

How to insert images in Word 2010

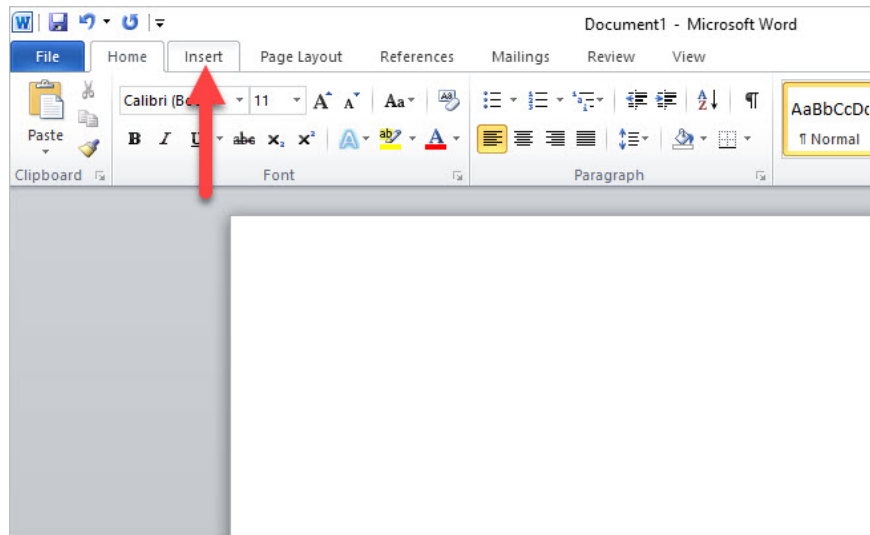
Insert images into Word 2010 to make your writing even more vivid with illustrations. This article TipsMake will show you how to insert an image into Word 2010 and some methods of processing and editing photos.

Insert images into Word 2010 to make your writing even more vivid with illustrations. This article TipsMake will show you how to insert an image into Word 2010 and some methods of processing and editing photos.

