

After completing this lesson, you will be able to:

- Insert pictures from files.
- Insert pictures from the Microsoft Clip Gallery.
- Resize a picture

Inserting a Picture from a File

To insert a picture into a document

1. If necessary, click the Print Layout View button on the status bar.
2. Click to position the insertion point where you want to insert the picture.
3. On the Insert menu, point to Picture and click From File.

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Inserting a Picture from a File

To insert a picture into a document
(continued)

4. In the Insert Picture dialog box, click the Look in down arrow and select the appropriate drive and folder
5. In the file list, click the file that you want to insert.
6. Click the Insert button.

Inserting a Picture from the Clip Gallery

To insert a Clip Art picture into a document

1. If necessary, click the Print Layout View button on the Status bar.
2. Click to position the insertion point where you want to insert the picture.
3. On the Insert menu, point to Picture and click Clip Art.

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Inserting a Picture from the Clip Gallery

To insert a Clip Art picture into a document *(continued)*

4. If necessary, in the Clip Art task pane, click Clip Art in the Results should be drop down list.
5. In the Search text box, type in a keyword to be used in searching for a clip art.
6. Click Search.
7. Click the picture that you want to insert.

Resizing a Picture

To size a picture using the sizing handles

1. Select the picture.
2. Drag the left or right sizing handles to change the horizontal width of the picture.

Or

- Drag the top or bottom sizing handles to change the vertical height of the picture.

Or

- Drag a corner handle to simultaneously change both the horizontal and vertical dimensions.

Resizing a Picture

To change the text wrap style

1. On the Picture toolbar, click the Text Wrapping button.
2. Click to position the insertion point where you want to change the text wrap.
3. Select the desired style and click anywhere outside the picture to deselect it.