

Hide menu

Adding graphics
Using Images in a document

✓ **Video:** Adjust image appearance
4 min

Reading: Exercise: Adjusting image appearance
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Video: Integrate pictures and text
2 min

Reading: Exercise: Integrating pictures and text
10 min

Video: Insert and Format screenshots
1 min

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10 min

Practice Assignment: Knowledge check: Using Images in a document
15 min

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Exercise: Adjusting image appearance

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!

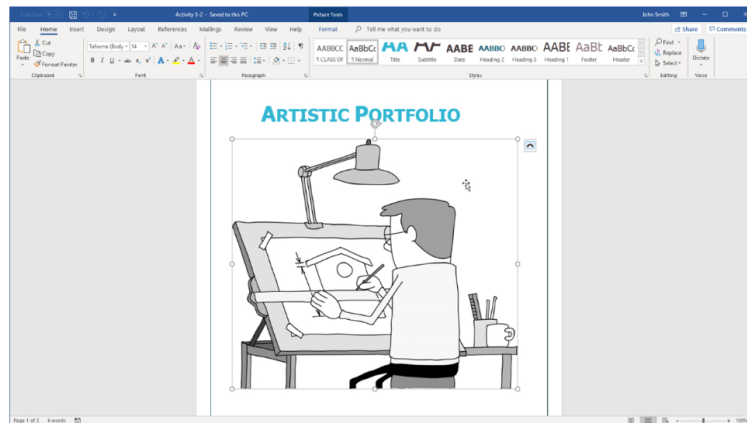
Let's get started!

In this exercise, you will try some different image manipulation techniques on your portfolio.

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

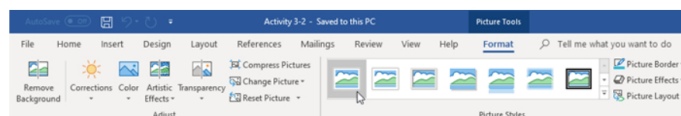
[Exercise: Adjusting image appearance](#)

2. Click the image on the first page of the document to select it:

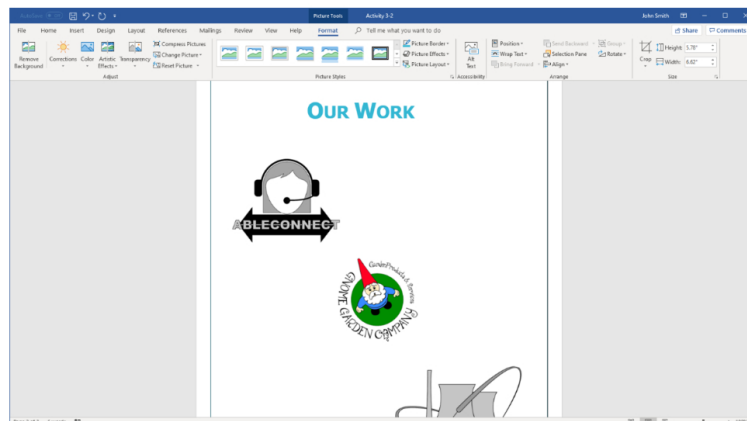


(Adjust your zoom level if necessary.)

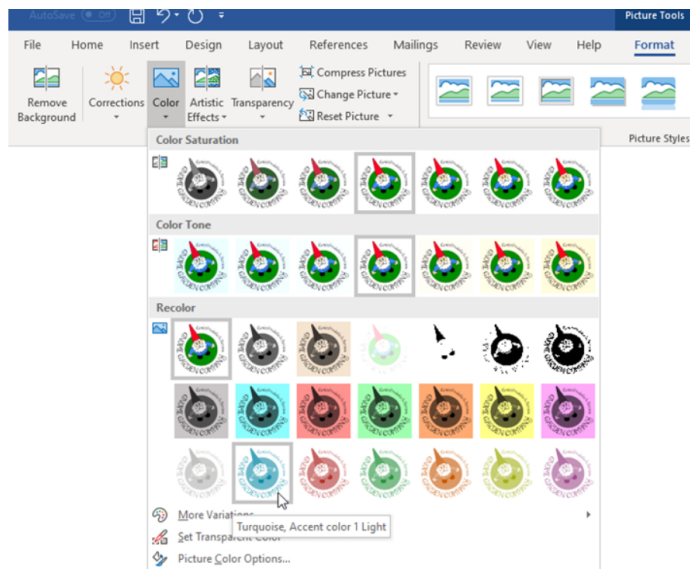
3. Click the Picture Format tab. Choose any style you like from the Picture Styles gallery by clicking its thumbnail:



