

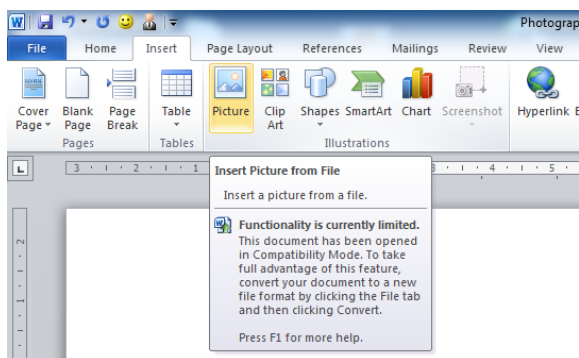
Microsoft Word 2010 Tutorials – Inserting Graphics

Purpose of tutorial: To insert pictures or clipart into a document and position / control with text within the document.

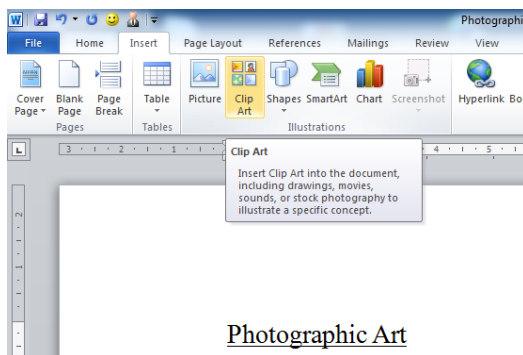
Accessing the commands – picture from file: Insert ribbon tab > Illustrations group > Picture

Accessing the commands – clipart: Insert ribbon tab > Illustrations button group > Clip Art

Screenshot (Insert Picture from File):



Screenshot (Insert ClipArt):



Photographic Art

Step by step process – Picture from File:

1. Position cursor following the last character of the paragraph before the picture is to be inserted. Have the cursor at the insertion point but at this stage do not worry about positioning
2. Click the Insert ribbon tab and locate the illustrations button group upon the Insert ribbon
3. Click the Picture command button
4. Using the Insert Picture dialog box provided, locate and select the image file to be inserted
5. Click the Insert button upon the dialog box

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6. To size, use effects, crop, positioning, text wrapping etc ... see the guide to control at the end of this document

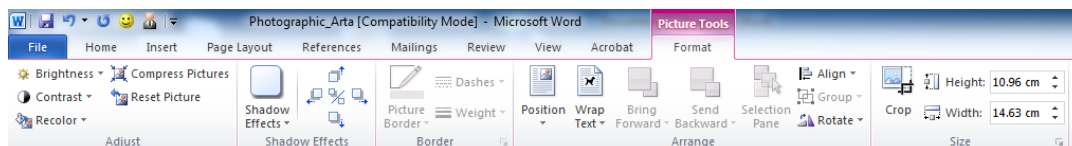
Step by step process – ClipArt:

1. Position cursor following the last character of the paragraph before the picture is to be inserted. Have the cursor at the insertion point but at this stage do not worry about positioning
2. Click the Insert ribbon tab and locate the illustrations button group upon the Insert ribbon
3. Click the Clip Art command button
4. Using the Clip Art Task Pane at the right of the screen, search using keywords for the clipart to be inserted
5. Locate the Clip Art of choice and click upon the thumbnail to insert such image into the document
6. To size, use effects, crop, positioning, text wrapping etc ... see the guide to control at the end of this document

Controlling the image

(same process for all image files, whether picture / clipart or any other image):

1. Click on the image
2. Notice the appointed ribbon (tab at the end of all other usual ribbon tabs)



3. Use the Picture Tools / Format ribbon to control the image. Here is a tutorial as to the most common buttons (others are available for image adjustment and effects):

Arrange group:

Position dropdown: position the object on the page. Text will automatically wrap around

Wrap Text: options as to how the text wraps around the text. Square, tight, through etc

Size group:

Crop: enables the clicking, holding and dragging in of cropping handles to remove any unwanted parts of the image. Once the cropped area has been selected (shown greyed out) – click the crop button to commit the removal of the unwanted areas

Height and Width: size to exact measurements the image, using the arrows up / down or edit typing the measurement values in the displayed units such as centimetres