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Adding graphics

Using Images in a document

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

✓ **Reading:** Exercise: Adjusting image appearance
10 min

✓ **Video:** Integrate pictures and text
2 min

📖 **Reading:** Exercise: Integrating pictures and text
10 min

▶ **Video:** Insert and Format screenshots
1 min

📖 **Reading:** Exercise: Inserting and Formatting screenshots
10 min

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

Exercise: Integrating pictures and text

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!
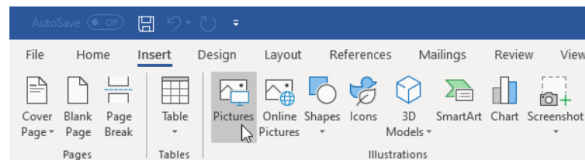
Let's get started!

In this activity, you will add a new image to the title page of the artistic portfolio.

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

Exercise: Integrating pictures and text ⤢

2. Ensure that your cursor is on the first page of the document. Click Insert → Pictures:

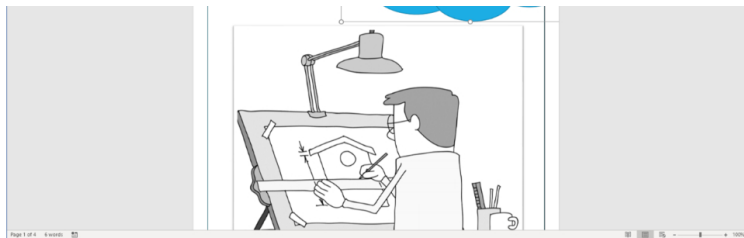3. Browse to your Exercise Files folder. Locate and select the Logo image. Click "Insert:"
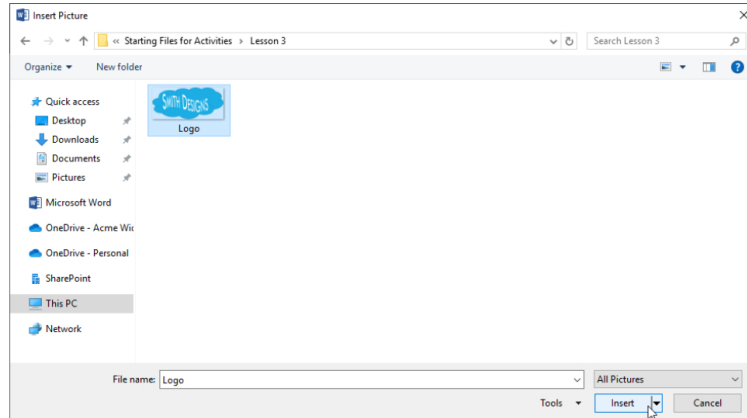
4. Now, we need to fix its location on the page. To begin, click Picture Format → Position and choose the top right-hand position shown in the following screenshot:
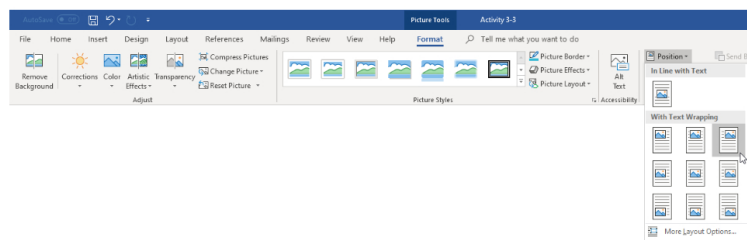
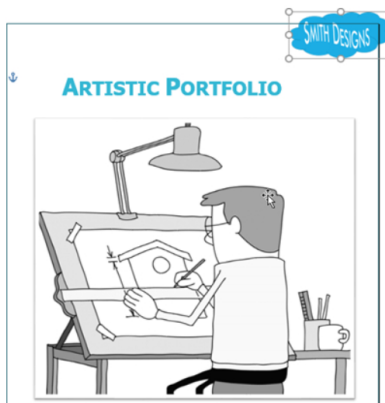5. Click and drag the image to the top right corner of the page:
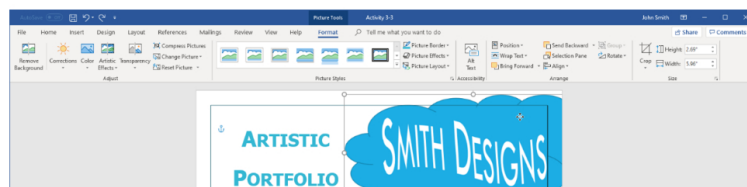
6. Click and drag the bottom left resize handle inwards, until the image reaches approximately the size shown below:
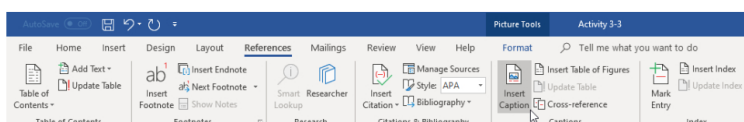

7. If necessary, make any final adjustments to the position so you are happy with its appearance:
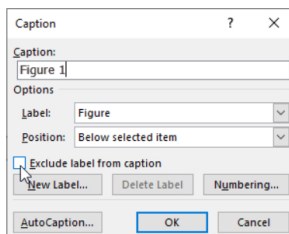

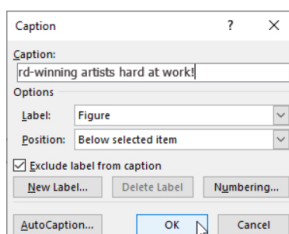8. Next, let's add a caption to the other image on the title page. Click it to select it:

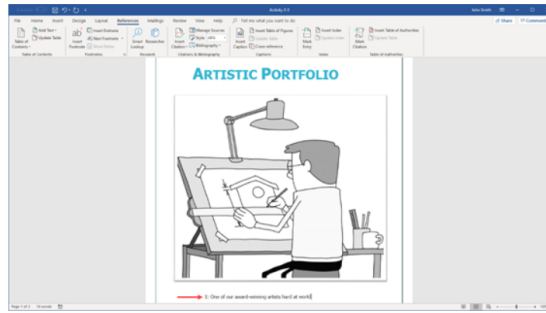9. Click References → Insert Caption:

10. The Caption dialog box will open. Check the "Exclude label from caption" box:

11. In the Caption box, type, "One of our award-winning artists hard at work!" Then, click "OK:"

12. The caption will be created:

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

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

Completed exercise: Integrating pictures and text ↗

Mark as completed

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