

How to insert pictures, format pictures in Word 2007

To make the article content more vivid, we can add images to the article. show you how to insert and format images into Word 2007

How to insert pictures in Word:

Insert pictures available in the computer

Step 1: Put the cursor in the position to insert

Step 2: Go to insert, at Illustrations tab choose Picture

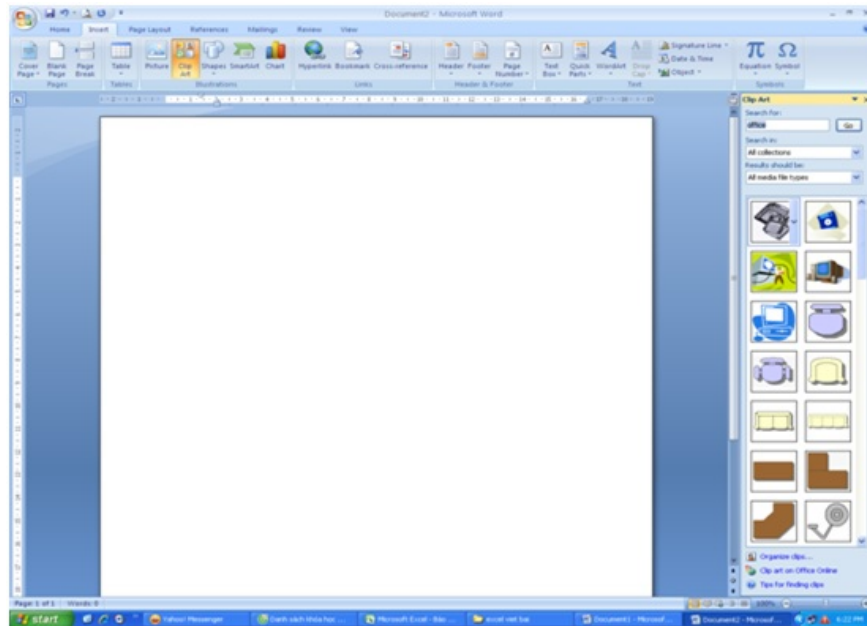
Step 3: Select the image at the saved drive, then press insert

Insert image from Clip Art

Step 1: Put the cursor in the position to insert

Step 2: Go to insert, at Illustrations tab choose Clip Art

Step 3: Display the Clip Art panel on the right of the screen, in Search for type 'office', then click 'Go', we will get a table of available images as shown below.



Select any image and click to insert.

Delete the inserted image, click the image and press the 'Delete' key

Picture format in Word:

Double click on the picture, the image you just inserted will appear on the bar 'Format' to use the picture format.

Move pictures and pictures: Place the mouse on the picture, when the 4-way black arrow appears, hold the left mouse button, move the mouse to the position to move to.

Format of display mode:

Click on the picture you want to format -> select Format -> Text Wrapping

Select the display type to format:

In line with text: push text up and down

Square: push the word around

Tight: Pushing text, text hugging the picture

Behind text: picture hidden behind the text

In front of text: Painting over the text

Click the picture you want to format -> select Format -> Position

Select the display type to format:

In line with text: push text up and down

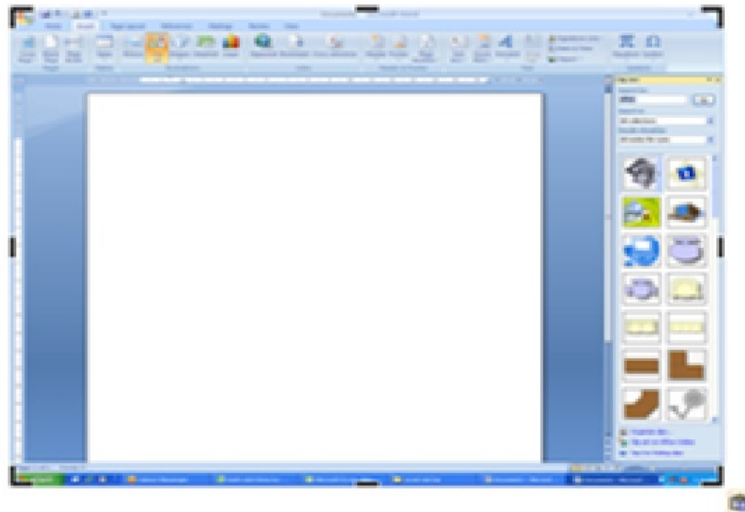
With Text Wrapping: other locations

Resize pictures and photos:

Method 1: Click on the picture to display the format frame, move to the edges of the picture, and show a 2-way arrow to change the size.

Method 2: at Fomat-> Size-> Height: see change the height or With: change the width

Cut pictures, photos: in section Fomat-> Size-> Crop, the picture will appear as follows



Drag the dark black borders to select the area to cut.

Choose a frame for pictures and pictures: Fomat -> Picture Styles -> Picture Shap-> choose a border style.

Change the border color of the picture: Fomat -> Picture Styles -> Picture Boder -> Choose colors.

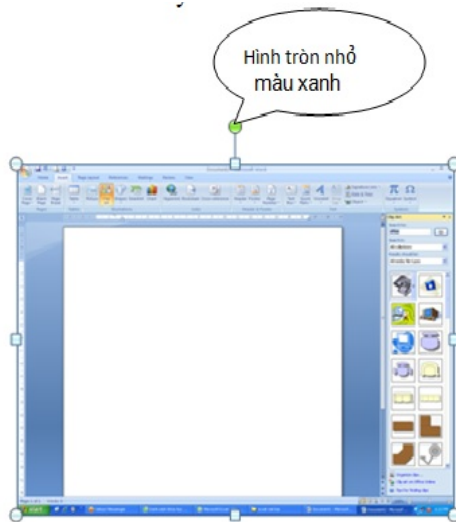
Change the color for photos: Fomat -> Adjust -> Recolor -> choose a color style

Change the brightness for pictures and pictures: Fomat -> Adjust -> Brightness or contrast (default to 'normal' (0%)).

Rotate pictures and photos:

Method 1: Fomart -> Arrange -> Rotate

Method 2: Click on the picture, a small blue circle appears on the picture, put the mouse there, appear half circle, rotate the half circle to rotate the picture.



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