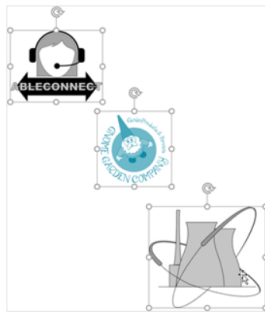
4. Scroll to the second page of the document. Click the second logo:



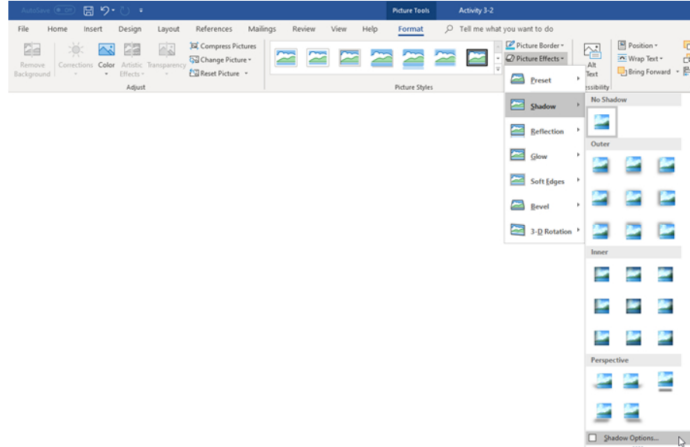
5. Let's change the color of this logo so it matches the document. Click Picture Tools – Format → Color → Turquoise, Accent color 1 Light:



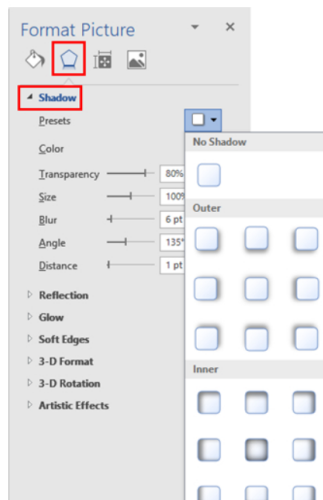
6. Now, hold the Ctrl key and click all three logos to select them:



7. Click Picture Tools – Format → Picture Effects → Shadow → Shadow Options:

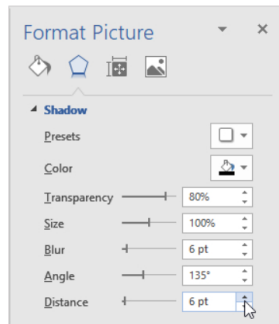


8. The Format Picture task pane will open to the Effects category, with the Shadow category expanded. Click the Presets button and choose "Perspective Lower Left:"

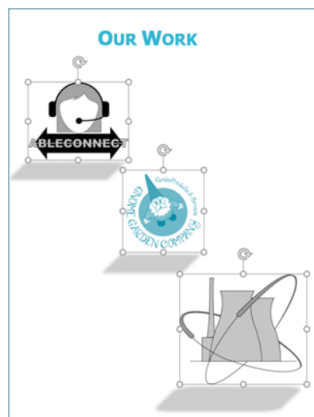




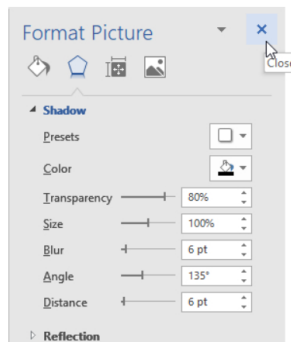
9. Increase the Distance to 6 pt:



10. Review the changes to the logos:



11. Close the Format Picture task pane:



12. Save your document as Activity 3-2 Complete and close Microsoft Word 365.

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

[Completed exercise: Adjusting image appearance](#)

Mark as completed