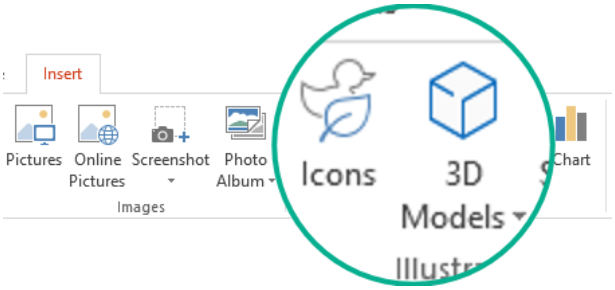
Pictures, Charts and Tables

Insert clip art

New kinds of clip art for Microsoft 365

Microsoft 365 doesn't have traditional clip art anymore, but subscribers get two fresh kinds of art in its place—*icons* and *3D models*, available on the **Insert** tab of the ribbon, near where the Clip Art button used to be:



Icons are ready-made images that you can insert, pivot, rotate, color, and resize (with no loss of quality).

To read about icons, see Insert SVG images and icons.

3D graphics look alive and can be rotated to any position you like.

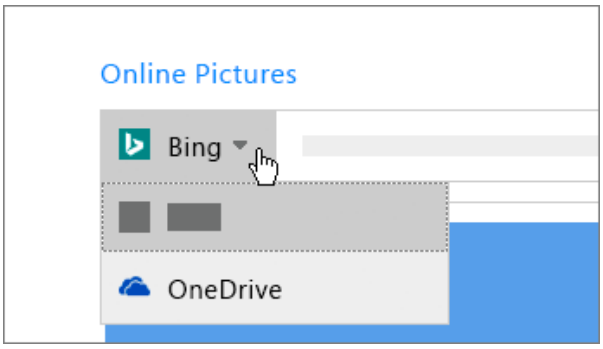
To read about these 3D images, see Get creative with 3D models.

Pictures, Charts and Tables

Insert pictures

1. Do one of the following:
   - Select **Insert** > **Pictures** > **This Device** for a picture on your PC.
   - Select **Insert** > **Pictures** > **Stock Images** for high quality images or backgrounds.
   - Select **Insert** > **Pictures** > **Online Pictures** for a picture on the web.

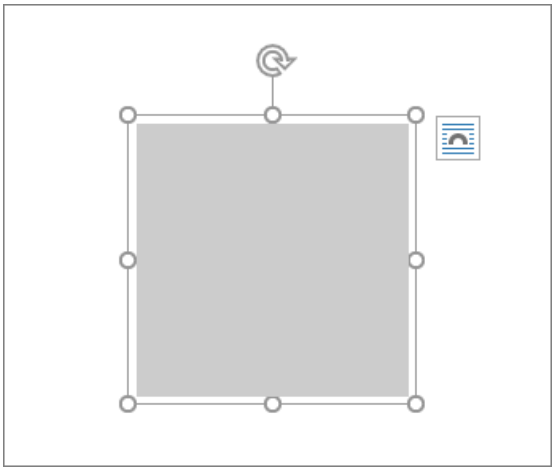
   Tip: For a picture from your OneDrive, go to the drop-down list at the top left, and switch from **Bing** to **OneDrive**.



2. Select the picture you want, and then select **Insert**.

Resize or move pictures

- To resize a picture, select the picture and drag a corner handle.
- To wrap text around a picture, select the picture, and then select a wrapping option.



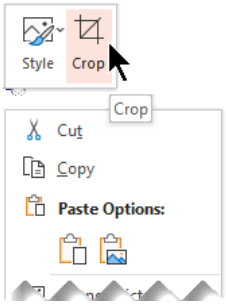
Tip: Pick something other than **In Line with Text**, and you can move the picture around the page: select the picture and drag it.

Pictures, Charts and Tables

Crop a picture

Crop the margins of a picture

1. Use **Insert** > **Picture** to add the image to an Office file (such as a Word document, PowerPoint presentation, or Excel workbook).
2. Right-click the picture. A pop-up menu appears with two buttons either immediately above or below the menu. **Crop** is one of the buttons.



