

## Hide menu

## Adding graphics

- ✓ **Video:** Module Introduction - Working with graphics 1 min
- ✓ **Video:** Insert Symbols and Special Characters 5 min
- ✓ **Reading:** Exercise: Inserting Symbols and Special Characters 10 min
- ✓ **Video:** Add images to a document 5 min
- ✓ **Reading:** Exercise: Adding images to a document 10 min
- ✓ **Video:** Resize an image 4 min
- ✓ **Reading:** Exercise: Resize an image 10 min
- ✓ **Practice Assignment:** Knowledge check: Adding graphics 15 min

Work Smarter with Microsoft Word &gt; Module 4 &gt; Exercise: Resize an image

&lt; Previous Next &gt;

# Exercise: Resize an image

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Word.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

**Note:** Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

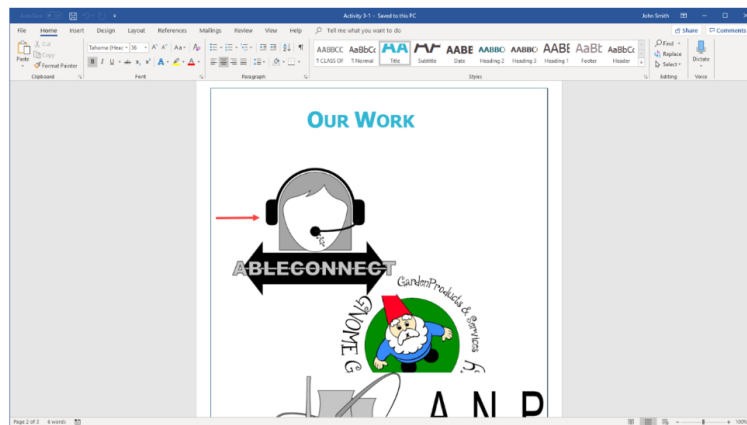
## Let's get started!

You work for a graphic design company. One of the managers has put together a portfolio, but needs your help arranging and formatting the images in the document. In this exercise, you will begin that task.

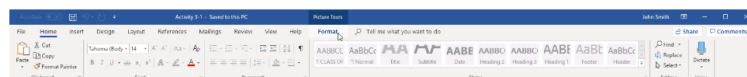
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Resize an image](#)

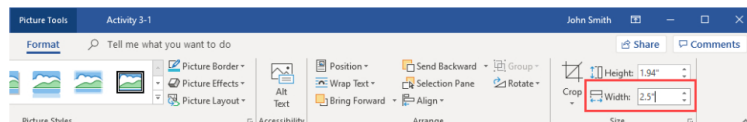
2. Scroll to the second page of the document. Click the first logo to select it:



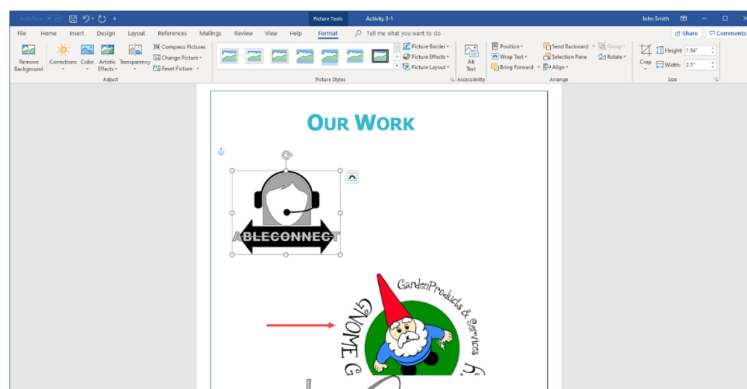
3. Click the Picture Format tab:



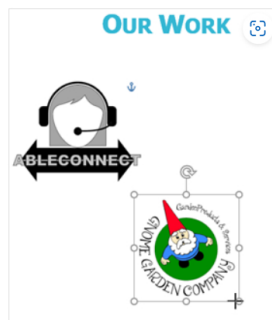
4. Type "2.5" in the Width field and press "Enter:"



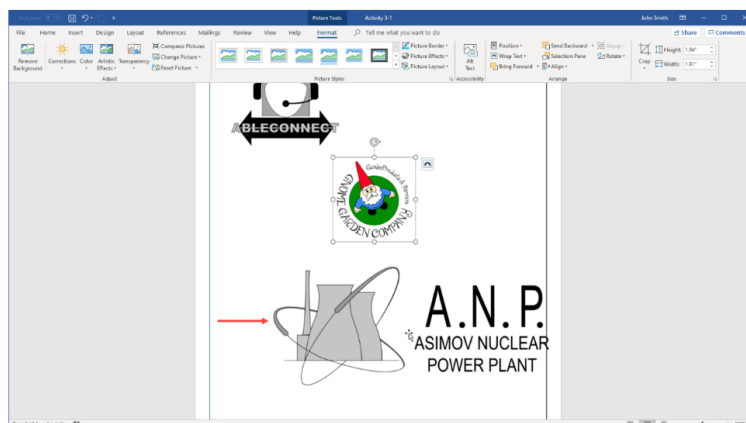
5. Click the second logo on the page:



