



# Word 2016: pictures and shapes

## Online Pictures

- Add online pictures using the Insert tab.
- Search for keywords in the search box.
- Click on a picture and click on Insert to insert it into the document.
- Delete pictures by clicking on the picture and pressing the Delete key on the keyboard.

## Formatting Clip Art

- Resize a picture by dragging the white circles at its corners.
- Skew a picture by dragging the white circles at its sides.
- Wrap Text on the Format tab.
  - “In Line with Text” means the text appears only before and after the picture. The picture cannot be moved freely on the page.
  - “Tight” means the text wraps around the picture. The picture can be moved freely on the page.
  - Other wrap text options include: square, through, top and bottom, behind text, and in front of text.
- To move a picture:
  - Hover over the picture until the cursor turns into 4 black arrows.
  - Click, drag, and drop the picture.
- To align the picture on the page, click on the Align tool in the Format tab.
  - Verify that “Align to Margin” is checked.
  - Align the picture horizontally by clicking on “Align Left,” “Align Center,” or “Align Right.”
  - Align the picture vertically by clicking on “Align Top,” “Align Middle,” or “Align Bottom.”
- Rotate a picture in one of two ways:
  - Drag the circular arrow above the picture.
  - Choose a pre-set rotation by clicking on the Rotate tool in the Format tab.
- To crop a picture:
  - Click on the Crop tool in the Format tab.
  - Drag the black bars on the outside of the picture.
  - Click on a white space in the document to finish.

## Shapes

- Add shapes using the Insert tab.
- Click on a shape in the Shapes menu.
- Click and drag on the page to draw the shape.
- Delete a shape by clicking on the shape and pressing the Delete key on the keyboard.

## **Formatting Shapes**

- Change a shape's colors using the Shape Fill and Shape Outline tools on the Format tab or by selecting one of the default color choices.
- To move a shape:
  - Hover over the shape until the cursor turns into 4 black arrows.
  - Click, drag, and drop the shape.
- To align the shape on the page, click on the Align tool in the Format tab.
  - Verify that "Align to Margin" is checked.
  - Align the shape horizontally by clicking on "Align Left," "Align Center," or "Align Right."
  - Align the shape vertically by clicking on "Align Top," "Align Middle," or "Align Bottom."
- Resize a shape by dragging the white circles at its corners or sides.
- Rotate a shape in one of two ways:
  - Drag the circular arrow above the shape.
  - Choose a pre-set rotation by clicking on the Rotate tool in the Format tab.

## **Tips**

- Align a picture to precisely place it on the page.
- Crop, resize, and rotate pictures and shapes to customize the document.
- Change the color of shapes to suit your needs.
- Do not be afraid to ask for help.