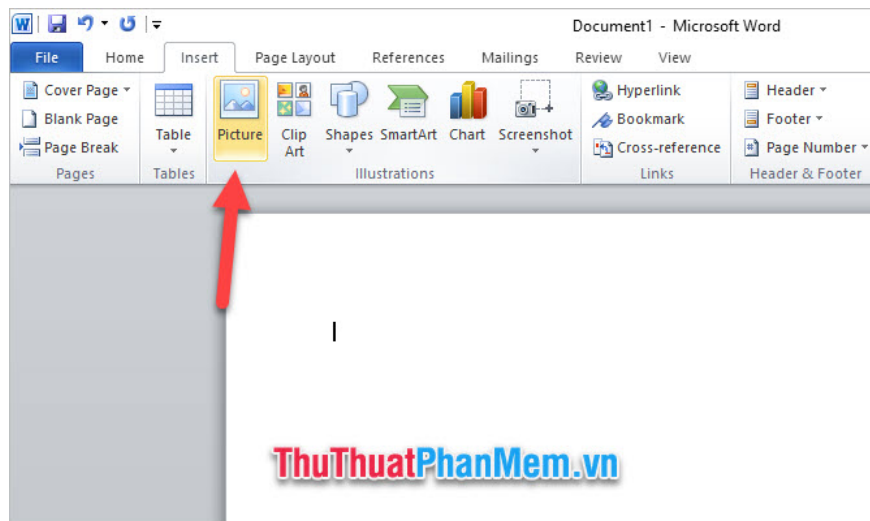


1. How to insert pictures into Word 2010

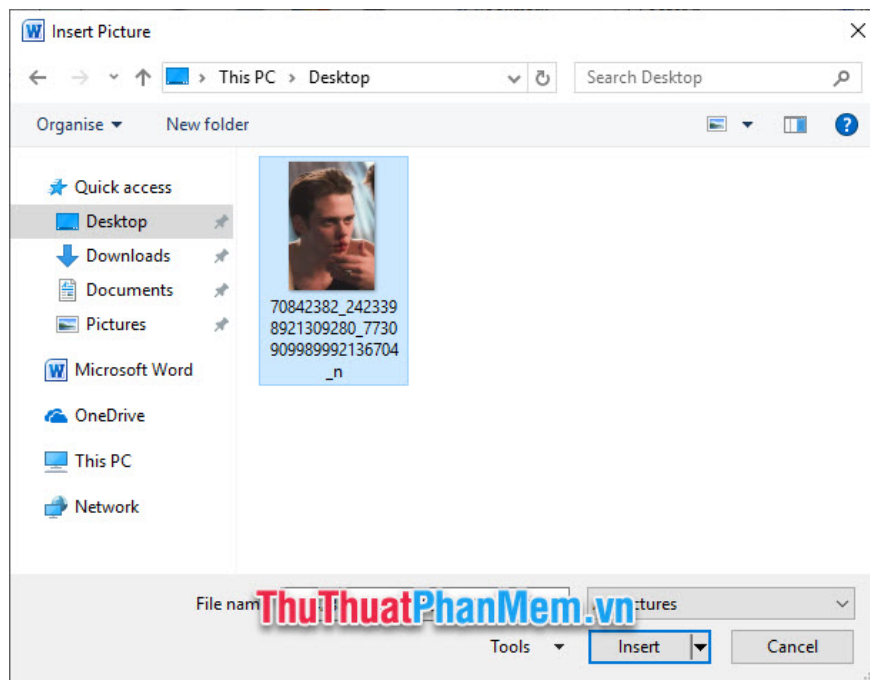
To insert images into Word 2010, click the **Insert** ribbon on the toolbar. Ribbon **Insert** has the function of inserting other things into your Word documents, so to insert images, you need to find this ribbon.



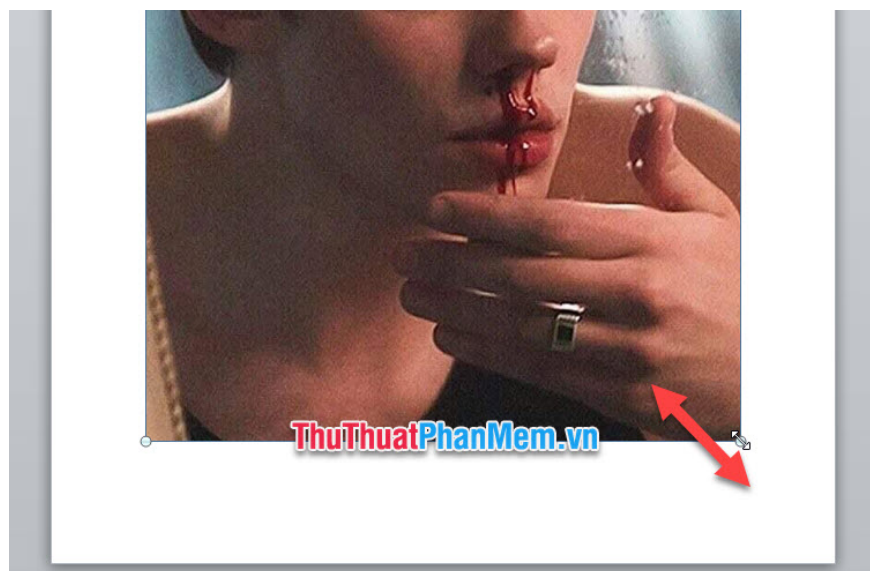
In the **Insert** ribbon , in the **Illustrations** section , click the **Picture** icon .



Next, select the image you want to insert into the computer. Click **Insert** to insert the image into your text.



The inserted image may have an inappropriate size, you can click on the edges and corners of the image to resize it.



