

7



SELF-LEARNING PACKAGE IN

# ICT 7

Quarter 2 | Week 4-5

## Insert and Format Pictures

### Learning Competency:

Demonstrate in inserting and formatting pictures.

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WRITERS

GOVERNMENT PROPERTY  
**NOT FOR SALE**



## Ready to Launch!

Adding pictures to your document can be a great way to illustrate important information and add decorative accents to existing text. Used in moderation, pictures can improve the overall appearance of your document.

In this lesson, you will learn how to insert pictures from file and online. Also, to improve the appearance of the pictures you have inserted, you will be taught how to format pictures.



## Aim at the Target!

*At the end of this module you are expected to:*

1. Prepare to insert picture in a document.
2. Apply wrapping text in a document.
3. Prepare to format pictures.



## Try This!

Direction. Match the title of the following story to its appropriate picture. Write the **letter** only.

1. **The twelve dancing Princesses**
2. **The dog and the sparrow**
3. **The birth of Jesus**
4. **Pinocchio**
5. **The story of Moses**

A.



B.



C.



D.



E.



F.



G.





## Keep This in Mind!

Pictures or images speak a thousand words. Aside from using pictures to improve the appearance of our document, more importantly, we use or insert pictures to help our reader understand what information we want to convey clearly and efficiently.

### Activity 1. Analyzing a document content?

**Spring Newsletter**

1000 Lake Sylvan Boulevard | Orlando, FL 32804

A Buena Vida Community

### New Online Resident Portal

Residents are raving about Buena Vida Online, the new web portal for residents of Lime Grove Apartments and other Buena Vida communities.

Buena Vida Online gives you access to community news, announcements, and other important information. You can also use the portal to:

- Pay your rent online
- Renew your lease
- Submit a maintenance request
- Reserve the clubhouse

Have you visited the portal yet? Don't wait! Call our office today at 321.555.5463 to activate your account, and obtain your user name and password.

### Important Contact Info

	<b>City of Orlando</b> Police Dept.: 321.555.1728 Animal Control: 321.555.8915 Water/Sewage: 321.555.6142 General: 321.555.7266	<b>Leasing Office</b> Phone: 321.555.5463 Fax: 321.555.5464 Email: info@limegroveapts.com
	<b>Office Hours</b> Monday-Friday 9:00-6:00 Saturday 10:00-5:00 Sunday 1:00-5:00	

**LIME GROVE**  
Luxury Apartments

1000 Lake Sylvan Boulevard  
Orlando, FL 32804

### Pool Reopening & Celebration

Join us Saturday, April 7, to celebrate the grand reopening of our newly renovated pool!

Features include a resort-style pool deck, private cabanas, gourmet grilling area, and much more. We can't wait for you to see the transformation!

The celebration will last from dawn 'til dusk. (After that, it's up to you!) Fruit, lemonade, slushies, and other cool treats will be served from 1:00-2:00 PM.

### Memorial Day Barbecue

Mmmmm! It's that time of the year again! Time to gather up the kids and come on down to the pool for our annual Memorial Day Barbecue. This year, our Memorial Day buffet will be catered by Ralph's Simmerin' Barbecue and Slaw.

This year's barbecue is scheduled on **May 27<sup>th</sup> from 12:00 – 4:00**. Come hungry!

**Spring Newsletter**

1000 Lake Sylvan Boulevard  
Orlando, FL 32804

### Community Reminders

- Recycling is collected every other Wednesday. For a full list of recyclable items please visit our community's waste management [website](#).
- Please remember to pick up after your pets! Pet waste is a contributor to the spread of infectious diseases and contaminated drinking water. Baggies are provided by our local Parks and Recreation chapter. If you notice an empty bag stand, please call 321.555.4867.
- Glass containers are prohibited in the pool area. Please remember all guests must have their guest pass visible at all times.
- Visitors are **only** allowed to park in visitor spots. Any car without a visible Lime Grove decal parked in a residential spot **will be towed**. Please remind your guests of this policy!
- The dog park hours are from sunrise to sunset. The gate to the park will be locked otherwise. Outside of the park, please make sure your pet is on a leash at all times.

