

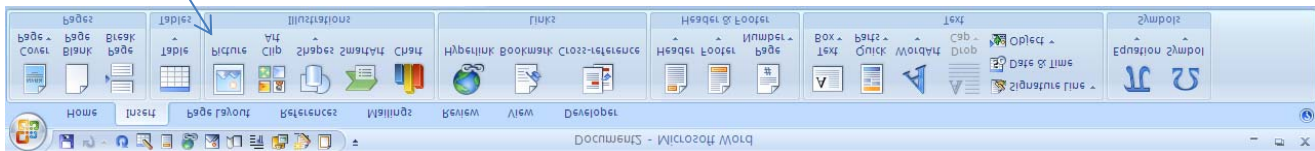
MS Word Insert Pictures/Files

Pictures and files are inserted easily into Word documents by using the **Insert** tab.

MICROSOFT WORD 2007 ADVANCED TIP SHEET

To insert a picture, use the **Picture** button.

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To insert a file, click on the down arrow next to the **Object** button and choose **Text from File...**