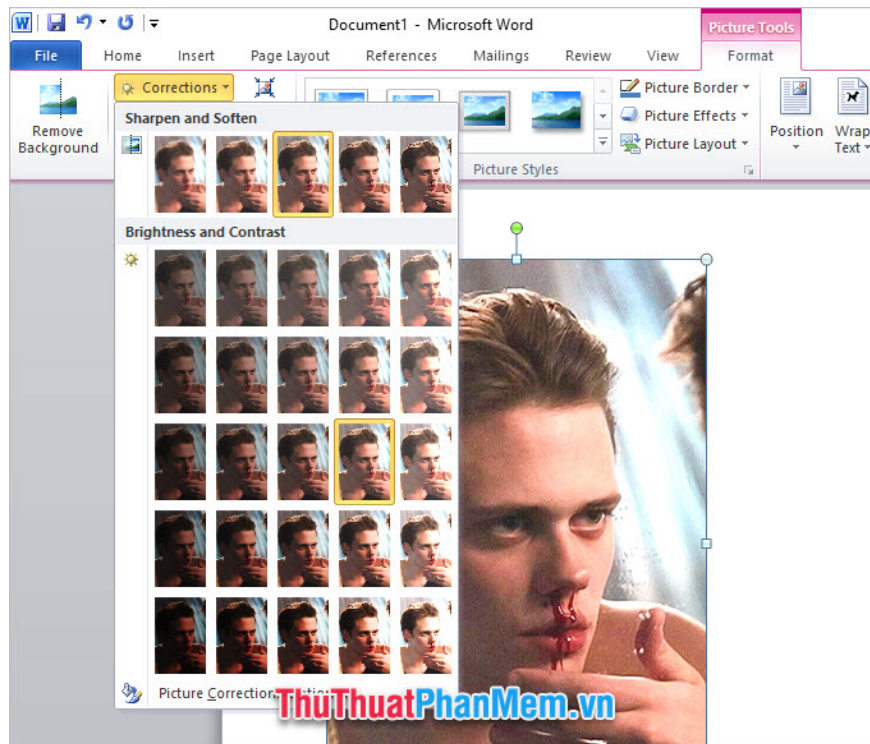
2. Edit the image to be inserted into Word 2010

Images inserted into your text can be edited simply by using the Word function itself.

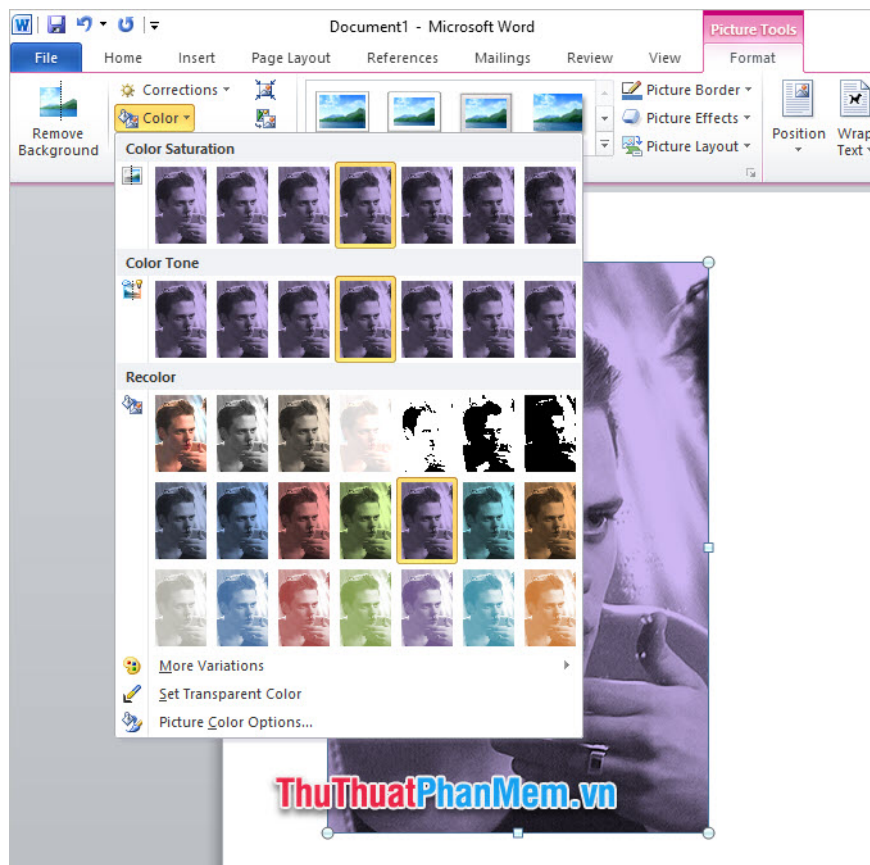
You need to click on the picture to open the ribbon **Picture Tools Format**.

