

Working with Images

Pictures are used to illustrate or enhance textual material. Pictures may be retrieved from pre-existing image databases like MS Office clipart gallery or captured using electronic devices such as scanner/camera and saved as image files.

How to insert saved pictures in MS Word document?

1. Click **I**nser**t**
2. Click **P**icture
3. Click **F**rom **F**ile...
4. Select Filename
5. Click **I**nser**t**

How to insert pictures from Clip Art in MS Word document?

1. Click **I**nser**t**
2. Click **P**icture
3. Click **C**lip Art...
4. Type in a keyword in the *Search for* text box
5. Click **G**o
6. Double click the image

How to resize images inserted in MS Word document?

1. Click the image
2. Position the mouse pointer over one of the sizing handles from the corner
3. Drag the sizing handle from one corner towards the center to decrease the size OR
Drag the sizing handle from one corner away from the center to increase the size



How to crop images in MS Word document?

1. Click the image
2. Click crop on the picture toolbar



3. To crop one side, drag the center handle on that side inward