

Good Morning Students,

Students, this lesson is of class 5 for the subject of Computers, Topic - 'Inserting clipart' which is covered in chapter-5,

- All the students, May now Please open page no.-60 in front of them.
- I hope all the students are ready for today's lesson. So let us start with topic - 'Inserting clipart'
- * Children, In the previous assignment you have studied about insert word art. Today, you will study about inserting clip art; this is also same like, you have used in MS-Word application.
- * Inserting Clipart :- Students, clipart feature is used to add pre-designed pictures in the slides. where; you want your picture to be inserted in any slide, cursor should be present there.

Follow figure-5.14 present on page no.-60 and the following steps for inserting the clip art-

1. Select Insert tab.
 2. Select clipart button, the clipart taskpane will appear on the right side. - as shown in the figure.
 3. By typing any keyword in the search for text box you can search any picture.
 4. Click on Go button.
 5. A list of images will appear.
 6. select any image and click on insert button.
 7. The selected image will be inserted at cursor position.
- * Students, Next topic you will study is present on page no.-60 and the topic is-

Inserting shapes :- Students, this feature is also same like MS-Word feature. With the help of this shape feature, you will be able to insert different shapes into a slide. You can resize, rotate, ^{and} colour also to these shapes. For this feature, you are going to follow figure. present in the book and the steps given below:-

1. Click on Shapes button from Insert tab.
2. A menu will appear with options like- lines, rectangles etc.
3. Choose any shape and click on it with mouse pointer.
4. The pointer will change to '+' sign.
5. Place the pointer on the slide and drag it.
6. The selected shape will be drawn.

* Inserting a chart- Students, All of you have studied about how to insert - wordart, clipart, pictures in the previous assignment. Now, In this lesson, you will learn the concept of inserting charts in a slide. Chart is a pictorial means picture representation of data to show any type of comparisons, relationship among values.

For, Inserting a chart, you are going to follow these steps:-

Also, follow figure- present in your book

Steps are:-

1. Click on Home tab and choose layout button.
2. Choose title and content layout from the menu.
3. Enter title of your choice in the add title placeholder.
4. Click on Insert chart icon on the slide.
5. One dialog box will appear with chart types, left side pane and sub-types in the right pane.
6. Select column as type and clustered column as sub-type of chart.
7. The chart will be displayed with data sheet as shown in figure- 5.17
8. Now, change the values in the data sheet by adding new values of your choice.
9. Now, click on close button on the title bar of data-sheet.
10. The data sheet will be closed and the chart will be displayed in the slide with the new values entered by you.

→ Changing background, Colours and Patterns:-

Students, In the previous assignment, you have studied about inserting, formatting, modifying a chart. In this, you will learn, how to set background, colours, patterns for a chart. For this, follow these given steps:-

1. Right click on the plot area of chart
2. choose format Plot area option.
3. One dialog box will appear-as shown in figure-5.19.
4. From, here you can change - Border style, Border colour, shadow effect of your choice for a chart.
5. Click on fill tab.
6. select the texture button; and choose the required texture.
7. Click on close button and observe the change in chart.

* Next topic that is Rearranging slides in a slide sorter view is present on page no-63. let us discuss this last topic of your book.

→ Rearranging slides in Slide sorter view:- Students, As you can see on page no-63 in figure-5.20 there are many slides present in one window. For arranging these slides follow the given steps:-

1. Click on view tab and select slide sorter view button.
2. Select the slide that you want to move from one place to another.
3. Drag the selected slide to new location.
4. The position of the slide will be changed.
5. like this, you can change the position of other slides also.

* Students, Now, I am ending the lesson here.
Read assignment carefully.
All of you please, try to solve the back exercise

'Thank you....'