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Lab 1 Activity 6 - Working with Images and Shapes

Objective – Insert and edit images, shapes, and text boxes in documents.

1. Insert an image from your computer.
2. Resize, crop, and apply styles to the image.
3. Insert shapes (e.g., rectangles, arrows) and format them.
4. Add a text box and format the text inside

Solutions:

Task 1:

To insert image:

- Go to “Insert” tab.
- Select “Pictures”
- Select your picture and enter.

Task 2:

- Right click on the picture and select “Format Picture”.
- You can apply styles, crop and resize from there.

Task 3:

- Go to “Insert” tab.
- Select “Shapes”
- Select your shape and enter.
- Draw your shape anywhere.
- Click on the shape and select formatting from Ribbon.
- Format as you want.

Task 4:

- Go to “Insert” tab.
- Select “Text box”
- Select your text box and enter.