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## Adding graphics

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# Exercise: Adding images to a document

**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!

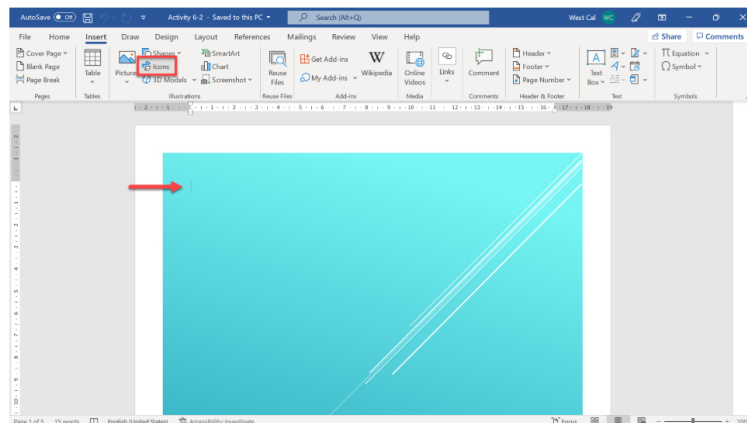
In this exercise, you will start building a portfolio for a design firm.

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

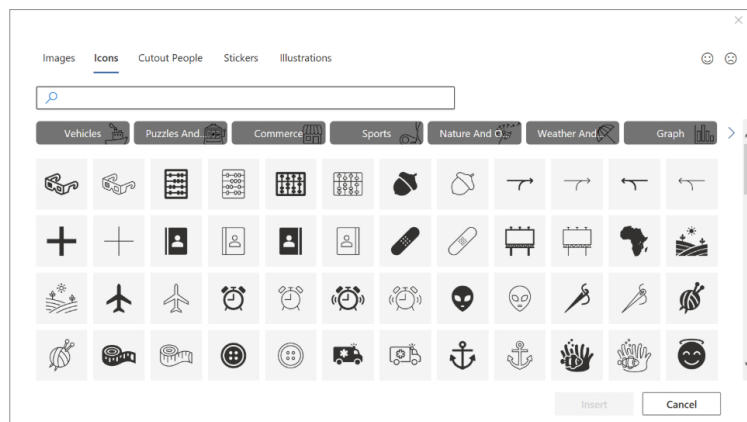
**Note:** Click on the links below to open the set of files that you can use to complete this exercise.

- [Exercise: Adding images to a document](#)
- [Exercise: Adding images to a document image](#)

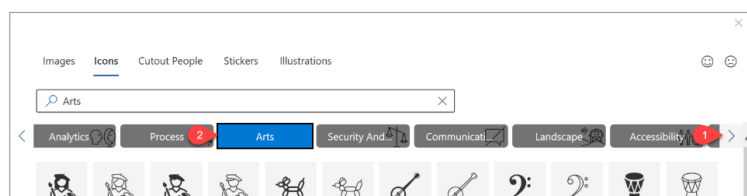
2. First, let's add an icon to the title page. Ensure your cursor is flashing at the top of the title page. Click Insert → Icons:

