Lecture 7

Microsoft Office Word (Cont.)

26. Working with an Image

Images that appear on your document can be moved, resized, rotated, modified, or deleted. To change an image, click once on the image to select it. The following items will appear on the image: circle handles on each of the four corners, box handles on each of the four sides, and a green dot handle on the top of the graphic.
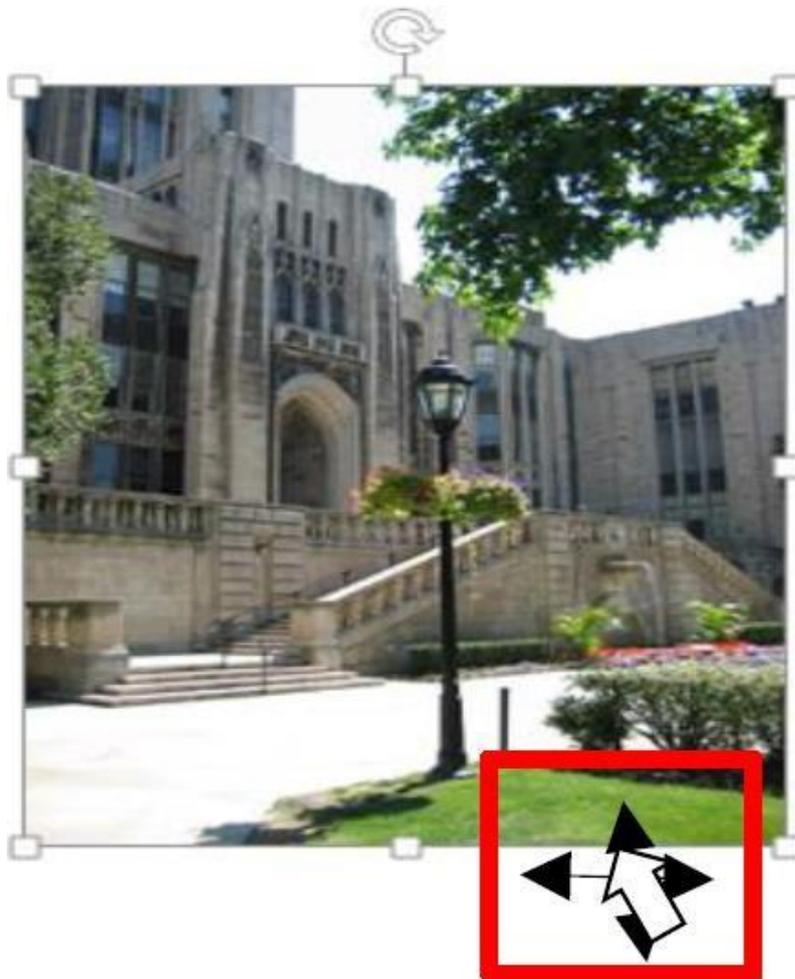
1. Move an image to another location on the document. Select the image and place the mouse pointer on the image. When the pointer changes to a double arrow cross, left-click the image and drag it to a new location on the document.
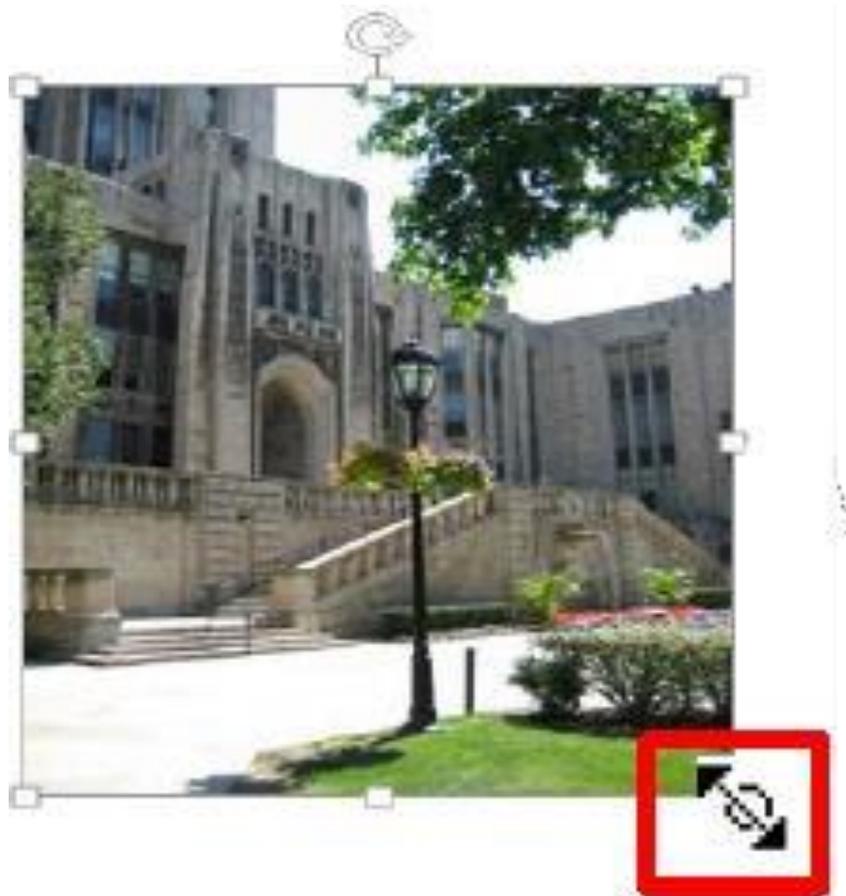
2. Resize an image to make it smaller or larger. Select the image and place the mouse pointer on one of the sizing handles (circles/boxes). When the pointer changes to a double-sided directional arrow, left-click the image and drag it until the desired size is achieved. Use a corner circle handle for the best results in resizing an image.

