

# MS Excel 2007 - Lesson 9: Insert images and graphics into a spreadsheet

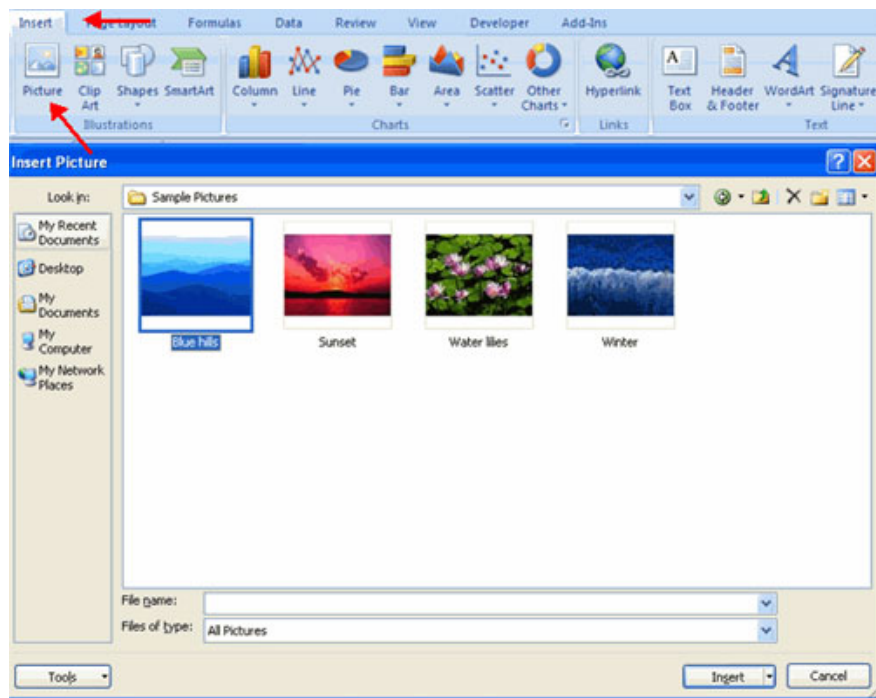
Insert images, Clip Art, Shape, and SmartArt into spreadsheets to make the data sheet more vivid and intuitive. Adding images or other graphic objects in Excel 2007 is quite simple, as long as you know where the extra commands are located on the menu. See the instructions for inserting graphics into Excel 2007 spreadsheets below.

**TipsMake.com** - You can insert images, Clip Art, Shape, and SmartArt into spreadsheets to make the data table more vivid and intuitive. Adding images or other graphic objects in **Excel 2007** is quite simple, as long as you know where the extra commands are located on the menu. See the instructions for inserting graphics into Excel 2007 spreadsheets below.

## Add images to spreadsheets in Excel 2007

To add an image:

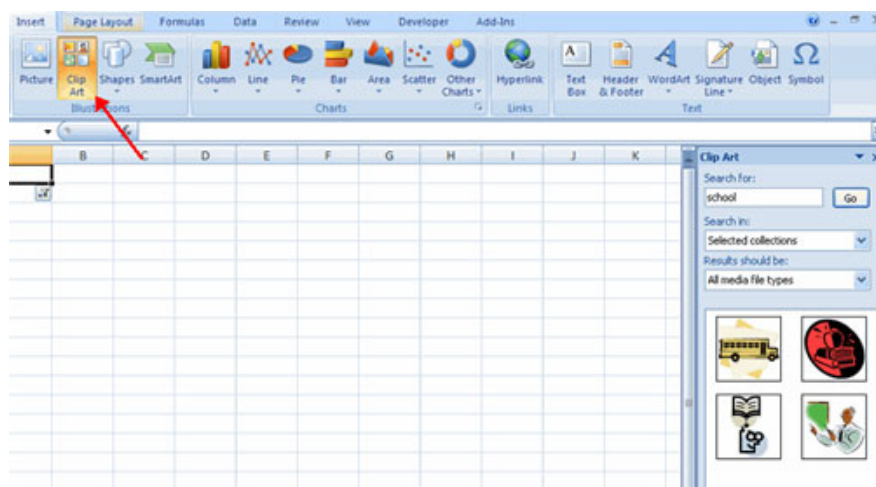
- Click the **Insert** tab
- Click the **Picture** button
- Browse photos
- Click on the name of the image you want to insert
- Click **Insert**
- To move the image, click and drag it to where you want



## Insert Clip Art into Excel 2007

To add Clip Art:

