DIGITAL PRODUCTIVITY: IMAGES


Message to Parents and Teacher

Parents: Before your child starts this unit, you should talk to your child about using images like clip art and pictures to highlight a document's content. If you have created a document with clip art or a picture, you should show it to your child. Teachers may also show students clip art and pictures that they have in documents.

If you have questions about inserting pictures or clip art into a Word document, please consult the teacher.

Unit Overview

The saying, "A picture is worth a thousand words," means that an expressive picture can represent in one glance what may be written in many words. So, **images** are a great way to illustrate your ideas and improve a document. Microsoft Word that you learned about in Unit 11 offers a number of ways to insert **images** into a document. A picture, photo, or **clip art** are **images**. If you have a photo or picture on your computer, you can insert it into a Word document. Microsoft Word has many **clip art** images available for just about every topic, so you can find the perfect **clip art** image for your document.
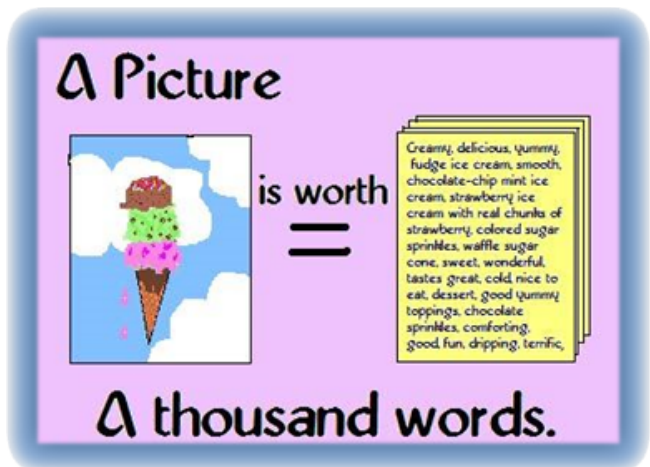
When you have completed this unit, you will know how to:

• search for and insert clip art into a Word document,

- insert a picture from a file into a Word document, and
- resize clip art and a picture.

Activity: To understand the information in this unit, you should know the following words. Click on the play button to hear the word, and then hit the stop button. Give your definition and then listen to the definition. After listening to
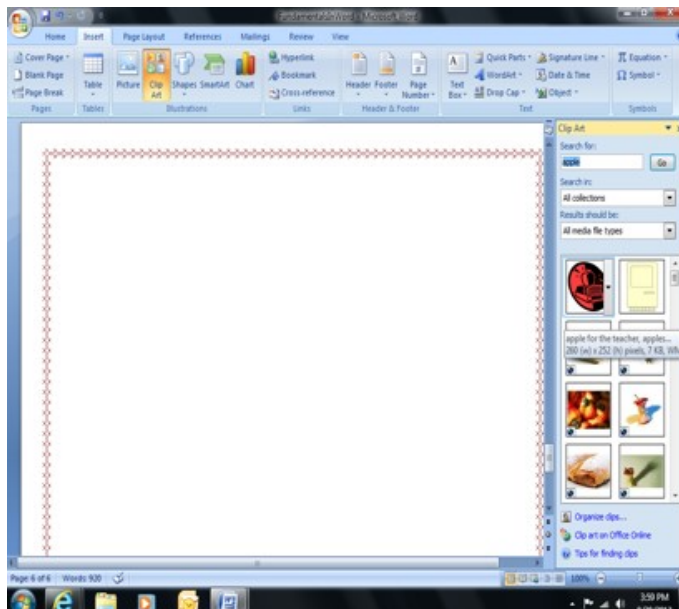
Words to Know	
Image	A picture or clip art
Clip Art	Simple ready-made pictures

Clip Art

Clip Art is a simple ready-made picture. By adding clip art in a document, you can emphasize important information.
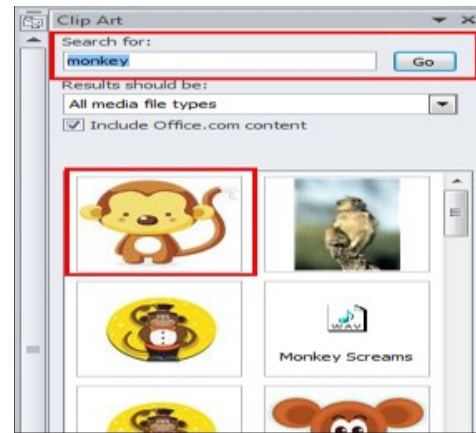
To insert Clip Art into a Word document

1. Open a blank *Word document*.

2. Left-click on the *Insert Tab* on the Ribbon.

3. Click on the *Clip Art* button.

4. When the **search bar** pops up, type words in the *Search for box* related to the clip art image you want, and left click **Go**.