There are many functions in this ribbon for you to edit your photos.

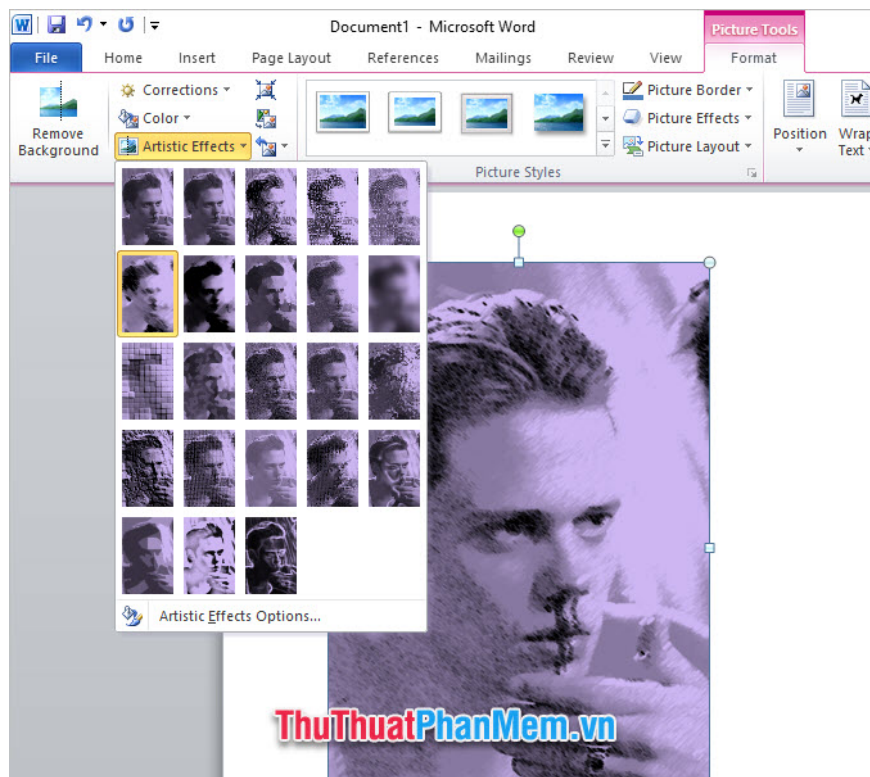
With the **Corrections** function , you can adjust the lighting and contrast for the image. There are many different levels already installed for users to choose.