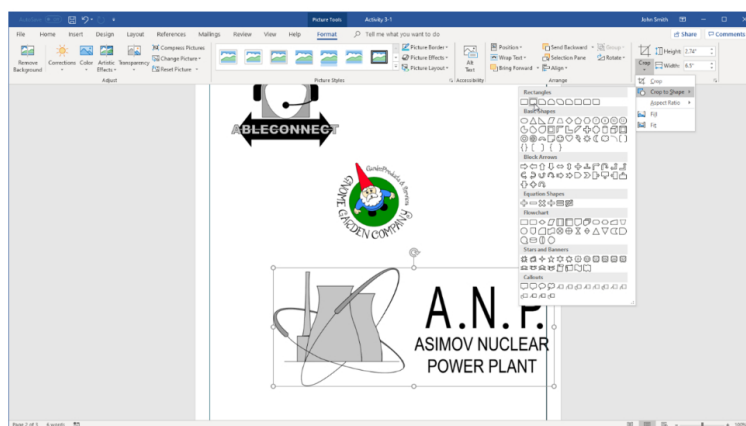
6. Click and drag the bottom right-hand corner handle up and inwards, like this:



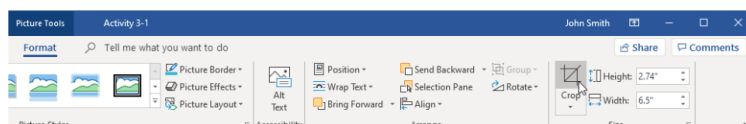
7. Now, click the final logo to select it:



8. Click Picture Tools – Format → Crop → Crop to Shape → Rounded Rectangle:



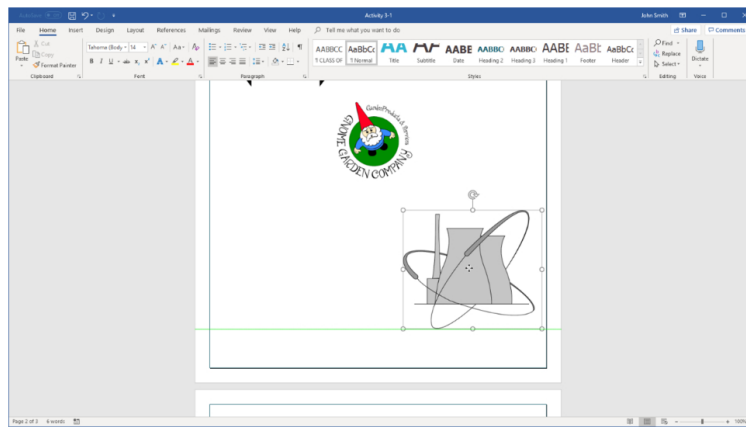
9. Click the Crop command to activate the feature:



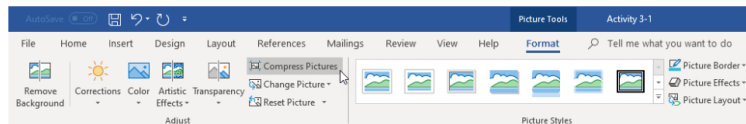
10. Click and drag the middle right-hand crop handle to remove the text from the image:



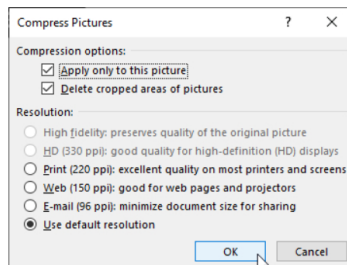
11. Click outside the image to complete the crop. Now, click and drag the image to the bottom right corner of the page. Ensure it is aligned with the green guideline:



12. Finally, let's discard the crop settings for this logo. Ensure it is still selected and click Picture Tools – Format → Compress Pictures:



13. Keep the default settings and click “OK:”



14. Save your document as Activity 3-1 Complete and close Microsoft Word 365.

15. Now, you can check out an example of a completed document in the link

[Completed exercise: Resize an image](#)

Mark as completed

Like Dislike Report an issue