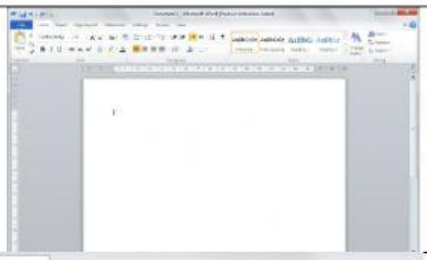
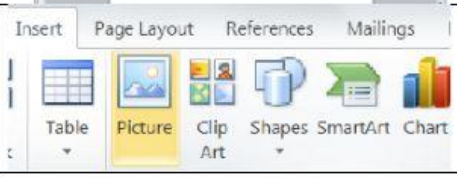
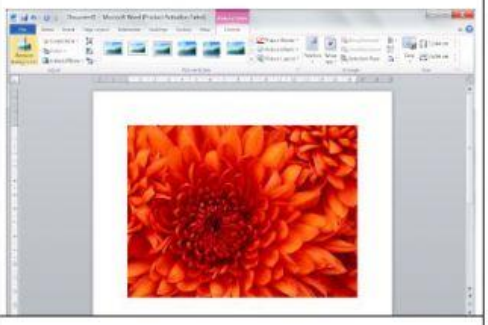
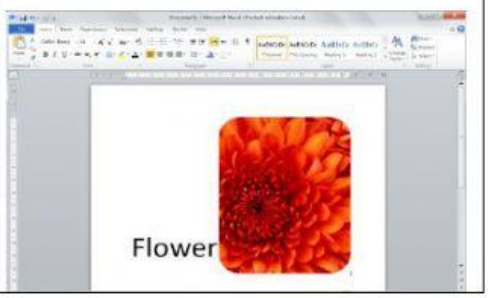
Name:_____ Date:_____

TOPIC: INSERTING A PHOTOGRAPH

a. Fill in the blanks below

picture	cursor	Picture style
size	insert	Insert tab

Step 1	Place the _____in the place where you would like to insert picture	
Step 2	Click on the _____and choose _____	
Step 3	Click on the photograph and click _____	
Step 4	Click and drag on the corners to change the _____ of the photograph	
Step 5	Use the _____ toolbar to edit the picture and add text to describe it	

LIVEWORKSHEETS