- Click the Insert tab
- Click the **Clip Art** button
- Find patterns by using the Clip Art search dialog
- Click Clip Art
- To move the pattern, click and drag it to where you want



## Edit photos after inserting

When you add an image to the spreadsheet, a new tab appears on the Ribbon. The Format tab allows you to format images and graphics. This tab has 4 groups:

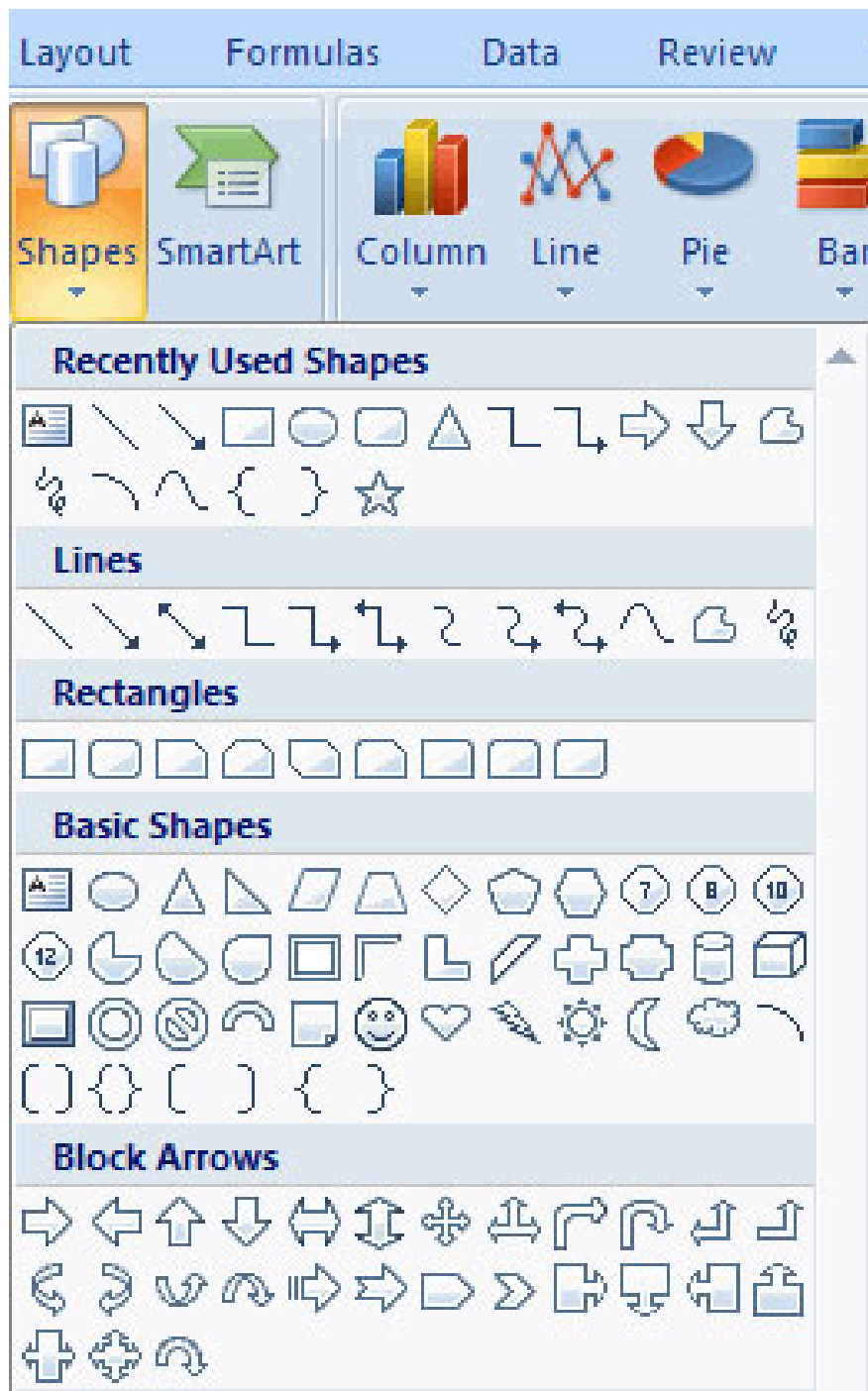
1. **Adjust** : **Adjust** brightness, contrast and color for photos
2. **Picture Style** : Allows you to place a frame or border around the image and add effects to the image.
3. **Arrange** : Adjust image alignment and rotation
4. **Size** : Cut and resize images



