



University Information
Technology Services

Microsoft Picture Tools

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Workbook Subtitle

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Microsoft Picture Tools is a set of features available in Word, Excel, PowerPoint, and Publisher, that allows you to format, modify, adjust and manipulate an image. Some of the Picture Tools have the same functionality for pictures as the Drawing Tools have for drawing objects (e.g., aligning and grouping).

To open Picture Tools on the Ribbon:

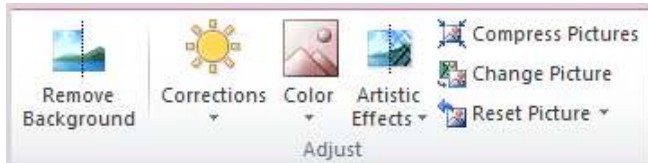
1. Click to select the picture. The **Picture Tools** Contextual Tab appears above the Ribbon.



2. Click the **Format** tab.

1. Adjusting a Picture

The following section explains how to adjust a picture:



Picture Tools Adjust Group

1.1 Removing the Background of a Picture



Original Picture

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