### Dog and Owner Meet & Greet

Bring your pooh to the dog park at **5:00pm** on **April 30<sup>th</sup>** and meet some fellow dog lovers! Treats will be provided for both humans and our furry friends. There will also be a kiddie pool, lots of tennis balls,

## Analysis.

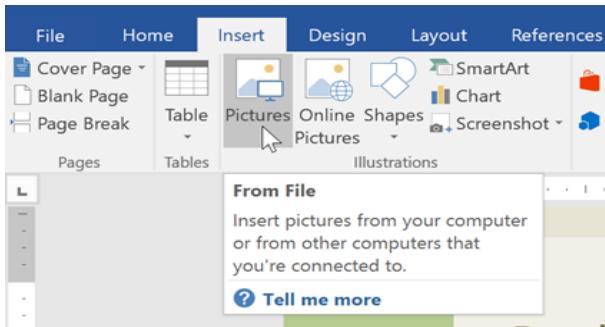
Direction. Answer the following questions based on the screenshot pictures.

1. What do you think is the purpose of the document?
2. Do you think the design of the document in terms of color, pictures, and layout) are appropriate with the information about A Buena Vida Community? **Discuss your answer in 5 to 10 sentences.**

# Abstraction and Generalization

## To insert picture from a file:

1. Place the **insertion point** where you want the image to appear.
2. Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.



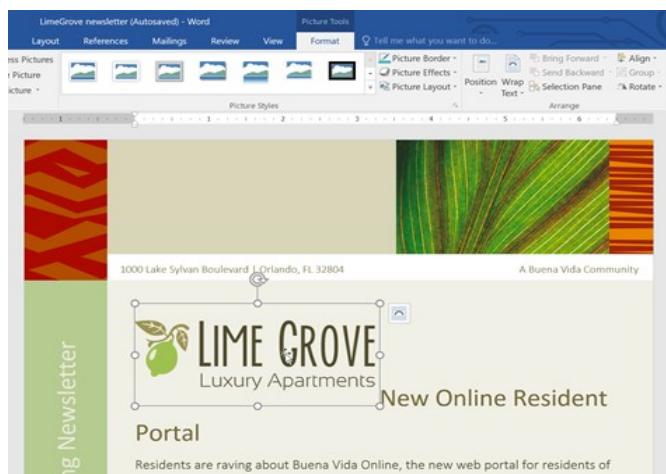
**Note:** To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles**.

## Changing text wrapping settings

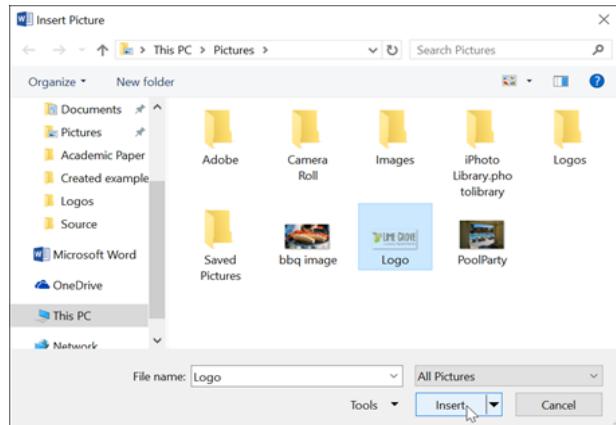
When you insert a picture from a file, you may notice that it's difficult to move it exactly where you want. This is because the **text wrapping** for the image is set to **In Line with Text**. You'll need to change the **text wrapping setting** if you want to move the image freely, or if you just want the text to wrap around the image in a more natural way.