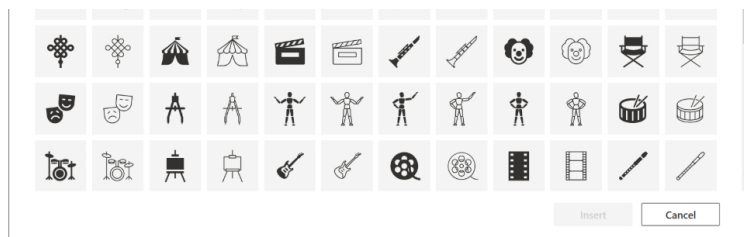


3. The Insert Icons dialog box will open.

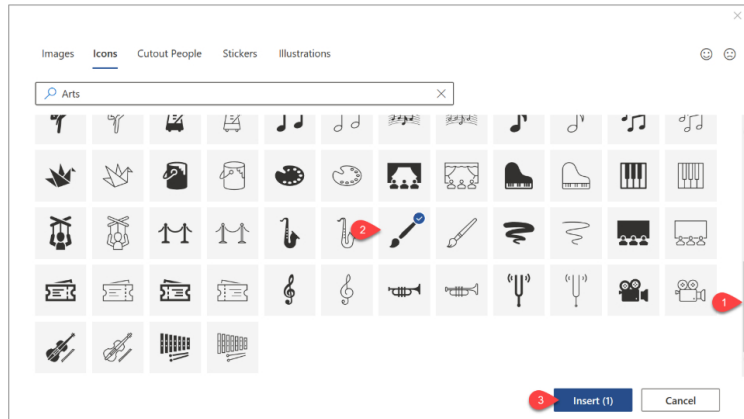


4. Click the arrow on the right to locate and then select the Arts category.

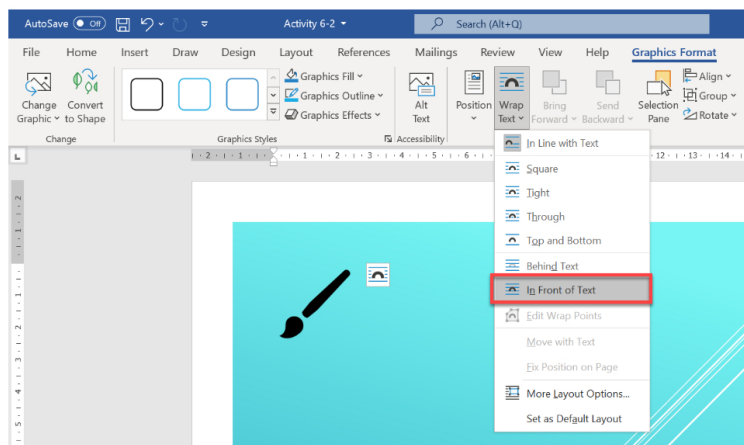




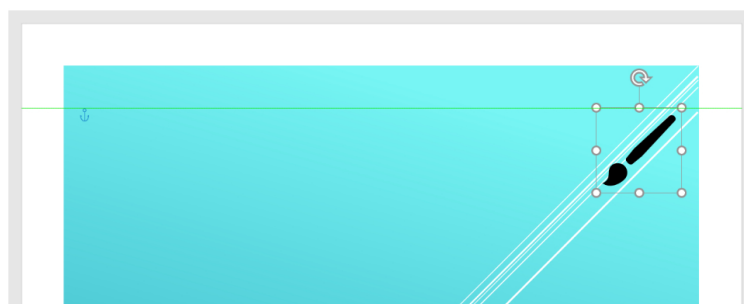
5. Scroll down through the icons and click the paintbrush icon to select it. Then, click “Insert:”



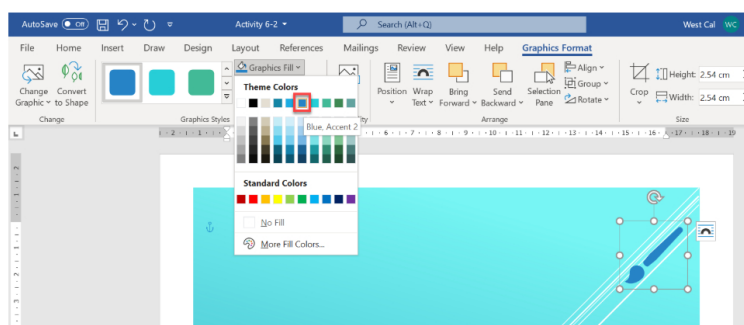
6. The icon will be inserted and the Graphics Tools – Format tab will open. On this tab, click Wrap Text → In Front of Text:



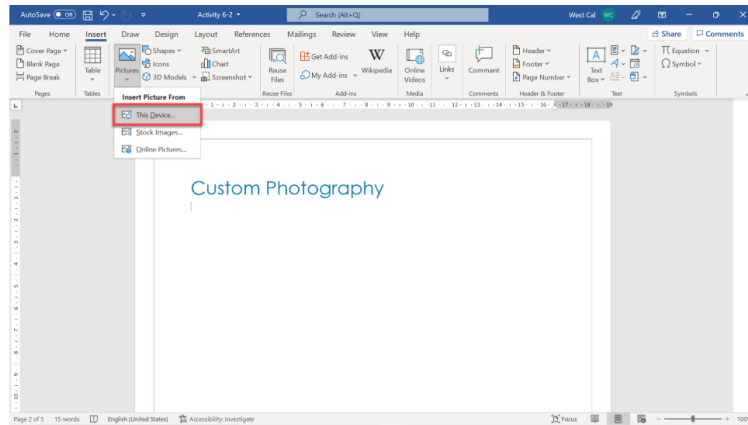
7. Click and drag the icon over to the top right corner of the page:



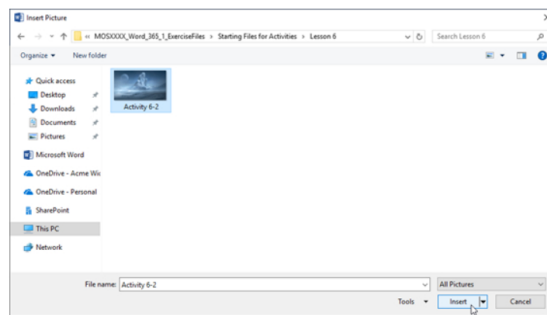
8. Finally, let's recolor it. Click Graphics Fill → Blue, Accent 2:



