

Mango Tipsheet

Making your computing easier

Jazz Up Your Photos Quickly and Cheaply Using Word 2007 and MS Paint

This Tipsheet is making some assumptions.

- It is assumes:
 - You know how to insert a photo into a Word Document
 - You know how to navigate around the “Office Ribbon”
 - You know how to cut and paste
 - You know how to Save the finished picture so you’ll be able to find it latter.
 - If you don’t know how to do the above contact us and we can arrange a lesson or maybe create a Tipsheet just for you

It’s easy

- Open Microsoft Word 2007
- Click Insert
- Click Picture
- Navigate to and select the picture you want to work with.
- It will be inserted into the Word Document.



Now for the Fun

- Click on the picture
- On the top of the Ribbon (tool bars) Click Picture Tools



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- That will open up the tools to allow you to alter the photos.
- We will mainly deal with
 - Picture Styles
 - Picture Shape
 - Picture Effects
- Some practice and creativity will give you just the look you want.

Some examples



Simple Frame, White (Styles Button)



Cloud from "Picture Shapes"



Bevel Perspective from Styles



Combined Effects
Metal Oval from Styles
Then Picture Effects
Then 3D Rotation
Then Perspective Relaxed

When you have the picture looking the way you want

- Right click the picture
- Click Copy
 - Open “Paint” (look in All Programs/Accessories)
 - When Paint opens
 - Click Edit
 - Click Paste
 - Your picture will be placed in the work area
 - Click File
 - Click Save
 - Navigate to where you want to save the Picture
 - In the “Save as” box. Navigate to where you want the picture saved. In the “Save as Type” box select jpg or a file format that suits you.

*I hope this helps to make your computing easier
“... doing it simply, but doing it well ...”*

This Tipsheet is available in video. Contact Mango Computer Tuition (07) 3820 8822 or email: tuition@mangocomp.com for pricing.

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