

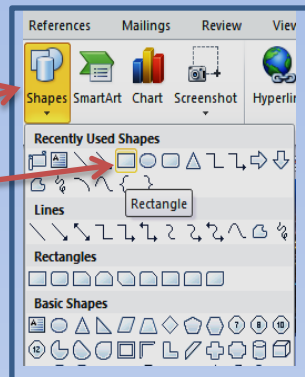
Steps To Insert Graphics in Your Document

Using Microsoft Word on a Windows Operating System



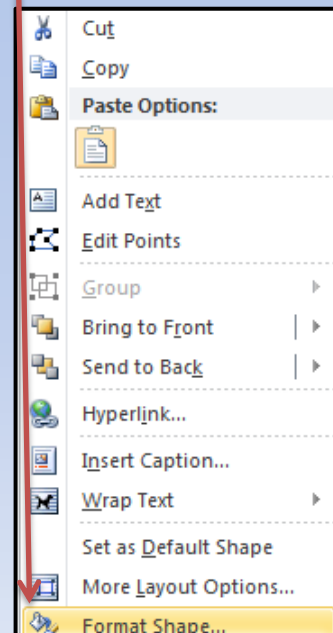
STEP 1

- ✓ Choose insert click “Shapes”
- ✓ Select your icon



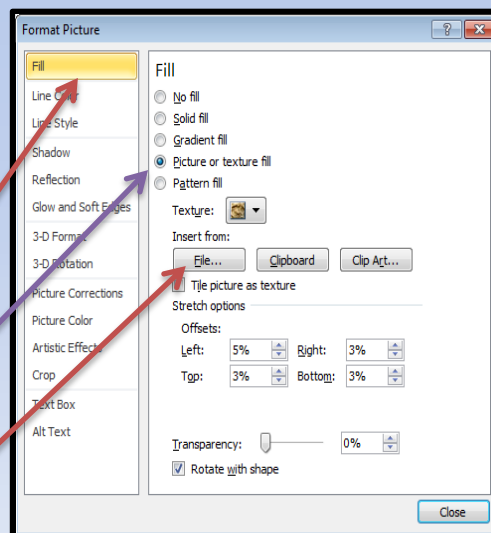
STEP 2

- ✓ Click Right bottom in the corner of selected shape
- ✓ Select – Format Picture



STEP 3

- ✓ Choose – “Fill” shape
- ✓ then select Picture or Texture fill
- ✓ Add your saved picture



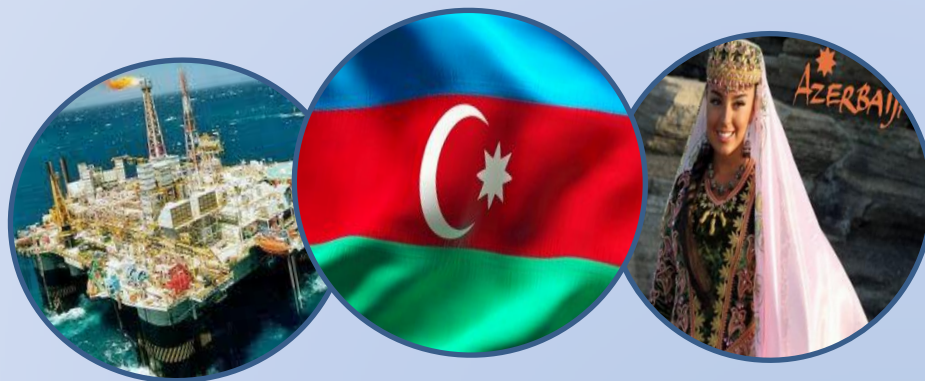
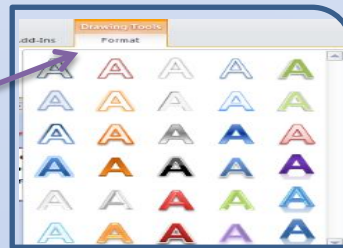
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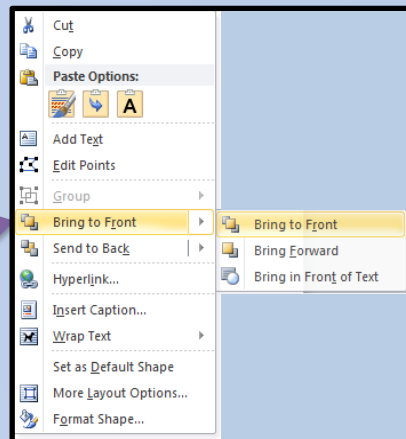
STEP 4

- ✓ Choose – Format click on it and select your font color.
- ✓ Type your text in a selected shape



STEP 5

- ✓ Bring to format front or forward -
- ✓ Click Right bottom in the corner of selected shape
- ✓ Choose as your wish



References for pictures:

1. Flag - <http://primera.e-sim.org/article.html?id=68221>
2. Oil Rocks Main Building <http://vestnikkavkaza.net/news/economy/41295.html>
3. Azerbaijani lady with national cloth - <http://www.pinterest.com/pin/292522938269958018/>
4. The view of Baku, Azerbaijan - <http://frenchiesinbaku.wordpress.com/2013/07/01/baku-nightlife/>