

Activity 2 - insert an image from a file

What should be the steps to enter an image from a file?
Match the numbers with the correct action.

Place your **insertion point** where you want the image to appear.

3

Select the **Insert** tab.

2

Click the **Picture** command in the **Illustrations** group. The Insert Picture dialog box appears.



1

Select the desired image file, then click **Insert** to add it to your document.



4