

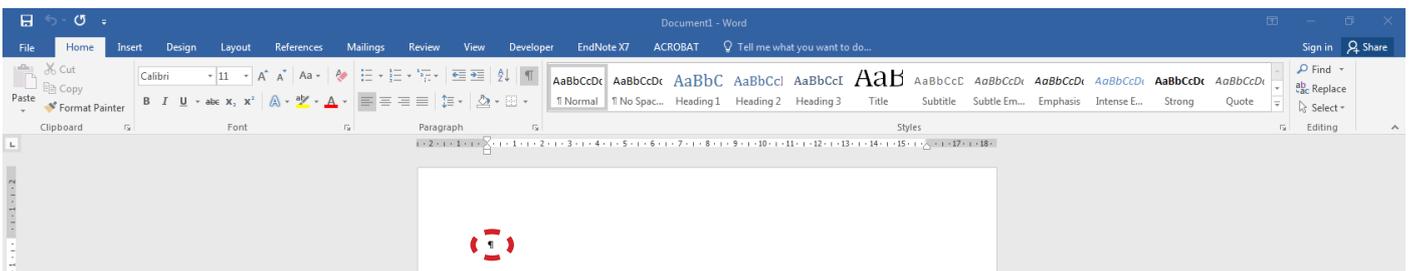
Microsoft Word 2016

Inserting images: From your computer

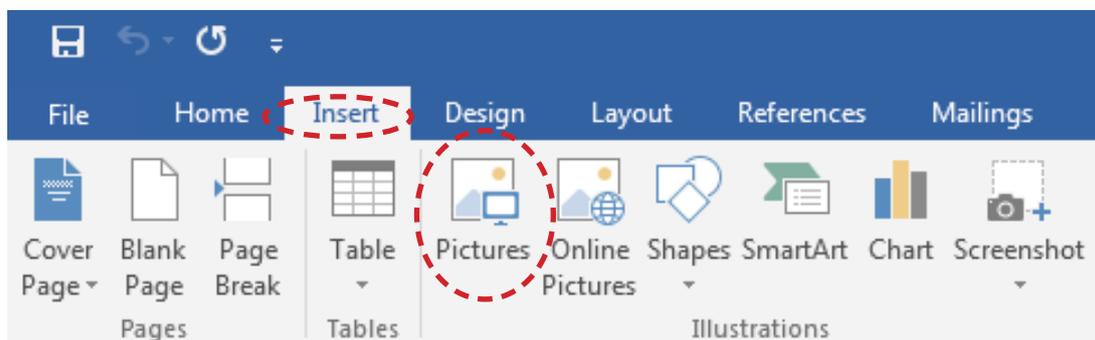
Inserting images: From your computer

Use these instructions if you have an image or photo you have saved previously and want to use it in your document.

1. Place your cursor where you want to insert your image.



2. Insert << Picture



3. Browse to where your image is saved << select image file << Insert



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