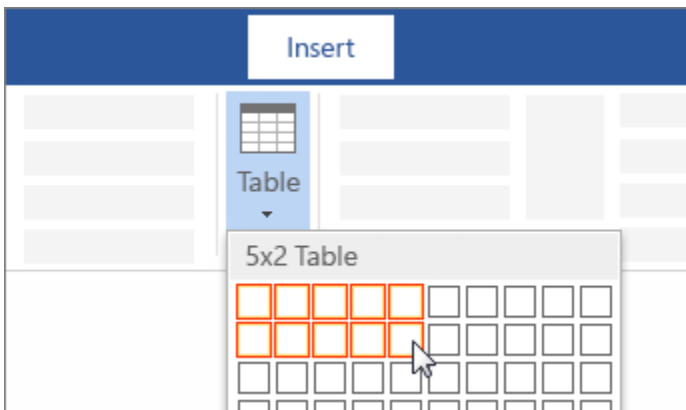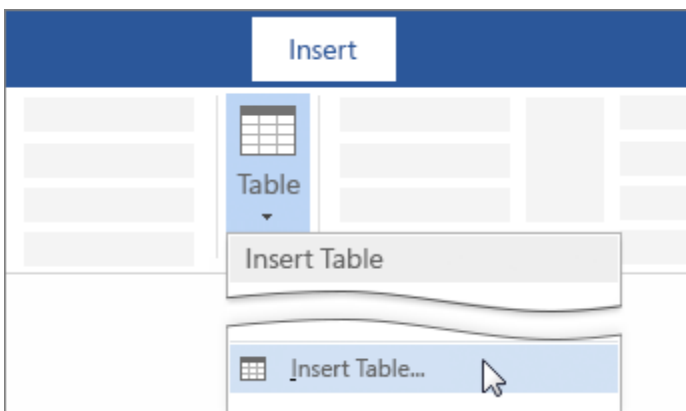## Tables, pictures, and watermarks

Insert a table

For a basic table, click **Insert** > **Table** and move the cursor over the grid until you highlight the number of columns and rows you want.

For a larger table, or to customize a table, select **Insert** > **Table** > **Insert Table**.

Tips:

- If you already have text separated by tabs, you can quickly convert it to a table. Select **Insert** > **Table**, and then select **Convert Text to Table**.
- To draw your own table, select **Insert** > **Table** > **Draw Table**.

Click to watch the "insert a table" video.

Tables, pictures, and watermarks

Insert pictures

1. Do one of the following:
   - Select **Insert** > **Pictures** > **This Device** for a picture on your PC.
   - Select **Insert** > **Pictures** > **Stock Images** for high quality images or backgrounds.
   - Select **Insert** > **Pictures** > **Online Pictures** for a picture on the web.
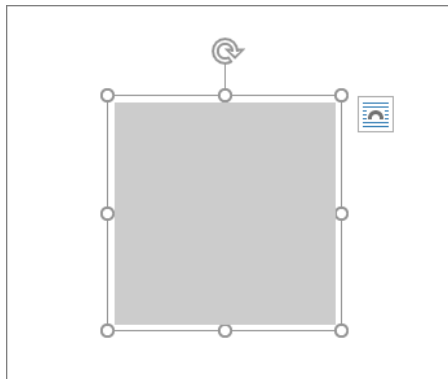
   Tip: For a picture from your OneDrive, go to the drop-down list at the top left, and switch from **Bing** to **OneDrive**.
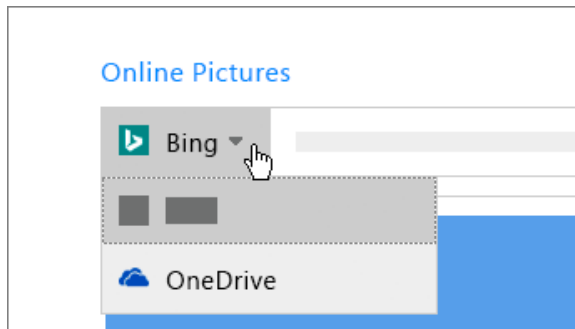
2. Select the picture you want, and then select **Insert**.

Resize or move pictures

- To resize a picture, select the picture and drag a corner handle.
- To wrap text around a picture, select the picture, and then select a wrapping option.

Tip: Pick something other than **In Line with Text**, and you can move the picture around the page: select the picture and drag it.

Click to watch the "Insert a picture" video.

Tables, pictures, and watermarks

Insert Icons

Choose from a library of icons that you can resize, move, and format—just like other ready-made shapes in Word.

1. Select **Insert** > **Icons**.

2. Select as many icons as you want, and then choose **Insert** at the lower right.
3. Rotate, color, and resize your icon using the options on the **Graphic Tools** > **Format** tab, which appears when you select an icon.

Click to watch the "Insert icons" video.

Tables, pictures, and watermarks
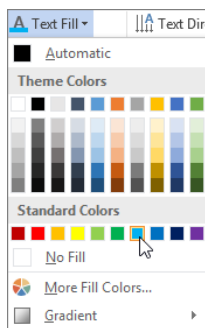
Insert Wordart

1. Go to **Insert** > **WordArt**
2. Pick the WordArt style you want.
3. Type your text.

Note: To convert existing text to WordArt, select the text, and *then* select **Insert** > **WordArt**.

