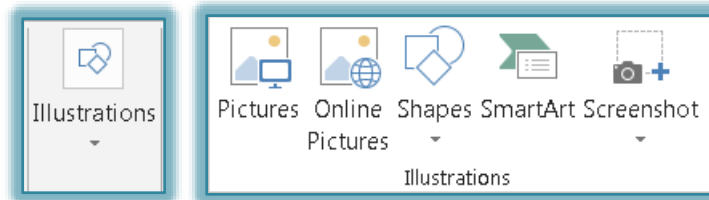


INSERT AND MODIFY IMAGES

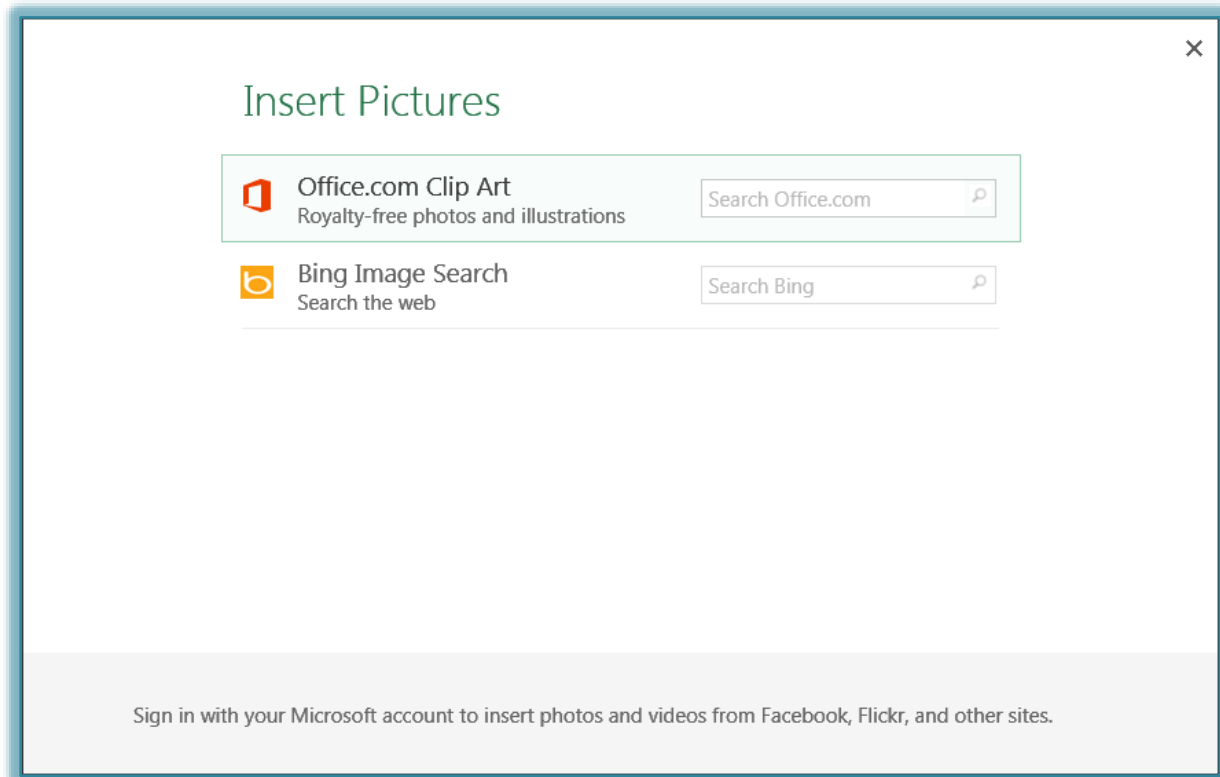
Images can be used to add character to a worksheet. It is possible to add pictures that have been created in a drawing program, scanned in and saved as a file, or inserted from a Web site. A picture is any graphic object that can be inserted as a single unit.

INSERT IMAGES FROM THE INTERNET

- ✦ 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).



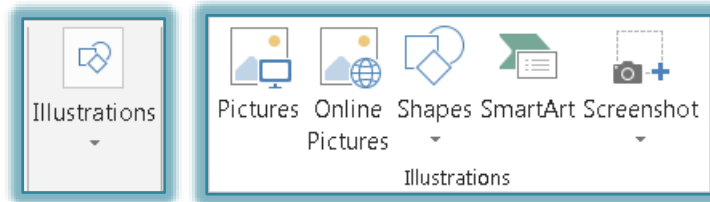
- ✦ The **Insert Pictures** window will display (see illustration below).



- ✦ 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.



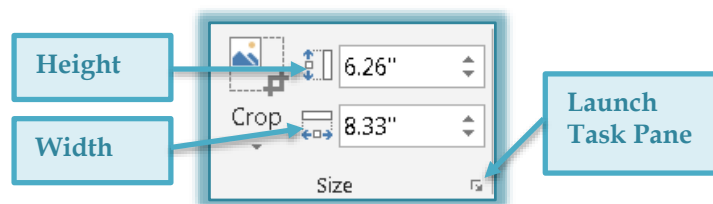
- ✦ If the desired picture is not located in this folder, click one of the folder options in the pane on the left of the window.
- ✦ Do one of the following:
 - ★ Double-click the image that is to be used.
 - ★ Click the image and then click **Insert**.
- ✦ Format the picture as desired.