3. Rotate an image to a different angle. Select the image and place the mouse pointer on the curved arrow handle. When the pointer changes File: Microsoft Word 2019 Fundamentals Page 37 of 37 11/01/19 to a curved arrow, left-click the image and drag it in the direction you want to rotate the image.
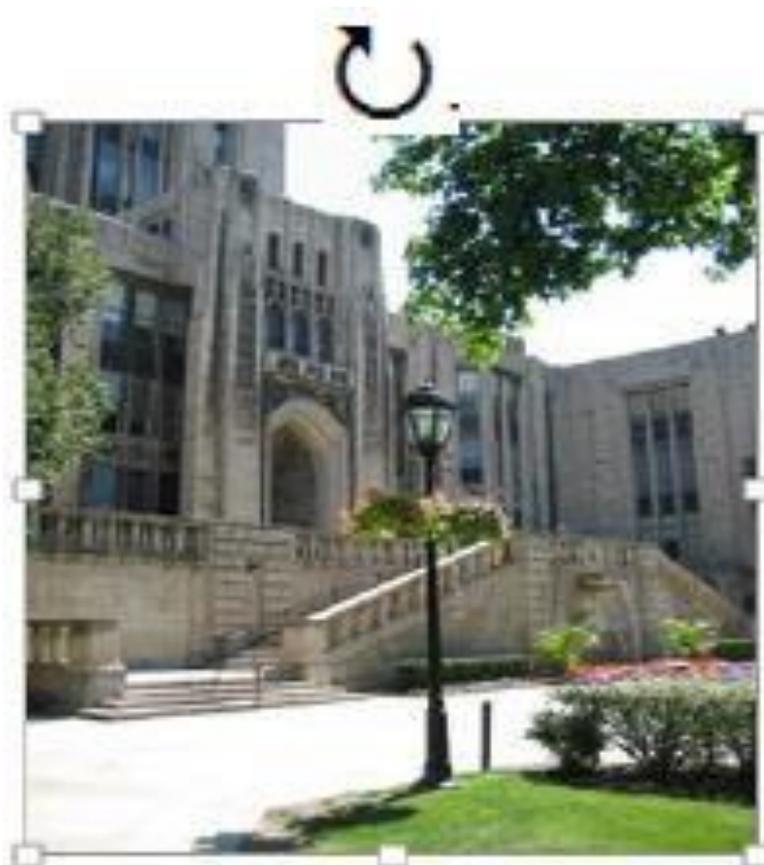
4. **Modify** an image by changing its color scheme, style, location, and cropping. Select the image and then the **Picture Tools** ribbon will appear. Click on the **Format** tab and your image can be modified by clicking on the appropriate button within the Adjust, Picture Styles, Arrange, and Size groups.

Note: Before moving an image, you can change the way text wraps around the image. Select the image, click on the **Format** tab on the **Picture Tools** ribbon, and then click on **Wrap Text** button to select your wrapping option.