

# Create

## Images in Microsoft Office Word

In this lesson we will expand on what we learned in Lesson 11 of the “Introduction To Microsoft Office Word”. The programme has integrated a lot of graphic design functionality which means you can manipulate and drastically change images that you insert into documents.

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## Lesson 1: Inserting An Image

1. Open up Microsoft Office word and create a new blank document. Type in the following text:

Today I am going to be learning how to insert and manipulate images in Microsoft Office Word. I'll be getting to grips with things like "word wrap" which helps with the position of an image in the document, and also artistic options like brightness, contrast and effects.

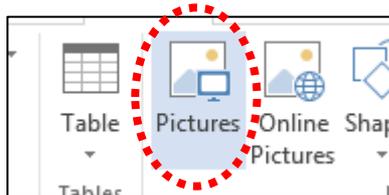
I'll also be looking at cropping images, adding shapes and grouping images.

1. With the mouse click with your pointer at the end of the paragraph you just typed out. Hit the "Enter" button twice to leave a full line underneath.

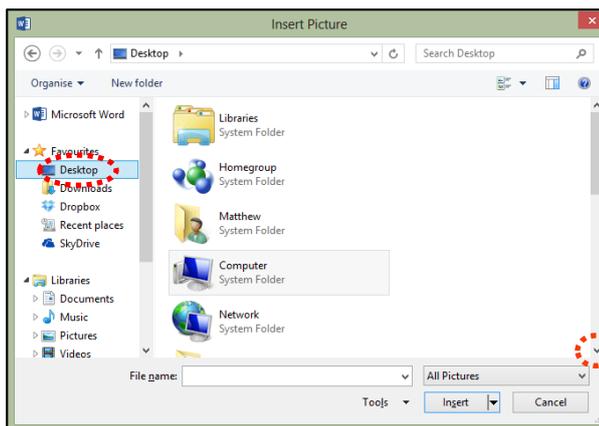
2. Go to the "Insert" tab of the ribbon.



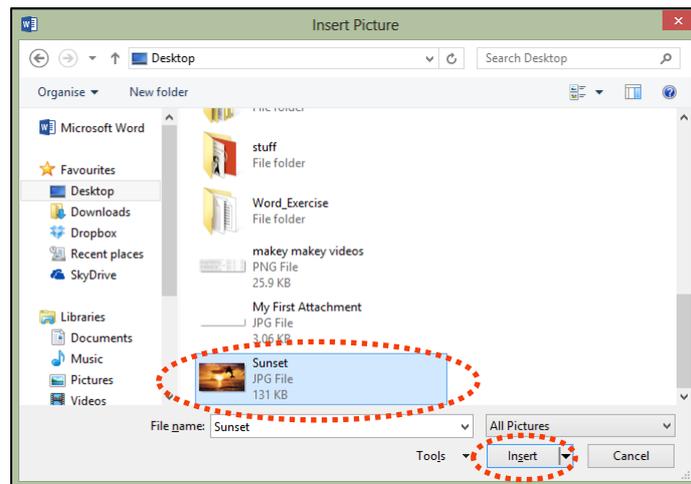
3. Click on "Picture"



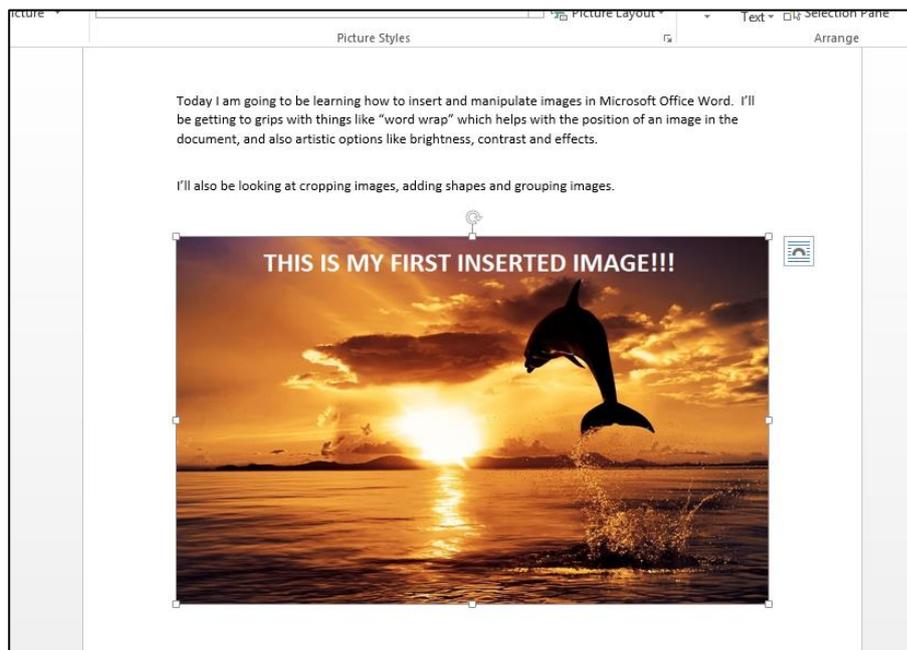
4. A new window will open which you can use to locate a picture to add into your document. Click on "Desktop". Use the scroll bars to locate the file called "Sunset". If this is not available select another or chose from Online Pictures.