3. Select the **Crop** button.

Black crop handles appear on the edges and corners of the picture.

4. Crop the image by doing one of the following:

Description	Action
Crop one side	Drag inward on the side cropping handle
Crop two adjacent sides at the same time	Drag inward on the corner cropping handle
Crop equally on two parallel sides at once	Press and hold Ctrl while dragging inward on the side cropping handle

5. You can also *outcrop*, or add a margin around a picture, by dragging the cropping handles outward rather than inward.
6. (Optional) To reposition the crop area, either change the crop area by dragging the edges or corners of the crop rectangle, or move the picture.
7. When you're finished, press Esc or click anywhere outside the picture within the document.

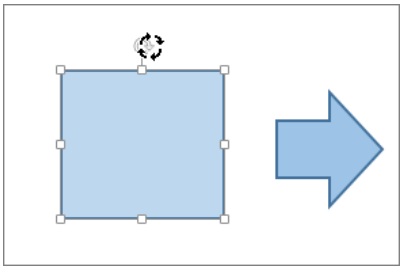
Note: Cropping tools are not available for shapes, but in Office 2010 and later, you can resize a shape and use the **Edit Points** tool to achieve an effect similar to cropping or to customize the shape. See Use edit points to edit or crop the shape for more information.

Pictures, Charts and Tables

Rotate a picture or object

Rotate to any angle

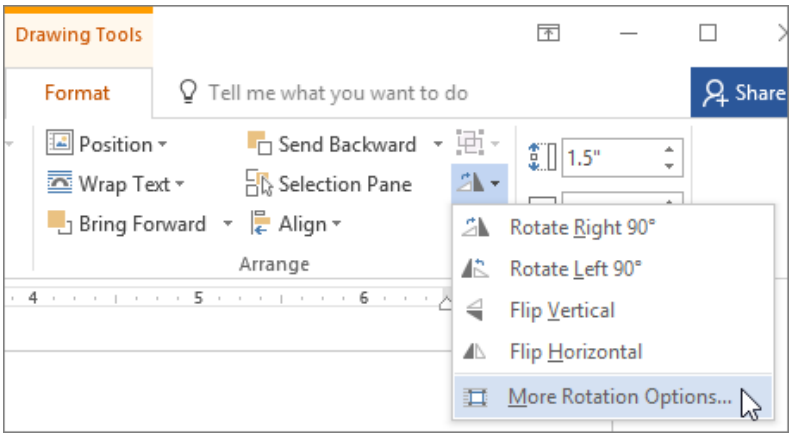
1. Click the object that you want to rotate.
2. Click the rotation handle at the top of the object, and then drag in the direction that you want.



   - To constrain the rotation to 15-degree increments, press and hold Shift while you drag the rotation handle.
   - When you rotate multiple shapes, they do not rotate as a group, but instead each shape rotates around its own center.

Rotate to an exact angle by degrees

1. Click the object you want to rotate.
2. Under **Drawing Tools** (or **Picture Tools** if you're rotating a picture), on the **Format** tab, in the **Arrange** group, click **Rotate**, and then click **More Rotation Options**.



3. In the pane or dialog box that opens, enter the amount that you want to rotate the object in the **Rotation** box. You can also use the arrows to rotate the object exactly where you want.

If you don't see the **Drawing Tools** or **Picture Tools** Format tabs, make sure that you've selected a text box, shape, or WordArt. You may have to double-click the object to open the **Format** tab.

Pictures, Charts and Tables

Rotate 90 degrees

1. Click the object that you want to rotate.
2. Under **Drawing Tools** (or **Picture Tools** if you're rotating a picture), on the **Format** tab, in the **Arrange** group, click **Rotate**, and then:
    - To rotate the object 90 degrees to the right, click **Rotate Right 90°**.
    - To rotate the object 90 degrees to the left, click **Rotate Left 90°**.

If you don't see the **Drawing Tools** or **Picture Tools** Format tabs, make sure that you've selected a text box, shape, WordArt or picture. You may have to double-click the object to open the **Format** tab.

