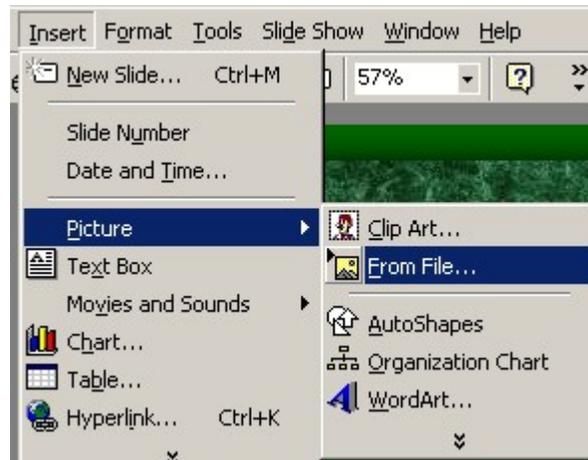
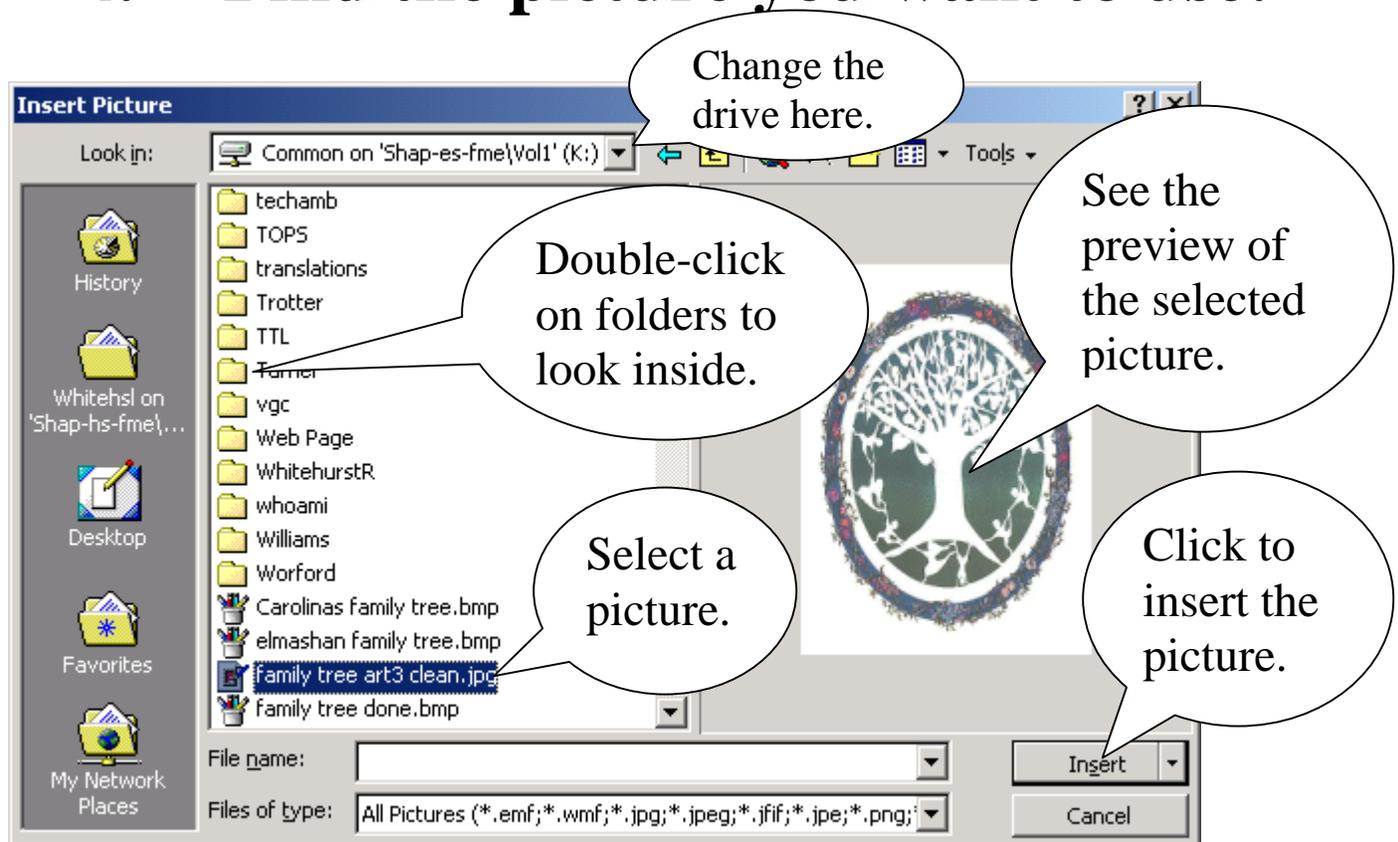


# MS Office<sup>1</sup>: Insert A Picture

1. *Insert*
2. *Picture*
3. *From File.*



4. **Find the picture you want to use:**



<sup>1</sup> MS Office includes Word, PowerPoint, Outlook, Excel, Access, & Publisher. The procedures for all of them are the same.