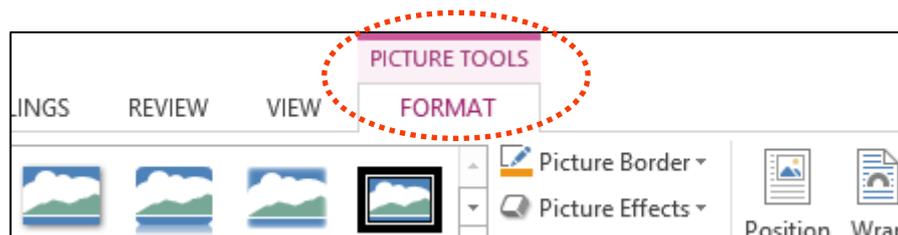
5. Click on the file and then click “Insert”



6. The image should appear underneath the text like so:

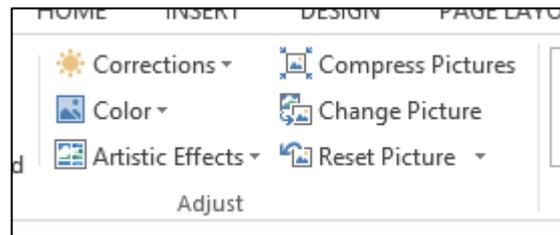


7. With your mouse double click anywhere in the middle of the image - this will open the “Picture tools” tab in the ribbon - underneath this is the “Format” tab. From here there are many tools that we can use to manipulate the images.

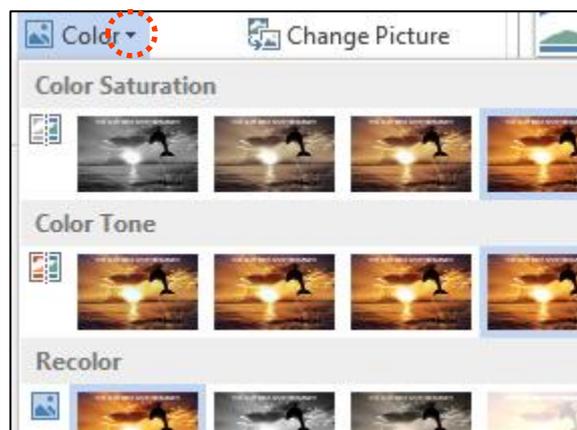


## Lesson 2: The Adjust Group

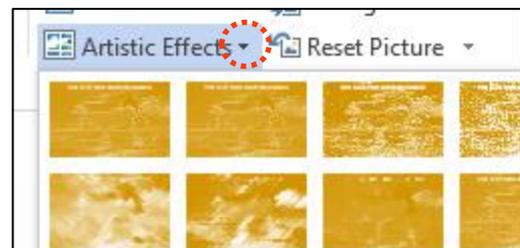
1. Make sure you have double clicked on the image and the that you are in the “Picture Tools” “Format” tab. Look a the top left and you will see the “Adjust” group of tools. We will be looking at the “Color” and “Artistic Effects” options.



2. Click on the small black arrow beside where it says “Color” and a drop down set of options will appear. As you can see there are many different options to chose from. When you hover over each one the image in your document will temporarily apply that formatting, hover on each to see what effect they have (a little text box should appear over each one confirming the name of that formatting). Once your comfortable locate and apply “Gold, Accent color 4 Light” by clicking on it with the left mouse button.



3. Now click on the small black arrow beside where it says “Artistic Effects”. This has the same functionality as the “Color” drop down. Investigate each of the effects in the same way you did in step 3. Once you’re comfortable apply “Glow Edges” by clicking on it with the left mouse button.



4. If at any time you want to revert the image back to original you can click on “Reset Picture”. Click on this now. You’ll see that the image is exactly as it was when you inserted it in Lesson 1.