Flip an object

You can create the effect of a mirror image or flip an object upside-down (invert it) by using the Flip tools.

1. Click the object that you want to rotate.
2. Under **Drawing Tools** (or **Picture Tools** if you're rotating a picture), on the **Format** tab, in the **Arrange** group, click **Rotate**, and then:
    - To turn an object upside-down, click **Flip Vertical**.
    - To create a mirror image of the object, click **Flip Horizontal**.

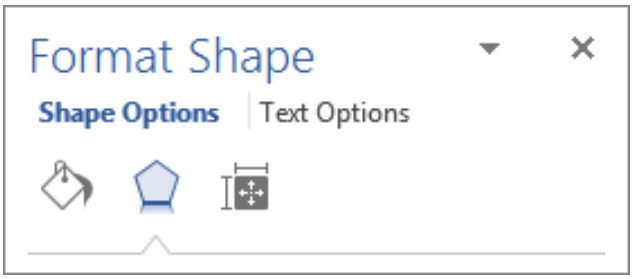
If you don't see the **Drawing Tools** or **Picture Tools** Format tabs, make sure that you've selected a text box, shape, WordArt or picture. You may have to double-click the object to open the **Format** tab.

Reverse text in a flipped object

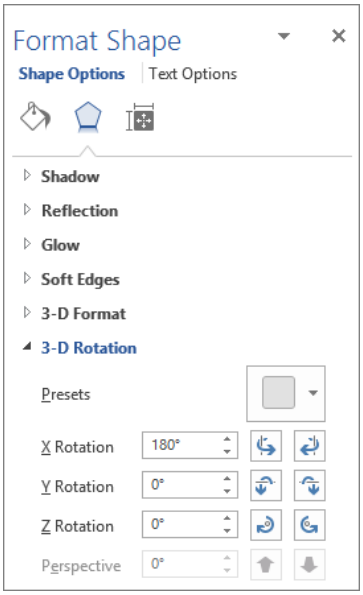
Tip: If you simply want to create a mirror image of text in a document, see Reverse text or create a mirror image.

When you rotate an object, any text within the object will rotate with it. However, text within a flipped object is not automatically flipped with the rotation tool. To reverse text along with the object that contains it, you can do the following in Outlook, Excel, and PowerPoint.

1. Select and then right-click the object you want to reverse, and then click **Format Shape**.
2. In the **Format Shape** pane, under **Shape Options**, click **Effects**.



3. Under **3-D Rotation**, in one of the **Rotation** boxes (X, Y, or Z, depending on how you want to rotate your text), enter **180**.



Notes:

- Changing the rotation may affect the fill color of your object. You can adjust your fill color in the **Format Shape** pane on the **Fill & Line** tab.
- When you click in the object to edit the text, it will revert back to its original appearance temporarily while you edit it. The reversed appearance will be reapplied when you are done editing text and you click outside of the object.

Pictures, Charts and Tables

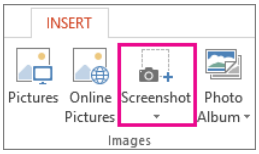
Insert a screenshot

Screenshots are useful for capturing snapshots of programs or windows that you have open on your computer. When you click the **Screenshot** button, open program windows are displayed as thumbnails in the **Available Windows** gallery. You can insert the whole program window, or use the **Screen Clipping** tool to select part of a window. Only windows that have not been minimized to the taskbar can be captured.

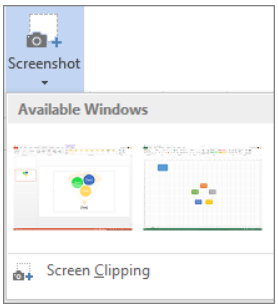
Note: Only one screenshot at a time can be added. To add multiple screenshots, repeat steps 2 and 3 below.

1. Click in the document at the location where you want to add the screenshot.
2. In Excel, Outlook, and Word: On the **Insert** tab, in the **Illustrations** group, click **Screenshot**.

In PowerPoint: On the **Insert** tab, in the **Images** group, click **Screenshot**.



