

Microsoft Word 2007

- Note: The Picture tools tab will appear in the ribbon, 1. One click on the image to select, り ・ び) = Document3 - Microsoft Word Picture Tools References Mailings Insert Page Layout Review View Format 🔅 Brightness 👻 🗽 Compress Pictures Picture Shape -Change Picture Picture Border Contrast * Picture Effects Recolor * Reset Picture Adjust Picture Styles
- 2. Go to Picture Tools > Format, Choose the Crop tool



3. Mouse over a **Cropping handle**, your mouse cursor will change depending on the Cropping handle your mouse is over.



4. Drag the centre crop or corner crop handle towards the centre.