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Adding graphics

Using Images in a document

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Exercise: Inserting and Formatting screenshots

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

Show 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!

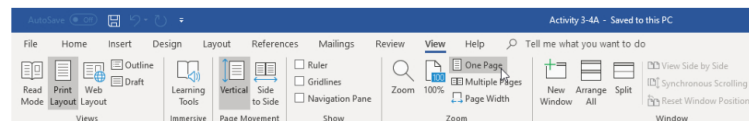
In this exercise, you will create a special sneak peek for your artistic portfolio, which is almost complete.

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

- [Exercise: Inserting and Formatting screenshots A](#)
- [Exercise: Inserting and formatting screenshots B](#)

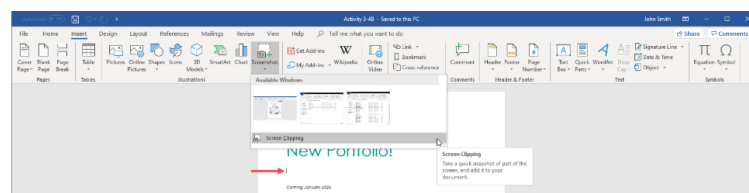
1. First, click on the **Exercise: Inserting and Formatting screenshots A** link above to open the Microsoft Word exercise document you can use to complete this exercise.

2. Go to the second page of the document. Click View → One Page:

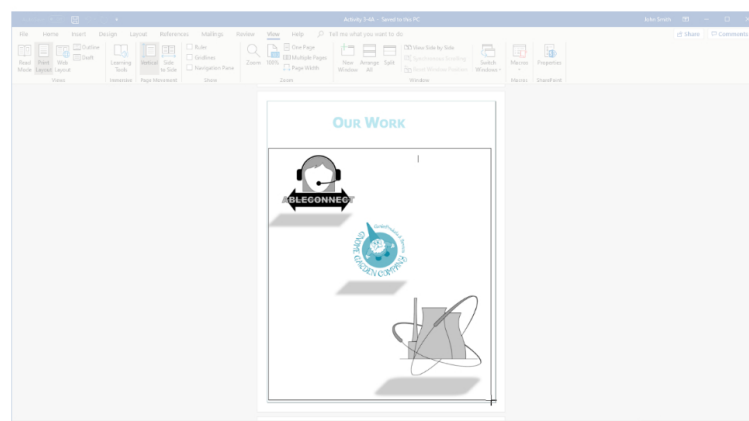


3. Now, click on the link **Exercise: Inserting and Formatting screenshots B** provided at the beginning of this exercise to open the document.

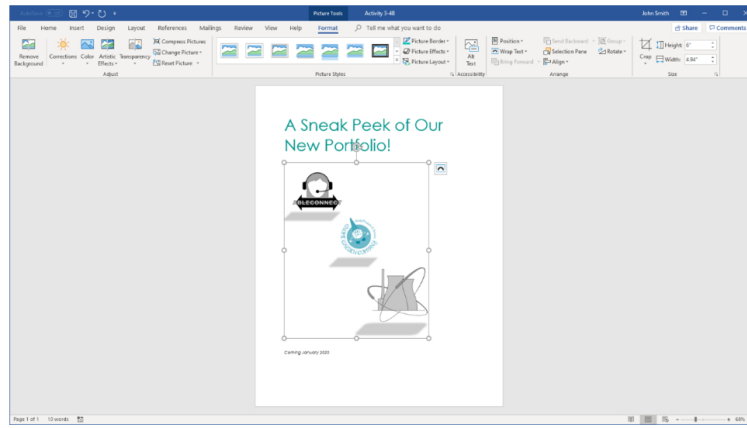
4. Ensure that your cursor is below the title, but before the final line of text. Click Insert → Screenshot → Screen Clipping:



5. The **Exercise: Inserting and Formatting screenshots A** document will re-maximize, with a transparent mask placed around it. Click and drag around the logos to capture them:

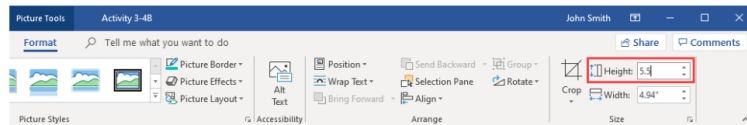


6. The image will be captured and added to the **Exercise: Inserting and Formatting screenshots B** document:

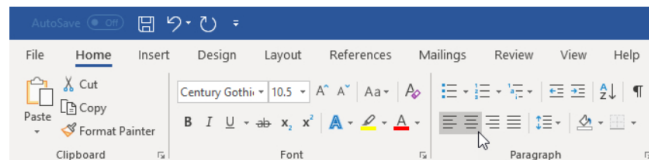


(The size may vary slightly depending on your monitor and window size. If so, that is OK.)

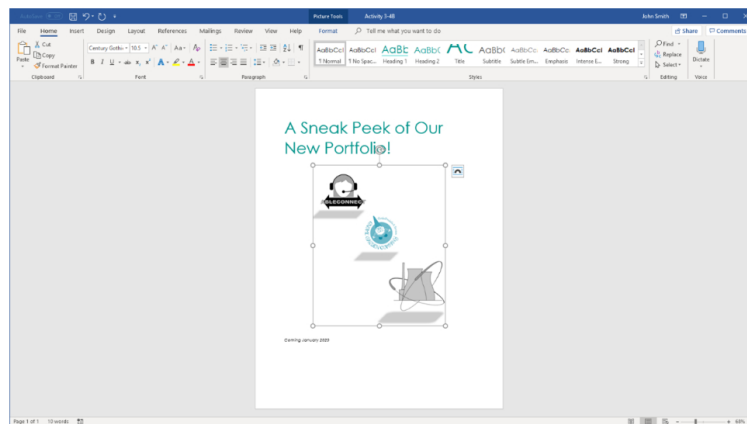
7. Now, let's resize it. Type "5.5" in the Height field on the Picture Tools – Format tab and press "Enter:"



8. Click Home → Center to align the image to the middle of the page:



9. Your document should now look like this:



10. Save your document as Activity 3-4 Complete and close Microsoft Word 365.

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

[Completed exercise: Inserting and formatting screenshots](#)

Mark as completed

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