3. The **Available Windows** gallery appears, showing you all the windows that you currently have open. Do one of the following:
   - To insert a screenshot of an entire window into your document, click the thumbnail image of that window.
   - To add a selected portion of the first window shown in the **Available Windows** gallery, click **Screen Clipping**; when the screen turns white and the pointer becomes a cross, press and hold the left mouse button and drag to select the part of the screen that you want to capture.



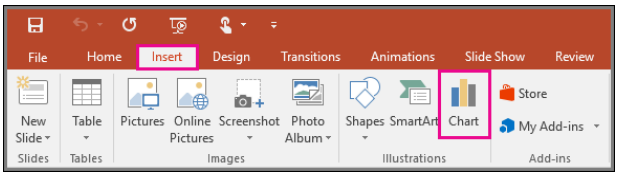
4. The window or portion of the screen you selected is automatically added to your document. You can use the tools on the **Picture Tools** tab to edit and enhance the screenshot.

Pictures, Charts and Tables

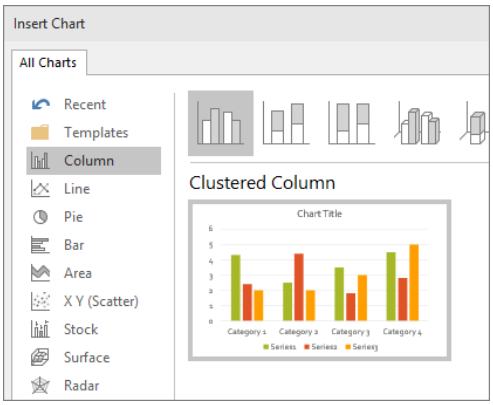
Use charts and graphs in your presentation

To create a simple chart from scratch in PowerPoint, click **Insert** > **Chart** and pick the chart you want.

1. Click **Insert** > **Chart**.

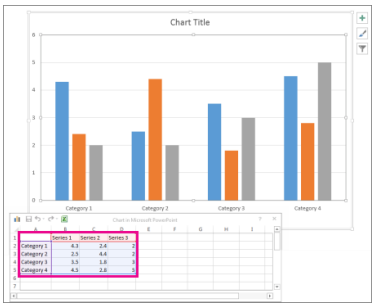


2. Click the chart type and then double-click the chart you want.



Tip: For help deciding which chart is best for your data, see Available chart types.

3. In the worksheet that appears, replace the placeholder data with your own information.



4. When you've finished, close the worksheet.

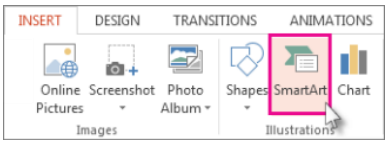
Tip: When you insert a chart, small buttons appear next to its upper-right corner. Use the **Chart Elements** button to show, hide, or format things like axis titles or data labels. Or use the **Chart Styles** button to quickly change the color or style of the chart. The **Chart Filters** button is a more advanced option that shows or hides data in your chart.

Pictures, Charts and Tables

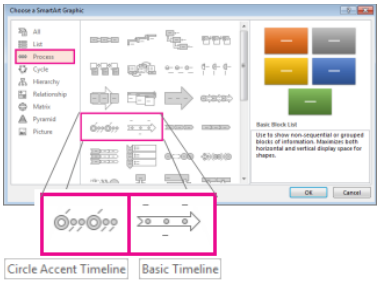
Create a timeline

Create a timeline

1. On the **Insert** tab, click **SmartArt**.



2. In the **Choose a SmartArt Graphic** gallery, click **Process**, and then double-click a timeline layout.

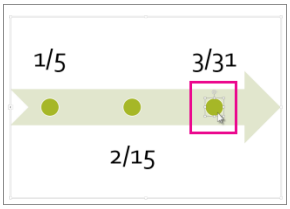


3. Click **[Text]**, and then type or paste your text in the SmartArt graphic.

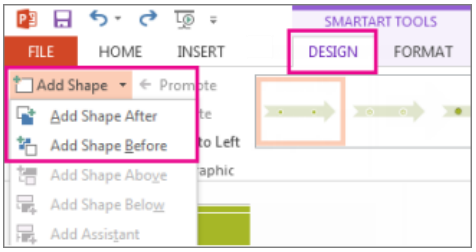
Note: You can also open the **Text Pane** and type your text there. If you do not see the **Text Pane**, on the **SmartArt ToolsDesign** tab, click **Text Pane**.