## To wrap text around an image:

1. Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon

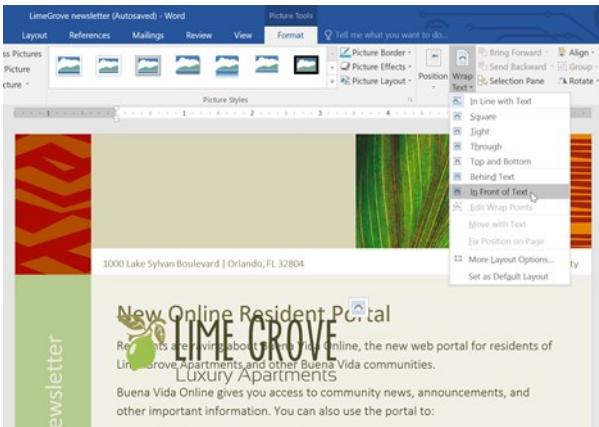


3. The **Insert Picture** dialog box will appear. Navigate to the folder where your image is located, then select the image and click **Insert**.

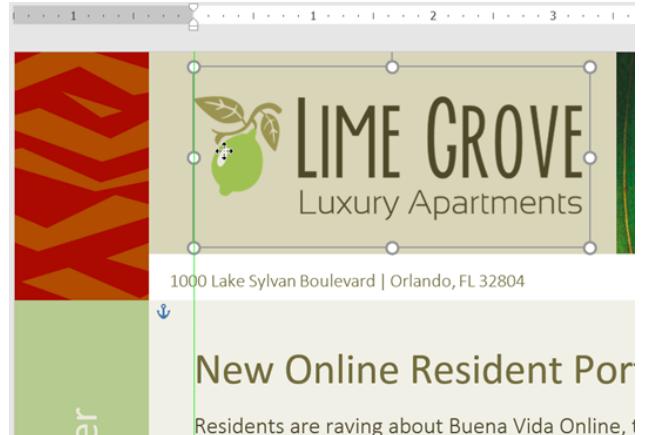


4. The image will appear in the document.

2. On the **Format tab**, click the **Wrap Text** command in the **Arrange group**. Then select the desired text wrapping option. In our example, we'll select **In Front of Text** so we can freely move it without affecting the text. Alternatively, you can select **More Layout Options** to fine tune the layout.



3. The text will wrap around the image. You can now **move** the image if you want. Just click and drag it to the desired **location**. As you move it, **alignment guides** will appear to help you align the image on the page.

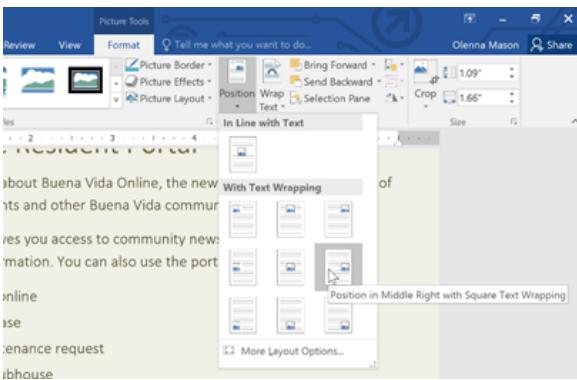


Alternatively, you can access text wrapping options by selecting the image and clicking the **Layout Options** button that appears.

If the alignment guides do not appear, select the Page Layout tab, then click the Align command. Select **Use Alignment Guides** from the drop-down menu that appears.

## Using a predefined text wrapping setting

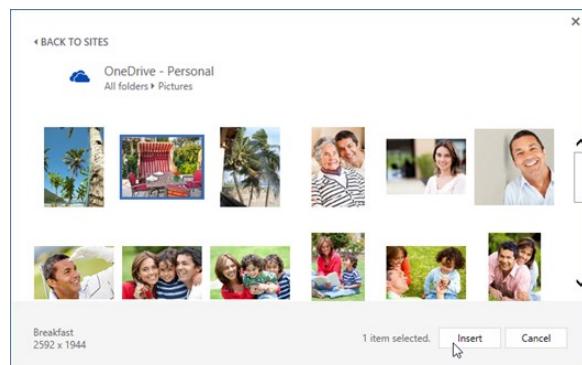
Predefined text wrapping allows you to quickly move the image to a specific location on the page. The text will automatically wrap around the object so it's still easy to read.



## Inserting online pictures

If you don't have the picture you want on your computer, you can **find a picture online** to add to your document. Word offers two options for finding online pictures.

- **OneDrive:** You can insert an image stored on your OneDrive. You can also link other **online accounts** with your Microsoft account, such as Facebook and Flickr.

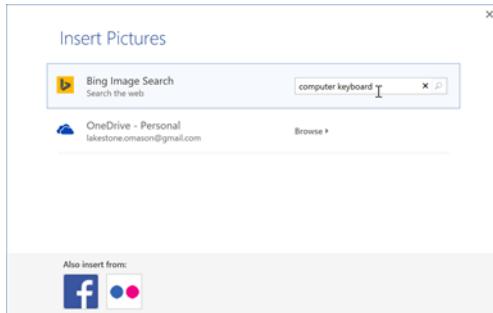


- Bing Image Search:** You can use this option to search the Internet for images. By default, Bing only shows images that are licensed under **Creative Commons**, which means you can use them for your own projects. However, you should click the link to the image's website to see if there are any restrictions on how it can be used.

### To insert an online picture:

- Place the **insertion point** where you want the image to appear.
- Select the **Insert** tab, then click the **Online Pictures** command.
- The Insert Pictures dialog box will appear.
- Choose **Bing Image Search** or your **OneDrive**.

In our example, we'll use Bing Image Search.



**Note.** When adding images, videos, or music to your own projects, it's important to make sure you have the legal rights to use them. Most things you buy or download online are **protected by copyright**, which means you may not be allowed to use them.

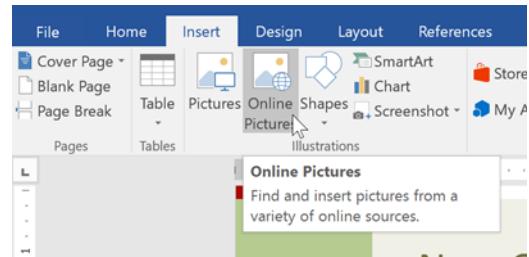
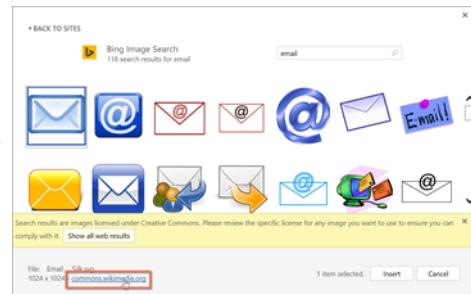
### Formatting Pictures

There are many ways to **format** pictures in Word. For instance, you can change the **size or shape** of an image to better suit your document. You can also enhance its **appearance** using Word's image adjustment tools.

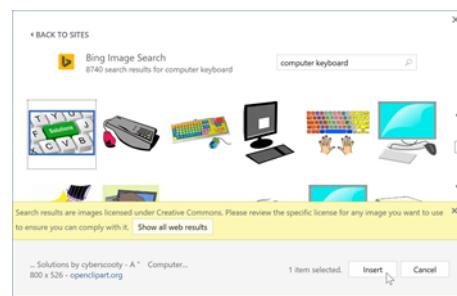
#### To crop an image:

When you crop an image, part of the picture is **removed**. Cropping can be useful if you're working with an image that's too big and you want to focus on only **part** of it.

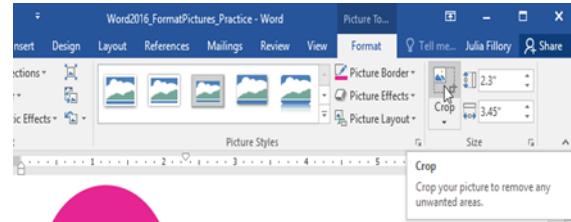
- Select the image you want to crop.  
The **Format** tab will appear
- From the Format tab, click the **Crop** command.



- Press the **Enter** key. Your search results will appear in the box
- Select the desired image, then click **Insert**.



- The image will appear in the document.



3. Cropping handles will appear on the sides and corners of the image. Click and drag **any handle** to crop the image. Because the cropping handles are near the resizing handles, be careful not to drag a resizing handle by mistake.

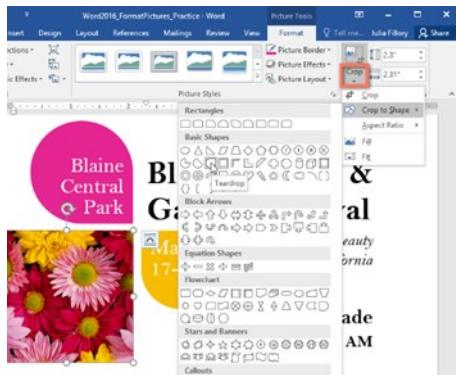


4. To confirm, click the **Crop** command again. The image will be cropped.



### To crop an image to a shape:

1. Select the image you want to crop, then click the **Format** tab.
2. Click the **Crop** drop-down arrow. Hover over **Crop to Shape**, then select the desired **shape** from the drop-down menu.
3. The image will be cropped to the chosen shape.



### To add a border to a picture:

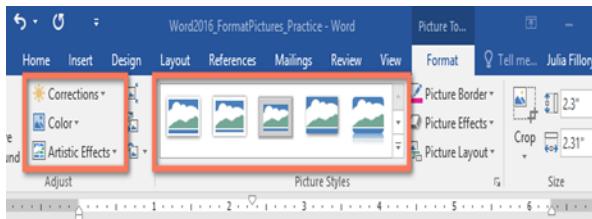
1. Select the picture you want to add a border to, then click the **Format** tab.
2. Click the **Picture Border** command. A drop-down menu will appear.
3. From here, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.
4. The border will appear around the image.



## Making image adjustments

With Word's **image adjustment tools**, you can easily fine tune properties like color, contrast, saturation, and tone. Word also offers built-in **picture styles**, which can be used to add a frame, drop shadow, and other predefined effects.

When you're ready to adjust an image, simply select it. Then use the options below, which can be found on the **Format** tab.



### Corrections

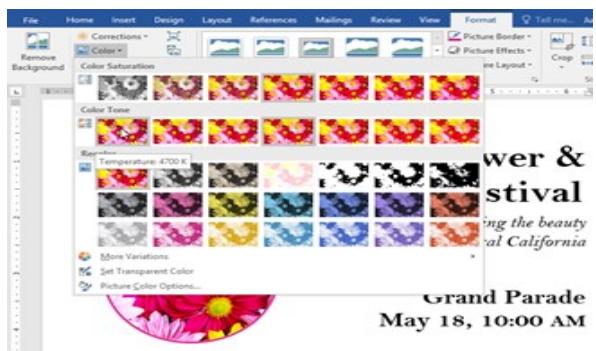
From here, you can **sharpen or soften** the image to adjust how clear or blurry it appears. You can also **adjust brightness and contrast**, which affect the image's lightness and general intensity.

To do this, **Go format** menu then select **Corrections**.



### Color

Using this command, you can adjust the image's **saturation** (how vibrant the colors appear), **tone** (the color temperature of the image, from cool to warm), and **coloring** (the overall tint of the image).



### Artistic Effects

Here, you can apply **special effects** to your image, such as pastel, watercolor, or glowing edges. Because the results are so bold, you may want to use these effects sparingly (especially in professional documents).



### Picture Styles group

This group contains many different **predefined styles** that make image formatting even easier. Picture styles are designed to **frame** your image without changing its basic settings or effects.



## Compressing pictures

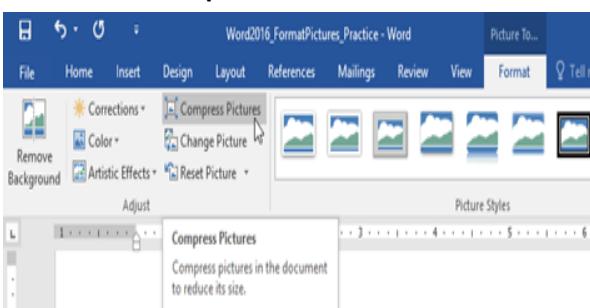
If you plan to email a document that contains pictures, you'll need to monitor its **file size**. Large, high-resolution images can cause your document to become very large, which may make it difficult to attach to an email. Additionally, **cropped areas** of pictures are saved within the document by default, which can add to the file size.

Thankfully, you can reduce your document's file size by **compressing** your pictures. This will lower their **resolution** and **delete cropped areas**.

Compressing a picture may noticeably affect its quality (for instance, the image may become blurry or pixelated). Therefore, we recommend **saving an extra copy of your document** before you compress pictures. Alternatively, be prepared to use the **Undo command** if you're dissatisfied with the results.

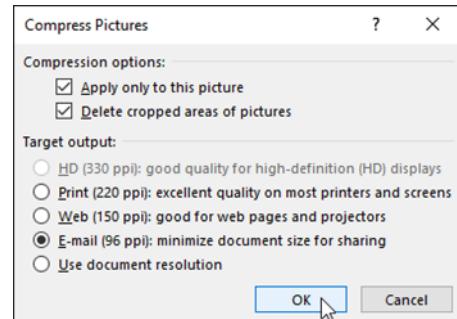
### To compress a picture:

1. Select the picture you want to compress, then navigate to the **Format** tab.
2. Click the **Compress Pictures** command.



3. A dialog box will appear. Check the box next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.
4. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest file size.

#### 5. Click **OK**.



## Applications.

Direction. Demonstrate the following task given below.

### Activity 2. Inserting a picture and applying wrapping text in a document

1. Open **practice document** and scroll to **page 3**.
2. Change the **text wrapping** of the dog picture to **Square**.
3. Drag the picture to the right side of the bottom paragraph.
4. Place your insertion point next to the **Community Reminders** heading.
5. Use the **Online Pictures** command and type the word **Recycle** into the search.
6. Insert a **recycling symbol**.
7. If needed, use the **corner sizing handle** to resize the recycling symbol so everything fits on page 3.
8. Change the text wrapping to **Square** and drag the symbol to the right side of the first bullet.
9. Save the document as Q2W4\_APP\_\*\*\* ( where \*\*\* is your family name)
10. When you're finished, page 3 should look something like this:



LIME GROVE  
Luxury Apartments  
1000 Lake Sylvan Boulevard  
Orlando, FL 32804

Community Reminders

- Recycling is collected every other Wednesday. For a full list of recyclable items please visit our community's waste management [website](#).
- Please remember to pick up after your pets! Pet waste is a contributor to the spread of infectious diseases and contaminated drinking water. Baggies are provided by our local Parks and Recreation chapter. If you notice an empty bag stand, please call 321.555.4867.
- Glass containers are prohibited in the pool area. Please remember all guests must have their guest pass visible at all times.
- Visitors are **only** allowed to park in visitor spots. Any car without a visible Lime Grove decal parked in a residential spot **will be towed**. Please remind your guests of this policy!
- The dog park hours are from sunrise to sunset. The gate to the park will be locked otherwise. Outside of the park, please make sure your pet is on a leash at all times.

Dog and Owner Meet & Greet

Bring your pooch to the dog park at **5:00pm on April 30<sup>th</sup>** and meet some fellow dog lovers! Treats will be provided for both humans and our furry friends. There will also be a kiddie pool, lots of tennis balls, and a few rope tugs for the pups to enjoy. All dogs must be up-to-date on vaccines in order to attend. No aggressive dogs please.



## Reflect

Complete the statements below.

I understand \_\_\_\_\_

I don't understand \_\_\_\_\_

I need more information about \_\_\_\_\_



## Reinforcement & Enrichment

Direction: Demonstrate the task given below.

### Activity 2. Formatting a picture

1. Open our **practice document**
2. Scroll to **page 2** and select the picture of the sailboats.
3. In the **Format** tab, change the style to **Simple Frame, White**.
4. With the picture still selected, use **Crop to Shape** and crop to the **Double Wave** shape in the **Stars and Banners** category. **Hint:** The shape names will appear when you hover over them.
5. Select the picture of the **anchor**.
6. In the **Format** tab, use the **Color** drop-down menu to recolor the anchor to **Gold, Accent color 2 Light**.
7. Save the document as **PT7\_\*\*\*** ( where \*\*\* is your family name)
8. When you're finished, your page should look like this:



## WINDWARD SAILING FESTIVAL

**Races**  
Marine Junior Match Race  
Day Sailer Regatta  
Five Mile Fleet Race  
Pro Team Race  
Offshore Yacht Race

**Just for Kids**  
Dinghy Flotilla  
Knot Tying Class  
Paint Your Own Sailboat  
Sandcastle Competition

**Vendors**  
Bosun Sailing Gear  
Latte-Da Coffee  
Salt & Sand Apparel  
Max's Sandwich Shop

**SEPTEMBER 5 -7TH  
SAN FRANCISCO BAY**



**SKIPPERS' BRIEFING 8:30 AM**

Presented by  
Pacific Coast Festival Association | [www.pacificcoastfestivals.com](http://www.pacificcoastfestivals.com)



## Assess Your Learning

**Matching type.** Match the correct answer in column A with column B. Select the letter of your choice.

### COLUMN A

1. This is the tab to use when you want to insert a picture in your document.
2. This text setting is use if you want to move the image freely in your document.
3. This is where we can get other pictures aside from the stored pictures in our computer files.
4. This is one way to format a picture by means of resizing the picture that will suit well in your document.
5. This group contains many different **predefined styles** that make image formatting even easier

### COLUMN B

- A. Text wrapping
- B. Format
- C. Insert
- D. Border
- E. Compress
- F. View
- G. Predefined style
- H. Color
- I. Correction
- J. Artistic effects
- K. Crop
- L. Online

6. This command is use to adjust the image's saturation , tone , and coloring.
7. This technique is use to reduce a document's file size .
8. A formatting technique that allows you to sharpen or soften the image to adjust how clear or blurry it may appears.
9. A special effects that you can add to your image, such as pastel, watercolor, or glowing edges.
10. This tab is use if you want to add a border in your picture.



## References & Photo Credits

<https://edu.gcfglobal.org/en/word2016/getting-started-with-word/1/>  
THE TWELVE PRINCESSES. [https://www.kidsgen.com/fables\\_and\\_fairytales/brothers-grimmm/twelve-dancing-princesses.htm](https://www.kidsgen.com/fables_and_fairytales/brothers-grimmm/twelve-dancing-princesses.htm)  
THE DOG AND THE SPARROW. [https://www.kidsgen.com/fables\\_and\\_fairytales/brothers-grimmm/the-dog-and-the-sparrow.htm](https://www.kidsgen.com/fables_and_fairytales/brothers-grimmm/the-dog-and-the-sparrow.htm)  
BIRTH OF JESUS. <https://www.pinterest.ph/pin/352477108321131175/>  
PINOCCHIO. <https://www.museodeltessuto.it/pinocchio/?lang=en>  
THE STORY OF MOSES. <https://acts242study.com/the-second-moses-found-in-the-christmas-story/>