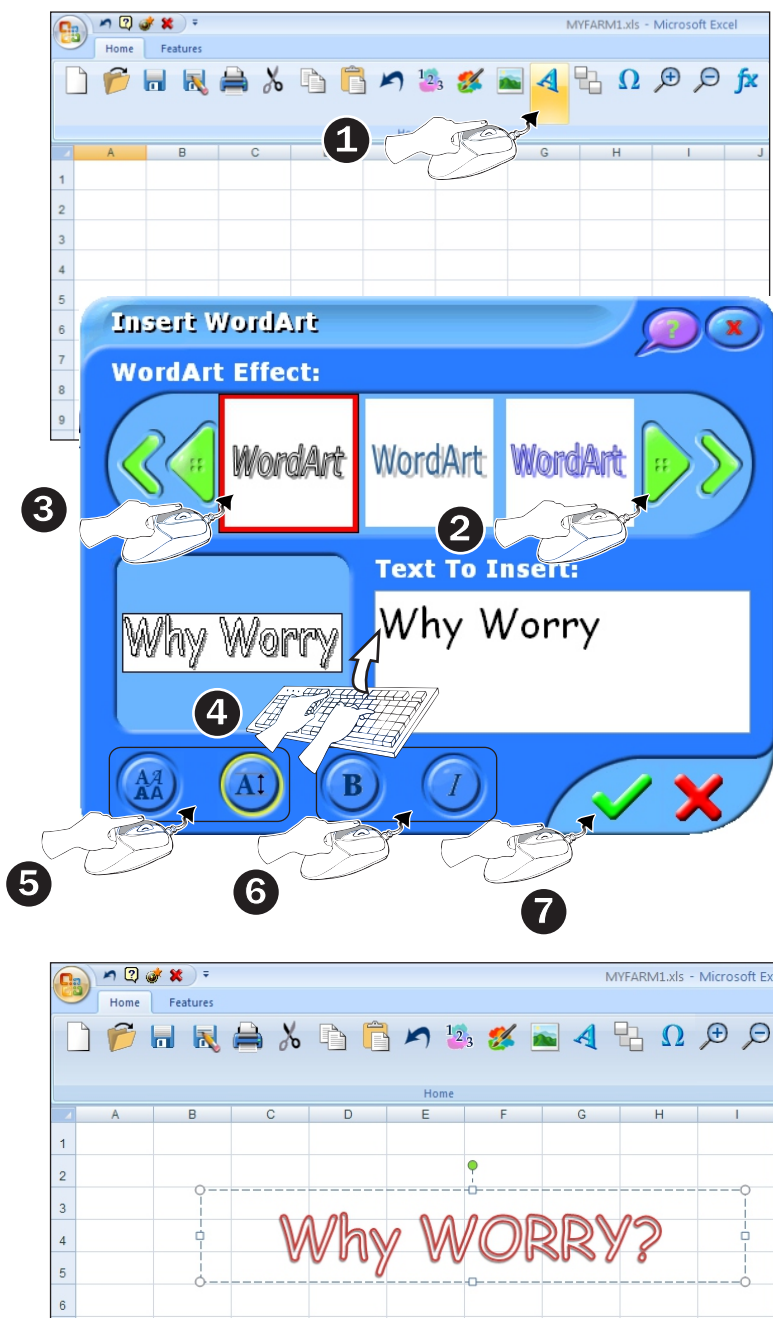
I Know That

Activity 69

Score

Directions:

1. Launch MaxCount.
2. Follow the steps on how to insert and send a picture to back. Refer to your worktext for your guide.
3. Perform the following:
    a. Insert each animal and arrange it as what you have seen below. Get the animals from the Clip Art Gallery and put it in a column.

Snake	Dog	Fly
Eagle	Lobster	Mosquito
Bear	Jellyfish	Corn
Owl	Shark	Bread
Bat	Ant	Ice cream
Duck	Butterfly	Strawberry
Cat	Grasshopper	Grapes
Beetle	Scorpion	Apphs

4. After performing the task, insert a big picture and perform how to send a picture to back.

5. Save the activity as **Types of Animals and Fruits**.

My Symbol

Activity 70

Score

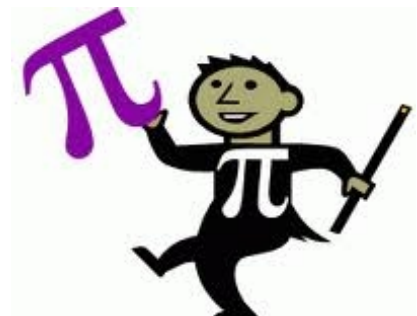Directions:

    1. Launch MaxCount.

    2. Follow the steps on how to insert Symbol and WordArt.

    3. Perform the following:

        a. Insert the following symbols in column A.

¼		
½		
¾		
⅓		
⅔		
+		
÷		

        b. After inserting all the symbols, name the inserted symbols in column B using WordArt. Drag the WordArt and adjust the cell to fit.