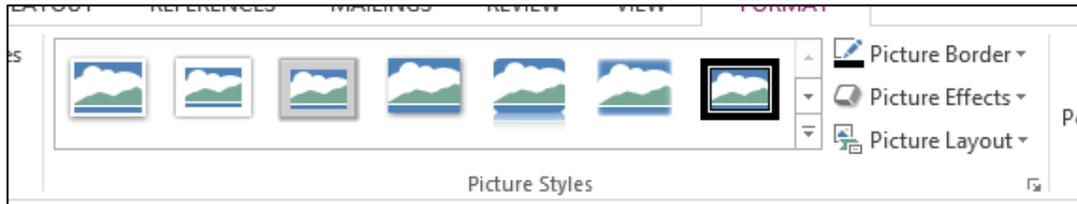


5. You can also use the “Corrections” tool to change the contrast and sharpness of the picture. Investigate these options - if you apply any of the formatting remember to click on “Reset Picture” when you’re finished before moving onto the next lesson”

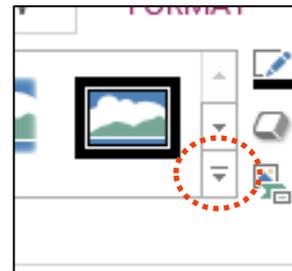


## Lesson 3: Picture Styles

1. Make sure you have double clicked on the image and the that you are in the “Picture Tools” “Format” tab. In the middle of the ribbon is the “Picture Styles” group.



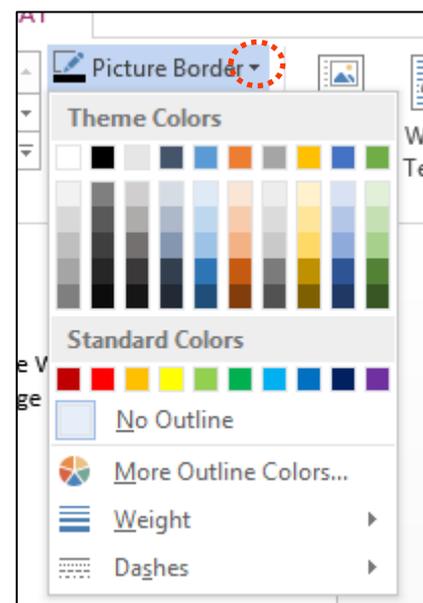
2. First let’s look at the “Predefined Styles” section. What is shown here isn’t the full list of options - click on the small arrow with a line above it to expand and show the full list.



3. Hover over each of the “Predefined Styles” options and the formatting will be temporarily applied to your image. Once you’re happy with the style you can choose it by click on the left mouse button - we won’t apply any of these styles at this stage so just click where it says “Format” to close the “Predefined Styles” box.

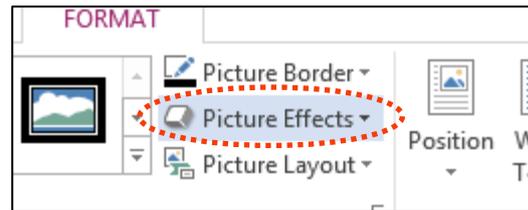


4. You can add a simple border to the outside of your image by click on the arrow beside where it says “Picture Border”. You can choose a colour, line width (or weight as it’s called here) and the style of the border. If you hover over where it says “Weight” a further drop down of different line widths will appear which you choose from. If you hover overs “Dashes” a drop down of different line styles will appear. Apply an orange border with “3 pt” weight and “Long Dash Dot” style.

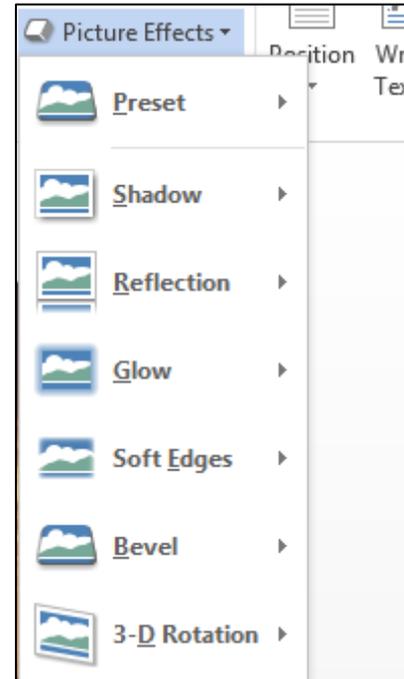


5. Once you’re finished click on “Reset Picture” in the “Adjust” group in the ribbon.

6. You can also add additional effects by clicking on “Picture Effects”.



7. This will open a drop down menu with multiple sections such as “Shadow” and “Glow”. Hover over any of these and further options appear. As before, if you hover over any of the further options such as “10 Point” under the “Glow” section it will temporarily apply that formatting until you either move the mouse away or click on it to apply permanently.



8. Once your're comfortable apply the “Off Axis 2 Top” formatting under the “3-D Rotation” section. When you're finished click on “Reset Picture” in the “Adjust” section of the ribbon.

