

TU STUDIES

Using Computers

Word Processing Module

Task 14

Objective

Including pictures in a document.

Many word-processed documents contain pictures and graphics. These can enhance your document and make it much more readable. Picture files come in many formats and from a variety of sources. They could come from the Internet, from a scanned image, from a CD ROM etc. The most common format for scanned images and images from a CD-ROM are Bitmap files (ending .bmp) and Tiff files (ending .tif). Images from the Internet are either CompuServe Gif files (ending .gif) or Jpeg files (ending .jpg). To add a picture select Insert + Picture + From File.

Microsoft applications such as Word XP have a library of images and graphics that you can include in your documents; this is called Clipart. To access Clipart select Insert + Picture + Clip Art. You can then look through the preview images, click on the one you want and click drag the picture onto your page. You can resize the picture by dragging the corners.

Task 14

Download the files [task 14 start.doc and picture.jpg](#) (zipped file) onto your course disk or get them from the shared drive. (you may need to ask your tutor). [Click here to view](#) the newsletter in its finished format. Your task is to format the text and insert the pictures to re-produce the newsletter as a two page Word document. Try and make your version as close to the original as possible in terms of:-

- Font Size
- Alignment
- Colour
- Bold, Italic & Underline
- Paragraphs and spacing