of your slides to Microsoft Word. This section shows you how to accomplish all of these powerful capabilities.

The Tool Set

Like many controls, PowerPoint gives you alternative ways to insert objects from external resources. You can use the Insert menu or buttons on the Standard toolbar. Notice that the bottom group of selections on the Insert menu provides options for inserting a variety of items. You can insert slides from existing presentations using Insert|Slides from Files and Insert|Slides. Selecting Insert|Object displays the Insert Object dialog from which you may select Microsoft Excel data and many other objects for insertion into your presentation.

There are a few buttons used for inserting objects on the toolbar, as well. From left to right, beginning with the Insert|Hyperlink button , you can insert a Word table , a chart , or a new slide (from this or another presentation). The following paragraphs guide you through the operation of each of these features.

Clip Art

Office 2000's clip art library is available to PowerPoint as well as the other Office 2000 applications. The Office 2000 CD contains clip art, media clips, and other resources. Also, you may download material from the Internet to give you access to a large collection of clip art, media clips, and other resources over the World Wide Web. You have a good assortment of resources from which to choose. To insert clip art, display a slide in the Slide View. The first time you use the Insert|Picture|Clip Art menu selection, the following dialog may be displayed if you have not previously installed clip art. Place your Office disk in the CD-ROM drive and click OK.
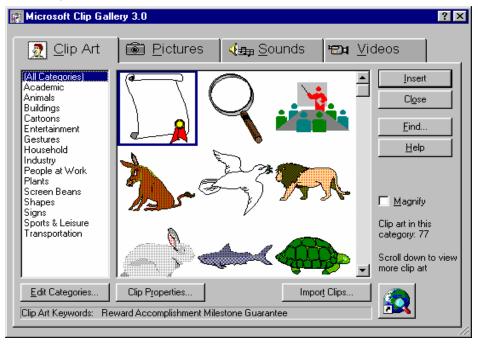
If clip art was previously installed, you will see the following dialog. There are 16 categories from which to choose an array of clip art. Also, you can designate a new category by clicking on the New Category image and specifying a name

for the category in the subsequent dialog. Then, using the Import Clips feature located at the top of the dialog, you can customize to your heart's content.

Also, choose Insert|Picture|From File and look in the C:\Program Files\Microsoft Office\Clipart directory to find additional clip art. This is an example Insert Picture dialog looking in the Popular subdirectory of the C:\Program Files\Microsoft Office\Clipart directory. Of course, you may have more clip art elsewhere on your computer.

Pick the clip art, picture, sound, or video clip of your choice and click Insert. The selected object is placed on your slide.

Notice that this dialog includes a list of categories and a clip art gallery. Simply select a category, then scroll through the gallery until you find the clip art you want. Click the Preview button to see the image full size. Click the picture and then Insert, or double-click the picture itself to insert it on the current slide. Once it's on the slide, you can drag it, scale it, or even cut and paste it as with other objects.

Excel Worksheets

There are two ways to insert an Excel worksheet onto a slide. Both are described in the following general procedures.

Direct Method:

1. Place your cursor where you want the worksheet to go. Click Insert|Object and select Microsoft Excel Worksheet. Click on OK. Notice you can also insert an Excel chart using this same procedure. An Excel worksheet is now displayed.

2. Enter the information in the cells, including standard Excel formulas. Note that you can drag the borders of the worksheet object to see more cells.

3. Drag the edges of the worksheet object so that only the completed cells are displayed (in other words, hide the unused cells).

4. Click away from the worksheet to display the worksheet data. This also redisplays the PowerPoint toolbars and hides the Excel borders.

5. Now you can drag and scale the worksheet object using the handles. You can edit worksheet values by double-clicking on the worksheet object.

6. Cut and Paste Method:

7. Launch the Excel program and display a worksheet.

8. Select the cells you want inserted into a slide and press <Ctrl+C> to copy them.

9. Launch PowerPoint (or switch to it if it is already running) and display a blank slide.

10. Place the cursor at the intended location to insert the worksheet. Press <Ctrl+V> to insert the worksheet object.

11. Drag and scale the worksheet object as necessary.

Use either of the above techniques to insert Excel worksheet data into your presentations.