**Get to know the commands on the Picture Format tab**

**Insert pictures and apply different layout and wrapping options**

***Insert the picture DogCat.png and try out different layout options in the Wrap Text command in the Arrange group – ‘In Line with Text’ and the other text wrapping options – to see the different effects.***

Pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images pictures photos images

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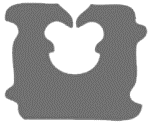
***Use the options in the Position command in the Arrange group to experiment with moving the picture around on the page without using the mouse.***

**Size**

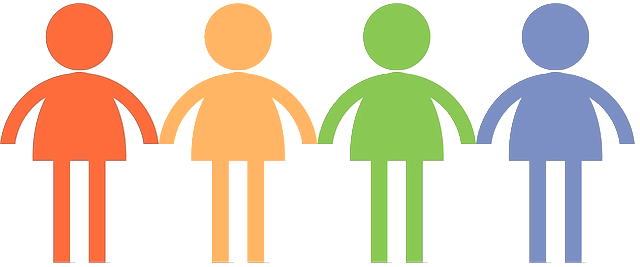
***Use one of the corner handles to make the bread tag smaller. (The resized picture must not appear ‘squashed’ or ‘stretched’.)***



***Change size to: Height: 3 cm; Width: 3.6 cm***

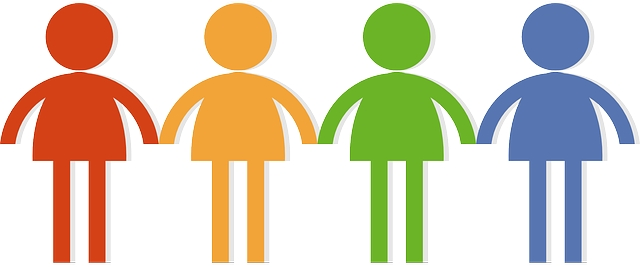


***Change the size. Height must be about 7 cm; Width must stay the same. (Tip: Use the appropriate handle.)***

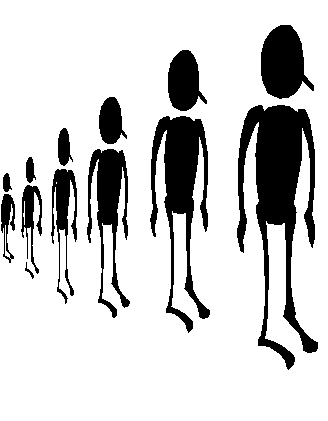


**Crop**

***Use the Crop command to cut away parts of the picture. Only the green and blue figures must remain.***



***Only the 4 smallest figures must remain.***



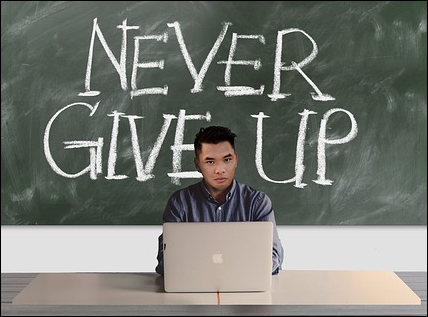
***Crop this picture into a heart shape.***

A sailboat in the ocean

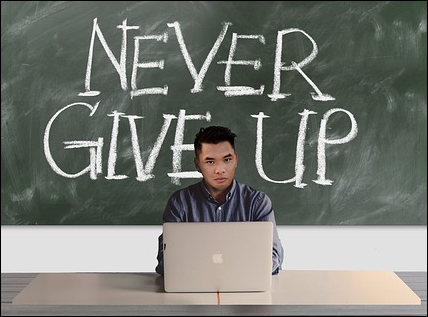
Description automatically generated

**Rotate**

***Rotate the picture to ensure that it is not upside down. (You can use the mouse or an appropriate Rotate command.)***

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***Use the Rotate command to flip the picture to ensure that the words can be read properly (from left to right).***

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***Rotate/flip the athlete to face the opposite way.***

A silhouette of a person running

Description automatically generated

**Replace a picture**

***Use the Change Picture command to replace the picture with the picture FullMoon.jpg. (Note how the Shadow effect remains on the new picture).***



**Reset a picture**

***Someone tried to ‘improve’ one of his holiday pictures but it did not work. Use the Reset Picture command to reset the picture to its original format.***

***Remember this command! It can come in very handy.***

