

Topic 23:- **Inserting Picture Online and Offline in Excel**

Sure, here are step-by-step instructions for inserting pictures both from online sources and your computer into an Excel worksheet:

Inserting Pictures from Online Sources:

- 1. Open Your Excel Worksheet:** Launch Excel and open the workbook where you want to insert an online picture.
- 2. Select the Cell or Location:** Click on the cell or location within the worksheet where you want to insert the online picture. This is where the top-left corner of the picture will be placed.
- 3. Go to the "Insert" Tab:** In the Excel ribbon, go to the "Insert" tab.
- 4. Insert a Picture:**
 - In the "Illustrations" group, click on "Online Pictures."
 - A dialog box labeled "Insert Pictures" will appear.
- 5. Search for an Image:**
 - In the "Insert Pictures" dialog box, you can enter keywords in the search box to find images online.
 - You can also browse through various online sources like Bing Image Search.
- 6. Select and Insert the Image:**
 - When you find the image you want to insert, select it by clicking on it.
 - Click the "Insert" button at the bottom of the dialog box.
- 7. Resize and Position the Picture:**
 - After inserting the online picture, you can click and drag its corners or edges to resize it.
 - You can also click and drag the picture to reposition it within the cell or anywhere on the worksheet.
- 8. Picture Tools - Format Tab:**
 - When you select the picture, you'll see the "Picture Tools" tab appear in the Excel ribbon. This tab provides options for formatting and editing the picture, such as adjusting brightness, contrast, and adding artistic effects.

Inserting Pictures from Your Computer:

- 1. Open Your Excel Worksheet:** Open the Excel workbook where you want to insert a picture from your computer.
- 2. Select the Cell or Location:** Click on the cell or location within the worksheet where you want to insert the picture from your computer. This is where the top-left corner of the picture will be placed.
- 3. Go to the "Insert" Tab:** In the Excel ribbon, go to the "Insert" tab.
- 4. Insert a Picture:**
 - In the "Illustrations" group, click on "Picture."
 - A file dialog box will appear, allowing you to browse your computer and select the image you want to insert.
- 5. Select and Insert the Image:**
 - Browse your computer to locate the image file you want to insert.
 - Select the image file and click the "Insert" button.
- 6. Resize and Position the Picture:**
 - After inserting the picture, you can click and drag its corners or edges to resize it.
 - You can also click and drag the picture to reposition it within the cell or anywhere on the worksheet.
- 7. Picture Tools - Format Tab:**
 - When you select the picture, you'll see the "Picture Tools" tab appear in the Excel ribbon. This tab provides options for formatting and editing the picture, such as adjusting brightness, contrast, and adding artistic effects.

That's it! You can now insert pictures into your Excel worksheet from both online sources and your computer, and format them as needed to enhance your document or report.