



Excel 2013:

Adding Images

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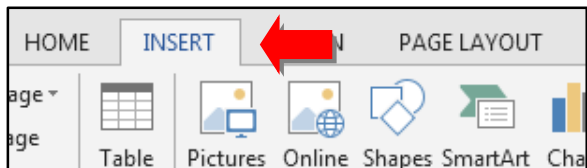
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Adding Images

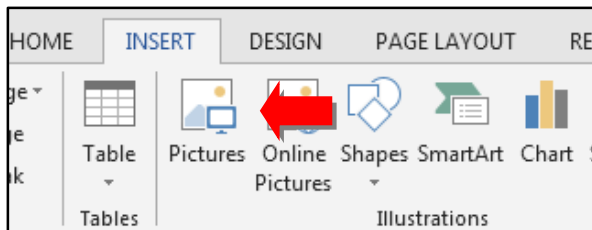
Excel 2013 lets you add pictures, clip art and shapes to your document.

Insert a Picture

1. Select the **Insert** tab.



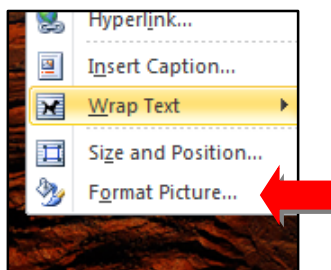
2. Select **Picture**.



3. Locate the picture you want to insert and click **Insert**.



4. To change any of the picture properties, right-click on the image and select **Format Picture**.

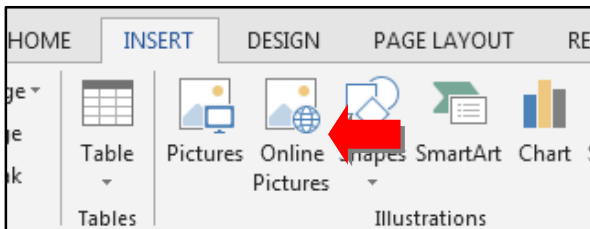


Insert Clip Art

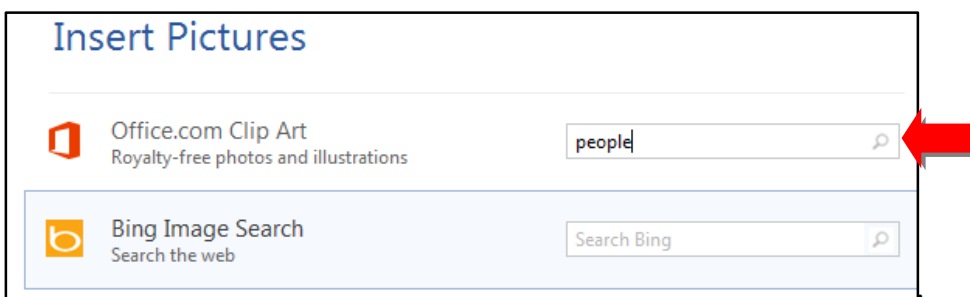
1. Select the **Insert** tab.



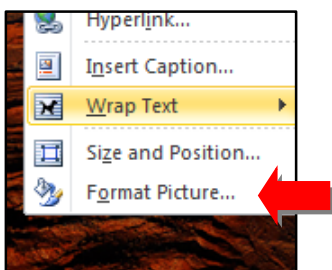
2. Select **Online Picture**.



3. Enter a word to search for clip art and click the search icon

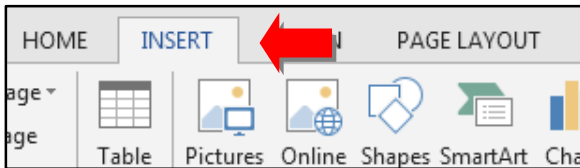


4. When the secure content warning appears, click **No** or you will not see any results.
5. Click on the image you want to use then click **Insert**.
6. To change any of the clip art properties, right-click on the image and select **Format Picture**.

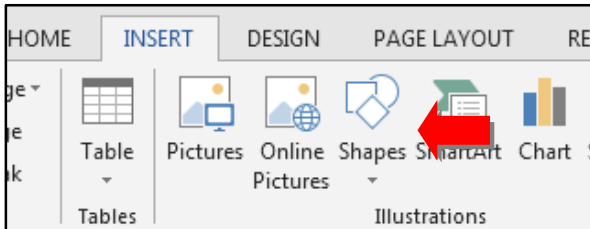


Insert a Shape

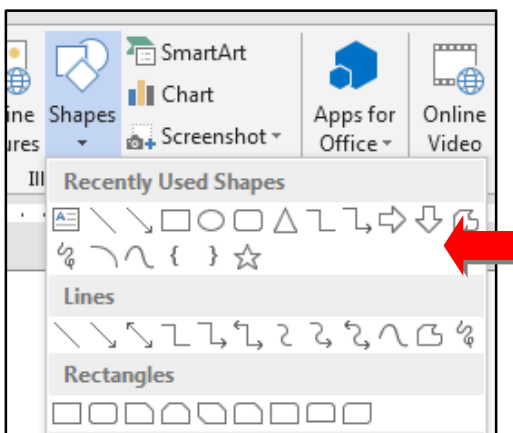
1. Select the **Insert** tab.



2. Select **Shapes**.



3. Click on the shape you want to use.



4. Click and drag on the screen to draw the shape.
5. To change any of the auto shape properties, right-click on the shape and select **Format Shape**.

