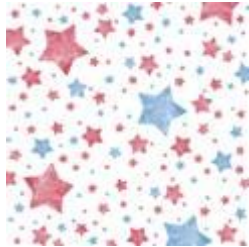


PC Tip of the Week: Change Picture and ClipArt Shapes in Word, Excel, or PowerPoint 2007

If you insert pictures or clipart into Office 2007 applications, you might find the **Picture Shape** option an added benefit:

Begin with this...



...change to this

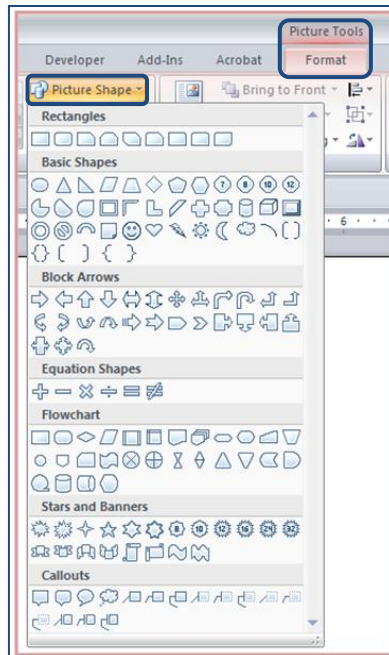


...or this



Once the picture or clip art image is inserted, the **Picture Tools > Format** tab is added to the ribbon.

- (1) In the document, select the inserted image.
- (2) On the **Format** tab, click **Picture Shape**.
- (3) Click to select a shape.



The image isn't distorted, but parts of the image are hidden to create the shape.

Formatting options to add a border, rotate, change picture effects, etc., are still available.

Computer Term of the Week

Celeron: a brand name for a line of Intel microprocessors introduced in 1998; designed for low-cost PCs; run at lower speeds and are not as expandable as Pentium II microprocessors.

Keyboard Shortcut of the Week

Ctrl + Shift + T reopens the most recently-closed tab in Firefox and Internet Explorer.