



University Information
Technology Services

Microsoft Office Word 2013

Working with Graphics

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Published by Kennesaw State University – UITs 2014

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Introduction

This booklet is the companion document to the Word 2013: Working with Graphics workshop. The booklet will show users how to insert graphics and text boxes into a Word 2013 document using the tools found on the *Insert* tab, and how to edit them.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Insert graphics in the form of Pictures, Clipart, Shapes, Video, and Screenshots
- Understand how to modify and format graphics
- Understand how to modify and format shapes
- Understand how to insert video into your document
- Understand how Text Wrapping works
- Understand how to insert text boxes and link them together
- Insert text into shapes

Working with Graphics

The use of graphics will enhance your documents and allow you to provide the reader with additional information in the form of a visual aid. The following section explains the various graphics features in Word 2013.

Inserting Pictures

The following explains how to insert an existing picture saved to your computer into your Word document.

1. Click the **insert** tab.



2. In the *Illustrations* group, click the **Pictures** button (See Figure 1).

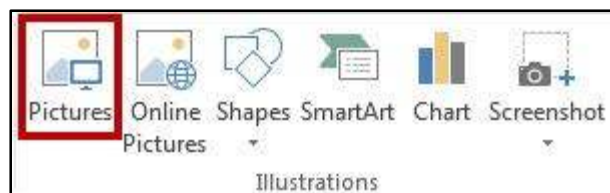


Figure 1 - Illustrations: Pictures

3. The *Insert Picture* dialog box will appear. Select the **picture** you wish to insert from your computer (See Figure 2).

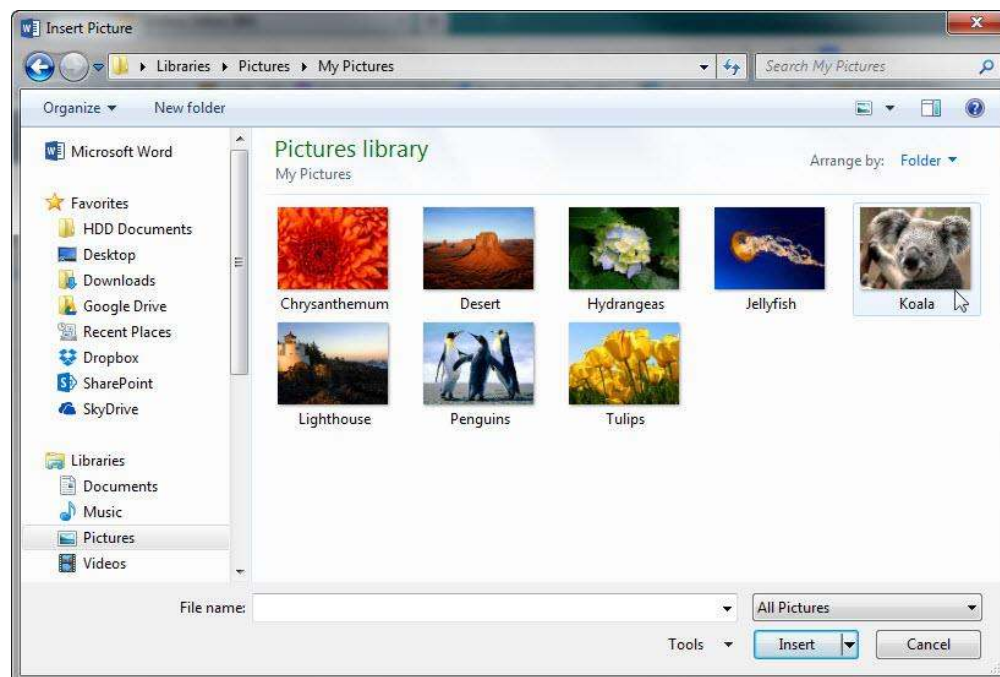


Figure 2 - Insert Picture Dialog Box

4. Click the **Insert** button.



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