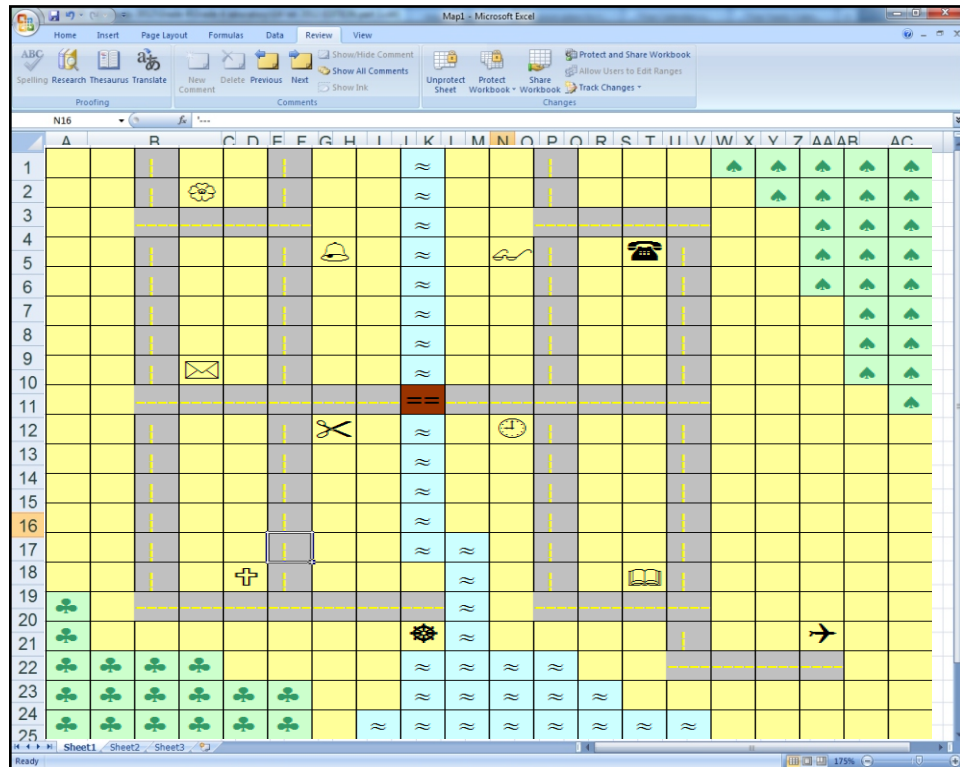   4. Save the activity as **My Symbol**.

Sketch Plan

Score

Activity 71

Directions:

1. Launch MaxCount.
2. Create your own sketch plan in MaxCount similar to the picture shown below. Apply cell formatting such as coloring.
3. Insert symbols appropriate for each landmark like church, barbershop and etc.

Preview:

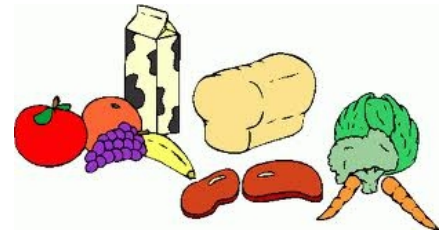4. Save the activity as **Sketch Plan**.

Food Group

Activity 72

Score

Directions:

1. Launch MaxCount.
2. Open and answer Lesson 22 Activity 72 **Food Group**.
3. Complete the table below by inserting pictures of Go, Grow and Glow foods. The pictures are found in the Clip Art Gallery.

Preview:

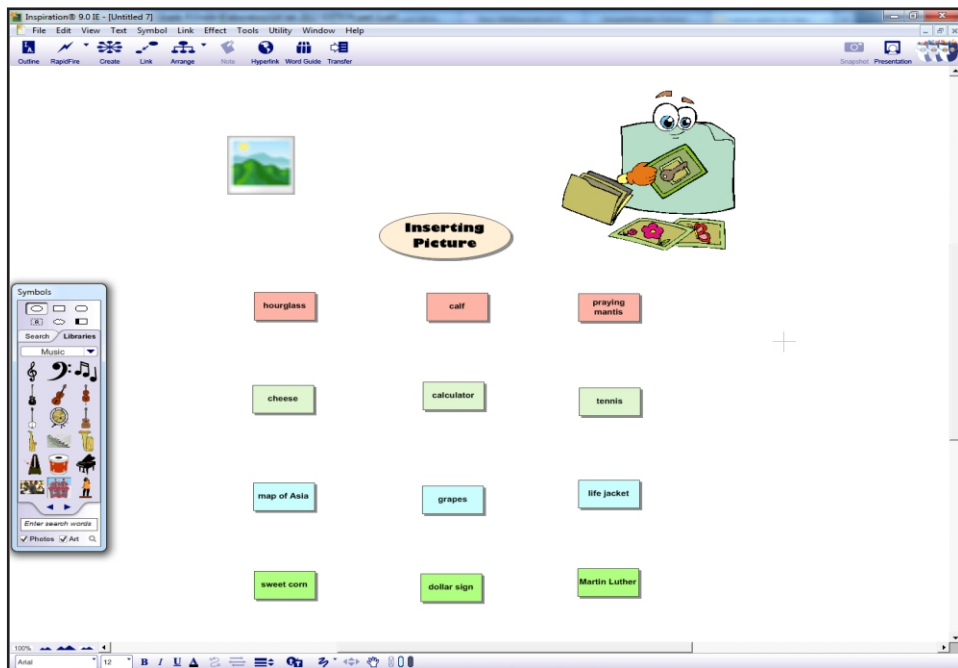4. Save the activity as **Food Group**.

Picture Picture

Score

Activity 73

Directions:

1. Launch Inspiration.
2. Open and perform Lesson 22 Activity 73 **Picture Picture**.
3. Search for pictures of each word in the library and place them in the given symbol. Then, link it after the Main topic to each picture.

Preview:

4. Save the activity as **Picture Picture**.