

MS WORD



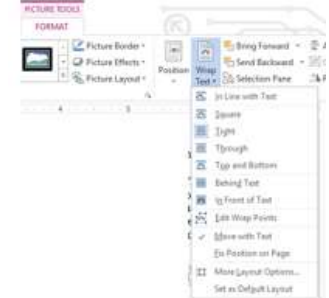
ACTIVITY 4

Beginning Images And Pictures

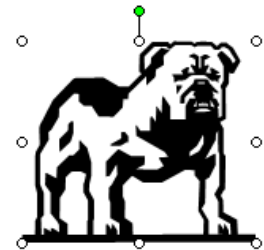
1. Open a new document.
2. Type your name. Hit ENTER. Type Activity 4. Hit ENTER two times.
3. Insert a picture of a dog from the online pictures. (INSERT – ONLINE PICTURES – BING). You will type the name **dog** in the little box. (Spelling counts!)



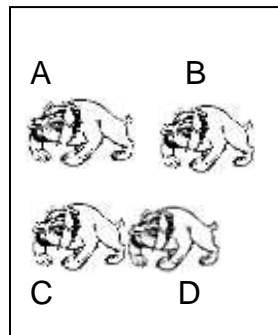
When the picture is put on the document it will be framed with a square with little black boxes in the corners. You can adjust the size, but cannot MOVE the picture with these black boxes. To remove them.....



4. Using the picture tool bar and the text box (wrap text), click on TIGHT. If you forget this part, you will not be able to move the picture around or change it. You should now have small circles in the corners.



5. COPY - easiest way is to right click, copy, then right click, paste and do this 3 times and move to the following format:
(You **do not** have to type the letters – that is just to identify each copy.)



6. Change the pictures in the following ways:
 - a. In space B make the picture MUCH smaller by dragging inward one of the **corner** circles. This keeps the proportions of the picture correct.
 - b. In space C, DISTORT the picture by dragging or pulling outward on one of the **side** circles.
 - c. In space D you are going to flip the direction of the picture. GO TO DRAW (far left hand corner), click on ROTATE OR FLIP, click on FLIP HORIZONTAL.



7. When you have all your pictures arranged as shown, SAVE AS **Last Name, First Name, Activity 4** and **show your teacher**. Your document should look like the one in the answer key book.