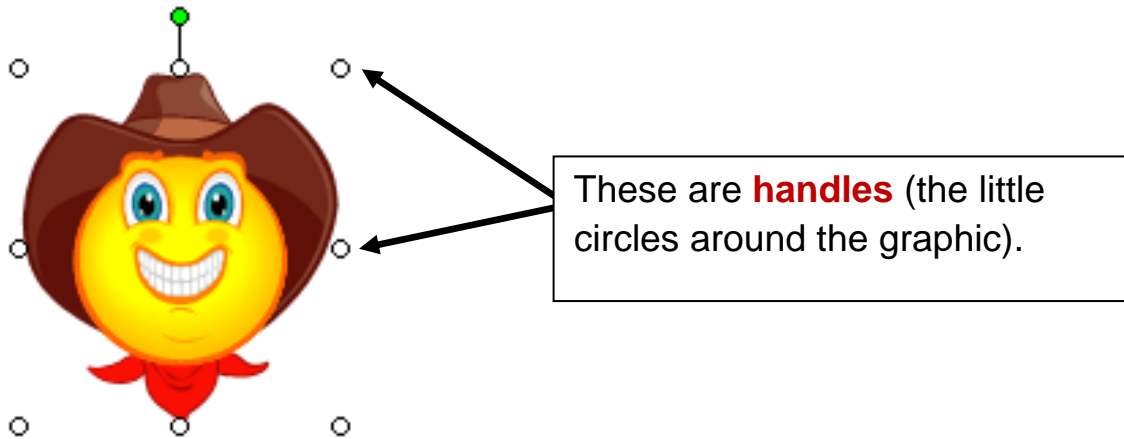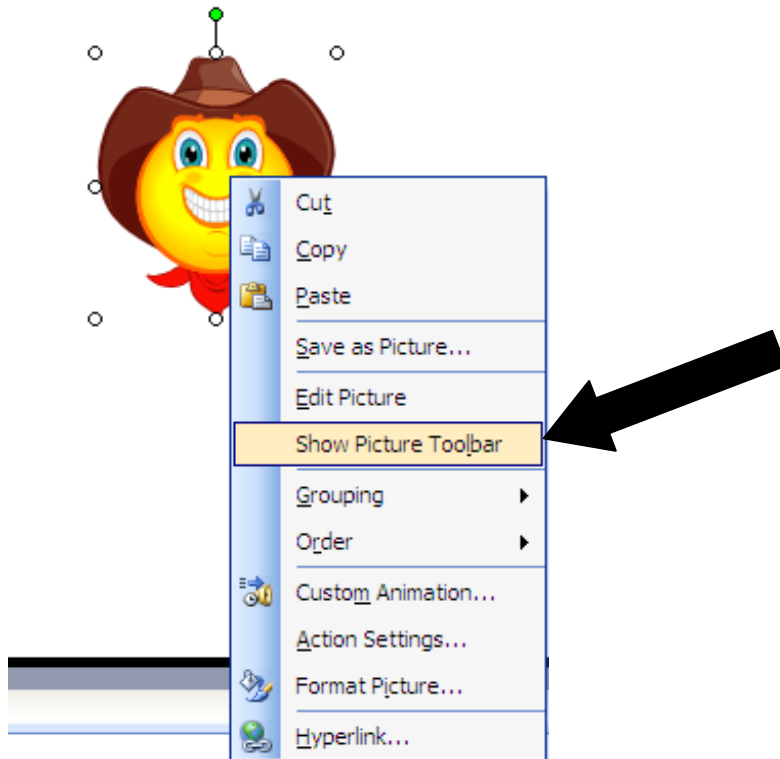# CROPPING AN IMAGE IN MICROSOFT OFFICE

1. Select a Clip Art graphic from the Clip Art gallery.
2. Insert the Clip Art graphic into your document (presentation, spreadsheet, etc.).
3. Select the graphic (you should see the handles around the graphic).

These are **handles** (the little circles around the graphic).

4. If you do not see the picture toolbar (floating toolbar) when you select the image, right-click the image. Then select the option to **Show Picture Toolbar**.

Cut
Copy
Paste
Save as Picture…
Edit Picture
Show Picture Toolbar
Grouping
Order
Custom Animation…
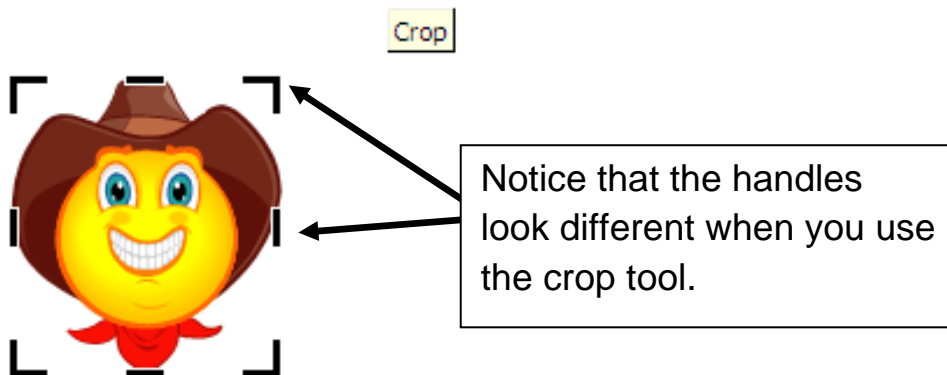Action Settings…
Format Picture…
Hyperlink…

5. The Picture Toolbar should appear.

NOTE: The Picture Toolbar allows you to change the brightness, contrast, orientation, color, compression, line style (around the image), etc. as well as crop the image.

The **Crop** tool allows you to cut, snip, or eliminate parts of the image.

6. Select the image, and then select the **Crop** tool ⊹ (in the middle of the Picture Toolbar).

Notice that the handles look different when you use the crop tool.

7. Place your mouse on one of the edges. Then click and drag to crop the image.