

Chapter 7: Working with images and Illustrations

DACC (D4) & HDRM (D4)

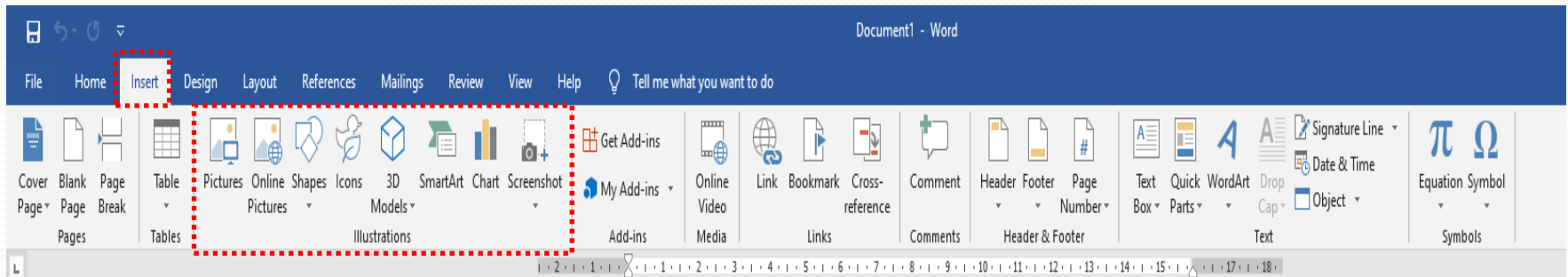
Chapter 7: Working with images and Illustrations

Learning Objectives

- By end of today's session, students will be able to:
 - **Insert images and pictures**
 - **Resize and position images to align with text**
 - **Apply picture styles and effects**
 - **Add shapes, icons and SmartArt**
 - **Use different text wrapping styles**

Insert Images and Pictures

- Adding images and pictures to your document can significantly enhance the visual appeal and effectiveness of your content.
- MS Word 2016 provides multiple ways to insert images;
 - either from your local device or
 - online sources.



Steps to Insert Images and Pictures

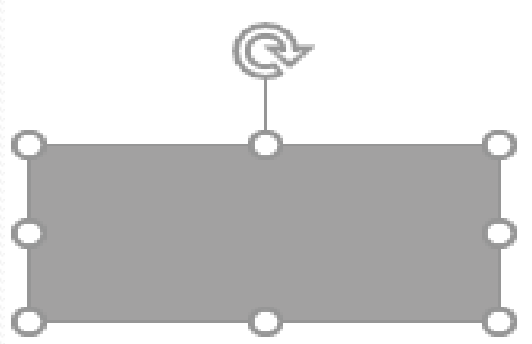
- Insert an Image from Your Device or Online:
- **Insert tab > Illustration group > Pictures or Online Pictures.**

Resizing images in Word 2016

- Properly resizing and positioning images in a document is essential for maintaining a clean, professional layout.

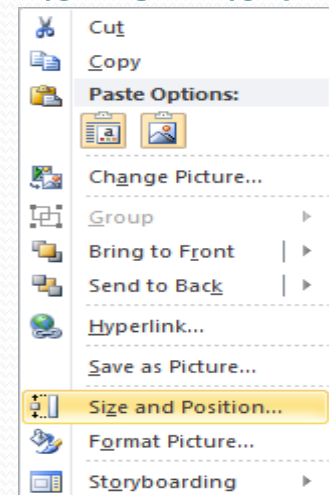
Steps to Resize an Image

- Resize the image using sizing handles shown below.



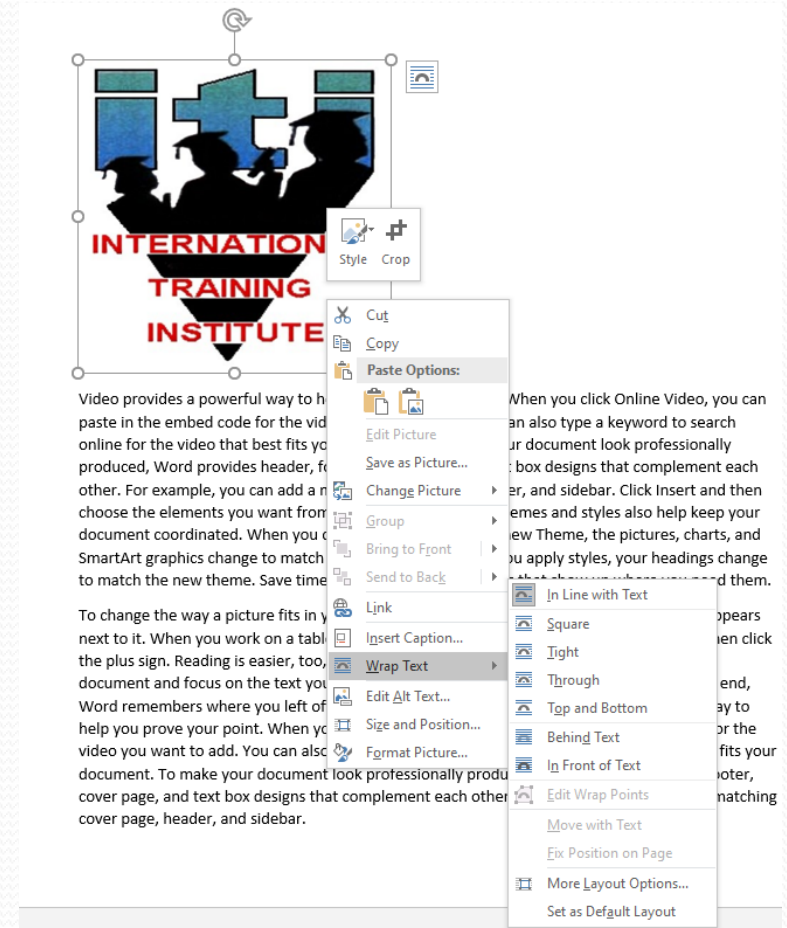
Resizing with Specific Dimensions:

- For precise resizing, right-click on
- the image and select **Size and Position**
- from context menu..