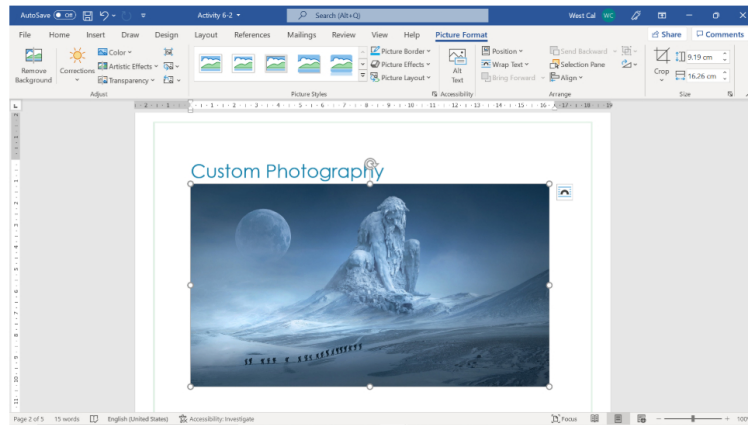
9. Now, let's add some graphic samples. Scroll to the next page and click to place your cursor on the line after the heading. Then, click Insert → Pictures → This Device:



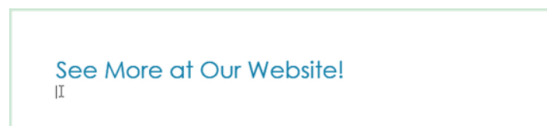
10. Browse to the Lesson 6 folder of your Exercise Files. Select the **Exercise: Adding images to a document image** file and click "Insert:"



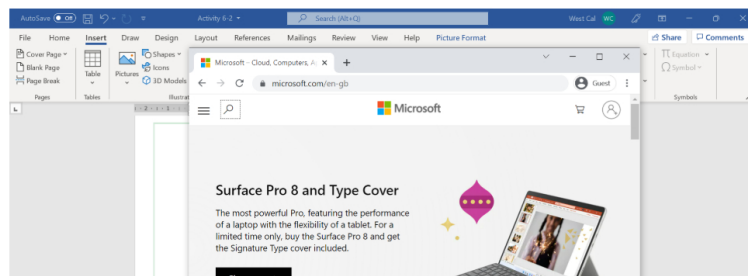
11. The image will be inserted and the Picture Tools – Format tab will be displayed:

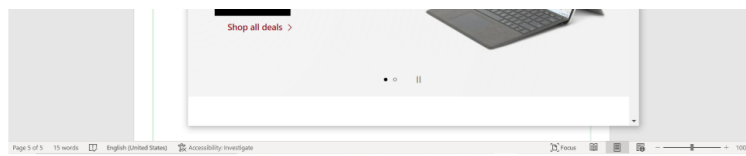


12. Now, let's add a screenshot. Scroll to the last page of the document and click to place your cursor after the heading:

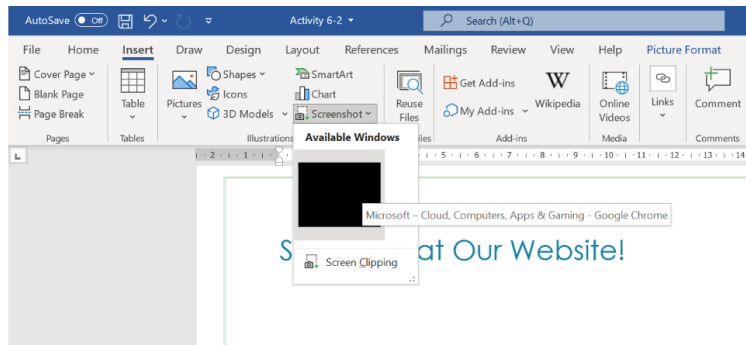


13. Open your internet browser and navigate to [www.microsoft.com](http://www.microsoft.com):

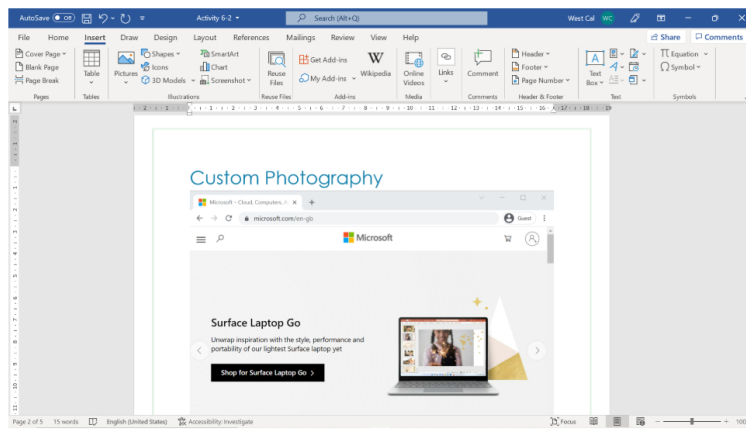




14. Switch back to Microsoft Word. Click Insert → Screenshot and click the Internet Explorer image:



15. The image will be inserted:



16. Save your document as Activity 6-2 Complete and close Microsoft Word 365.

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

[Completed exercise: Adding images to a document](#)

Mark as completed

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