Add more dates to your timeline

1. Click a shape in the timeline.



2. On the **SmartArt ToolsDesign** tab, do one of the following:
   - To add an earlier date, click **Add Shape**, and then click **Add Shape Before**.
   - To add a later date, click **Add Shape**, and then click **Add Shape After**.

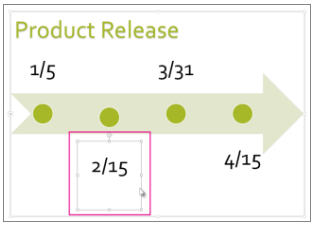


3. In the new date box, type the date that you want.

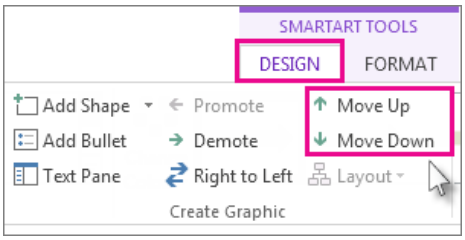
Pictures, Charts and Tables

Move a date in your timeline

1. On the timeline, click the date you want to move.



2. On the **SmartArt ToolsDesign** tab, do one of the following:
   - To move a date sooner than the selected date, click **Move Up**.
3. To move a date later than the selected date, click **Move Down**.



Change to a different timeline layout

1. Click the SmartArt graphic timeline.
2. On the **SmartArt ToolsDesign** tab, in the **Layouts** group, click More .

Note: To view only the timeline and process-related layouts, at the bottom of the layouts list, click **More Layouts**, and then click **Process**.

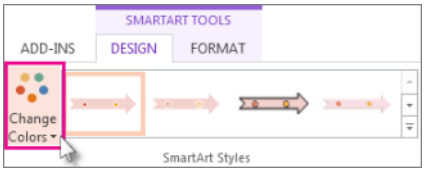
3. Pick a timeline or process-related SmartArt graphic, like the following:
   - To show progression in a timeline, click **Accent Process**.

   - To create a timeline with pictures or photos, click **Continuous Picture List**. The circular shapes are designed to contain pictures.

Pictures, Charts and Tables

Change the colors of your timeline

1. Click the SmartArt graphic timeline.
2. On the **SmartArt ToolsDesign** tab, click **Change Colors**.



Note: If you don't see the **SmartArt ToolsDesign** tab, make sure you've selected the timeline.

3. Click the color combination that you want.

Tip: Place your pointer over any combination to see a preview of how the colors look in your timeline.

Pictures, Charts and Tables

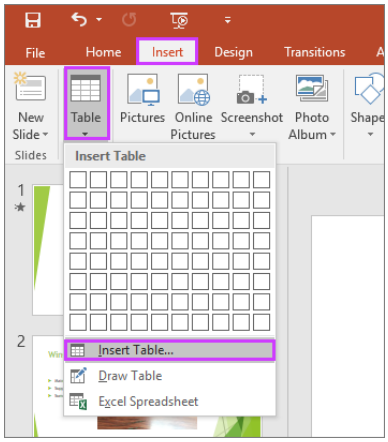
Add a table to a slide

You can add a table to a slide by creating it right in PowerPoint. You can also copy and paste a table from Word or Excel.

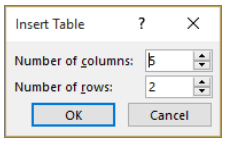
It's not possible to convert existing slide text into a table. Insert an empty table, then add text to it.

Create and format a table in PowerPoint

1. Select the slide that you want to add a table to.
2. On the **Insert** tab, select **Table**.



3. In the **Insert Table** dialog box, do one of the following:
   - Use the mouse to select the number of rows and columns that you want.
   - Select **Insert Table**, and then enter a number in the **Number of columns** and **Number of rows** lists.



