Moving, Resizing and Cropping Images in Word

Learning objective

We are learning to Move and Resize graphic images to format them approriately

Moving Images

Most images/pictures can be moved in Word by clicking and dragging.

If the image seems stuck or fails to move this is usually due to Text Wrapping.

Right click on the image and an option box will appear. Click Text Wrapping and then select In Front of Text. It will now be possible to move the image to any part of the page. You may need to adjust the location of any text already on the page as this will also move.

Resizing Images

Click on the image so that the handles are displayed. By clicking and dragging the corner handles it is possible to make the image larger or smaller.

Dragging the side handles of an object will stretch, squash and deform the image. Avoid using the side handles.

When you click on an object a new Format tab appear above the ribbon. Click the tab. In the Size group it is possible to resize the image to a specific measurement by typing in the drop box.
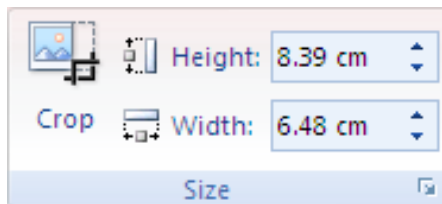
Cropping Images

Cropping is removing any unwanted parts of the outside of the image.

Click on the image so that the Format tab appears above the ribbon. In the size group click crop. Is now possible to click and drag the side handles to crop away unwanted parts of the image. Once you click off the image into white space in the document, the image will become cropped. Click Undo if you make a mistake.

Task

Use google maps to find the directions from your current location to the Manchester Museum of Science and Industry. Screen print the map and paste it into a word document. Crop and enlarge the image so that it is clear and easy to read. Save the document to your desktop folder.