Lesson 1 Graphics Inserting Pictures

Working with Graphics

The use of graphics will enhance your documents and allow you to provide the reader with additional information in the form of visual aid.The following section explains the various graphics features in Word.

Inserting Pictures

The following explains how to insert an existing picture to your computer into your Word document.

1. Click the **Insert** tab.

2. In the *Illustration* group, click the **Pictures** button **(1).**

3. The *Insert Picture* dialog box will appear. Select the **Picture** you wish to insert from your computer.**(2)**

Inserting Online Pictures

The *Online Pictures* tool provides access to online picture resources such as Microsoft Clipart and *Bing* Image search. The following explains how to insert online pictures into your word document from a variety of internet sources.

Note :The Online Pictures icon replaced the Clip Art icon seen in previous versions of Microsoft Word.

1. Click the **Insert** tab.   HOME   INSERT   DESIGN

2. In the *Illustrations* group, click the **Online Pictures** button **(3)**.

Pictures Online Pictures Shapes SmartArt Chart Screenshot
Illustrations   3

3. The *Insert Pictures* window will open. (4)

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4. In the search box next to *Office.com Clip Art*, type a word or phrase that describes the desired clip art **(5)**.

Insert Pictures

Office.com Clip Art
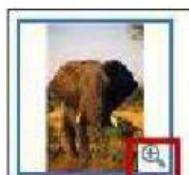Royalty-free photos and illustrations   Elephants   5

5. Press **Enter.**

6. A list of your search results will appear. **(6)**

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7. To preview a larger size of the image, mouse over the image and click the **magnifying glass (7).**

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8. Click the desired picture you wish to add and click the Insert button.

Note: The procedure is the same for inserting images using Bing Image Search.

Modifying Graphics with Picture Tools

After inserting a picture or clip art, you can make changes to the size,brightness,shading,etc by accessing the Picture Tools. The following explains how to access the *Picture Tools.*

1. Click the **graphics** to select it. *The Picture Tools - Format* contextual tab appears. (1)
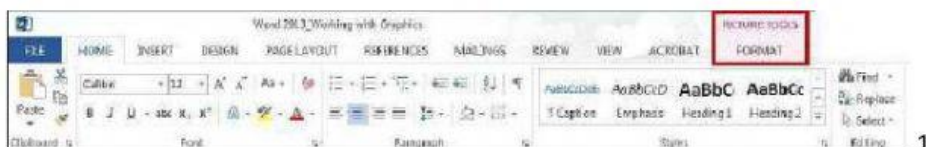
1

2. Click the **Picture Tools -Format** contextual tab. The *Picture Tools - Format* groups will appear in the ribbon. **(2)**

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Adding Styles to your Graphics

Graphics have reset styles under the *Picture Tools - Format* tab that you can use to alter the colour border, and say special effects to the shape . The following explains how to apply a style to a shape.

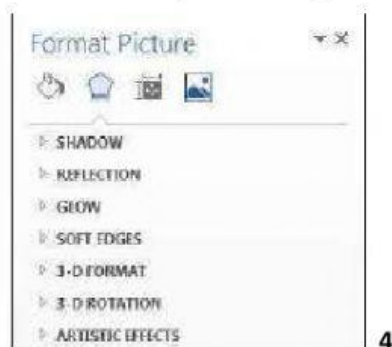1. In the Picture Styling. Click on a style of your choice.**(1)**

2. Click the dropdown arrow to access additional styles. **(2)**

3. To access additional formatting options, click the dialog launcher in the lower-right corner of the *Picture Styles* group. **(3)**

4. The *Format Picture* options will appear to the right of your document.**(4)**

Re-sizing a Graphic

The following explains how to re-size graphics:

1. Click the graphic to select it. The sizing handles will appear around the border of the picture. (1)


2. To re-size the picture so the dimensions remain proportional, place your mouse over one of the corners sizing handles, click, and **drag.** If you **drag** a side sizing handle you will change one dimension only,

3. The curved arrow at the top of the picture allows you to rotate the picture. **(2)**

4. To resize the picture to a specific value, enter number for the **height** and **width** in the Size grouping under *Picture Tools-Format.* **(3)**
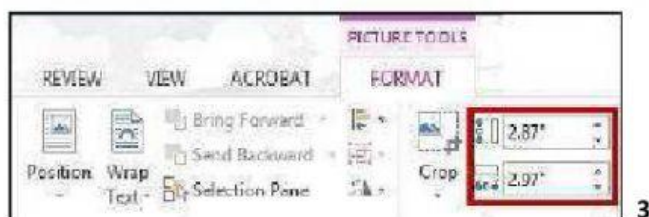
5. You can also enter a specific size value by clicking the **Size dialog** box. **(4)**

6. The *layout* window will appear. Set the dimensions by entering the height and width or set the scale by entering the height and width in the Scale section.**(5)**

Note: If the lock aspect ratio box is checked, changing either the height or width in either section will also change the other dimension by the same amount.

Repositioning of a Picture.

A picture can be repositioned on a page by either using the *Object Position* feature, or by dragging the picture to a new position.Before you can drag a picture, text wrapping must be set to something other than in **Line with Text**. See *Text Wrapping* for more information.

The following will explain reposition a picture.

1. Click on the picture to be repositioned.

2. Under the *Picture Tools-Format* tab, click the **Position** icon **(1).**

3. A *dropdown* will appear. Select the position *layout* of your choice. **(1)**

Note: The position selected also determines the text wrapping for the picture.

4. To manually move your picture within the document, *left-click* on your picture and drag it to its new location.

Text Wrapping.

Sometimes you may need to have text wrap around a picture. The following explains how to apply text wrapping.

1. Click on the picture to be apply text wrapping.

2. Under the P*icture Tools-Format* tab,click the **Wrap Text** icon **(1)**

3. A dropdown will appear. Select the type of *text wrapping* that you want to apply to your picture. **(2)**

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Questions.

1. **Describe the steps to insert an online picture.**

2. **Describe how to modify graphics with Picture Tools.**

3. **Describe how to add styles to your picture.**