**How to add clip art**

1. Click on Internet Explorer.
2. Type in [www.office.microsoft.com/clipart](http://www.office.microsoft.com/clipart)
3. Click on a picture category or type in a word to

search for a picture you want.

1. Click on the picture and then click on Copy to

Clipboard.

1. Click the X to get out of the program.
2. Open a Word document.
3. Click on small arrow next to Clipboard name.
4. Click on your picture and drag it to the

document. Click on picture and drag arrows to make it bigger.

1. Type your first and last name below the picture.