

RHP Computer Applications Class

8-3 Inserting Photos into Tables

Name _____



Using a table is many times the best way to display formatted pictures and text together. This assignment will teach you how to insert pictures into a table, and review text layout in a table.

All the files you need are available on the we page **8-3a Graphics for 8-3**.

- Create a table with four columns and two rows.
- Place your column in the top left table cell.
- In Internet Explorer, view one of the pictures, and then Copy it to the clipboard.
- Go back to your Word document, and choose Paste Special from the Edit Menu. Choose Independent Bitmap if it gives you a choice.
- In column two (row 1), type a sentence describing the picture you just pasted. Make sure the text is centered both horizontally and vertically in the cell (use the Tables Toolbar).
- Go to column three, row one and paste another picture in that cell. Add text in column four and format the same as before.
- Do the same until you have used all 8 photos.

Once you are done, email the document to me at rhp@denovodental.com.
The Subject line is **Compapp 8-3 Lastname**.