**Tutorial G1 Inserting Clip Art & Photos (19points)**

1. What graphic elements can you include in your Publisher document (list 2)?
2. Which tab should you select in order to access ClipArt?
3. To insert a picture from a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, select the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button, locate your picture, and select \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Please circle the **Picture button** below:
2. Once the Picture Tools tab becomes available, what can you do to your picture? (list 3)
3. Please circle where you can change a picture’s brightness, contrast, or recolor.



1. There are three more picture editing options mentioned…what are they?

1. Please circle the **Picture Styles** area, **Shadow Effects**, and **Crop** buttons below. (3)
2. ClipArt are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pictures that are stored that you can use in your document.

1. Please circle the ClipArt button below: