

# Pictures Exercise

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## In this exercise:

- Formatting text
- Inserting pictures
- Editing Pictures

1. Open a blank Word Document.
2. Type **This is a dog.**
3. Press enter 4 times
4. Type **This is a hog.**
5. Press enter 4 times
6. Type **This is a log.**
7. Press Enter 4 times
8. Highlight all three sentences. In the *Paragraph* group, click on the arrow next to the symbol bullet command  and pick the black square bullet.
9. In the *Font* group, change the font size to **16**.
10. Place the insertion point at the end of the word “dog”
11. Click on the Insert tab. In the *Illustrations* group, click on **Clipart**.
12. In the dialog box that appears on the right, type “dog” in the *search for* box and click Go.
13. Click on any picture of a dog. The picture will appear in your document and you will notice that another tab is added at the top after *View* called **Format** which gives you editing commands for the picture.
14. In the Format tab look in the *Arrange* group and click **Wrap Text**. Choose the option “In front of text”. Now you are able to move the picture freely around the page.
15. The picture has a box around it with 4 circles in the corners. These will resize the picture’s length and width at the same time. The 4 squares on

the top, bottom, and sides will resize the picture's length and width individually.

16. Make the picture smaller so that it fits right underneath the dog sentence.

17. Place the insertion point at the end of the word "hog"

18. In the Clipart dialog box on the right, type "hog" in the *search for* box and click go.

19. Click on any picture of a hog.

20. In the Format tab look in the *Arrange* group and click **Wrap Text**. Choose the option "In front of text".

21. Make the picture smaller so that it fits right underneath the hog sentence.

22. Place the insertion point at the end of the word "log"

23. In the Clipart dialog box on the right, type "log" in the *search for* box and click go.

24. Click on any picture of a log.

25. In the Format tab look in the *Arrange* group and click **Wrap Text**. Choose the option "In front of text".

26. Make the picture smaller so that it fits right underneath the log sentence.

27. When you are completely done, click on the File tab and click on 'Save'.

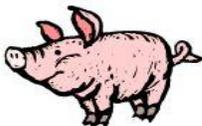
Save on your flash drive as **Picture Exercise**

## Completed Exercise

- This is a dog.



- This is a hog.



- This is a log.