4. To add text to the table cells, click a cell, and then enter your text. After you enter your text, click outside the table.

   Tips:
   - To quickly insert a new row at the end of a table, click inside the last cell of the last row, and then press TAB.
   - To add rows or columns, right-click a cell, click **Insert** on the mini toolbar, and choose where you'd like to insert the row or column.
   - To delete rows or columns, right-click a cell, click **Delete** on the mini toolbar, and choose what you'd like to delete.

Copy and paste a table from Word

1. In Word, click the table that you want to copy, and then go to **Layout** > **Select** > **Select Table**.
2. On the **Home** tab, in the **Clipboard** group, select **Copy**.
3. In your PowerPoint presentation, select the slide that you want to copy the table to, and then on the **Home** tab, in the **Clipboard** group, click **Paste**.

Tip: You can also copy and paste a table from your PowerPoint presentation onto an Excel worksheet or into a Word document.

Pictures, Charts and Tables

Copy and paste a group of cells from Excel

1. To copy a group of cells from an Excel worksheet, click the upper-left cell of the grouping that you want to copy, and then drag to select the rows and columns that you want.
2. On the **Home** tab, in the **Clipboard** group, select **Copy**.
3. In your PowerPoint presentation, select the slide that you want to copy the group of cells to, and then on the **Home** tab, in the **Clipboard** group, click **Paste**.

Tip: You can also copy and paste a table from your PowerPoint presentation onto an Excel worksheet or into a Word document.

Insert an Excel spreadsheet within PowerPoint

When you insert an Excel spreadsheet into your presentation, it becomes an OLE embedded object. If you change the theme (colors, fonts, and effects) of your presentation, the theme does not update the spreadsheet you inserted from Excel. You also won't be able to edit the table by using options in PowerPoint.

1. Select the slide that you want to insert an Excel spreadsheet into.
2. Go to **Insert** >**Table**, and then choose **Excel Spreadsheet**.
3. To add text to a table cell, click the cell, and then enter your text.

After you enter your text, click outside the table.

Tip: To edit the Excel spreadsheet after you have deselected it, double-click the table.

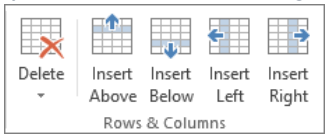
After you add a table to your presentation, you can use the table tools in PowerPoint to make formatting, style, or other types of changes to the table. To learn how to edit what you added to your PowerPoint presentation, see Change the look of a table.

Pictures, Charts and Tables

Add or delete table rows and columns

Add a row

1. Click a table cell in the row above or below where you want the new row to appear.
2. Under **Table Tools**, on the **Layout** tab, in the **Rows & Columns** group, do one of the following:
   - To add a row above the selected cell, click **Insert Above**.
   - To add a row below the selected cell, click **Insert Below**.

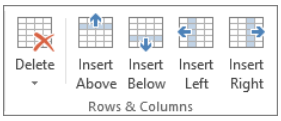


Notes:

- To add multiple rows at once, using your mouse, drag to select an equal number of rows to the amount that you want to add, and then click **Insert Above** or **Insert Below**
- To add a row at the end of a table, click the rightmost cell of the last row, and then press TAB.

Add a column

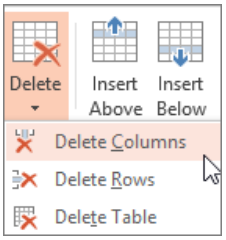
1. Click a table cell to the right or the left of the column where you want the new column to appear.
2. Under **Table Tools**, on the **Layout** tab, in the **Rows & Columns** group, do one of the following:
   - To add a column to the left of the selected cell, click **Insert Left**.
   - To add a column to the right of the selected cell, click **Insert Right**.



Note: To add multiple columns at once, using your mouse, drag to select an equal number of columns to the amount that you want to add, and then click **Insert Left** or **Insert Right**.