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

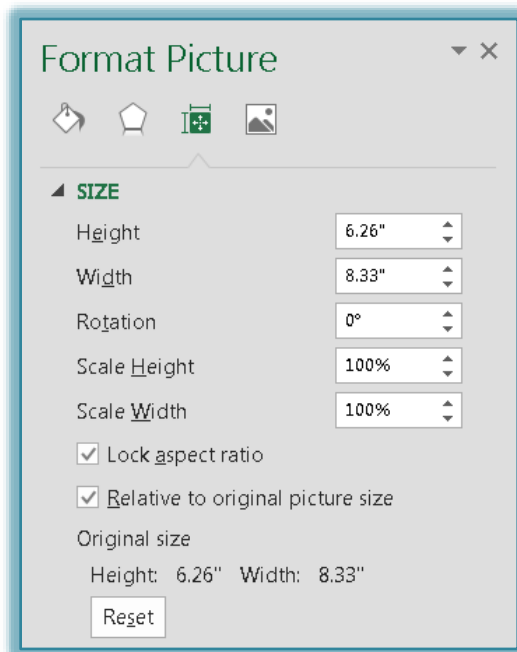
- ✦ Click the image to select it.
- ✦ The **Picture Tools Format** tabs will display.
 - ★ This is a **Contextual Tab** that only displays when the picture is selected.
 - ★ It is used to make changes to the image.
 - ★ A description of each of the buttons on this tab can be found in the **Picture Tools 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

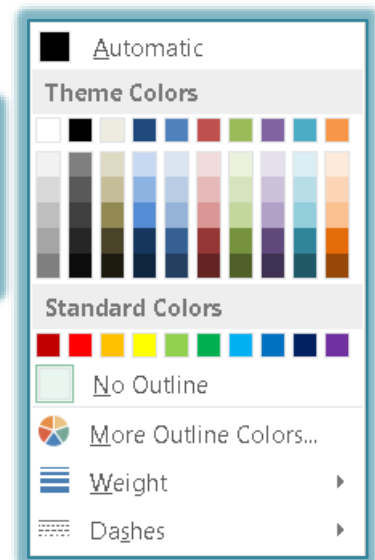
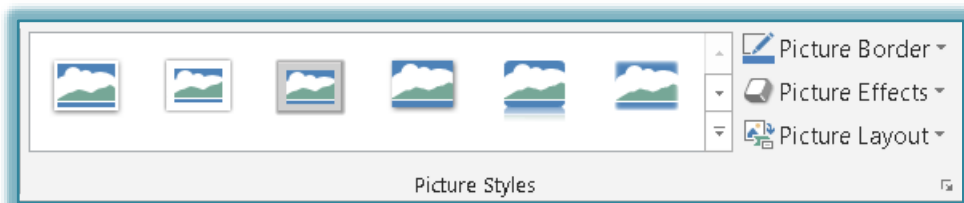
- ✦ Click the **Launch Task Pane** button in the lower right corner of the **Size Group**.
- ✦ The **Format Picture Task Pane** will display with the **Size** tab selected (see illustration on next page).
- ✦ In this Task Pane, make any changes to the size.



- ✦ To make sure the height and width change proportionately, make sure there is a check mark in the **Lock Aspect Ratio** box.

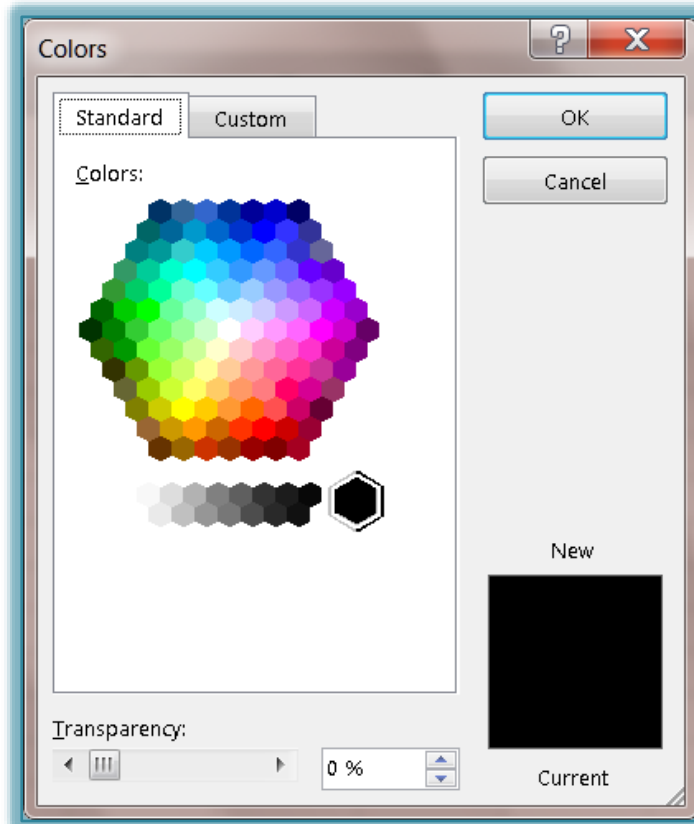
Apply Border to Image

- ✦ 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.