



Images in MS Word

Skills for this project:

1. Insert a picture
2. Moving pictures
3. Picture border

Inserting pictures

Open a **Word** document.

Click on **Insert**, and **Picture**, and **From File**.

Locate your picture.

Select your picture (click on it once) and click **Insert**.

Picture Oo La La

To be able to move your picture anywhere:

- **Double click** on the photo to open the **Format Picture** window.
- Click on the **Layout** tab.
- Select **Square** and **OK**.
- Now you can move it anywhere you like!

To put a border around your picture:

- **Double click** on the photo to open the **Format Picture** window.
- Click on the **Colors and Lines** tab.
- Make your selections in the Line section and click **OK**.