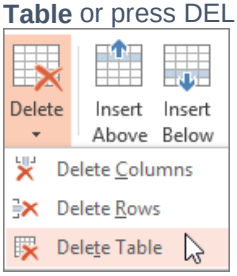
Delete a row or column

1. Click a table cell in the column or row that you want to delete.
2. Under **Table Tools**, on the **Layout** tab, in the **Rows & Columns** group, click **Delete**, and then click **Delete Columns** or **Delete Rows**.



Delete a table

1. Click the table to select it.
2. Under **Table Tools**, on the **Layout** tab, in the **Rows & Columns** group, click **Delete**, and then click **Delete Table** or press DELETE on your keyboard.



Pictures, Charts and Tables

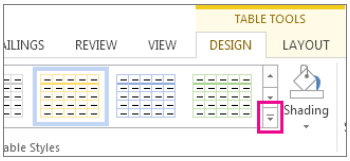
Add a border to a table

Use a table style to add a border

Applying a pre-designed table style is a quick way to make your table stand out. Table styles add coordinating borders, shading, and text formatting.

1. Click inside a table, and then click the **Table Tools Design** tab (the **Table Design** tab in Office for Mac).

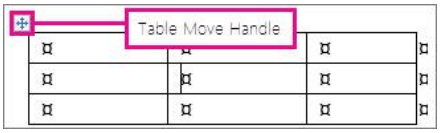
2. In the **Table Styles** gallery, click a table style. To see more gallery styles, click the **More** arrow. (This arrow appears below the gallery in Office for Mac.)



Add a custom border

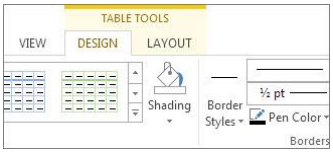
To design your own custom border, choose the color, width, line style, and where you want to apply the borders.

1. In Word or Outlook, click in the table, and then click the **Table Move Handle** to select the table.



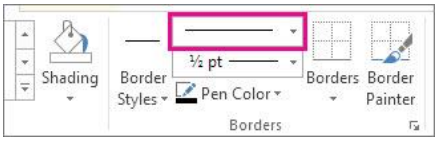
In PowerPoint, click anywhere on the outside border of the table to select it. (The **Table Move Handle** does not appear in PowerPoint.)

2. Click the **Table Tools Design** tab (the **Table Design** tab in Office for Mac).

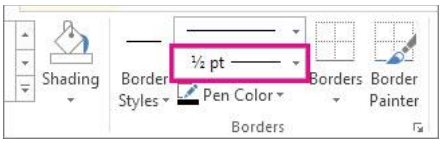


3. Design your border.

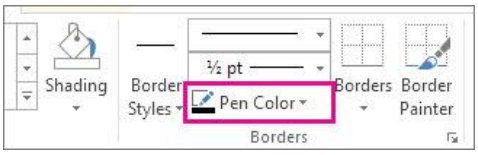
Click **Line Style** (**Pen Style** in PowerPoint) and choose a style.



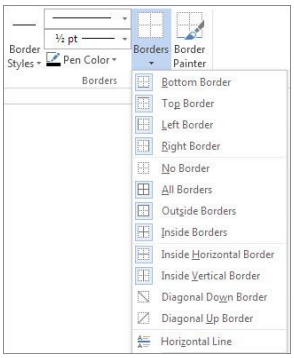
Click **Line Weight** (**Pen Weight** in PowerPoint) and choose the border width you want.



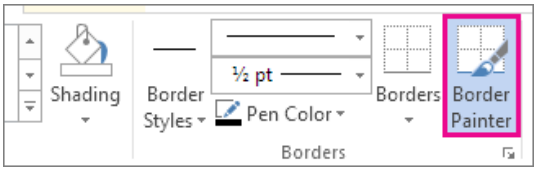
Click **Pen Color** and choose a color.



4. Click **Borders** and choose the borders you want.



Tip: To change or add borders for part of your table, check that **Border Painter** is selected and then click each border in the table. Word adds a border in the style, width, and color you've already chosen, and you don't need to select the table first.



For more information, please refer to the Microsoft training resource page HERE