



University Information
Technology Services

Microsoft Office
Word 2016 for Windows

Working with Graphics

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Microsoft Office: Word 2016 for Windows Working with Graphics

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Introduction

This booklet is the companion document to the Word 2016: Working with Graphics workshop. The booklet will show users how to insert graphics and text boxes into a Word 2016 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.
- Modify and format graphics.
- Transform and format shapes.
- Insert video into your document.
- Discover how Text Wrapping works.
- Insert text boxes and link them together.
- Insert text into shapes.

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