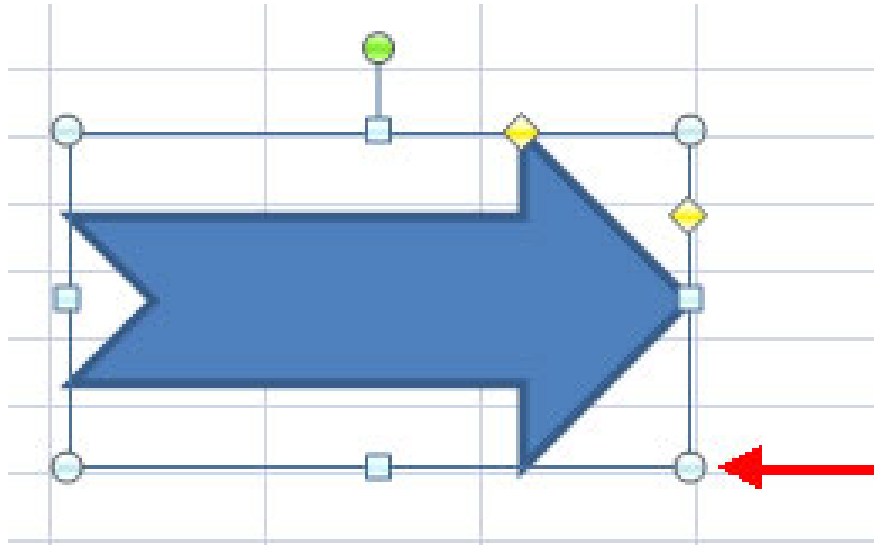
## Insert Shape (image) in Excel 2007

To add a picture:

- Click the Insert tab
- Click the **Shapes** button
- Click on the image you choose

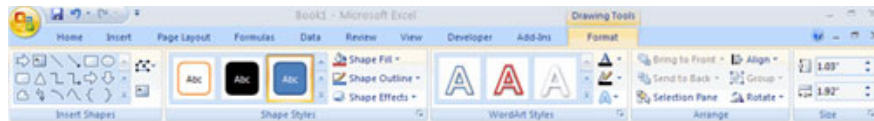


- Click on the spreadsheet
- Click and drag the dots at the edge of the border to enlarge the shape



To format images:

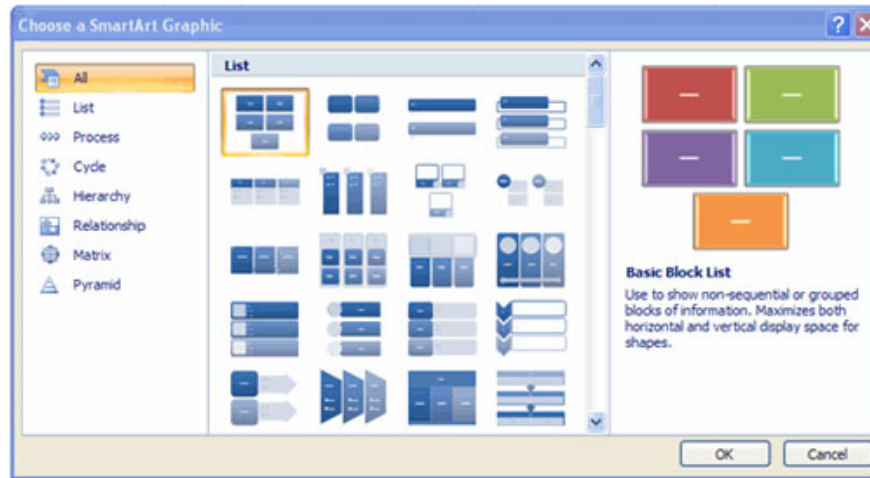
- Click on the picture
- Click the **Format** tab



## Insert SmartArt into Excel 2007

SmartArt is a feature in Office 2007, allowing you to choose from a number of different graphics including charts, lists, circles and processes. To add SmartArt:

- Click the **Insert** tab
- Click the **SmartArt** button
- Click SmartArt you choose



- Select SmartArt
- Drag it to the desired position in the spreadsheet

To format SmartArt:

- Select SmartArt
- Click the Design or Format tab
- Click SmartArt to add content and images.



Next article: MS Excel 2007 - Lesson 11: Spreadsheet format

Last lesson: MS Excel 2007 - Lesson 8: Sort and Filter

You finished reading the article "**MS Excel 2007 - Lesson 9: Insert images and graphics into a spreadsheet**" 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.