In this section, we will look at some of tools available for the organisation of pictures in your document. These include:

- Inserting clipart and other pictures
- Positioning pictures on the page
- Changing the appearance of pictures

Task 1 – Inserting Clip Art

a. Open a new page in Microsoft Word and type your titles. Start a new paragraph.

b. Open the 'Insert' tab and click on 'Clip Art'.

c. Search for and insert a picture using the task pane on the right of the screen (as shown).

d. You can close the task pane at any time by clicking on the cross in the corner.

e. Resize your picture by clicking once on it, then dragging the handles that appear in the corners and on the edges.

Task 2 – Inserting Pictures from Files

If you have a picture file saved on your system (perhaps from the internet), you can insert it by clicking on 'Picture' under the 'Insert' tab. You can search for and insert your picture.

Task 3 – Positioning Pictures

a. Once your picture has been inserted, try dragging it in to a new position. You will probably find that you are only able to drag the picture around the area where your titles have been typed. Use the 'Undo Typing' icon (or 'Ctrl' + 'Z') to return to the point where your picture was inserted.

b. A simple method of positioning a picture is by using the alignment icons in the 'Paragraph' group. Click on your picture so that it selected, then centre it using the 'Center' tool.

c. Another way of positioning pictures is to use the nine options reached by clicking on the 'Position' icon in the 'Format' tab (under 'Picture Tools'). This tab is only available when the picture has been selected. Try each of these options.

d. These position options use text wrapping by default. This means that any text on the page is wrapped around the picture. You can see this by filling your page with some random text and testing the options again.

e. Sometimes, you may want more control over the position of a picture on your page. This can be achieved using an 'Absolute Position' setting. The easiest way to achieve this is to click on the 'Wrap Text' icon in the 'Format' tab and select 'Square'. The picture can now be dragged and dropped into any position that you like.

f. Save your work as '**WS - Pictures**' and move to the next page.

Task 4– Placing a Picture in a Text Box

a. Occasionally, it can be useful to place a picture in a text box with some text. Open the 'Insert' tab then click on 'Text Box' and select 'Simple Text Box'. Delete the text that is presented inside the text box.

b. Place your cursor in the text box and insert a picture. Click to the right of the picture and press the 'Enter' key. You should now be able to type below the picture. The text box can be moved and resized

c. The text box will have a black border. It will also have a white background which will cover any other objects behind it. You can remove the border and the background easily. Begin by selecting the textbox (not the picture). Open the 'Format' tab and then select 'No Fill' from the 'Shape Fill' menu and 'No Outline' from the 'Shape Outline' menu. The picture will now appear without a border or background.
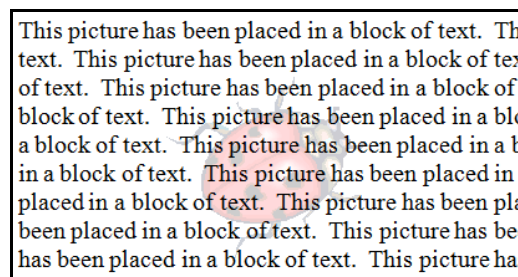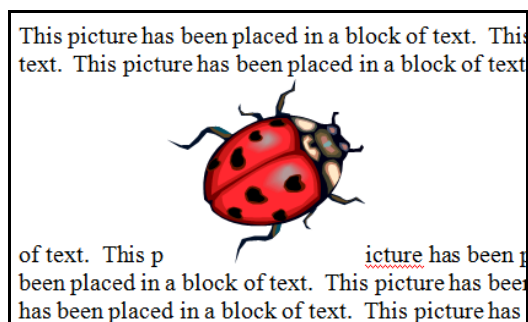
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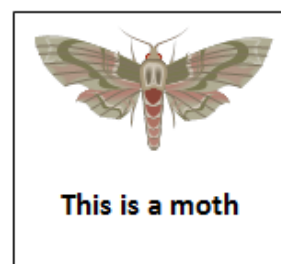
Task 5 – Changing the Appearance of your Picture

Click on a picture to select it. Open the 'Format' tab and play around with the various controls to see the effects they have on your picture.

Colour   **Style gallery**   **Effects**   **Borders**   **Crop**
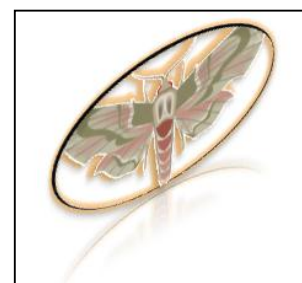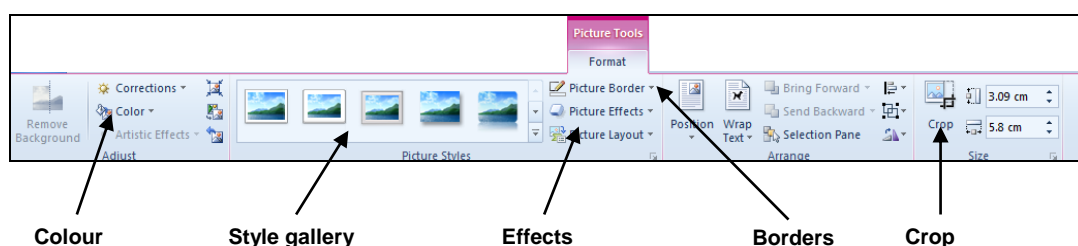
Task 6 – Placing your Picture Behind or In Front Of Text

a. Insert a new picture. Add a block of random text and move the picture over it. As before, you should notice that the text wraps around the picture in various ways.

b. Click on the 'Color' icon in the 'Format' tab and select the 'Washout' option from the top line.

c. Click on the 'Wrap Text' option and select 'Behind Text'. You should now be able to achieve the effect shown below.

This picture has been placed in a block of text. This text. This picture has been placed in a block of text

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d. Try selecting the picture again. If it is fully hidden by the text, then this may not be possible. Open the 'Home' tab, click on 'Select' and then on 'Select Objects'. You should now be able to select your picture and make any necessary changes.

e. Save your document.

Select
- Select All
- Select Objects
- Select Text with Similar Formatting
- Selection Pane...