# Microsoft Word

Adding clip art and pictures:

Microsoft Word has many different pictures that you can add to your document through clip art. It is also easy to copy clip art from other sources and add it to your document.

Inserting Clip Art

1. Place the cursor where you would like to insert the clip art.

2. Click on *Insert / Picture / Clip Art*.

3. Type in a word for what you are searching for, and then click *Go*.

4. After Microsoft is finished searching for pictures, scroll down to choose a picture.

5. Click on the picture once that you would like to insert. You may not like how Microsoft places your picture. See below for formatting tips.

6. When you are done searching for your clip, click on the "x" in the top right corner to close the search.
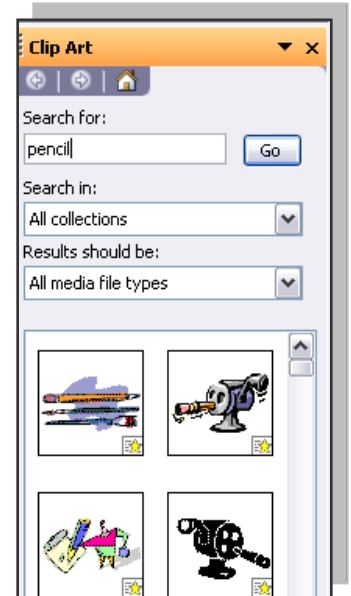
Inserting Pictures

1. If you find a picture or a different clip art on a website that you would like to use, right click your mouse and choose "copy."

2. Click on the place in your document where you would like to add the picture, and right click your mouse and choose "paste."

Formatting clip art and pictures:

Changing a clip's or a picture's format will change how it looks in your document.

1. Click on the picture to select it (boxes will form around the picture,) and then right click *Format Picture*.

2. You can add a border to your picture by clicking on *Colors and Lines*.

3. *Size* lets you change the size of the picture, *Layout* allows you to change how the picture is related to the text, and *Picture* allows you to change the brightness and the contrast of the picture.
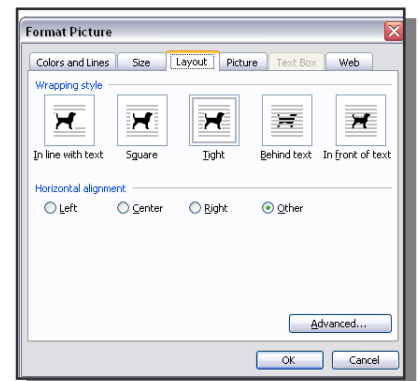
Making screen shots:

1. Open the program that you would like to use as your screen shot.

2. Press *Ctrl + Print Scr* together on the keyboard.

3. Paste the picture into your word document (*Edit / Paste* or *Ctrl + V.*) You will need to make formatting changes to select the part of the picture that you would like to use.

4. To pull up the Picture editing toolbar, click on *View / Toolbars /* Picture You can also use the formatting directions on the front of this sheet.

5. Reposition the picture as you need to in your document.

Borders and shading:

You can add borders and shading to parts of a document, or even a whole page.
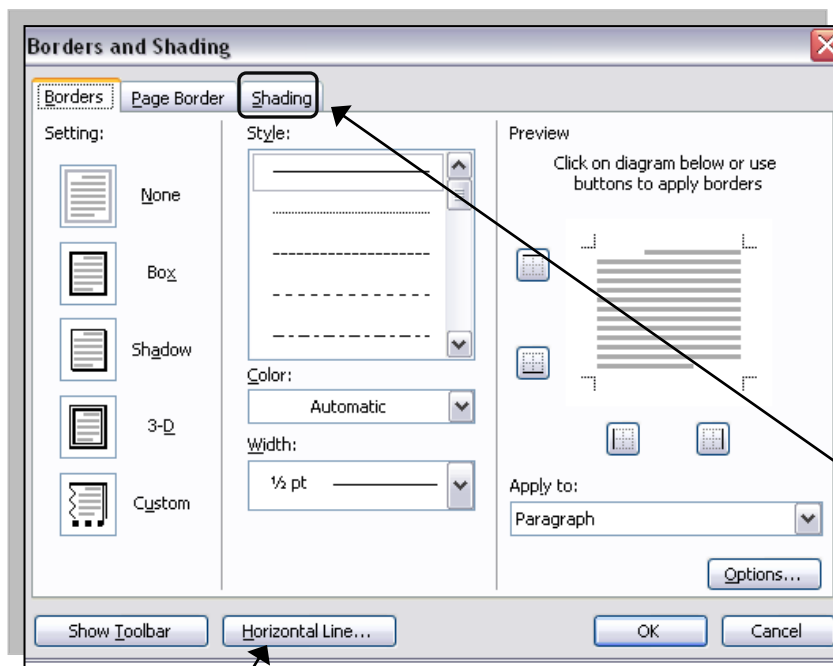
1. To create borders, select the section of your document that you would like to have a border, and experiment with the different settings, styles, and colors.

2. Shading is a nice way to emphasize text. Begin by selecting the part of your document that you would like to shade.

3. Click on the *Shading* tab and choose a color.

4. Choose a style, and click *OK*.

**You can add a horizontal line in your document by clicking on *Horizontal Line…* and choosing a style.