Using Text Wrapping Styles

- Text wrapping controls how text flows around your image.
- By default, an inserted image is treated as “In Line with Text” meaning it behaves like a text character.
- However, Word offers several text wrapping options that allow for greater flexibility in positioning the image.

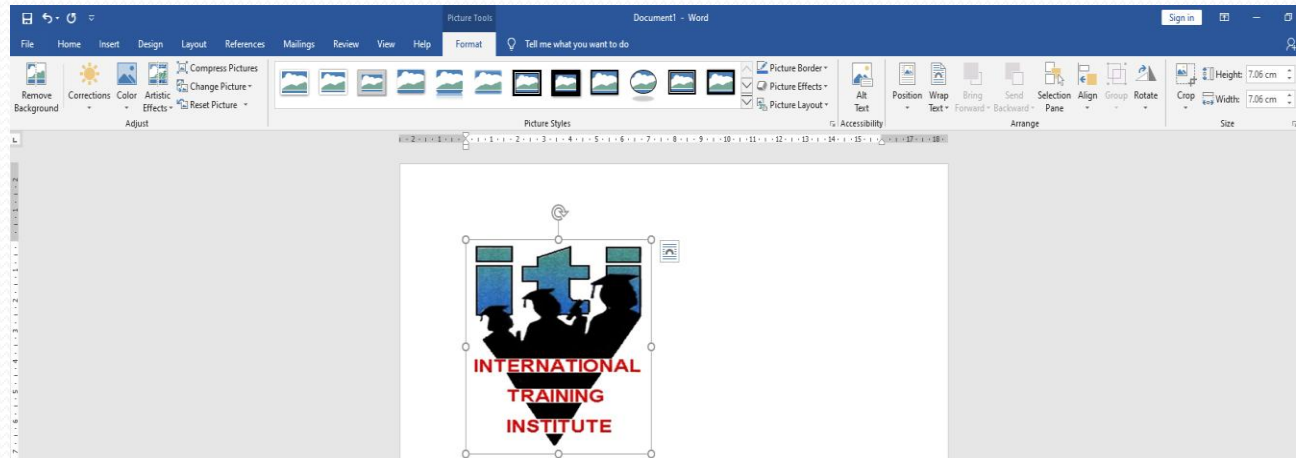


Using Text Wrapping Styles

- **In Line with Text:** image is treated as a part of the text, appearing on the same line as other text.
- **Square:** Text wraps around the image in a rectangular shape.
- **Tight:** text wraps closely around the edges of the image.
- **Through:** allows text to flow through transparent or irregular parts of the image.
- **Top and Bottom:** Image is placed between two blocks of text, with no text appearing on the sides.
- **Behind Text:** images appears behind the text. Useful for watermarks or background designs.

Applying Picture Styles and Effects in Word 2016

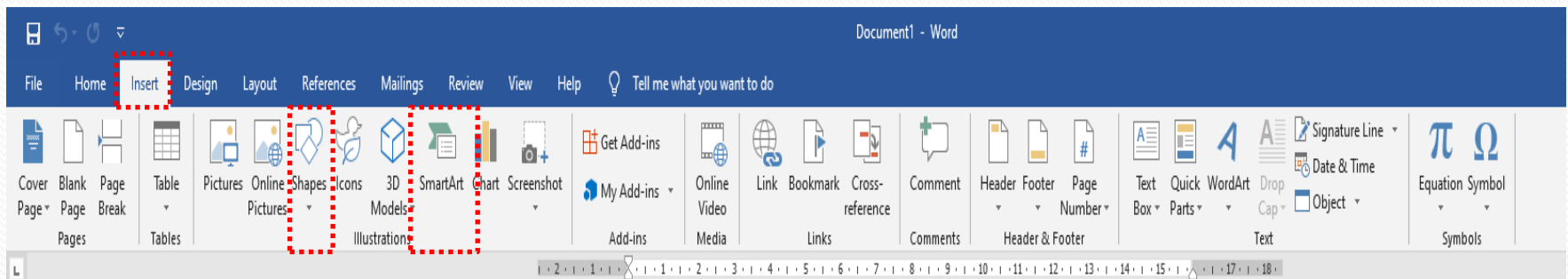
MS Word 2016 offers range of built-in picture styles and effects to help enhance the appearance of image sin your documents.



- Steps:
- Select the image>**Picture Tools** tab>**Format** tab
- Format tab contains controls for modifying images, including picture styles and effects.

Adding Shapes and SmartArt

- Inserting **shapes** and **SmartArt** in your document can greatly enhance the visual appeal and help convey information in an easily digestible format.
- Steps To Insert Shapes:
- **Insert tab>Illustration group>shapes**
- Steps To Insert SmartArt
- **Insert tab>Illustration group>SmartArt**



Review Exercises:

- Do Review Questions on page 154 - 156

Thank
you