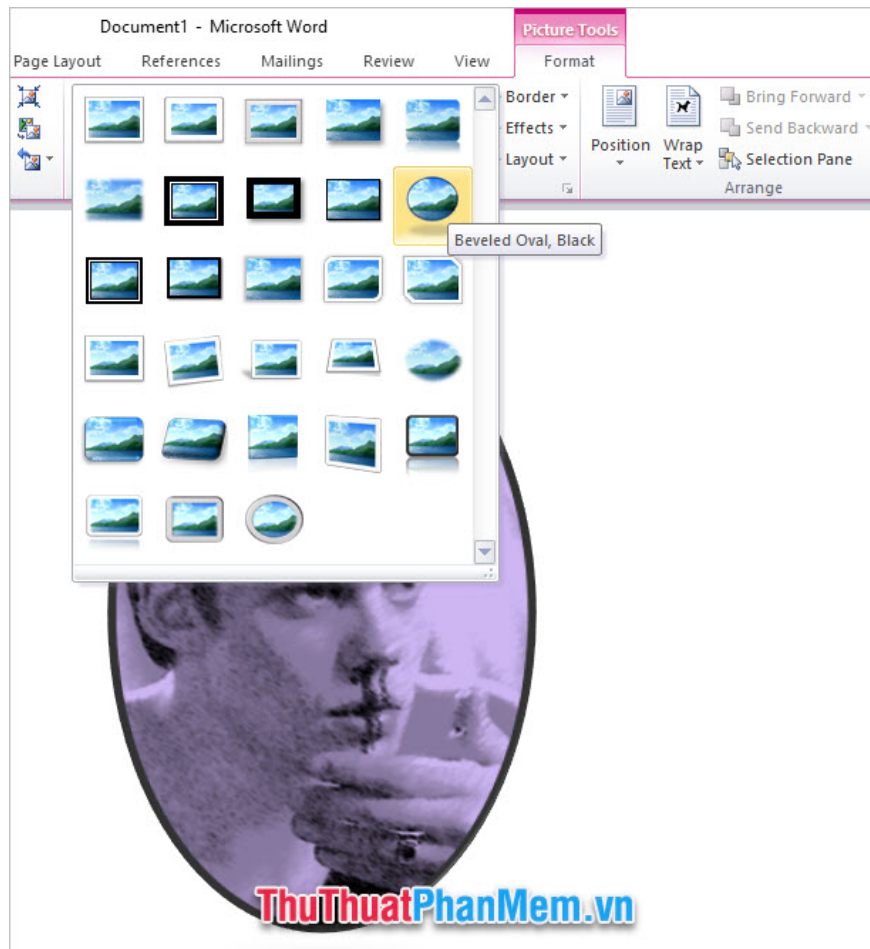
In the **Color** section , you can use to change the color of the image. There are colors for you to choose from changes to your inserted picture.



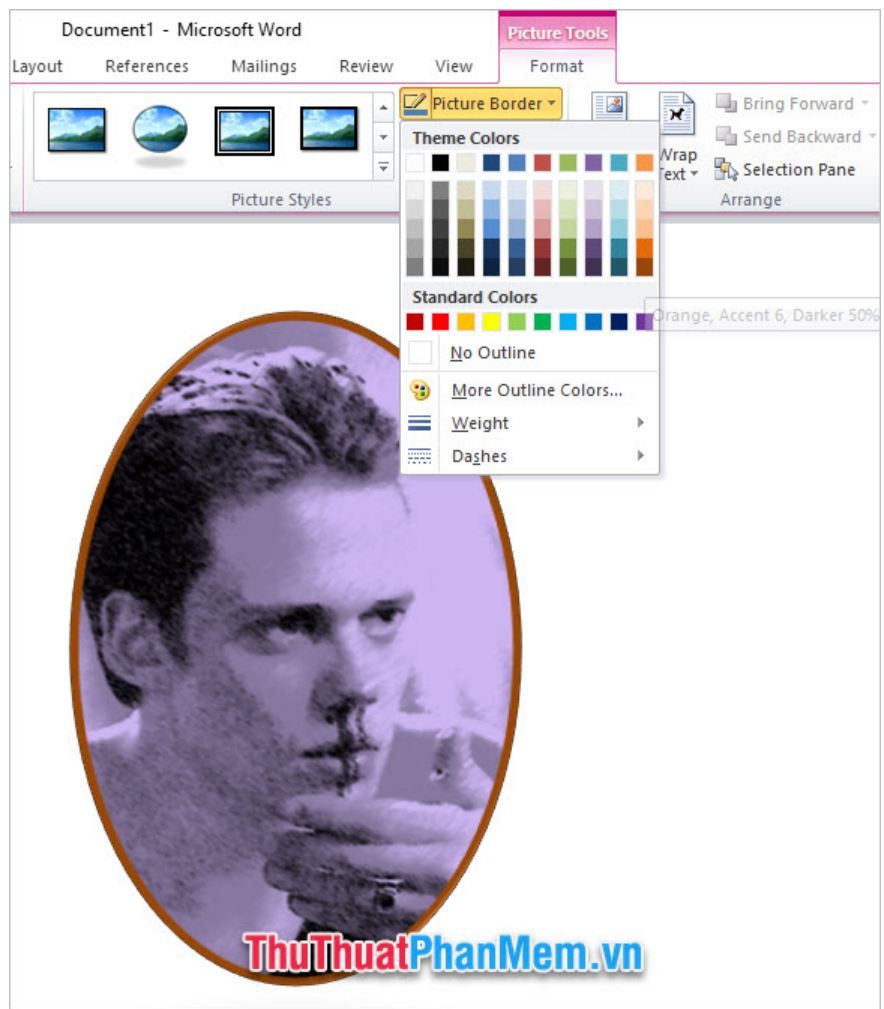
Artistic Effects are special effects that you can create for your photos.



