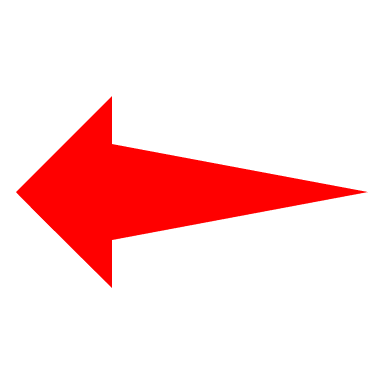
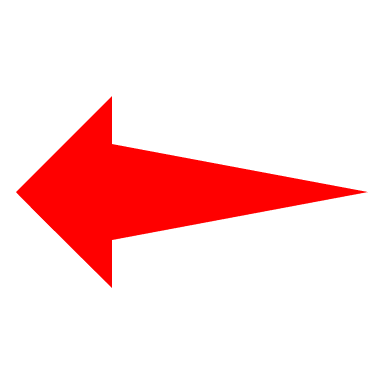
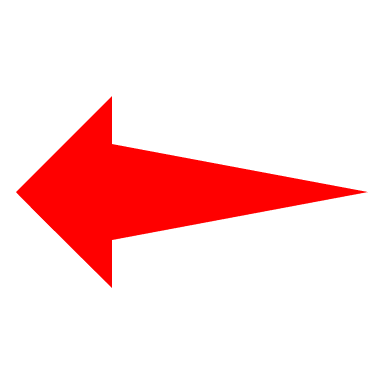
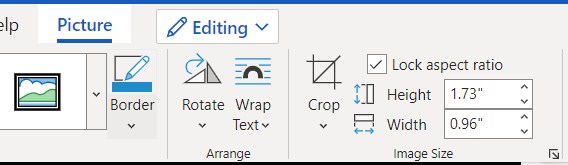
A group of balloons

Description automatically generated with medium confidenceWORD 101 – Insert a Picture

******Graphical user interface, application, Word

Description automatically generated** 

*Using the options from the “Insert -> Picture” tab insert a picture from Bing, and from a Stock image. Then follow the directions in each square for the formatting you need to do to it.*

|  |  |
| --- | --- |
| Insert Picture from Bing. | Resize picture so that it fits in this square.  *(Use the corner handles so it resizes keeping the same ratio.)* | Add a BLUE border with WEIGHT = 2.25 pt DASHES = Round Dot | Insert Picture from “Stock Images”. | Resize picture so it about half the size of this square and fits in the middle. *(This can be done by adding spaces above the picture and using the “centre justify” button).* | Apply a PICTURE STYLE of choice. |
|  |  |
| Insert Picture from Bing. | Resize picture so that it fits in this square.  *(Use the corner handles so it resizes keeping the same ratio.)* | Add a PURPLE border with WEIGHT = 4.5 pt DASHES = Dash | ROTATE the picture -> Flip HORIZONTAL | Use the picture below. | Crop the picture to just to the top and bottom of the words (no space above and below). | Move the picture to the top of the square. | Put a GREEN DASH border with weight 2.25pt.  Place your cursor under the thank you message. Insert a second picture from BING or STOCK IMAGE of something you are thankful for. | Resize so it fits under the “Thank You” phrase. | Apply a picture style of choice. | **Type** in what you are thankful for. |
|  |  |