Change the color

1. Select the WordArt text to change.
2. On **Shape Format** or **Drawing Tools Format**, select **Text Fill** or **Text Outline**, and pick the color you want.
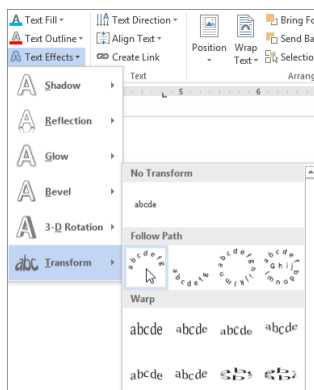
3. Click or tap outside of your text box to see the effect.

Choose a text effect

1. Select the WordArt text to change.
2. Go to **Shape Format** or **Drawing Tools Format** > **Text Effects** >**Transform**.

3. Pick the effect you want.
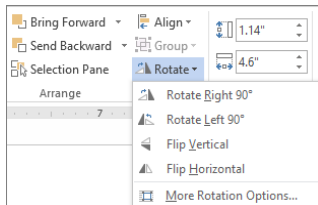4. Click outside of your text box to see the effect.

Tables, pictures, and watermarks

Rotate it

1. Select the WordArt, and then drag the circular rotation handle at the top of the box.

2. To flip WordArt or rotate it 90 degrees, go to **Shape Format** or **Drawing Tools Format** > **Rotate**, and then select an option.

Click to watch the "Insert WordArt" video

Insert a watermark

1. On the **Design** tab, select **Watermark**.
2. Choose a pre-configured watermark, like DRAFT or CONFIDENTIAL.

Click to watch the "Insert watermark" video.

Show the ruler

1. Go to **View** and select **Ruler**.

2. To show the vertical ruler
   a. Go to **File** > **Options** > **Advanced**.
   b. Select the **Show vertical ruler in Print Layout view** under **Display**.
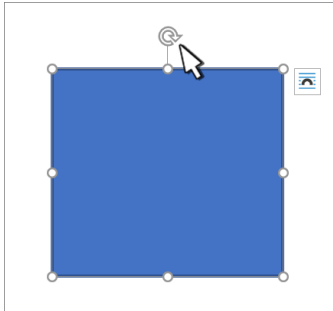
Click to watch the "Show the ruler" video.

Rotate a picture or shape

Manually rotate a picture or shape

1. Select the picture or shape.
2. Manually rotate the text box by selecting the shape or picture rotation handle and dragging in the direction you want. To keep the rotation to 15 degree angles, press and hold Shift while you drag the rotation handle.

Rotate a picture or shape a specific amount

1. Select the picture or shape.
2. Go to **Shape Format** or **Picture Format** > **Rotate**. or go to **Drawing Tools** or **Picture Tools** > **Format** > **Rotate**
3. Use any of the rotation commands in the list, or select **More Rotation Options**.
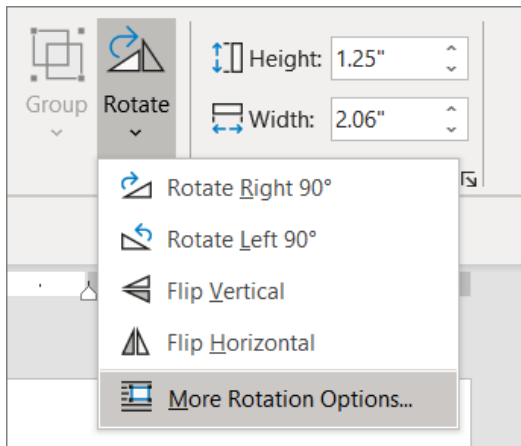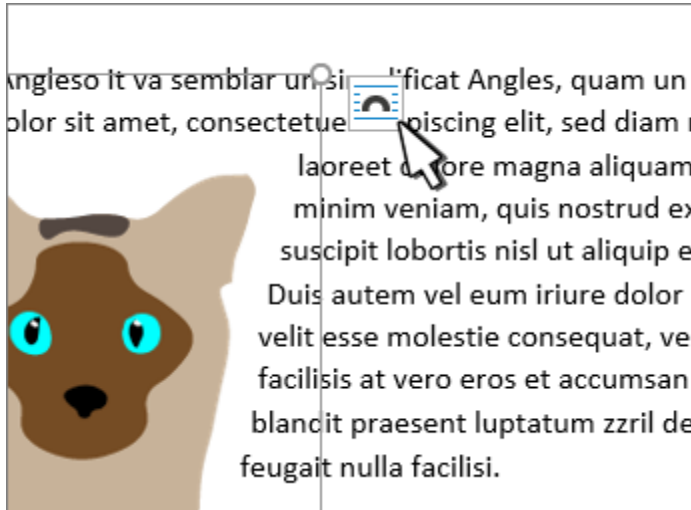

4. Enter the amount that you want to rotate the object in the **Rotation** box.

Tables, pictures, and watermarks

Wrap text around a picture

1. Select the picture.
2. Select **Layout Options**.

3. Select the layout you want.

Click to watch the "Wrap text around a picture" video.

For more information, please refer to the Microsoft training resource page HERE