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## Excel 2016:

# Adding Images

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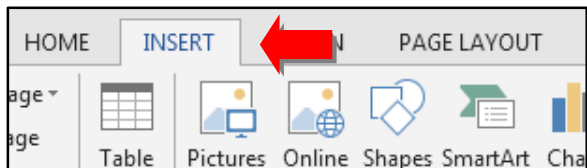
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## Adding Images

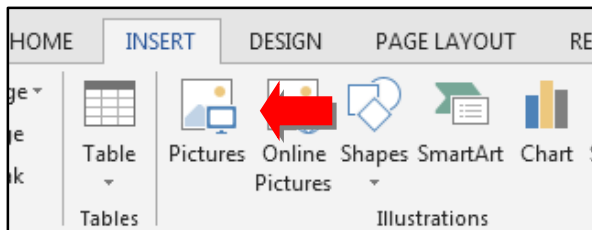
Excel 2016 lets you add pictures, clip art and shapes to your document.

### Insert a Picture

1. Select the **Insert** tab.



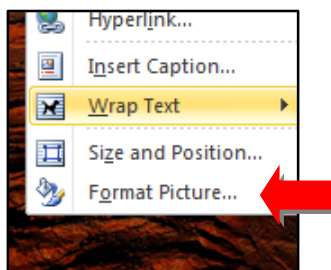
2. Select **Picture**.



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

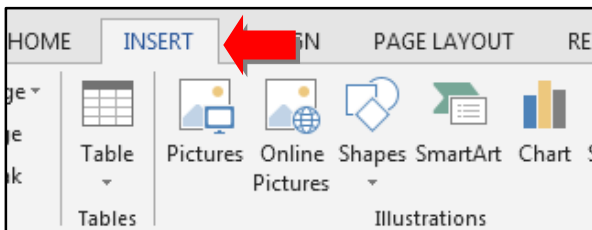


4. To change any of the picture properties, right-click on the image and select **Format Picture**.

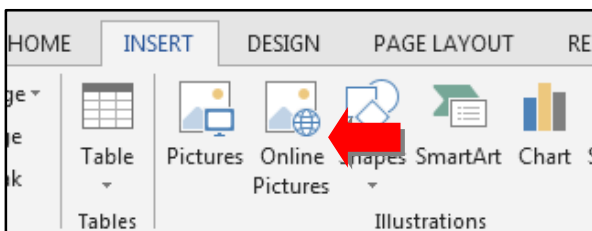


## Insert Clip Art

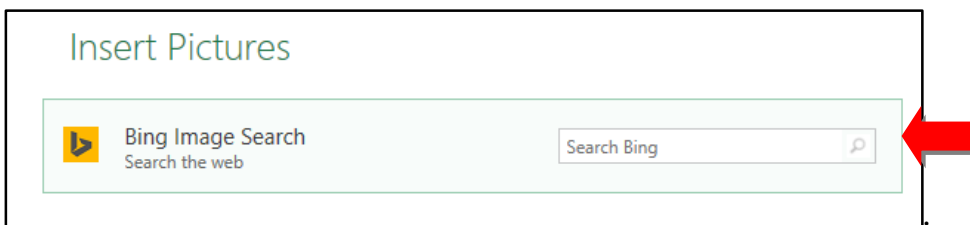
1. Select the **Insert** tab.



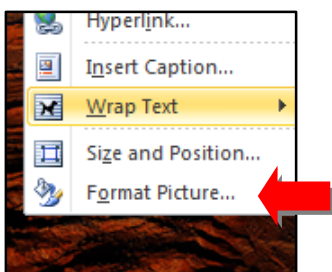
2. Select **Online Picture**.



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

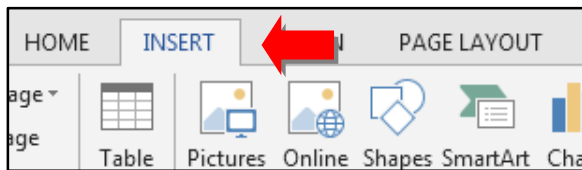


4. Click on the image you want to use then click **Insert**.
5. To change any of the clip art properties, right-click on the image and select **Format Picture**.

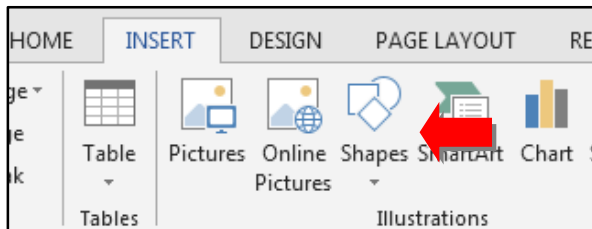


## Insert a Shape

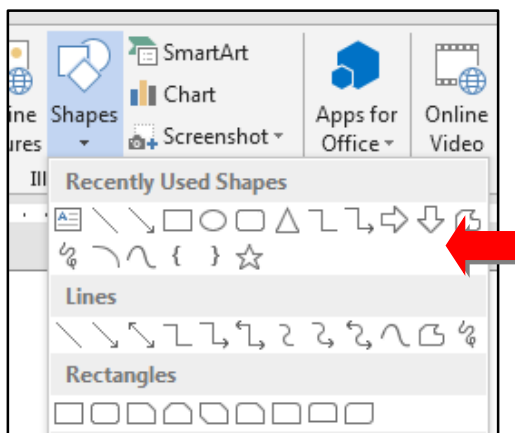
1. Select the **Insert** tab.



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**.

