INSERT AND MODIFY IMAGES

Images can be used to add character to a worksheet. It is possible to add pictures that have been created in a drawing program, scanned in and saved as a file, or inserted from a Web site. A picture is any graphic object that can be inserted as a single unit.

INSERT IMAGES FROM THE INTERNET

 собран изображение, которое можно использовать для добавления характера в рабочий лист. Можно добавить изображения, созданные в программе рисования, сканированные и сохраненные в файле, или загруженные с веб-сайта.

A picture is any graphic object that can be inserted as a single unit.

- Open the workbook where the image is to be inserted.
- Place the insertion point in the cell where the image is to be inserted, such as cell A1.
- Click the Insert Tab.
- In the Illustrations Group, click the Online Pictures button (see illustration below).

- The Insert Pictures window will display (see illustration below).

- Input the type of image that is to be searched for, such as computer, into the Office.com Clip Art or Bing Image Search box.
- Click the Search button to find the clips that match the specified criteria.
- The window for the option (Office.com Clip Art or Bing Image Search) that was selected will display.
- Select an image from the gallery of images.
- Click the Insert button.
- The image will appear in the worksheet.
**INSERT AN IMAGE FROM A FILE**

† Click the cell where the picture is to be inserted.
† Click the **Insert Tab**.
† In the **Illustrations Group**, click **Pictures**.
† The **Insert Pictures** folder will open with picture images or folders displayed.

† If the desired picture is not located in this folder, click one of the folder options in the pane on the left of the window.
† Do one of the following:
  † Double-click the image that is to be used.
  † Click the image and then click **Insert**.
† Format the picture as desired.

**MODIFY IMAGES**

Once an image has been inserted into a worksheet, modifications such as size, rotating, and so forth may be applied to the image. These changes can be made by using the Picture Tools Format ribbon or the **Format Pictures Task Pane**.

**Change Size of Image-Picture Tools Tab**

† Click the image to select it.
† The **Picture Tools Format** tabs will display.
  † This is a **Contextual Tab** that only displays when the picture is selected.
  † It is used to make changes to the image.
  † A description of each of the buttons on this tab can be found in the **Picture Tools Format Ribbon** document.
  † This document can be found on the **Training Web Site** page under the **Excel 2013** link.
† Click the **Picture Tools Format** tab.
† In the **Size Group**, click either the **Height** or **Width** button.

† Input the size for the image.
† Press the **Enter** key to size the image proportionately.

**Change Size of Image-Format Pictures Task Pane**

† Click the **Launch Task Pane** button in the lower right corner of the **Size Group**.
† The **Format Picture Task Pane** will display with the **Size** tab selected (see illustration on next page).
† In this Task Pane, make any changes to the size.
To make sure the height and width change proportionately, make sure there is a check mark in the Lock Aspect Ratio box.

Apply Border to Image
- Click the Picture Tools Format Contextual Tab, if necessary.
- In the Picture Styles Group, click the Picture Border button (see illustration below).
- A gallery of different border colors will appear (see illustration below).

Move the mouse pointer over the colors to see a Live Preview of what the color will look like.
- To change the thickness of the border, click the Weight link in the Picture Border list.
- When the mouse pointer is moved over each of the line weights, Live Preview will show how each weight will look.
- To remove the border from around the image, click the No Outline button.
- To display additional outline colors, click the More Outline Colors link.
A gallery of additional colors will display (see illustration below).

NOTE:
- It is also possible to apply borders to the image by right-clicking the image and selecting **Format Pictures**.
- The **Format Picture Task Pane** will display.
- In this dialog box, it is possible to make several changes to the image.
- Click each of the tabs to discover the different options that are available.