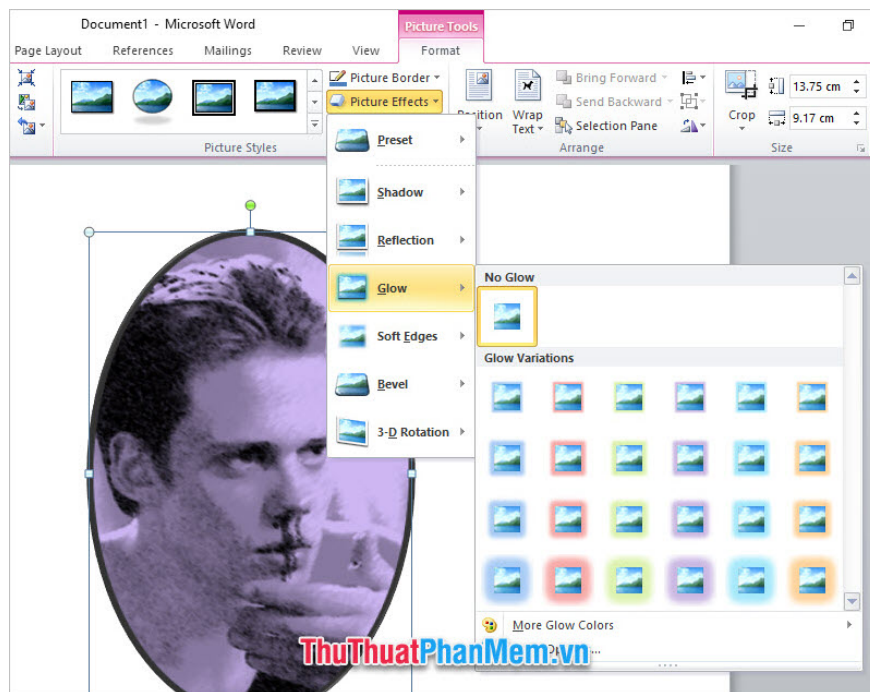
In addition, you can choose the style of the photo in the available **styles** of **Picture Styles** .



You can customize the style of the photo by changing the color border of the image thanks to **Picture Border** right in **Picture Styles**.



You can change the effect for the style of photos in **Picture Effects** . There are many options for you to choose from such as **Preset** , **Shadow** , **Reflection** , **Glow** , **Soft Edges** , **Bevel** , **3-D Rotation** .



Thank you for reading our article **TipsMake.com** on how to insert images in Word 2010. I wish you success.

You finished reading the article "**How to insert images in Word 2010**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.