



Manipulating Images in Word 2016

Course ID #: 7000-537-ZZ-Z

Hours: 2

Course Content

Course Description:

Adding images to your document can enhance its usefulness and visual appeal. In this course, you will add and adjust images in your Microsoft Word document.

Target Student:

This course is intended for students who are experienced Word users and who want to use advanced capabilities in Word.

Topics:

Lesson 1: Manipulating Images

Topic A: Integrate Pictures and Text

- Image Size and Cropping
- Text Wrapping Styles
- Wrap Points
- Picture Positioning Options
- Alignment Guides
- Rotate Images
- The Background Removal Tool
- Selection of Graphic Elements
- How to Integrate Pictures and Text
- Integrating Pictures and Text

Topic B: Adjust Image Appearance

- The Adjust Group
- Corrections Options
- How to Apply Image Corrections
- Adjusting Image Corrections Options
- Color Options
- How to Adjust Image Colors
- Adjusting Image Color
- The Artistic Effects Tool
- Picture Styles
- How to Apply Artistic Effects and Picture Styles

- Applying Artistic Effects and Picture Styles
- Compression
- How to Apply Image Compression
- Compressing Pictures

Topic C: Insert Other Media Elements

- Video Links
- Video Links in Web Documents
- The Screenshot Tool
- How to Insert Other Media Elements
- Inserting a Video Link