5. After you have found the Clip Art image you want, double click on it, and it will appear in your Word document.

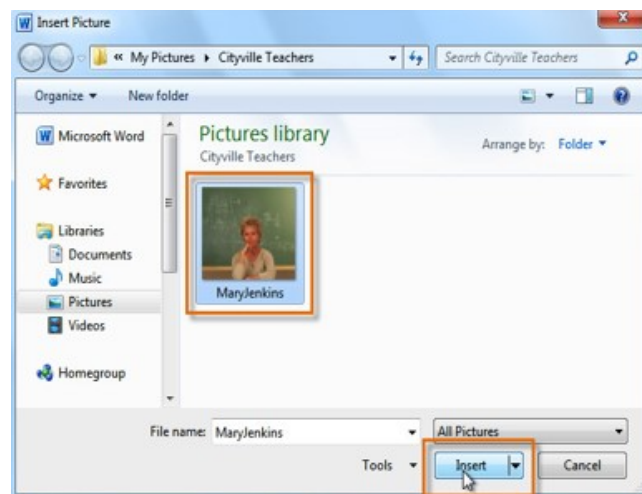## To insert a Picture from a file into a Word document
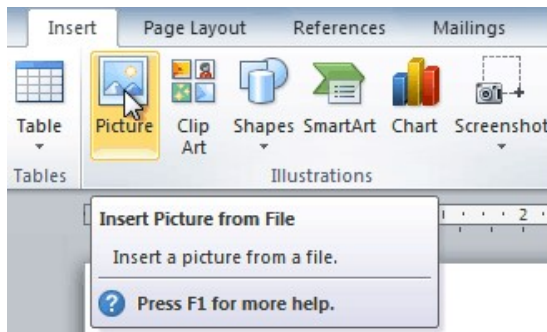
1. Place the ***insertion point*** where you want the picture to appear on your Word document.
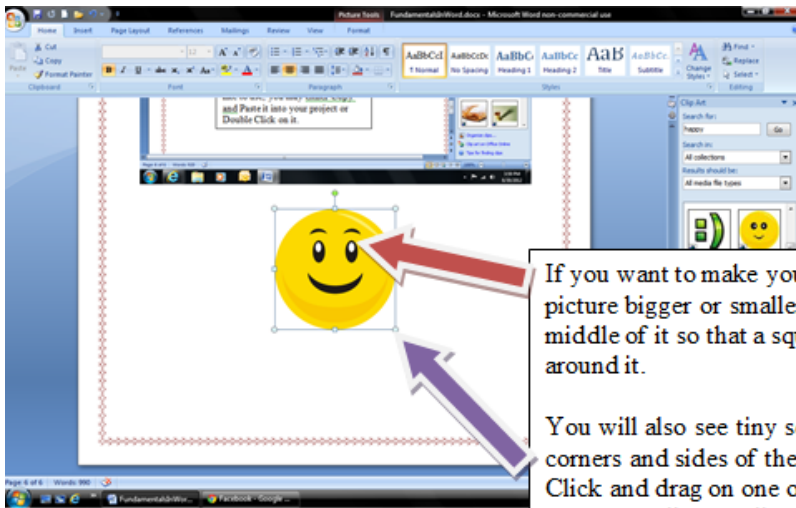
2. Select the ***Insert Tab***.

3. Click on the ***Picture*** button.

4. Select the picture you want from your ***Pictures library***.

5. Click ***Insert*** to add it to the Word document.

To resize a Clip Art or a Picture

If you want to make your clip art picture bigger or smaller, click in the middle of it so that a square appears around it.

You will also see tiny squares at the corners and sides of the picture. Click and drag on one of these squares until your clip art is the size that you want.

Click on the link to watch the video "**Word 2010: Insert Pictures**" or click on the video.

Word 2010: Inserting Pictures

Wrap-up and Review

This unit showed you how to insert pictures and **clip art** images into a Word document. Many Google **images** may be found at https://**images**.**google**.com. Other websites also have pictures that you may use in school projects.

(Optional) Click on the link to watch the video "**How to Save a Google Image to your Computer**" or click on the video.
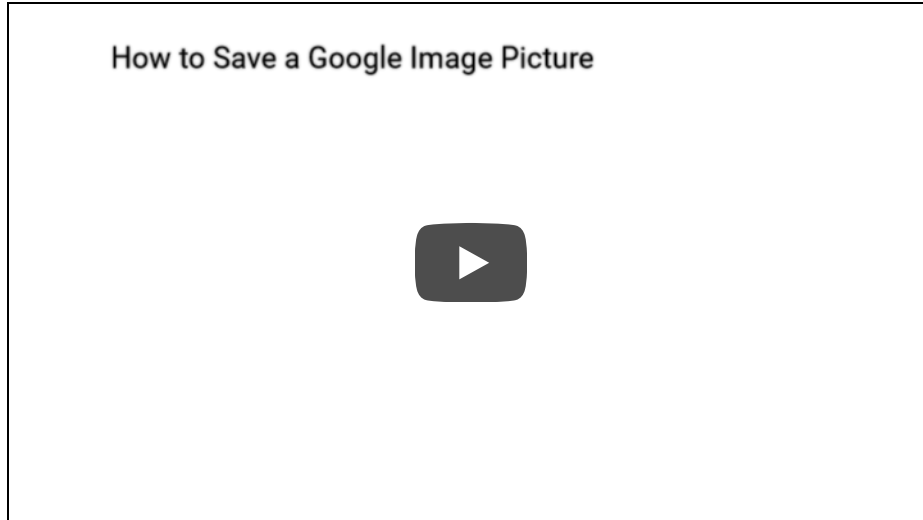
Activity: Click on the image and complete the ***Inserting Clip Art and Picture Activity.*** Share your completed work with your parents and teacher.

Go back to Unit 3: Keyboarding! You should practice your keyboarding skills on the next lesson after the one you stopped on the last time. Keep track of your work. Click **here** to download and fill out the chart. Show it to your parents and teacher, so they can see your keyboarding skill progress.

Below are additional educational resources and activities for this unit.

Unit 13 Letters

Unit 13 Wordsearch