

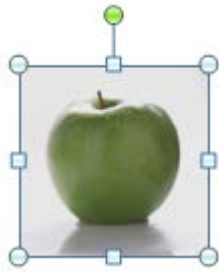
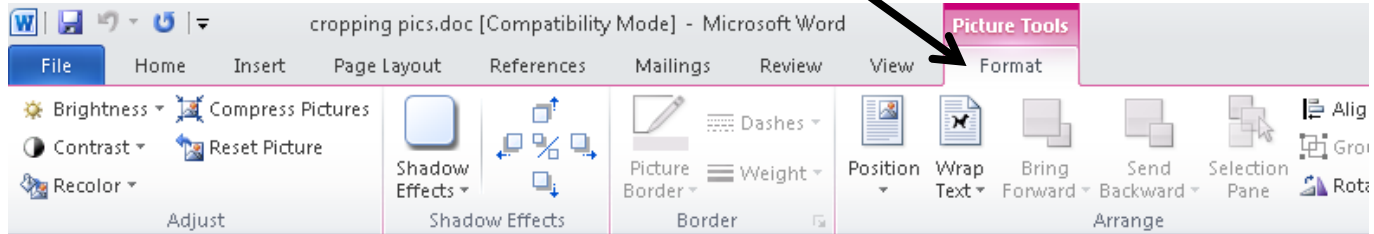
Cropping pictures

Microsoft Word

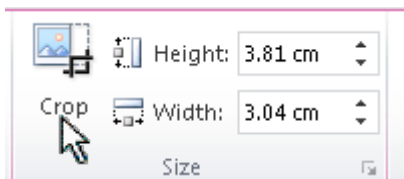
Cropping pictures

Note: The Picture tools tab will appear in the ribbon,

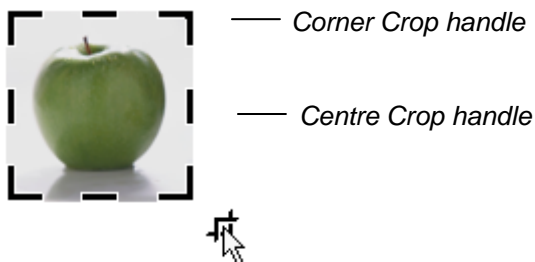
1. One click on the image to select ,



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.